

COST Action CA18224
GREENERING – Green Chemical Engineering Network towards upscaling sustainable processes

Short Term Scientific Missions (STSM)

Call for STSM Applications

First Grant Period, 1 Nov 2019 – 30 April 2020

In the first grant period, COST Action GREENERING opens two deadlines for applications to STSM to be developed under the scope of the referred Action, according to terms described in this document.

The main procedures/ regulations concerning STSM are governed by the COST Vademecum (https://www.cost.eu/wp-content/uploads/2019/07/Vademecum_June2019.pdf), in particular those described in Section 8. Please read this section prior to preparing your STSM application.

Scope of GREENERING COST Action

GREENERING has the objective to promote and boost the industrial application of green chemistry and sustainable technologies, developing the tools for the scale-up and implementation of emerging processes into industries. The network brings together expertise on the fields of green chemistry, application of renewable raw materials and alternative solvents via cutting edge new technologies and processes while aims to implement and accelerate of green chemistry and technologies to industrial application. The main objectives of the network are promoting cooperation between academy and industries, determining the causes of failure of implementation of green processes and providing training, scientific missions and seminars within a wide audience. GREENERING is focused on the four major factors that contribute for the faster growth of green chemistry: Collaboration, Technology Forcing, Compromise and Enhanced Education. The network consists of over 70 research teams from 28 COST countries. With the Short Term Scientific Missions (STSMs) young researchers can be trained within the field of GREENERING at different research teams and industrial partners to gain research, innovation and entrepreneurial skills. These interdisciplinary collaborations can yield innovative and integrated technological solutions for the environment and the well-being of people in Europe via cleaner and more sustainable production.

For further details and specific objectives, please refer to the Memorandum of Understanding (MoU) of GREENERING COST Action: <https://www.cost.eu/actions/CA18224/>

Purpose of STSM

Short Term Scientific Missions (STSMs) are short term institutional visits aimed to support individual mobility, strengthen existing networks and foster collaboration between COST Action Participants. A STSM should specifically contribute to the scientific scopes and objectives of this COST Action, whilst simultaneously allow the participants to learn new techniques, gain new experiences and access to specific data, instruments and / or methods not available in their own institutions.

Eligibility criteria

The institution/organisation or legal entity where applicants pursue their main strand of research is considered here as Home Institution. The Host Institution is the institution/organisation that will host the approved applicant. Early Career Investigators (ECI) are defined as researchers with PhD + up to 8 years of research experience.

The following eligibility criteria apply for the definition of the possible applicants and the host institutions.

- a) STSM applicants must be engaged in an official research programme as a PhD Student or postdoctoral fellow or can be employed by (or affiliated to) an institution, organisation or legal entity which has within its remit a clear association with research, and belongs to a GREENERING Action Member Country, or is an approved Near Neighbour Country (NNC) Institution or an approved European RTD Organisation;
- b) The possible STSM Host Institution must be selected according to the scenarios summarized in the following table.

Applicant's Home Institution	STSM Host Institution
Located in a Participating COST Full Member/COST Cooperating Member	Located in another Participating COST Full Member/ COST Cooperating Member
	Located in a Participating COST Partner Member
	An Approved International Partner Country Institution
	An Approved NNC Institution
	The EU Commission or a EU Body, Office or Agency
	An Approved European RTD Organisation
	An Approved International Organisation
Located in an Approved NNC Institution	Located in a Participating COST Full Member/ COST Cooperating Member
Located in an Approved European RTD Organisation	Located in a Participating COST Full Member/ COST Cooperating Member

Other important criteria for the STSM mobility are:

- I. The STSM need to be carried out in their entirety within a single Grant Period and always within the Action's lifetime;
- II. The STSM must have a minimum duration of 5 calendar days that includes travel, with duration up to maximum 26 calendar days;
- III. Neither the COST Association nor the Grant Holder of the Action are considered to be an STSM grantee's employer, *i.e.* the STSM Grant cannot be considered as a salary;
- IV. STSM grantees should make their own arrangements for all provisions related to personal security, health, taxation, social security and pension matters.

Deadline of application and period of STSM

The following dates of deadline for the submission and the notification of results of STSM proposals will apply:

Deadline of applications	Notification of results
15 December 2019	23 December 2019
15 January 2020	24 January 2020

The period of STSM has to be completed within the Grant Period and yet reserves some margin for presenting the scientific report for approval and final payment. Therefore, the STSM have to be finished by 31st of March 2020 the latest.

Funding

The total budget for STSM in the current Grant Period is € 6600 and the **number of STSM grants that will be funded is four (4) maximum**. The grants will be distributed by the two deadlines given previously, as follows: two (2) for the first deadline, and two (2) for the second date. If the number of grants of the first cut-off date is not all attributed, the remaining grant(s) will be transferred to the second cut-off date.

An STSM Grant is a fixed financial contribution which takes into consideration the budget request of the applicant and the outcome of the evaluation of the STSM application. **Please note that STSM Grants do not necessarily cover all expenses related to undertaking a given mission**, being only a contribution to the overall travel, accommodation and meal expenses of the Grantee. Applicants are encouraged to evaluate their budget request based on a high benefit/cost ratio and justify it based on the perceived cost of living in the host country/city.

Section 8.4 of COST Vademecum defines criteria for the financial contribution for each STSM, which should not be disregarded in any circumstance:

- a) Up to a maximum of EUR 3 500 in total can be afforded to each successful applicant;
- b) Up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses;
- c) Up to a maximum of EUR 300 can be afforded for travel costs.

Note that specific provisions have been introduced to enable researchers from Inclusiveness Target Countries (ITC) participating in the COST Action to request a pre-payment of 50% of their STSM Grant when they complete the first day of their STSM. In such case, the representative of the Host Institution must confirm by e-mail to the Grant Holder that the STSM applicant has officially started the mission on day 1. Only then the Grant Holder can arrange the payment of 50% of the STSM grant. The remaining 50% of the Grant is payable once the administrative requirements have been satisfied after the STSM.

Application Procedure

The application procedure is legally bound to the Vademecum. Eligible STSM applicants must submit their STSM applications online at the following web address: <https://e-services.cost.eu/stsm>

Prior to this submission, it is the responsibility of the applicant to obtain a written agreement from the Host institution stating that the applicant may perform the activities detailed in the STSM work plan on the agreed dates.

The following information is needed for the on-line application form:

- i. Action number (CA18224);
- ii. Title of the planned STSM;
- iii. Start and end dates of the STSM;
- iv. Applicant's details, including academic profile and work-plan;
- v. Applicant's bank details;
- vi. Host institution details;
- vii. Requested budget.

Selection Committee

A scientific committee – STSM Committee – composed by the STSM Coordinator, STSM Vice-Coordinator and minimum two Work Group leaders will evaluate all the STSM proposals and define a seriation for the attribution of the grants. In case of conflict of interest, the member that is constrained in his duties should designate a substitute (the Action Chair or the respective Work Group vice-leader).

Assessment of applications and communication of results

The STSM Committee will perform the scientific assessment of the applications considering the GREENERING Action scope and objectives, as well as the potential for enhancement of the research interaction between the involved parts, measured by the impact of the exchange expected by the applicants and involved institutions. Moreover, a tentative goal of 10% of STSMs attributed to the industrial members is set, along with promoting of gender balance, enabling ECIs and PhD students, and broadening geographical inclusiveness.

The following more specific criteria will be considered for applications within the first Grant Period. The evaluation will return a value between 0 and a maximum of 15 points. These points will be divided between the assessment of the work plan quality and STSM framework (10 points) and the applicant's CV (5 points).

1. STSM workplan: max. of 10 points 1.1 Scientific quality, alignment with Action objectives, expected impact: up to 5 points 1.2. Mission inter-Work Group: 1 point 1.3. New collaboration: 1 point 1.4. Budget (Period length*): 1 point 1.5. Academia-Industry Cooperation: 2 points	2. Curriculum Vitæ of the applicant: max. of 10 points 2.1 ITC participant outgoing: 4 points 2.2 Young researcher (PhD+ 8 years in R&D) or industry collaborator: 2 points 2.3 Co-author of >3 JCR [§] -articles: 1 point 2.4 Co-author of >10 JCR [§] -articles: 1 point 2.5 First application bonus: 1 point 2.6 Guest is COST-participant: 1 point
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* - in case of insufficient available funding;

§JCR – Journal of Citation Reports – Clarivate.

Once approved by the STSM Coordinator (or the Action Vice-Chair, in case of conflict of interest), she will inform the Grant Holder of the approved STSM, who will inform each approved applicant by sending a Grant Letter generated from e-COST. The applicant must return this letter of acceptance with his/her signature.

STSM reporting and Payment

The STSM Grantee has 30 calendar days from the end date of the mission to submit a scientific report to the STSM Coordinator. Moreover, a written confirmation by a senior researcher affiliated to the Host Institution regarding the successful achievement of the objectives of the STSM and approval of the scientific report is also necessary. Please note that failure to submit the scientific report and Host Approval of the scientific report within 30 days will effectively cancel the grant.

The template of the scientific report can be downloaded at http://www.cost.eu/STSM_report_template; it includes:

- i) Purpose of the STSM and framing in the GREENERING Action;
- ii) Description of the activities carried out during the mission;
- iii) Summary of relevant results;
- iv) Future collaborations, including forthcoming publications resulting from the developed work and/or joint project proposals agreed during the stay.

The payment of the Grant is subject to the approval of the STSM scientific report by the STSM Committee, on behalf of the Action's MC, and the final decision is uploaded in e-COST by the STSM Coordinator. Based on this, the Grant Holder will execute the payment of the grant directly to the grantee or the host institution as requested in the application.

STSM Contacts

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