



**COST Association COST Action CA16112**

**Title: Personalized Nutrition in aging society:  
redox control of major age-related diseases**

**2nd Management Committee Meeting**

**ECPM, University of Strasbourg, 25, rue Becquerel 67200 Strasbourg,  
France**

**September 29<sup>th</sup> 2017 from 9:00 to 12:00**



# STSM: Working Procedure

## Aims

- Contribute to the scientific objectives of a COST Action
- Help creating a **platform for joint research**
- **Strengthen the network** by allowing scientists to go to an institution/laboratory of any Action member in either another COST or a non-COST country member of the Action
- **Promote exchanges, cooperations and researchers exchange from and to less research intensive Inclusiveness Targets Countries (ITCs)**
- Foster cooperations/collaborative work between the partners of the Action within a WG or between different WGs
- **Learn a new technique and/or access to new technique instruments** (or instruments/methods not available in the own institution/laboratory) to produce high level research
- Encourage young researcher to present their collaborative research activities. Priority to ECIs (PhD + 8 max) that are willing to contribute to the scheduled COST meetings of this present Action
- **Ensure high level short term training of ECIs**



# STSM: Working Procedure

## Specific information

- **APPLICANT**

- All NutRedOx members (PhD student, post-doc or a staff member) involved in WG activities and located in a COST Country of the Action (or accepted to be part of our Action)
- **Engaged in an official research programme** as a PhD Student or postdoctoral fellow or **employed by, or affiliated to, an institution, organisation or legal entity** which has within its remit a clear association with performing research
- **Priority to ECI**
- **Can submit one (or more) STSM application(s)**

- **HOME and HOST INSTITUTIONS**

- **From a Home institution in a COST participating country to a Host institution in another COST participating country**
- **From a formally approved Home institution in a Near Neighbour Country (NCC) to a Host institution in a COST participating country**
- **The Home and Host institution should be located in different countries**
- **Priority to STSM exchanges with an intensive Inclusiveness targets Country (ITC)**

- **DURATION**

- “Regular STSM” should last minimum **one week (5 working days)** **up to a maximum of 3 months** and shall be made within the time frame of the operation identified in the proposal and within the period of the respective Action
- **For ECI, the MC may approve an extension up to 3 months, but not more than 6 months in total**

For the 4<sup>th</sup> Call, **Application Deadline: July 20, 2019**

All travels must be completed **by March 31, 2020**



# STSM: Working Procedure

## Application

**Task 1)** Before planning a mission, the applicant obtains an agreement from the Host institution and provides a signed certification from the Host Institution that the applicant is welcome to the Host institution for the mission

**Task 2)** The applicant registers online at eCOST (<https://e-services.cost.eu/stsm> )

Following supporting documents to be uploaded

- Letter of support from the Home Institution
- Agreement from the Host Institution that the STSM applicant can perform the activities detailed in the STSM work plan on the agreed dates (template to use)
- CV (maximum 1 page) + Proposal of the research STSM (3 pages) + signed statement including the following aspects: She/he must agree to present results at a WG meeting (when possible) and a written report; She/he must agree to acknowledge funding in publications and conferences arising from the STSM Cost Action + 3 references from the Applicant/Host and the Home Institutions + Estimated budget.

**Task 3)** The applicant submits its request. **The STSM Coordinators**, Dr. Mourad Elhabiri ([elhabiri@unistra.fr](mailto:elhabiri@unistra.fr)) and Dr. Caroline Gaucher ([caroline.gaucher@univ-lorraine.fr](mailto:caroline.gaucher@univ-lorraine.fr)) are notified of the submission. The applicant receives a copy of the notification.

**Task 4)** To ensure fairness and impartiality of the evaluation process, the proposals are evaluated by an Assessment Panel that involves the two STSMs coordinators, the chair, the vice-chair, and the WG leaders (or WG Vice-Leaders).

2 STSM Coordinators (Dr Mourad ELHABIRI + Dr Caroline GAUCHER)

Prof. Mustapha CHERKOUI-MALKI, Univ. Burgundy – France, Chair

Prof. Agnieszka BARTOSZEK, Gdansk Univ. of Technology – Poland, Vice Chair

Prof. Nina HERMANS, Univ. Antwerp – Belgium, WG Leader

Prof. Josep A. Tur, Univ. Balearic Islands – Spain, WG Leader

Prof. Claus JACOB, Univ. Saarland – Germany, WG Leader

Prof. Marc Diederich, LBMCC Hopital Kirchberg – Luxemburg, WG Leader



# STSM: Working Procedure

## Evaluation

A set of criteria has been established to respond to the main aim of the COST Action STSMs, namely: “**to specifically contribute to the scientific objectives 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 / organisations”.

### I) Research (4 points)

- Research/technological quality
  - Appropriateness of research methodology and approach
- Host scientific expertise in the field

### II) Training (4 points)

- Clarity and quality of the research training objectives for the researcher

### III) Researcher (4 points)

- Research experience (**priority will be given to ECI and proposals involving at least 1 ITC**)
- Potential to acquire new skills and knowledge during the mission

### IV) Implementation (4 points)

- Feasibility and credibility of the proposed work, including work plan
- Quality of infrastructures/facilities of host

### V) Impact (4 points)

- Contribution to Actions objectives
- Impact of competencies acquired
- Contribution to the scientific career of the applicant
- Proposals in terms of dissemination of results or skills transfer

#### **Priority to the proposals from ECI & to the proposals involving ITC**

#### **Geographical and gender balance issues taken into consideration**

- If more than one proposal comes from the same country, all of them will be evaluated (scored) and included in the final rank list. However, if the budget for the call does not allow all submitted proposals to be granted, geographical balance will be obtained by selecting one proposal from each country with the highest final score
- Gender and geographical balance will be evaluated periodically (at the end of each granting period) and if appropriate should be considered for the following calls



# STSM: Working Procedure

## Evaluation

**Task 5)** The STSM coordinators summarize the votes . An excellent application will have an average 20 points score

- **Proposals which score below 10 score points cannot be funded without resubmission** in the next call for proposals. The STSM Coordinator notify the applicant of this decision
- **If there are more fundable proposals than available funding**, the STSM Coordinators will prepare a **priority list ensuring a balance between WGs, and taking into account the priority given by the MC: gender balance and promotion of proposals from ECI and ITC. Applications that exceed current funds are moved to a waiting list. They will be considered for the next funding period** (treated as new applications with the same score, unless the proposal is resubmitted). In the case that a WG has received more funding (nominal value) than others, it will be considered for the next calls

**Task 6)** The preliminary decision is sent by the STSM coordinators to the Chair/Vice-Chair for final acceptance

**Task 7)** The STSM coordinators inform the GH

**Task 8)** All applicants are notified 6 to 8 weeks after the deadline of proposal submission (Grant letter) by the GH. The Grantee accepts the grant by sending back a signed version of the grant letter to the Grant Holder Manager and to Prof. Mustapha CHERKoui-MALKI (NutRedOx Action chair)



# STSM: proposal of a working procedure

## After the STSM is completed

**Task 1)** 1 day and 15 days after the end of the STSM, the grantee receives a reminder to upload the scientific report and the host approval of the report. The deadline to submit the last supporting documents is 30 days from the end of the STSM

The submission of the supporting documents (on the eCOST portal - <https://e-services.cost.eu/stsm>) is mandatory or the Grant is cancelled. The following documents are mandatory required:

- The STSM scientific report that has to be uploaded in the eCOST portal
- A signed confirmation letter from the Host Institution, stating the successful execution of the STSM (free format either as an official acceptance letter or an Email confirmation of acceptance from a senior Researcher) that has to be uploaded in the eCOST portal
- The STSM outcome form to be returned as a Doc that has to be sent to STSM coordinators

**Submission deadline: Within 30 days after completion of the mission**

**Task 2)** The STSM coordinators are notified when the applicant submitted the scientific report and host approval and have to verify the validity of the report. If the application is rejected, the STSM coordinator must provide a justification to guide the STSM grantee in her/his resubmission

**Task 3)** If the STSM coordinator approves the report, a "notice of completion" of the STSM, together with the short scientific report is sent 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



# STSM: Working Procedure

## “Special” STSMs

- Applications for “special” STSMs are **evaluated mostly based on research interests, experience and expertise of the candidates, and taking into account gender and geographical balance**
- Evaluation for “direct” STSMs is performed by the host scientist (as an expert in the field) and the corresponding WG leader
- The STSM committee will peer review the application, soliciting opinions where necessary
- These selection criteria must be addressed in the application:
  - Scientific quality
  - Training benefit for the applicant
  - Benefit for the NutRedOx Network
  - ECI (defined as less than 8 years since obtaining PhD degree)
- Failing to properly address these will lead to rejection of the application