COST Action MP 1405
Quantum Structure of Spacetime

HORIZON 2020

1st CALL for Short Term Scientific Missions (STSMs)

Call opening:	**28**	**June**	**2015**
Application deadline:	**24**	**July**	**2015**
Decision and notification:	**07**	**August**	**2015**

"Quantum structure of spacetime" is opening the 1st call for exchange visits (STSMs) aimed at strengthening ties among network members, fostering knowledge transfer and enabling researchers to promote new ideas, skills or techniques within the scientific objectives of this Action.

Total budget of STSM grants for this call: 10,000 €, with max 2500 € per general STSM or max 3500 € for Early Career Investigators (ECI = within 8 years from PhD date) staying over three months. These missions must take place **between 15 August and 24 December 2015**. There will be another call in November for travel in 25/12/2015 − 15/05/2016.

Detailed information can be found also on the COST Vademecum
`http://www.cost.eu/participate/networking`

APPLICANT & HOME INSTITUTION:

A PhD student, a postdoc or a staff member in an institution either located in a participating COST country or else having been formally approved onto our Action from a Near Neighbour Country (NNC) or a European RTD Organisation. We encourage in particular applications from PhD students and ECIs, and candidates from or travelling to Inclusiveness Countries. For details please visit
`http://www.cost.eu/COST_Actions/mpns/Actions/MP1405?parties`.

HOST INSTITUTION:

An applicant from a participating COST country can be hosted by an institution in another COST country or an approved non-COST organisation (in an NNC or IPC). An applicant from an approved non-COST organisation (only European RTD or in an NNC, not in an IPC) can be hosted only in a participating COST country. The applicant must obtain the agreement of the host institution before submitting the STSM application.

DURATION:

There is a **minimum duration of 5 working days** for any proposed STSM, and a maximum of 90 days, raised to 180 days for ECIs.

FINANCIAL SUPPORT:

The financial support provided by the STSM scheme is intended to cover a part, but not necessarily all, of the costs of the proposed visit. The financial contribution for an STSM will be a fixed grant based on the applicant's budget request and the evaluation of the application by the STSM assessment committee. **Indicative values for the requested amount for daily allowance and travel expenses are 60–90 €** (max 160 €) and 300 € (max 500 €), respectively. However, the total amount requested per STSM shall not exceed 2500 € (3500 € for ECIs staying longer than 90 days). Advance payment is not possible. STSM grantees must make their own arrangements for all health, social, personal security, fiscal and pension matters. Top-up funding from the host institution is not mandatory but is encouraged in order to maximise the effectiveness of the STSM.

BEFORE the STSM

REGISTRATION & DEADLINES:

The applicant must use the online registration tool
`https://e-services.cost.eu/w3/index.php?id=91`
to submit her or his application. The following information has to be provided:

- The applicant's data: name, work place, address etc.
- The planned dates and duration of the STSM
- Information about the proposed STSM: title, short description etc.
- A short CV
- The requested budget
- Bank details

This formal STSM application must also be downloaded and sent by email to the STSM coordinator Prof. Olaf Lechtenfeld <`mailto:qspace@itp-uni-hannover.de`>. The applicant should clearly indicate the science topic most relevant to her or his application (defined in relation with the Working Groups of the Action) and should also send to the STSM coordinator the necessary supporting documents:

- An invitation letter from a senior researcher affiliated to the host institution
- A motivation letter highlighting the proposed contribution to the Action's objectives
- A work plan
- A curriculum vitæ including list of publications
- A letter of support from the home institution

The deadline for the application is 24 July 2015 by midnight UTC.
The scientific and budgetary assessment of the STSM applications will be executed by a selection committee (Prof. M. Dimitrijevic (RS), Dr. R. Martins (PT), Prof. P. Schupp (DE), Prof. N. Toumbas (CY), with possible involvement of Chair, Vice-Chair or WG Leaders). The most important criteria of assessment are scientific excellence, how effectively the STSM will contribute to the scientific aims of Action MP1405, together with geographical distribution

and gender promotion. The committee will inform the Grant Holder of the successfully evaluated proposals by **07 August 2015**.

The Grant Holder will subsequently inform the successful applicants by sending them a grant letter with an official approval and the level of the financial grant given. The applicant has to return this grant letter **within one week**, after accepting the grant with his or her signature.

AFTER the STSM

SCIENTIFIC REPORT:

The grantee is required to submit to the host institution and to the STSM coordinator Prof. Olaf Lechtenfeld <`mailto:qspace@itp-uni-hannover.de`> within 4 weeks after the completion of the STSM a short scientific report with following information:

- The purpose of the STSM
- A description of the work carried out during the STSM
- A description of the main results obtained
- Planned future collaboration with the host institute (if applicable)
- Foreseen publications (if applicable)
- Other comments (if any)
- A confirmation letter by the host about the successful execution of the STSM

NOTICE OF COMPLETION:

The STSM coordinator will approve the final report and send the completion notice to the Grant Holder. The Grant Holder will then execute the payment of the fixed grant directly to the grantee or to the host institution, as requested in the application, after receipt of the following documents:

- The notice of completion by the STSM coordinator
- The completed payment request form from the STSM grantee
- A summary (maximally one page) of the scientific report from the STSM grantee

Prof. Olaf Lechtenfeld   STSM Coordinator of the COST Action MP1405