



COST ACTION CA16222

WISE-ACT

Wider Impacts and Scenario Evaluation of
Autonomous and Connected Transport



Funded by the Horizon 2020 Framework Programme
of the European Union

1. STSM Guidelines for Applicants

Researchers interested in applying for an STSM should first read the information below to establish whether they are eligible to apply for an STSM and how to calculate the requested grant. **Applicants are also requested to consult the COST Vademecum Chapter 8 (<http://www.cost.eu/Vademecum>) for the updated information about STSMs.**

The selection of applicants is based on the scientific scope of the STSM application which must clearly complement the overall objectives of the Action as outlined in the respective WBP and the MoU.

2. Who is eligible to take part in STSM?

Participation of 'Early-Career Investigators' (ECI) in STSM is particularly encouraged. An applicant can be considered as being an ECI when the time that has elapsed between the award date of the applicant's PhD and the date of the applicant's first involvement in the COST Action CA16222 does not exceed 8 years. PhD students are also eligible to partake in a STSM. Other applicants must be employed by or affiliated to an institution or legal entity which has within its remit a clear association with performing scientific research.

STSMs are not available to BSc/MSc students with no additional affiliation to an organisation/research centre.

3. The STSM Grant

STSM can have a duration of between 5 days and 90 days (and up to 180 days if the applicant is an ECI).

The financial support on offer is a contribution to the overall expenses incurred during the STSM and may not necessarily cover all of the associated costs. Financial support is limited to cover travel, accommodation and meal



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expenses and is paid in the form of a Grant. The cost of research materials is not eligible for consideration as part of the grant.

Please note that the awarded grant will be paid only after the STSM has been completed – therefore the applicant must have approval and prior financial support.

The following funding conditions apply and must be respected:

- up to a max. of EUR2,500 in total can be offered as grant to each successful STSM applicant;
- up to a max. of EUR160 per day can be offered as grant for accommodation & meal expenses;
- up to a max. of EUR300 in total can be offered as grant in support of travel expenses;
- minimum duration of 5 days;
- STSMs must occur in their entirety within the dates specified in the Grant Period published in the respective Action call;
- the MC can approve lower country rates for subsistence per day, based on the cost of living in a given country.

STSM awards may be combined with other funding sources, but these must be acknowledged in the application.

Please note that failure to submit the Scientific Report via e-COST within 30 days from the end date of the STSM will effectively cancel the Grant and no payment will be received by the STSM applicant.

COST can request additional information to validate the information contained within the documents submitted by STSM applicants.

4. Criteria for Assessment of Applications

Each proposal will be assessed independently by the STSM committee of the Action and an evaluation score will be given considering (i) the clarity of the proposal; (ii) the degree to which the proposed STSM complements or contributes to the Action strategic priorities and objectives as defined in the



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MoU and respective WBP; (iii) planned work plan feasibility and outputs; and (iv) the ability of the STSM Applicant to successfully complete the proposed STSM and disseminate relevant outputs. The proposal should show clear evidence of how the proposed STSM will benefit both the COST Action CA16222 and the Applicant. The proposal will be assigned to one of the following categories:

1 - **Very poor:** proposal illogical and not understandable. Not clearly linked to any WG. (0-10 marks)

2 – **Poor:** proposal with limited understanding, planning and no clear objectives. Weakly linked to at least one WG. (11-35 marks)

3 – **Fair:** proposal with some understanding, planning and objectives. Moderate links to at least one WG. (36-60 marks)

4 – **Good:** good proposal but needs input to develop feasible STSM. Well linked to at least one WG task and WBP GAPG. (61-80 marks)

5 – **Excellent:** proposal well designed in terms of planning, feasibility and projected outputs. Strongly linked to at least one WG task and WBP GAPG. (81-100 marks)

Extra marks will be given for links with Action WG objectives or tasks and the output value to the COST Action via the development of further research, research proposals and scientific networks. A proposal can reach a maximum score of 100. The proposals will be ranked and those with the highest scores will be financed, subject to the duration of the STSM applications and the available budget. The results may be published in the COST Action Reserved Area. To encourage balanced participation and widen capacity building opportunities, this Action gives priority to STSM applicants who have not previously received more than one STSM grant by this Action.

In case of rejection, the STSM Committee will inform the Applicant. Resubmissions in future calls are possible. Once approved by the STSM Committee, the Grant Holder will notify the Applicant. To accept the grant, the Applicant has to return the Grant letter with his/her signature.



5. STSMs: Eligible “Home and Host” options

The **Home Institution** is the institution/organisation where the STSM applicant holds their primary affiliation as registered on their CV and e-COST profile, and where they are currently performing their main strand of research. The **Host Institution** is the institution/organisation that will host the successful applicant.

Please visit the Action's page on the COST website for the most up-to-date information about which countries and organisations are taking part in the Action. STSM participation by ITC applicants is encouraged.

Home Institution	Host Institution
From a Participating 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 approved NNC institution	To a Participating COST Country
From an approved European RTD Organisation	To a Participating COST Country

6. Instructions for submitting the online Application

Applications for STSMs are managed through the e-COST management tool. The link to the STSM application is available at <http://www.cost.eu/STSM>. All applicants will need a profile on e-COST to submit their STSM application. It is preferable by COST Action CA16222 that any STSM has a duration of at least 2 weeks, subject to available funding and unless otherwise stated in the respective STSM Call, to ensure that MoU/WBP objectives are adequately met.

It is highly recommended to consult further important and updated



information about STSMs (duration, financial support and reimbursement) in the COST Vademecum Chapter 8 (<http://www.cost.eu/Vademecum>).

The application for a STSM comprises of two steps:

Step 1. Online registration by the applicant

The Applicant must use the online e-COST tool to register their STSM application request. The following information has to be submitted through this e-COST application:

- the title of the planned STSM;
- the planned dates and length of stay (minimum 5 days and preferably at least 2 weeks);
- the Motivation and Workplan summary (2000 words), comprising of:
 - a. Aim & Motivation - Explaining the scientific and/or other motivation for the STSM and what scientific and/or other outcomes are aimed to be accomplished with this STSM.
 - b. Proposed contribution to the scientific objectives of the Action (e.g. WBP/MoU)
 - c. Techniques – Details of the techniques, or equipment which the STSM applicant may learn to use, if applicable.
 - d. Planning - Detail the steps planned to achieve the proposed STSM aim and objectives.
- name, position, postal address and e-mail of the prospective host at the receiving institution;
- a budget request with a breakdown of the expenses of the STSM (e.g. travel, accommodation/meals expenses);

Step 2. Formal STSM application and annexes

After encoding the information and pressing the "submit" button the applicant is requested to submit electronically (upload as attachments), the necessary documents to support their application during the evaluation process. The supporting documents include the STSM Proposal (described in Section 7), CV including list of publications, motivation letter, letter of support from the home institute, letter of support from host institute. These should be sent to:

- the future Host of the STSM;
- the Chair and Vice-Chair of the Management Committee of the Action



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(chair@wise-act.eu; cristina.pronello@utc.fr)

- the Action STSM Coordinator (stsm@wise-act.eu)

7. Instructions for writing the STSM Proposal

The maximum length of the **STSM proposal is 5 pages**. In addition, there are page and word limits applied to the various sections as detailed below.

Please use font size 12pt with single line spacing. The page size is A4 and all margins should be at least 15 mm. Make sure that the correct format to prepare the proposal is used, the maximum number of pages is not exceeded and that the STSM Proposal is complete.

A complete proposal should include the following:

- 1) **Description of work** (max. 3 pages)
 - a. Background
 - b. Aims and objectives
 - c. Justification for the choice of the host institution
 - d. Description of the research to be carried out by the applicant at the host institution, including clear links with the MoU/WBP objectives
 - e. Planned outputs
 - f. Dissemination plan of outputs
- 2) **Detailed plan of activities** (max. 1 page):
 - a. A description of the academic details and work plan of the proposed STSM, highlighting MoU/WBP objectives
 - b. This section should include a diagrammatic workplan (e.g. a Gantt chart) for the entire duration of the STSM
- 3) **Contribution to specific COST Action CA16222 WBP/MoU objectives** (max. ½ page)
- 4) **Benefits for the Applicant**, particularly if they are ECI / ITC (max. ½ page)



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8. Reporting and Dissemination of STSM outputs

Successful applicants will need to submit a Scientific Report to the Host Institution, STSM Coordinator and Action Chair **within 30 days** from the end date of the STSM, which will also need to be uploaded via e-COST. They will also be responsible for acquiring by their STSM Host formal acceptance of their:

1. Scientific Report (ca. 1000 words) to be submitted via e-COST
2. Full STSM Report (ca. 5000 words) containing the scientific outputs of their STSM, which may be also used for dissemination by the Action

The Scientific Report should include the following information:

- Purpose of the STSM (200 words);
- Description of the work carried out during the STSM (500 words);
- Description of the main results obtained;
- Future collaboration with the Host institution or CA16222 (if applicable);
- Foreseen publications/articles resulting from the STSM (if applicable).

The Scientific Report should be accompanied by:

A formal headed letter signed by the STSM Host and uploaded via e-COST confirming:

- i. The successful completion of the STSM, having met the STSM and respective MoU/WBP objectives as outlined in the STSM Proposal;
- ii. The formal acceptance by the STSM Host of the Scientific Report submitted via e-COST;
- iii. The formal acceptance by the STSM Host of the full STSM Report submitted to the STSM Coordinator and Action Chair.

Both reports (i.e. Scientific Report and STSM Report) will also require prior **approval (e.g. by e-mail) of the STSM Co-ordinator or Action Chair** in order to process the STSM grant payment to the STSM applicant by the Grant Holder.



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Dissemination

STSM outputs (e.g. Scientific Report) will be also used to meet dissemination objectives of the Action through the website, Reserved Area, social media, newsletter. STSM applicants are **encouraged** to submit to the STSM Coordinator and Action Chair within 30 days of completing their STSM **one or all** of the following:

- A. An applicant image alongside collaborator(s) at the host institution (if possible) and a short quote describing their experience. This may be included in the Action website and newsletter;
- B. 5-10 slides summarising the scientific objectives and outputs of their STSM, which may be used in Action webinars;
- C. A poster including their STSM scientific objectives and outputs.

Last updated 06.09.19 by CA16222 STSM Co-ordinator, Chair, Vice-Chair, Science Officer