

## 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 but not exclusively intended for Young Researchers and Innovators (YRI, defined as under the age of 40) such as PhD students and postdoctoral fellows. There is no limit in duration for STSM. The only restrictions is that it must take place within the ProteoCure financial year (From mid-November till following October) and the maximum for this type of grant is 4000€.

### 1. Criteria for eligibility of STSMs:

- The applicant lab should be a ProteoCure member lab.
- The STSMs should be between two different countries.
- The hosting lab can be located in any country, however STSMs between two different ProteoCure Member Countries will be prioritised.
- 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 Inclusiveness Target Countries (ITC) have high priority.

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

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

### 2. To apply:

Please pay attention to the deadlines for the new STSM call for 2023-24:

**New call application deadline: 7<sup>th</sup> of September 2023.**

**Approval of proposals: 15<sup>th</sup> of October 2023**

**Starting date for STSM visits: 15<sup>th</sup> of November 2023**

**Ending period of STSM visits: 30<sup>th</sup> of September 2024**

The YRI (not the applicant's PI or host) must submit by email the application form together with the application package, described below.

Compile the STSM application package consisting of:

- 1) STMS application form, including proposal goals, working plan, expected outputs and contribution to ProteoCure objectives and deliverables – 3 pages max. Please, use the form available on [this call page](#).

- 2) Host agreement letter,
- 3) Applicant's CV,
- 4) Letter of support from your PI,
- 5) Budget Breakdown.

E-mail your STSM application package as one pdf-file entitled with your surname to the ProteoCure STSM team ([STSM@proteocure.eu](mailto:STSM@proteocure.eu)) and Cc:ed to your host. Please, write ProteoCure STSM application 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:

- Priority to Young Researchers and Innovators (YRI) (Less than 40 years old),
- Alignment with scientific objectives of ProteoCure,
- Added value to ProteoCure, high priority to translational projects (industry/clinicians),
- Geographical and gender balance will be implemented. Applicants from ITC and NNC countries have high priority. See Annex 2 for the list of ITC and NNC countries, as of June 2022,
- STSMs between two different ProteoCure member countries will have 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.

### **3. Budget calculation guidelines:**

The STSM grant will be **4000€ maximum** in total.

-The travel support is 750€ maximum.

-The accommodation calculations should be realistic. For shorter stays, it could be calculated at maximum based on the country where the STSM takes place, using the COST daily allowances table. ([www.cost.eu/daily\\_allowance](http://www.cost.eu/daily_allowance)).

The STSM committee 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.

*If the applicant is affiliated with an institute from an ITC, (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.*

#### **4. Online STSM registration:**

Once notified of your proposal being accepted, you will be invited to submit your application through the web platform e-COST page. You will receive guidelines from COST to use the online registration tool. These steps will allow you to receive an official Grant Letter.

#### **5. Enjoy your STSM**

#### **6. Final report and grant payment**

The grant is paid after the STSM is completed and approval of the report and supporting documents are approved. The deadline to submit the report and supporting documents is 30 days from the end of the STSM. Late submission, beyond the deadline, can 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.

The mandatory documents are:

- 1) A scientific report. The report template can be downloaded from: [http://www.cost.eu/STSM\\_report\\_template](http://www.cost.eu/STSM_report_template).  
The STSM grantee must complete this template and save it as a pdf before uploading it in e-COST while sending a copy to the STSM Team ([STSM@proteocure.eu](mailto:STSM@proteocure.eu)) and Cc:ed to his/her host.
- 2) The host approval of the report. It can be an email confirming that the STSM took place and the goals outlined in the Work plan were reached.
- 3) Additional proof of travel, like plane ticket invoices or receipts shall be sent to [proteocuregrantholder@cipf.es](mailto:proteocuregrantholder@cipf.es). The payment will be done by bank transfer. To allow us do so, the national identity number of the grantee (or his/her passport number) must be sent together with the receipts. The grant may be paid to the grantee institution, in that case, please provide the institution tax identification number.

#### **7. Request:**

We kindly request that all grantees attend the next annual meeting and present a short oral description of their activities during their stay. This will allow us to learn from each other's experiences and understand the benefits gained from these missions.

#### **Contact info:**

If you have any doubt or need any additional information, you can contact our e-COST project manager: [lpoidevin@cipf.es](mailto:lpoidevin@cipf.es).

**ANNEX 1: List of the daily allowances per country (last update: April 2022)**

<b>Country</b>	<b>Daily allowance</b>
Albania	180
Austria	199
Belgium	220
Bosnia and Herzegovina	195
Bulgaria	191
Croatia	191
Cyprus	204
Czech Republic	191
Denmark	209
Estonia	192
Finland	207
France	195
Georgia	191
Germany	212
Greece	193
Hungary	191
Iceland	207
Ireland	211
Israel	195
Italy	201
Latvia	191
Lithuania	182
Luxembourg	205
Malta	193
Moldova	180
Montenegro	182
Netherlands	211
Norway	214
Poland	194
Portugal	195
Romania	187
Serbia	191
Slovakia	189
Slovenia	187
Spain	192
Sweden	199
Switzerland	209
Republic of North Macedonia	191
Turkey	191
Ukraine	191
United Kingdom	222
Any other country	222

**ANNEX 2: List of the ITC and NNC (last update: July 2023)**

COST Inclusiveness Target Countries are as follows:

EU Member States	EU Member States Outermost Regions	Full Members that are not EU Member States
Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, (Hungary) Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia and Slovenia	French Guiana, Guadeloupe, Martinique, Mayotte, Reunion Island and Saint-Martin (France), Azores and Madeira (Portugal), and the Canary Islands (Spain)	Albania, Bosnia and Herzegovina, Georgia, Moldova, Montenegro, North Macedonia, Serbia, Turkey, Ukraine

COST Near Neighbour Countries are:

Algeria, Azerbaijan, Egypt, the Faroe Islands, Jordan, Kosovo, Lebanon, Libya, Morocco, Palestine, Syria, and Tunisia.