



Action Number	CA20113
Action Name	ProteoCure
Action Title	A sound proteome for a sound body: targeting proteolysis for proteome remodeling
Action Dates	15/10/2021 – 14/10/2025

Short application guide for standard Short-Term Scientific Missions (STSMs)

ProteoCure supports Short-Term Scientific Missions (STSMs), i.e., exchange visits, to strengthen the network, foster collaborations, and share new techniques and infrastructure.

The STSMs are mainly intended for Early Stage Researchers (ESR: PhD students and postdoctoral fellows with less than 8 years since graduation). The duration of a standard STSM is between 5-90 days and the grant is 4000€ maximum. The application is submitted by the ESR (not by applicant's PI or host). Detailed STSM information can be found at <https://www.cost.eu/uploads/2019/07/STSM-userguide.pdf>

More information can be found in Annex II of the Annotated-Rules for COST: <https://www.cost.eu/uploads/2021/10/COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-2021-11-01-1.pdf>

A ProteoCure step-by-step STSM application guide is presented below.

Criteria for eligibility & assessment of STSMs, as set by the **ProteoCure** Management Committee and the COST rules:

- ESRs priority (Early Stage Researchers: PhD students and postdoctoral fellows with less than 8 years since graduation)
- The applicant lab or host lab should be a **ProteoCure** member lab
- The STSMs should be between two different **ProteoCure** member countries
- STSM should be in agreement with the scientific objectives of **ProteoCure**
- STSM should provide added value to **ProteoCure**, translational projects (involvement of industry and clinicians) have high priority. Applicants from ITC countries have high priority.

Applicants can apply in more than one rounds of **ProteoCure STSM calls, however new applicants will have higher priority in each round.*

*Before applying for a STSM, please **contact your host** to plan your visit and agree on the time and duration of your visit.*

1. Online STSM registration

Use the COST online registration tool by logging into e-COST and clicking on the Grant application tab, select +Apply for a grant, then choose STSM grant and continue to register your request for an STSM. Select **Action CA20113 - A sound proteome for a sound body: targeting proteolysis for proteome remodeling** from the dropdown list.

The following information should be included in the registration form:

- your contact information
Your title, name, workplace, postal address, telephone and fax numbers, and e-mail address
- the host's contact information
The name, postal address, telephone, fax and e-mail of the host
- the planned dates and length of stay
Duration: minimum 5 days, maximum 90 days
- the title of the planned STSM
- a short description of the proposed work plan (about 250 words)
- a short curriculum vitae
Details on your education, research training, current position, and publications
- a budget request with breakdown for the costs of the STSM
The travel support is 300€ maximum.
The daily allowance calculation (accommodation, meals) should be calculated **at maximum** based on the country where the STSM takes place (www.cost.eu/daily_allowance).
The STSM grant will be **4000€ maximum** in total. The STSM Team will decide on the appropriateness of the calculations based on the number of days and the country of destination.

Note, the STSM does not support research costs.

- applicant's bank details

If the applicant is affiliated with an institute from an Inclusiveness Target Country, (s)he can apply for a pre-payment of 50% of the Grant. The applicant must keep in mind that the transfer of the 50% of the Grant can only take place after the mission has started and as such, requesting a pre-payment is more effective for STSMs longer than 1 month.

Submit the online STSM registration by pressing the "submit" button. The COST online registration tool will now generate the formal STSM application, which you should download.

2. STSM application

One call per year (beginning of a ProteoCure COST year e.g. October)

For the first year call deadline is 1st of February 2022.

Approval of proposals and start date for first year STSMs: 1st of March 2022

Ending period of STSM visits: 31st of August 2022

Compile the STSM application package consisting of:

- 1) downloaded formal STMS application
- 2) host agreement letter
- 3) short research proposal of the STSM (max 2 pages)
- 4) applicant's CV
- 5) a letter of support from your PI



E-mail your STSM application package as one pdf-file entitled with your surname to the ProteoCure **STSM team** (STSM@proteocure.eu) and Cc:ed to your host. Please, write **ProteoCure STSM** in the **subject** line of your e-mail.

The STSM coordinator will distribute the STSM applications to the **ProteoCure STSM ad hoc Committees** who will assess and approve/reject the application.

Assessment criteria:

- ESRs priority (Early Stage Researchers: PhD students and postdoctoral fellows with less than 8 years since graduation)
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- The STSMs should always be between two different **ProteoCure** member countries
- STSM should be in agreement with the scientific objectives of **ProteoCure**
- STSM should provide added value to **ProteoCure**, translational projects (industry/clinicians) have high priority
- Geographical and gender balance will be implemented. Applicants from ITC countries have high priority.

The coordinator will inform you about the decision as well as inform the MC Chair and Grant Holder Institution.

The STSM grant is a fixed contribution based on the budget requested and the evaluation of the application by the STSM Committee and is paid after completion of the STSM.

3. Sign and return the Grant Letter

Our e-COST financial administrator (crajo@cipf.es) at the Grant Holder Institution will e-mail your STSM Grant letter, which you should sign and return by e-mail before **the start** of your STSM.

4. Enjoy your STSM

5. Final report

- 1 day and 15 days after the end of the STSM, the grantee receives a reminder to upload the scientific report and the host approval of the report. The deadline to submit the last supporting documents is 30 days from the end of the STSM.
- The submission of the supporting documents is mandatory or the Grant is cancelled. Late submission, beyond the deadline, can also lead to the cancellation of the Grant and, in cases when a pre-payment was done, the obligatory reimbursement by the grantee of the amount received.
- A scientific report template is available on the Supporting documents page or on-line here:
http://www.cost.eu/STSM_report_template
The STSM grantee must complete this template and save it in pdf before uploading it in e-COST.
- The host approval of the report can be an email confirming that the STSM took place and the goals outlined in the Work plan were reached.
- The grantee should send a copy of the Report to the STSM Team (STSM@proteocure.eu) and Cc:ed to your host.



- The STSM coordinator is notified when the applicant submitted the scientific report and host approval and has to verify the validity of the report by clicking the link in the notification. Alternatively, the STSM Coordinator can access the application via the STSM e-COST dashboard.