

COST Action IS1005

Medieval Europe - Medieval Cultures and Technological Resources

Short Term Scientific Missions

GUIDELINES AND CALL FOR APPLICATIONS

1. GOALS AND RULES

STSM are aimed at fostering collaboration, learning new techniques or using working instruments not available in the home institution. The objectives of the STSM must be in accordance with the main objectives of COST Action IS 1005, that is, to increase accessibility to and integration of medieval research data and tools through the use of improved technological instruments and skills.

All candidates should carefully read and comply with the instructions given in point 4 of the COST Vademecum Grant System document, available at:

<http://www.cost.esf.org/participate/guidelines>.

COST Action IS1005 will make a continuously updated public “Call for STSMs” on the Action’s website. Any candidate may, on a personal basis, suggest an STSM and apply for it, provided that 1) it complies with COST rules, and 2) an agreement from both the home and host institutions is given.

2. HOW TO APPLY?

Application for an STSM is an open and on-going process. Nevertheless, the STSM coordinator recommends presenting the applications before 15 December 2012, as the assessment committee will make a decision about the grants in course of the following month.

Applications should be made on-line through <https://e-services.cost.eu/stms>. The online registration tool will generate a formal application which will be sent by the applicant electronically to the host institution and to the STSM coordinator

(mariadelcarmen.cardellegonzalez@uzh.ch) accompanied by the following documents (in PDF):

- A short description of the proposed STSM, providing a clear schedule of the work planned and stating to what extent this mission will contribute to the scientific objectives of the COST Action (max. one page).

- A short CV, with list of publications (if applicable)
- Support letter from home institution (e.g. from the promoter or the head of the research unit)
- Letter of invitation of the host institution (e.g. from the head of the research unit)
- Support letter from a MC member from the applicant's country (see the list here: http://www.cost.esf.org/domains_actions/isch/Actions/IS1005?management)

3. ASSESSMENT PROCESS

The decision about the granting of a contribution for STSM will be taken by the STSM coordinator and the assessment committee, composed by the members of the Steering Group, Prof. Caroline Macé (Leuven) and Dr. Simon Mercieca (Malta).

The criteria used for assessment of applications will be:

- the relevance of the project to the objectives of the COST Action IS 1005
- the scientific quality of the application

STSM from or to an institution taking actively part at the COST Action IS1005 will receive priority.

The COST Action promotes gender balance, as far as possible and especially supports early-stage researchers.

4. REPORT

After completion of the STSM the grantee is required to submit a short scientific report about the visit to the host institution and to the STSM coordinator within 4 weeks after the completion of his/her stay.

This report should contain the following pieces of information:

- a reminder of the goals of this STSM, as stated in the application
- a description of the work carried out during the STSM
- a description of the main results obtained
- concrete plans for any future collaboration with the host institution (if applicable)
- confirmation by the host institution of the successful execution of the STSM

The report will be published on the web page of Medioevo Europeo.

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