

## COST Action MP0905 - Black Holes in a violent Universe

### 7th CALL for Short Term Scientific Missions (STSMs)

Deadline for the applications:	<b>07 December 2012</b>
Total budget of STSM-grants for this call:	10 000 Euro (max 2500 EUR per STSM).
The STSM can start on:	<b>01 January 2013</b>
The STSM has to be completed <u>before</u> :	<b>20 May 2013</b>

#### **THE APPLICANT:**

The applicant could be PhD student, a PostDoc or staff member in an institution located in a COST Country of our Action or in one of the institutes from non-COST near neighbour countries which have been formally accepted to be part of our Action (the near neighbour countries include currently Georgia, Lebanon, and Ukraine. The countries and institutes are listed on [http://w3.cost.eu/index.php?id=247&action\\_number=MP0905](http://w3.cost.eu/index.php?id=247&action_number=MP0905)). The applicant must obtain the agreement of the host institution before submitting the STSM application. STSM grantees must make their own arrangements for all health, social, personal security, and pension matters.

#### **HOME & HOST INSTITUTION:**

The home and the host institution can be organizations of either the public or the private sector, located in a COST country, or in non-COST countries formally accepted to be part of our Action (for a list of such institutes please check: [http://w3.cost.eu/index.php?id=247&action\\_number=MP0905](http://w3.cost.eu/index.php?id=247&action_number=MP0905)).

Visits within the same COST country or visits from a near neighbour country to another near neighbour country cannot be supported.

#### **DURATION:**

There is a minimum duration of 5 working days for the proposed STSM.

#### **FINANCIAL SUPPORT:**

The financial support provided by the STSM scheme is intended to cover a part, but not necessarily all of the costs of the proposed visit. The financial contribution for a STSM will be a fixed grant based on the applicant's budget request and the evaluation of the application by the STSM assessment committee.

Regarding the applicant's budget, indicative values for the requested amount are 60-80 EUR for daily allowance (including hotel expenses) and 300-500 EUR for travel expenses. The total amount requested per STSM shall not exceed 2500 EUR (this maximum amount refers to

extended visits which should last for at least a month or so).

Advanced payment is not possible.

## **BEFORE the STSM**

### **APPLICATION PROCEDURE & DEADLINES:**

A formal STSM application has to be sent by e-mail to the STSM coordinator of the Action MP0905 -- Iossif Papadakis <jhep@physics.uoc.gr>. The application should consist of:

a) A cover letter, where the applicant should clearly indicate the science topic most relevant to the application (this topic should be one of the 4 science topics which are defined within each of the 4 working groups of the Action; for more info on the science topics please visit the web page of the Action: [http://www3.mpifr-bonn.mpg.de/BlackHoles\\_COST/](http://www3.mpifr-bonn.mpg.de/BlackHoles_COST/)).

b) A copy of the "COST STSM Application form" that has to be submitted by the applicant using the on-line registration tool: <https://e-services.cost.eu/w3/index.php?id=91>

The following information has to be provided on line:

- Applicants data: name, work place, address etc.
- The planned dates and duration of the STSM
- Information about the proposed STSM: title, short description etc.
- A short CV
- A requested budget
- Bank details

Please note that the dates for a successful STSM application can be changed, but only in agreement with the host institute. In such a case, the applicant should contact the STSM coordinator and inform him for the suggested change of the visit dates. Please also note that the STSM duration cannot be reduced, as this is an integral part of the proposed STSM (one of the criteria for the assessment of a STSM is whether the proposed project can be completed within the dates specified in the STSM application). STSMs which lasted less days than those specified in the original proposal will not be reimbursed the full amount originally allocated. The budget reduction will be proportional to the actual duration of the STSM, compared to the duration originally proposed.

c) A description/work-plan of the proposed visit (in PDF format); no more than 2 A4 pages. Applicants must mention if they have already been granted a previous STSM grant, and they should also provide the host institute name, the name of the scientist in the host institute they collaborated with, and the dates of the previous STSM visit.

d) A half A4 page (max) budget justification. The applicant should justify the requested budget, indicating the expected cost for hotel lodging, daily allowance, and travel expenses. Indicative expected expenses are provided above in the section "Financial Support". Please note that the maximum amount of 2500 EUR than can be allocated to a STSM in the present call is reserved for lengthy visits (not less than 4 weeks).

e) A detailed CV.

f) A letter from either the host or home institute indicating any extra financial support that may be given to the applicant, (if applicable), and

g) in the case of applicants who are PhD students, a support letter for the proposed visit from their advisor.

**The deadline for applications in response to this call is 07 DECEMBER 2012.**

### **EVALUATION PROCESS AND RESULTS ANNOUNCEMENT:**

The assessment of the STSM applications will be carried out by a selection committee (STSM coordinator, Chair & Vice-Chair, and WG Leaders). The committee will inform the Grant Holder of the successful evaluated proposals on the 17<sup>th</sup> of December 2012.

The Grant Holder will subsequently inform the successful applicants until the 21<sup>th</sup> of December 2012 by sending them a grant letter with an official approval of the STSM application, a "Payment Request" (to be completed after the completion of the STSM) and the level of the financial grant given. The applicant has to notify acceptance of the grant by returning the letter, with his/her signature, a week after reception of the notification message.

### **AFTER the STSM is completed**

#### **STSM SCIENTIFIC REPORT:**

The grantee is required to submit to the STSM coordinator (Iossif Papadakis <jhep@physics.uoc.gr>) within 4 weeks after the completion of the STSM a short scientific report with the following information:

- Description of the work carried out during the STSM
- Description of the main results achieved
- Future collaboration with the host institute (if applicable)
- Foreseen publications (if applicable)
- Other comments (if any)

**Please note:** Due to administrative reasons the STSM report (for all visits) must be submitted to the STSM coordinator before 30<sup>th</sup> of May 2013. This is also the case for STSM visits which will take place in May (i.e. for these visits the 4 weeks period is not valid any more, and the STSM report must be sent to the STSM coordinator before the above mentioned day).

The grantee should also request the host institute scientist in charge of the STSM to send to the STSM coordinator a separate message (by e-mail), which will indicate the dates of the STSM, and will confirm that the STSM was successful and according to the original plan.

Please note that successful applicants will be invited to prepare a short cover story (with photos preferably) to be placed on the Action webpage, after the completion of the STSM.

**NOTICE OF COMPLETION:**

The STSM coordinator will approve the final report, and will send a "notice of completion" of the STSM, together with the short scientific report, to the Grant Holder. The Grant Holder will then execute the payment of the fixed grant directly to the grantee or the host institute, as requested in the application.

**ACKNOWLEDGMENTS IN PAPERS**

Finally, if the results from a STSM visit are published in a journal, please add the following acknowledgement in your paper:

Part of this work was supported by the COST Action MP0905 "Black Holes in a Violent Universe".

*Iossif Papadakis*  
*(STSM Coordinator of the COST Action MP0905)*