



# Cost Action FP1301 - EuroCoppice

## 3<sup>rd</sup> Call for STSM

### ***Short Term Scientific Missions***

Are you working in research on traditional or short rotation coppice?

Do you want to learn more about other research institutes, countries or cultures?

Are you ready to extend your professional network?

If your answers to the above questions are positive, then a Short Term Scientific Mission is right for you! Choose from more than 30 European Countries for a unique chance to learn something new, study a novel method or apply your knowledge in a different working environment.

All this is possible through:

#### ***Cost action FP1301***

***"Innovative management and multifunctional utilization of traditional coppice forests - an answer to future ecological, economic and social challenges in the European forestry sector (EuroCoppice)"***

#### **Contact:**

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## Call for Short Term Scientific Missions

### Cost Action FP1301 - EuroCoppice

Short Term Scientific Missions (STSM), as defined by [COST guidelines](#), are exchange visits aimed at supporting individual mobility, strengthening existing networks and fostering collaboration between researchers. A STSM should **specifically contribute to the scientific objectives of the COST Action**, whilst at the same time allowing those partaking in the missions to learn new techniques, gain access to specific data, instruments and/or methods not available in their own institutions/organisations. They are particularly intended for young scientists.

#### All you need to know

##### The applicant:

The applicant shall be engaged in a programme of research as a:

- PhD Student,
- postdoctoral fellow, or
- be employed by, or affiliated to, an Institution that is performing scientific research in a COST Country having accepted the MoU of this action.

The following table shows the scenarios available to eligible STSM applicants:

Home institution	Host Institution
From a <b>Participating</b> COST Country	To another Participating COST Country
	To an approved NNC institution
	To an approved IPC institution
	To an approved EC / EU Agency / an approved European RTD Organisation or an approved International Organisation
From an <b>approved NNC institution</b>	To a Participating COST Country
From an <b>approved</b> European RTD Organisation	





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### Cost Action FP1301 - EuroCoppice

#### **Duration:**

Minimum one week (five working days) – Maximum 3 months.

For Early Career Investigators extended STSM duration may be possible, please consult the COST vademecum.

**The STSMs must take place between January to April, 2016 or May to November, 2016. No overlap between the two periods is allowed.**

#### **Participating Countries:**

More information about participating countries and institutions can be found at [http://www.cost.eu/domains\\_actions/fps/Actions/FP1301](http://www.cost.eu/domains_actions/fps/Actions/FP1301)

#### **Financial support:**

The financial support is a contribution to the cost of an STSM and **may not necessarily cover all the costs** in each case. The grant should normally cover travel and subsistence.

A STSM grant is a fixed contribution based on the budget requested by the applicant and the evaluation of the application. An amount of €60 to €90 for the daily allowance and a maximum of €500 for travel is recommended but not obligatory.

A detailed budget should be included in the application and should include eventual other sources of financial supports.

The financial support will be paid after the completion of the STSM and after a report on the STSM has been approved by the STSM coordinator or vice coordinator. The report must be signed by the host institute.





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### Cost Action FP1301 - EuroCoppice

#### **How to submit an STSM Application:**

Before submitting the application in E-COST, the workplan and budget should be submitted to the STSM coordinator for a pre-evaluation, which may result in suggestions for improvement of the application. Note that following this step and taking into account eventual advice given by the STSM coordinator will increase (but not guarantee) the chance of your STSM being approved.

For the official application, the applicant must use the on-line registration tool to register their request for an STSM (Please follow this link to [apply for a Short-term scientific mission](https://e-services.cost.eu/stsm) - <https://e-services.cost.eu/stsm>). After on-line registration the following information must be sent to the STSM coordinator of this COST Action:

- a workplan for the STSM specifying the aim of the STSM, why a financial support is needed, what are the benefits to applicant and to host institution
- a motivation letter with a detailed explanation about how the STSM will contribute to the Action aims
- a time plan for the STSM, with duration, start and finish dates
- a detailed budget request for the STSM
- a CV of the applicant
- a letter of invitation from the host institution
- a letter of support from the home institution

When all documents have been received, the coordinator and vice coordinator will evaluate the proposal. This normally takes about one week.

→ If there are no comments, the proposal will be forwarded to the members of the Steering Group (SG) for ballot.

→ If there are comments, the applicant will be asked to revise the application before forwarding it to the SG for ballot.

The ballot normally takes one week.







## *Call for Short Term Scientific Missions*

### Cost Action FP1301 - EuroCoppice

#### **Application procedure continued:**

If the results of the ballot are positive, a grant letter will be issued by the grant holder. This grant letter has to be signed and then returned to the coordinator and the grant holder. The issuing of the grant letter also takes about one week.

If the results of the ballot are negative the applicant will be informed that his/her application has been refused.

#### **On completion of STSM**

Within two weeks of completion of the STSM, the guest will have to submit a full report to the coordinator. The coordinator can request changes to the report, which must be incorporated in the report before payment can be expected. The final report has to be signed by the host institution for acceptance.

After final approval the grantholder will pay the grant amount.

#### **What should an STSM report contain**

General:

The title of the report should be the same as the title of the STSM. The report should cover what the title promises.

An STSM report should contain concise information on what has been done, which data have been collected and how, and the main results of the data analysis.

If, for any reason, the aims of the STSM submission were not obtained, a simple and short explanation of the cause of changes shall be given.

A report on an STSM should not be a scientific treatise or a review with many literature references.





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### Cost Action FP1301 - EuroCoppice

#### **What should an STSM report contain continued:**

The report should be illustrated with pictures, tables and/or graphs. All of these have to be referenced to in the text of the report.

Please consider that the report will be published on the homepage of EuroCoppice with free access.

The following Table of Contents is suggested:

- Introduction
- Purpose
- Methods, circumstances and locations
- Overview of collected data
- Results based on the collected data
- Conclusions
- Recommendations
- Literature (short and only those that are relevant)
- A declaration of acceptance of the report by the host institution (signature)

For more information or guidance contact the STSM coordinator of this COST Action or his substitute:

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All the information given here are a synthesis of the COST vademecum. For detailed information, please, consult the vademecum ([COST guidelines](#)).

