

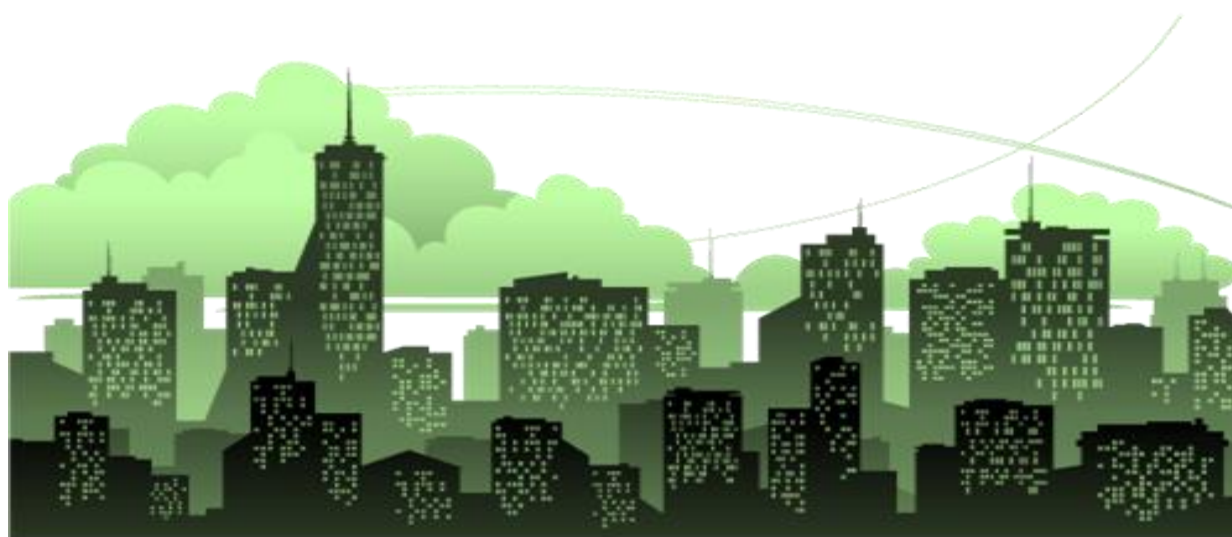


CIRCULAR B

Implementation of Circular Economy in the Built Environment

Call for Applications for Short- Term Scientific Missions (STSMs)

27 Feb 2023





Description

The missions are planned for Early-Stage Researchers (ESRs) to contribute to developing their career goals and producing COST Action CircularB deliverables. STSM applicants must be involved in an official research program as PhD students or postdoctoral fellows or be employed by or affiliated with an Institution or legal entity with a clear and active research mandate. The institutions/organisations where applicants pursue their main research line are considered host institutions. Host institutions will provide the predefined infrastructure capacity and knowledge support for the grant beneficiaries to complete the proposed STSM.

Proposed STSMs must contribute to one or more scientific objectives of the COST Action CircularB. Those can be found at <https://circularb.eu/about/>.

An STSM grant is a fixed financial contribution to the grantee's overall travel, accommodation, and meal expenses. Grant amounts are estimated considering the applicant's budget request and the delegated reviewers' evaluation of the STSM application. **STSM Grants do not necessarily cover all expenses related to undertaking a given Mission.**

STSMs criteria

- ✓ Must have a **minimum duration of 5 calendar days that includes travel**
- ✓ Must be carried out in their entirety within a single Grant Period during the Action's lifetime.
- ✓ The financial contribution calculation for each STSM respects the following criteria: Up to a maximum of €4000 in total is granted to each successful applicant (subject to days of duration and location of STSM).
- ✓ After completing the STSM, the grantee will be requested to upload an **End-of-Mission scientific report** to the e-cost [platform](#). The report template can be previously downloaded from the application page. Reports must include the host institution's approval of the successful execution of the STSM before submission.
- ✓ End-of-Mission reports must be submitted within **30 days after** the end date of the STSM. **The deadline for submitting all reports is 30 September for all STSMs' Grantees.**

Requirements

To apply for an STSM, candidates should submit the following:



- ✓ A Grant application created by the applicant. The applicant encodes a grant application by logging into e-COST [platform](#) and clicking on the Grant Applications tab.
- ✓ Complete the **Online Application Form** and upload all the requested documents. Those are:
 - a. A full CV, including a list of the applicant's publications.
 - b. A written agreement, acquired from the host institution, stating that the STSM applicant can perform the activities detailed in the STSM work plan on the approved dates.
 - c. A letter of support obtained from the home institution.
 - d. A plan stating the **Mission Duration** and a **Budget Breakdown**, including accommodation and travel expenses per diem in a separate file. Realistic budget planning will be a key component of proposal evaluation.
 - e. Applications should be in line with the Action's objectives and scientific activities as stated in COST Action Memorandum of Understanding
 - f. The applicant also needs to upload the completed application template, which shall be previously downloaded from the application page STSM grant Application (based on e-COST template).

All applicants are encouraged to carefully consider our Actions' objectives and apply them according to the STSM guidelines from the [Annotated Rules for COST Actions](#).

Questions not covered in the annotated Rules or STSMs guidelines can be addressed to ca21103@civil.uminho.pt.

Application approval and payment procedures are managed through the e-COST platform and are explained in detail in the COST [Rules](#). Detailed information on eligibility, evaluation and selection, financial support, and grant payment procedures can be found in the rules.

Reimbursement

Grants are issued **after the completion** of the Mission and approval of all required report and documentation. STSMs grantees may request up to **50% pre-payment** of the approved grant. **This amount is subject to the availability of funds and approval of the Grant Holder Institution. The request for pre-payment shall be submitted to the Grant Holder Manager, Ms. Adriana Salles, ca21103@civil.uminho.pt.**

Evaluation criteria

Proposed STSMs will consider the following:



- Scientific excellence and novelty of the proposed Mission;
- Feasibility and realistic planning of the application;
- Realistic budget planning;
- Active participation in the Action;
- Contribution of the proposed Mission work plan to the Action's objectives and deliverables

Important dates

Action	Initial Dates	Extended Dates
Call Opening	1 February 2023	-
Deadline for Applications Submission	28 February 2023	31 March 2023
Communication of Applications' Evaluation Results	March	15 to 20 April
STSMs Period	1 April to 31 August	21 April to 31 August
Deadline for End-of-Mission Reports Submission	submitted within 30 days after the end date of the STSM	-