RESTORE

Short Term Scientific Missions

APPLY for a RESTORE STSM!

Interested in bringing Restorative Sustainability expertise to your country?

Apply for a STSM to map RESTORE sustainable building standards!

Suggest a STSM topic and project. You can select a Host Institution from the list of Hosting Proposals on our Website, or find a suitable Host yourself. Be sure to prepare your application in line with COST rules regarding STSMs.

Make your case, why is your study important, how will you use it to expand understanding in your country and abroad and GO!

Important Dates:
Applications Open for applying via E-mail to STSM Coordinator: 1 April 2020
Applications Close: 1 June 2020
Applications Open for uploading in E-Cost: June 2020

STSM can begin from End of June / July 2020
STSM and reporting must be completed by February 28, 2021.

Applicants will be notified of the outcome of the review as quickly as possible.

COST Action CA16114 RESTORE
Rethinking Sustainability Towards a Regenerative Economy

http://cost.eu

CALL FOR SHORT TERM SCIENTIFIC MISSIONS

The Short Term Scientific Missions (STSMs) call for the RESTORE COST Action GP4 is now open. RESTORE is seeking applicants for STSMs which may begin from the end of June / July 2020 and must end before February 28, 2021 (including outcome reports and expense claims). You must apply by 1 June 2020.

Short Term Scientific Missions in RESTORE
STSMs are research visits to a host institution where the applicant will perform research activities that advance the objectives of RESTORE. STSMs must be between 5 and 90 days STSMs are financially supported by the Action with a fixed contribution of up to **2500 EUR**.

Proposed STSM topics should be related to WG5 and address, at a minimum, one of the goals specified on the website. Info on WG5 goals and objectives can be found on RESTORE Website, WG5 Webpage WG5 - Scale Jumping

STSMs that address industry concerns and perspectives are encouraged. STSM hosts may be industry members or other companies!

Please review the RESTORE website and Memorandum of Understanding (PDF) to learn more details about each working group before submitting your application!

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Applying for an STSM

The applicant should confirm the eligibility of their STSM by carefully reading the rules in Section 8 of the COST Vademecum (updated June 2019).

To apply for a Short Term Scientific Mission (STSM) within the RESTORE COST Action (CA16114), please use the online form from COST at: https://e-services.cost.eu. You will need:

i)   A complete online application (Appendix A below.).
ii)   an invitation letter from the host institution,
iii)   a support letter from the home institution,
iv)   The Applicant's CV, including publications.

*As online application will not be possible before June 2020, when applying in given deadline you should, instead online, send the application via email, in WORD or PDF files to STSM Coordinator, following the structure of an online application. Same information given in email, successful candidates will upload online when the E-Cost system becomes available for applying in June.

Your application will be evaluated by the STSM Committee based on the following criteria:

	Description	Grading	Weight
1.	Quality and feasibility of the work plan	1 to 10	19 %
2.	Appropriateness of the STSM for the selected Working Group and objectives	1 to 10	19 %
3.	Suitability of the applicant to work plan objectives	1 to 10	19 %
4.	Benefits of the STSM for the applicant (visitor)	1 to 10	19 %
5.	**Quality, scope, and feasibility of the outcomes**	**1 to 10**	**24 %**

Priority will be given to applications that support the objectives of the RESTORE Working Group 5. Please consult the RESTORE website and the RESTORE Memorandum of Understanding for details.

It is expected that each STSM grantee will present their STSM work at a RESTORE Working Group meeting or International Meeting. Upon completion of the STSM, an STSM report must be submitted to the STSM Manager by email. **After the STSM participants are highly encouraged to submit papers related to topic studied during STSM**.

The calculation of the financial contribution for each STSM must respect the following criteria:
- Up to a maximum of EUR 2 500 in total can be afforded to each successful applicant;
- Up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses;
- Up to a maximum of EUR 300 for travel can be afforded for travel;
- STSM applicants from ITC participating in the COST can request a pre-payment of 50% of their STSM total Grant when they complete the first day of their STSM.

Please carefully read the STSM rules in the COST Vademecum at Section 8.

In case you have any questions about the application procedure or STSM rules, please contact STSM Coordinator jelena.brajkovic@arh.bg.ac.rs

Useful Information

Website https://eurestore.eu
Working Group 5: http://www.eurestore.eu/wg5-scale-jumping/

STSMs: http://www.eurestore.eu/short-term-scientific-missions-stsm/

Vademecum (COST Action Rules)

This is a must-read document prior to making your STSM application
COST Vademecum

RESTORE Cost Action Link

https://e-services.cost.eu/action/CA16114/overview

STMS Selection Committee

STSM Lead: Jelena Brajković jelena.brajkovic@arh.bg.ac.rs
Scientific Representative: Roberto Lollini
Working Group Leaders (as appropriate for the application)

RESTORE Action Twitter Account
@CostRESTORE

RESTORE Action Facebook Page
https://www.facebook.com/COSTRestore/

Appendix A: Application guidance

Writing a clear application with goals closely linked to the Action objectives is the best way ensure your application is selected for funding. It is important to keep in mind the goals of the action and the assessment system used by the STSM committee. Each section of the online application is presented and discussed below.

1. **Applicant details**. Select your institute from the choices given. You can add or edit affiliation by clicking the link in the lower right. The affiliations listed in your COST profile will show up in the pop-up menu.

2. **STSM Details**. This is the main component of your application. First, select the appropriate COST Action (**CA16114**). Next, provide an informative title. When selecting a Grant Period, you will most often have only one option. If more are presented, ensure your STSM *starts* and *ends* within the grant period and within the time frames provided in the current STSM announcement.

   When selecting dates keep in mind the minimum period is 5 days, but longer durations are generally encouraged as more can be completed during the period. The maximum duration for normal STSMs is 90 days. Exceptions can be made for early career investigators (please consult the Vademecum or contact the STSM Coordinator).

   The most important part of the entire application is the Workplan ("Motivation and Workplan summary" in the form). You are limited to 2000 words, so being direct and succinct is important.

   a. **Aim & Motivation.** Use this space to briefly state the objective of the study, your personal interest in the topic, and the societal relevance of the STSM.
   b. **Contribution to the scientific objectives of the Action**. *Creating a clear link between the objectives of your STSM with WG and Action goals is very important*. Please clearly, but briefly, state the WG associated with the STSM and how the STSM relates to the goals of the WG and the Action.
   c. **Techniques.** In this section, clearly state how you will accomplish the objectives you declared in the **Aim & Motivation** section. Describe the tools/equipment available at the host, the expertise at the host, and/or capacities of the area (environments, subjects/participants) that make it appropriate for your STSM.
   d. **Planning.** Describe the activities you will do to accomplish your objectives:

i. What will you do *before* your STSM? Examples might be material preparation, literature review, data collection/preparation, special training.

ii. What will you do *during* your STSM? Include the activities and the time frame within the STSM period. For example: Day 1: Meet HOST staff and finalise details of the implementation plan. Day 2 and 3: Receive training on Tool XYZ. Day 4-6: Data collection and site visits. Day 7-10: Utilise Tool XYZ for data analysis & modelling. Day 11-12: Review and refine results. Day 13-15: Draft journal paper. Day 16: Travel home. Longer duration STSMs may use longer blocks to describe the work.

iii. What will you do *after* your STSM? Describe how you will finalise the results of your STSM. Continued data analysis, finalise a journal paper, etc.

e. **Outcomes.** Define what the outcomes of the STSM. State how the new knowledge will be used and disseminated. Journal publications, conference presentations, lessons at universities or other forums are all important.

3. **Bank details**. Select the bank account you would like the grant deposited into, if successful. The available accounts are entered and stored in your profile and can be added or edited here. In some cases, your home institution may have guidelines for this (e.g., they may request the funds are deposited in their account). It is encouraged to discuss this with your supervisor or administrative staff prior to submitting your request.

4. **Host Details.** Provide the contact details of the host institution.

HOST Details

Title *	Dr
First Name *	VeryNice
Last Name *	Host
Email *	verynice.host@host-institute.eu
Institution *	Host Institute
Institution Address *	xyz Rue de Luxembourg
Institution City *	Brussels
Institution Country *	Belgium [BE]

5. **Financial support.** In this section define the grant you will request. There are 3 main considerations: the amount for travel, the amount for subsistence (lodging, meals), and if you will apply for prepayment (only available for applicants from ITC countries). The Vademecum limits the total grant amount to 3500 EUR. **RESTORE STSM grants are limited to 2500 EUR to ensure more people can participate.** The total budget should be appropriate for the duration of the STSM.
   a. You may request a maximum of 300 EUR for travel for the STSM.
   b. You may request a maximum of 160 EUR per day for subsistence. That means a STSM lasting 10 days can include a MAXIMUM of 1600 EUR for this category. These values are not checked or validated by the online system, so please be mindful of these rules.
   c. If you are from an Inclusiveness Target Country, you may request 50% pre-payment of your grant amount. If you select this, after arriving at the host institution the HOST must notify the grant holder that you have arrived. At that time the Grant Holder can transfer the pre-payment.

Financial Support

Amount for Travel in EUR *	300	❶ Up to a maximum of EUR 300
Amount for Subsistence in EUR *	1600	❶ Up to a maximum of EUR 160 per day
Total Amount in EUR	1900.00	❶ The total requested amount is limited to EUR 3500

☐ I wish to apply for a pre-payment for the Grant

Disclaimer: The pre-payment of 50% of your Grant is subject to the approval by the Grant Holder Institute. Should the request be approved, the first installment of the Grant will be processed upon receipt of the STSM host's confirmation of your presence at the host institute.