

# **COST Action 15218 Measuring homelessness in Europe**

## **Short-Term Scientific Missions (STSM) internal rules**

### **1. Objective**

The aim of the STSM is to contribute to the scientific objectives of the COST Action.

### **2. The Applicant**

The applicant must be engaged in a programme of research or employed by an institution participating in this COST Action. To this end, her/his application should be endorsed by a member of the Management Committee.

Priority is given to applicants who qualify as early-stage researchers. The definition of the term “Early-Stage Researchers” is based on the time that elapses between the date of the PhD/doctorate (or similar experience) and the date of involvement in the COST Action. If this time span is less than 8 years, a person falls within the definition.

The Applicant must use the form, which can be received by emailing the MC Chair ([Koen.hermans@kuleuven.be](mailto:Koen.hermans@kuleuven.be))

The Applicant must obtain a statement of approval from the Host Institution stating that the applicant can undertake a STSM at the host institution. This approval may take the form of an email or letter from a senior researcher based at the host institution.

### **3. Financial support**

The grant will be used to cover travel and subsistence costs, conference fees, and the costs of conference workshops. The maximum amount to be awarded per grant is € 2.500.

An early-stage researcher will be awarded a STSM grant only once in the four-year duration of this COST Action.

### **4. Duration**

The duration of a STSM must be at least one week (5 working days). A scientific report will be sent by the applicant to the STSM chair within 30 days of the end of the mission.

### **5. The selection procedure**

The STSM Committee is in charge of the selection process for the duration of the COST Action. The committee consists of Koen Hermans, Matthias Drilling and Gabor Csomor.

The STSM Committee publishes at least one call per year, in april, allowing 30 days to submit applications (by e-mail). In the first call, all the grants programmed for that year are put up for application. Only if some of the programmed grants are not awarded will a second call be launched, in the first half of June.

The STSM Committee evaluates and ranks the applicants within 15 days after the deadline for submitting applications. The criteria for assessing applications are: a) relevance to the objectives of this COST Action; b) quality of the proposal; c) country and gender balance. Only those applications that are considered unanimously to be of adequate quality are considered. The STSM Committee also checks the consistency of the requested grant with COST rules and the Action Budget and amends the amount if necessary. Each year, a maximum of 5 STSM are assigned.

The STSM Chair puts forward the selected STSM applicant(s) for MC approval by e-mailing the entire MC. MC Members (max 2 per country) are required to express their approval or disapproval by e-mail within 7 days of receiving the proposed applicant's selection. Lack of response is considered as approval. Approval occurs by simple majority.

Upon approval by the MC, the STSM Chair writes to the Grant Holder on behalf of the MC, stating that the given list of STSM(s) has been approved, providing the name(s) of the STSM grantee(s), the respective Mission date(s) and the amount of the grant(s). The Grant Holder in turn informs the STSM applicant(s) using the Grant Letter produced via ECOST.

## **6. After the STSM**

Within 21 days after the completion of the STSM, the grantee is required to submit to the STSM Committee a short scientific report on the mission. Within 15 days of receiving this report the STSM Committee approves the mission and the STSM chair informs the Grant holder that the STSM has been successfully accomplished and that the grant can be paid.