

Action Number	BM1307
Action Name	PROTEOSTASIS
Action Title	European network to integrate research on intracellular proteolysis pathways in health and disease
Action Dates	25/04/2014 - 24/04/2018

**The 4th STSM call is open from September 20th to October 20th, 2015.
The STSMs should be carried out between December 1st, 2015 and
March 31st, 2016**

Application guide for Short-Term Scientific Missions (STSMs)

PROTEOSTASIS supports Short-Term Scientific Missions (STSMs), i.e., exchange visits aimed at supporting individual mobility, strengthening existing networks and fostering collaboration between Researchers. A STSM should specifically contribute to the scientific 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.

The STSMs are intended especially for young researchers, i.e., PhD students and postdoctoral fellows. The duration of a standard STSM is between 5-90 days and the grant is 2500€ maximum. In addition, Early Career Investigators (ECI, i.e., a researcher with less than 8 years since obtaining the PhD/doctorate) can apply for a ECI STSM of 91-180 days and a maximum grant of 3500€. The application is submitted by the applicant (not by the applicant's PI or host). Detailed STSM information can be found at <http://www.cost.eu/participate> (COST Vademecum, chapter 7).

Criteria for eligibility of STSMs, as set by the PROTEOSTASIS Management Committee and the COST rules:

- applicants must be engaged in an official research programme as a PhD Student or postdoctoral fellow or can be employed by, or affiliated to, an Institution or legal entity which has within its remit a clear association with performing research.
- young researcher priority (PhD students and postdoctoral fellows/ECIs with less than 8 years since graduation)
- the applicant's PI lab or host lab should be a PROTEOSTASIS member lab
- the STSMs should be between two different PROTEOSTASIS member countries
- the STSM should contribute to the scientific objectives of PROTEOSTASIS
- STSM should provide added value to PROTEOSTASIS, translational projects have high priority

*Before applying for a STSM, please **contact your host** to plan your visit and agree on the time and duration of your visit. Please, note that the STSM cannot start before December 1st, 2015 and has to be completed by March 31st, 2016.*

1. Online STSM registration

Use the COST online registration tool at <https://e-services.cost.eu/w3/index.php?id=91> to register your request for a STSM. (The link is also found at http://www.cost.eu/COST_Actions/networking). Select **Action BM1307** from the dropdown list.

The following information should be included in the registration form:

- your contact information

Your title, name, work place, 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 of STSM: minimum 5 days, maximum 90 days

Duration of ECI STSM: minimum 91 days, maximum 180 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 daily allowance reimbursement rate (accommodation, meals) is 160€/day maximum.

The daily allowance request should be based on the actual cost of living in the host country.

The maximum STSM is 2500€ and ECI STSM is 3500€ in total.

Note, the STSM does not support research costs.

- applicant's bank details

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

Compile the STSM application package consisting of:

- 1) downloaded formal STSM application
- 2) host agreement letter
- 3) short research proposal of the STSM (max 2 pages)

The proposal should include the following sections: 1) Background and rationale of the STSM, 2) Aims of the STSM, 3) Proposed experiments of the STSM, and 4) Motivation and added value to PROTEOSTASIS (Motivation for the visit to the host laboratory and a description of the predicted added value it will bring to PROTEOSTASIS).

- 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 PROTEOSTASIS **STSM coordinator** (carina.holmberg@helsinki.fi) and Cc:ed to your host. Please, write **PROTEOSTASIS STSM in the subject** line of your e-mail.

The STSM coordinator will distribute the STSM applications to the PROTEOSTASIS STSM Committee consisting of the Working Group Leaders and the coordinator, who will assess and approve/reject the application.

Assessment criteria:

- young researcher priority (PhD students and postdoctoral fellows/ECIs with less than 8 years since graduation)
- the applicant's PI lab or the host lab should be a PROTEOSTASIS member lab
- the STSMs should always be between two different PROTEOSTASIS member countries
- the scientific scope of the proposed STSM and its contribution to the scientific objectives of PROTEOSTASIS



- the STSM should provide added value to PROTEOSTASIS, translational projects have high priority
- geographical and gender balance will be implemented

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 (gholder1307@innarima.com) 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

Within four weeks after completion of your STSM, you should send a short report to the STSM coordinator (carina.holmberg@helsinki.fi) and Cc:ed to your host. The report should shortly (~2 pages) describe:

- details of the STSM:
 - 1) your name, name of your university, country,
 - 2) name of your host, host university, host country,
 - 3) your STSM number and title
 - 4) duration of your visit (start date – end date)
- purpose of the visit
- work carried out during the visit
- main results obtained
- intention to continue the collaboration with the host institution
- projected joint publication with the host lab, as a result of the STSM

Your host should confirm that she/he has approved your report by e-mail to the STSM coordinator. After approval of your report by the STSM coordinator, the PROTEOSTASIS financial administrator will handle your payment.

***Please remember to acknowledge the STSM grant support
by COST Action BM1307/PROTEOSTASIS in your future joint publication.***

Please use the following sentence:

***This article is based upon work from COST Action (PROTEOSTASIS BM1307), supported by
COST (European Cooperation in Science and Technology)***