

STSM Application and Management

Application and Award

Applicant

Grant Holder

STSM Coordinator

- Read Section 7 of the COST Vademecum
- Register for an e-COST profile
- Obtain letter of invitation from Host Institution

STSM application form completed online

Application form downloaded and e-mailed to mi-net.applications@bath.ac.uk together with all of the relevant documents

- Letter of invitation
- Submitted STSM application form
- Motivation Letter
- Letter of support from Home Institution
- Full CV (incl publications)

Administrative checks are carried out for eligibility, application form and all other documents.

Completed paperwork sent to STSM coordinator

Approves successful applications

Informs grant manager of fundable applications

Confirms budget availability

Informs each applicant of application being successful

Updates eCOST and issues award letter

Post STSM visit

Within 30 days from the end date of the STSM

Submits report of the visit and obtains formal confirmation by Email from the Host institution accepting the scientific report

Approves Report

Informs grant holder of end of STSM and of approved report

Processes payment and updates eCOST