

Short Term Scientific Missions (STSM)

Call for Applications

The goal of the KEYSTONE Action is to build a network of researchers, practitioners, and application domain specialists in fields related to semantic data management, semantic web, information retrieval, artificial intelligence, machine learning and natural language processing, that enables collaborative research activity and technology transfer in the area of keyword-based search over structured data sources, with specific focus on:

- Promoting the development of a new paradigm that provides users with keyword-based search capabilities for structured data sources as they currently use with documents;
- Exploiting the structured nature of data sources in defining complex query execution plans by combining partial contributions from different sources.

Within this context, a number of grants for Short Term Scientific Missions (STSM) are available this year. STSM are aimed at strengthening the existing research network by allowing scientists and researchers to visit an institution or laboratory in another KEYSTONE Country to foster collaboration, to learn a new skill or technique.

Funding Available

A total budget of €20,400 has been allocated for KEYSTONE STSM in 2015. We plan to fund approximately 15 STSM over this period, with an average funding/STSM of approximately €1500 (a maximum €2500 in total can be afforded to the grantee).

Please note that the financial support available via this scheme is a contribution towards the travel and subsistence cost of a STSM and may not necessarily cover all the costs. Applicants are encouraged to submit proposals with a high benefit/cost ratio.

Criteria for Funding

- 1) The Applicant should be engaged in a research programme as a post-grad student, postdoctoral fellow or be employed in an institution in a KEYSTONE member country;
- 2) Applicants are responsible for obtaining the agreement of the host institution BEFORE the submission of their application;
- 3) The research subject of the STSM must be relevant for KEYSTONE;
- 4) The Applicant and its host must be from two different KEYSTONE member countries;
- 5) STSM funding is a contribution towards travel and subsistence costs, and cannot be used as a salary;
- 6) Duration of the STSM: a minimum of 5 working days and a maximum of 3 months (6 months for Early Stage Researchers, i.e. researchers with PhDs + up to 8 years of research experience). Priorities in the first call will be given to longer STSM;
- 7) Geographical and gender balance issues will be taken into consideration;
- 8) Applications from ESR will be privileged.

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Application Procedure

The procedure concerning STSM is governed by the COST Vademecum¹, in particular, Chapter 6. Below is a summary of the application rules. Since the legally binding procedure is in the Vademecum, **please read Chapter 6 prior to preparing your STSM application.**

The Applicant must use the **on-line STSM application tool**² to register their request for an STSM and complete the on-line application form with the following information:

1. Action number (IC1302);
2. Title of the planned STSM;
3. Start and end date of the planned STSM;
4. Applicant's details, including key academic details and workplan;
5. Applicant's bank details;
6. Host details;
7. Financial data (cost of travel and subsistence and total requested).

The on-line registration tool will issue a formal STSM application which has to be downloaded and sent by the Applicant electronically (via e-mail as an attachment) together with any necessary document which the Applicant may regard as helpful in supporting the application during the evaluation process (such as CV, full workplan, list of publications, motivation letter, statement of how proposed STSM contribute to the aims of the KEYSTONE Action, letter of support from the home institute, etc.) to the **future Host institution of the STSM** and to the **STSM coordinator, Dr. Hussain Mahdi** (hussain.mahdi@ul.ie) with the subject "KEYSTONE IC1302 - STSM Application - <applicant's name>".

Applications Deadlines

There will two calls for STSM in the 1st year of the KEYSTONE Action:

| Call | Applications Deadline | Notification BY |
|------|-----------------------|--------------------------|
| 1st | 30th Jan 2015 | 8 th Feb 2015 |
| 2nd | 15th Mar 2015 | 30th Mar 2015 |
| 3th | 30th Apr 2015 | 15th May 2015 |

NOTE: THE SHORT TERM SCIENTIFIC MISSION SHOULD FINISH BY NOVEMBER 15

Applications Assessment, Grant Letter & Acceptance of a Grant

- The STSM Coordinator, in consultation with the MC, will perform the scientific and budgetary assessment of the applications considering the Action objectives and define an acceptable funding level;
- Once approved by the MC, the STMS Coordinator will inform the Grant Holder of the approved STSM;

¹ http://www.eurotm.org/downloads/COST_Vademecum_Part_1.pdf

² <https://e-services.cost.eu/stsm>

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- The Grant Holder will inform each approved applicant by sending a grant letter generated from e-COST to the applicant;
- The Applicant has to return the Grant letter after accepting with his/her signature (electronic signature will be accepted).

After the STSM & Grant Payment

- After the completion of the STSM, the grantee has to submit a scientific report (maximum 3 pages) within 30 days after the end date containing:
 - Purpose of the STSM;
 - Description of the work carried out during the STSM;
 - Description of the main results obtained;
 - Future collaboration with the host institution (if applicable);
 - Foreseen publications/articles resulting from the STSM (if applicable);
 - Confirmation by the host institution of the successful execution of the STSM;
 - Other comments (if any).
- Failure to submit the scientific report within 30 days will effectively cancel the grant;
- The STSM Coordinator or the Action Chair is responsible for approving the scientific report and informing the Grant Holder that the STSM has been successfully accomplished;
- After receipt of the approval by email, the Grant Holder will execute the payment of the grant directly to the grantee or the host institution as requested in the application.

Avoiding Italian Tax deduction

According to the Italian rules for payments not supported by receipts, the Grant Holder will be forced to apply a taxation (ritenuta d'acconto) to all expenses without receipts.

To avoid this, the applicant has to send a declaration released by the tax office stating that the participant is a fiscal resident in the country, taking advantage of a treaty between Italy and the country itself to avoid double taxation, if such treaty exists (http://www.finanze.it/export/finanze/Per_conoscere_il_fisco/fiscalita_Comunitaria_Internazionale/convenzioni_e_accordi/convenzioni_stipulate.htm). Finally, the form here (<http://www.keystone-cost.eu/keystone/?wpdmact=process&did=OS5ob3RsaW5r>) requiring the application of the agreement has to be filled in. The declaration and the form should be provided in original *preferably* at the mailing address indicated below:

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KEYSTONE STMS Contact:

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