**SHORT TERM SCIENTIFIC MISSIONS
CALL FOR APPLICATION 4 / 2013**

**GENDER, SCIENCE, TECHNOLOGY AND
ENVIRONMENT**

GENDERSTE

1. CALL FOR APPLICATIONS

genderSTE COST Action calls for applications for Short-Term Scientific Missions (STSMs). This new call is published as a result of a communication from the COST office at the end of October, approving the Action's petition for extending the budget. A check of the budget shows additional funding available for STSMs.

In this round 4 of 2013 calls for applications approximately 5 STSMs will be awarded.

The deadline for applications is Monday 18 November 2013 for STSMs finishing no later than 20 December 2013. For this call, due to the time constraints, the STSM Scientific Report must be submitted by the Grantee no later than 1 week after the STSM to the Host Institution (for information) and the STSM Coordinator.

To facilitate proposal preparation, due to the very short deadline, potential STSM applicants are invited to contact the relevant Working Group and Subgroup Leaders[1] for advice before officially submitting in order to ensure their proposal fits as best as possible to objectives

2. STSM COORDINATOR

Please address any questions and correspondence regarding the STSM to the STSM Coordinator, Marcela Linkova.

Email: marcela.linkova@soc.cas.cz
Telephone: 00420 222 222 322
Corresponding address: Institute of Sociology of the Academy of Sciences of the Czech Republic, Jilska 1, 110 00 Prague 1, the Czech Republic

3. OBJECTIVE OF STSMS

Short-Term Scientific Missions (STSMs) in the genderSTE COST Action are intended to **foster collaboration between countries and institutions, strengthen existing and develop new networks, disseminate state-of-the-art information, share best practices and create new knowledge and policies**. This is achieved by supporting especially **early-career researchers (doctoral and postdoctoral levels), administrators and policy officers responsible for gender research, gender equality and human resource development**, to go to institutions in another Participating COST Country or an approved COST Near Neighbours Country (NNC) or an approved International Partners Countries (IPC) institution.

More information about the mission and structure of genderSTE can be found at http://www.cost.eu/about_cost/governance/genderste.

In this call for proposals, genderSTE calls in particular for proposals on the following topics. **While these are priority topics, any other topic of relevance to genderSTE objectives can be addressed:**

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[1] Please contact the STSM Coordinator to obtain the names and contact of the relevant Working Group and Subgroup Leaders.

- genderSTE objectives are to disseminate and foster structural change and the integration of the gender dimension into research based on several reports and projects funded by the European Commission[2].

  As part of Working groups I and 2 dissemination plans, some tools have already been translated into Spanish, German and French to reach out to a greater number of SET institutions. However, the Gendered Innovations (GI) project and manual—or parts of them—have neither been translated into Spanish or French. Language represents a barrier for understanding and implementing the recommendations that are given by those documents in SET institutions but language also represents a great opportunity to reach out outside COST countries (American and African continents).

  Two STSMs are therefore open to 1) an English/Spanish speaker, 2) a French/English speaker knowledgeable on gender topics and with good writing skills for: 1 - identifying the parts/elements of the GI project which are most relevant to genderSTE members and with the highest impact rate, 2 - propose to create Spanish / French versions of those elements; 3 - draft a simple dissemination plan for those translated documents (which element for what activity: training, workshop, poster, web site, etc.)

  Host: any institution ready to host the STMSs[3]

  Length: up to two to three weeks

- genderSTE objectives are to disseminate and foster structural change and the integration of the gender dimension into research. As part of Working groups 1, 2 and 3, **one STSM is open to a science communicator or journalist** to create communication and dissemination documents (such as but not limited to creating "COST stories" from STSMs, working with STSM holders and their reports, or creating posters for upcoming conferences in individual WGs, working with WG leaders).

  Host: any institution ready to host the STMSs outside of the applicant's home country[4].

  Length: up to two to three weeks

- In relation to transport, the Memorandum of Understanding defines the objective to complete a stocktaking of the current situation, to develop a research agenda to identify main issues, and advance on the state of the art in the field. In line with this objective, **one STSM is open advancing the development of transport surveys for better quantifying mobility related to care.**

  Host: any institution ready to host the STMSs outside of the applicant's home country.

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2 http://genderedinnovations.stanford.edu/what-is-gendered-innovations.html, http://ec.europa.eu/research/science-society/document_library/pdf_06/gendered_innovations.pdf and http://ec.europa.eu/research/science-society/document_library/pdf_06/structural-changes-final-report_en.pdf.

3 For application for the French Ministry for Higher Education and Research, for security and legal reasons, applicants must have a home institution (and not be independent researchers), have civil liability insurance and ensure that an agreement provided by the Ministry is signed by all the parties (Home and Host institutions and individual applicant). The agreement ensures that the Home Institution is taking responsibility for the applicant in case of sickness, accident, cancellation of STSM, etc.

4 See 3. Objectives of STSMs.

Length: up to two to three weeks

- The Memorandum of Understanding defines the task of developing indicators for measuring the impact of genderSTE. In line with this objective, **one STSM is open to work on the development of qualitative and quantitative indicators to measure the impact,** including development of a system to register and document the Action activities at European, national and institutional levels.

Host: any institution ready to host the STMSs outside of the applicant's home country.

Length: up to two to three weeks

5. WHO CAN APPLY

The Applicant should normally be employed in an institution of a Participating COST Country having accepted the MoU of the genderSTE, with a record of active participation. The STSMs are particularly intended for **early-stage researchers at the doctoral and postdoctoral levels, early career institutional administrators or policy makers/officials responsible for gender equality or human resources development. The STSMs are intended to foster collaboration with other COST countries and therefore require mobility of the applicant.**

To ensure gender balance men are encouraged to apply.

6. DURATION

The minimum duration of STSM is 5 days and maximum 90 days. In this concrete call the STSM must end no later than 20 December 2013, with a report submitted **no later than 1 week after the completion of the STSM[5]**.

7. FINANCIAL SUPPORT

A STSM grant is a fixed contribution based on the budget requested by the applicant and the evaluation of the application by the Evaluation Committee. **The aim of this grant is to support the costs associated with the exchange visit: t**his grant will not necessarily cover all expenses; it is intended only as a contribution to the **travel and subsistence** costs of the participant.

The calculation of this contribution for a STSM must follow these rules:
- The reimbursement rate per day is EUR 160 maximum;
- Up to EUR 500 may be attributed for travel expenses;
- A maximum EUR 2,500 in total can be afforded to the grantee.

Grantees must make their own arrangements (with their Home Institution) for all health, social, personal security/civil liability insurance and pension matters.

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5 A template of the Scientific Report is provided in the Annex hereto.

8. HOME AND HOST INSTITUTION

The Home and the Host Institutions can be public or private.

During an STSM the MC, the COST Office, the Grant Holder, and the Host Institution MAY NOT be considered as an employer.

Possible STSM arrangements

Home Institution	Host Institution
From a Participating COST Country or Cooperation State	To another Participating COST Country of Cooperation State
	To an approved NNC institution
	To an approved IPC institution
	To an approved Specific Organization
	To an approved European RTD Organization
From an approved NNC institution	To a Participating COST Country or Cooperation State
From an approved European RTD Organization	To a Participating COST Country or Cooperation State

9. THE APPLICATION PROCESS

The Applicant is responsible for obtaining the agreement of the Host institution, before submitting his/her application.

Applications can only be submitted by using the **on-line STSM at https://e-services.cost.eu/w3/index.php?id=91** and forwarding the necessary documents to the Chair, Inés Sanchéz de Madariaga, and the STSM Coordinator, Marcela Linkova.

The following information is encoded with the registration:
- the Action number;
- the title of the planned STSM;
- the start and end date;
- the applicant's details, including key academic, institutional-administrative or policy-making details and work plan; and home institution details ;
- the applicant's bank details;
- the host institution's details;
- financial data (amount for travel and subsistence requested).[6]

After encoding the information via the on-line registration tool, a formal STSM application is generated which has to be downloaded and sent by the Applicant electronically (by e-mail as an attachment) together with the next supporting documents: full CV, Application document, list of publications, motivation letter, letter of support from the Home Institution, letter of acceptance of the Host Institution) to:

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6 The applicant has the responsibility to verify the cost of living and the housing arrangements that need to be made (flat-sharing, etc.) in the host country as there can be large variations between genderSTE participating countries.

- the Chair and the STSM coordinator
- the future Host Institution of the STSM

The Application document should include the following sections:
- Summary
- Background to the STSM
- Specific Aims of the STSM
- Preliminary Results (if they exist)
- Full work plan
- Relevance of the collaboration (why this project should require a visit to the Host Institution)
- A list of publications) (should not exceed one page)
- CV Summary (should not exceed one page)
- Letter of support from the Home Institutions
- Letter of acceptance from the Host Institution

Applicants are encouraged to be **brief**. The Application document should not exceed **4 pages (excluding the list of publications, the motivation letter, the letter of support from the Home Institution and the letter of acceptance from the Host Institution).**

The working language of genderSTE is **English;** specific arrangements may be made between an Applicant and the Host Institution about the choice of another acceptable language. However, the official documentation submitted (application, Scientific Report) shall be executed in English.

9. EVALUATION

The STSM Coordinator distributes the applications to the relevant STSM WG-specific Evaluation Panel, composed of a maximum of 5 members of the genderSTE Core Group. The Evaluation Panel drafts an Assessment Report.

In the evaluation process, the STSM Evaluation Committee evaluates each proposal primarily according to **the relevance** of the submitted STSM to the goals of the particular WG and the overall objectives of genderSTE, the **clarity and rigour** of the submission and the **expected impact** of the STSM. STSM Evaluation Committee will not approve of any application that is not properly and carefully written.

Care is taken to avoid any bias or conflict of interest and to ensure both a geographical and gender balance.

The STSM Coordinator informs the Grant Holder if the proposed STSM has been approved by e-mail. After checking the application for the compatibility with the existing rules and procedures the Grant Holder informs the Applicant through a **Grant Letter,** containing information about the approval of the STSM and the level of the financial grant given. The Applicant has to return this **Grant letter**, after accepting the grant with his/her signature, without any delay.

10. AFTER THE STMS

For this call, **the STSM Scientific Report** must be submitted by the Grantee **no later than 1 week after the STSM to the Host Institution (for information)** and **the STSM Coordinator**. The report must be presented on **the template provided in the Appendix hereof**.

Together with the Scientific Report, the Grantee is obligated **to submit any and all existing outputs and results reported in the Scientific Report**. The Grantee continues to be obligated to send the STSM Coordinator any future result to which the STSM has contributed (e.g., future papers building on the work carried out during the STSM).

The report shall be executed in English and delivered in the Microsoft Word, PDF or HTML formats.

The failure to submit the scientific report by the given deadline will effectively cancel the grant. The STSM Coordinator 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.

11. PAYMENT

After the reception of the approval mail together with the Scientific Report and the Confirmation from the Host Institution, the Grant Holder shall execute the payment of the fixed grant directly to the grantee or his/her Home Institution as requested in the application.

Once the STSM is paid, the details about the STSM appear in the financial reports that the Grant Holder can generate from eCOST.

12. PUBLICATION

Any publication arising from the Short Term Scientific Mission must contain the statement that the work has been carried out with the support of COST Action TA1201 Gender, Science, Technology and Environment - genderSTE.

SHORT TERM SCIENTIFIC MISSION
APPENDIX
SCIENTIFIC REPORT TEMPLATE

YOUR NAME
NAME OF HOSTING ORGANIZATION
CITY
TITLE
DATE (FORMAT: SEPT 9 – OCT 18, 2013)

1. PURPOSE OF THE STSM

text

2. DESCRIPTION OF THE WORK CARRIED OUT DURING THE STSM

text

3. DESCRIPTION OF THE MAIN RESULTS OBTAINED

text

4. FUTURE COLLABORATION WITH THE HOST INSTITUTION (IF APPLICABLE)

text

5. FORESEEN PUBLICATIONS/ARTICLES RESULTING FROM THE STSM (IF APPLICABLE)

text

6. POTENTIAL RESEARCH GAPS IDENTIFIED

text

7. POTENTIAL FUTURE PROJECTS FOR STSMS

text

8. OTHER COMMENTS (IF ANY)

text

9. CONFIRMATION BY THE HOST INSTITUTION OF THE SUCCESSFUL EXECUTION OF THE STSM

text or scanned PDF/JPEG document with a signature and stamp, inserted here

ANNEX 1: SCIENTIFIC REPORT REQUIREMENTS (COST VADEMECUM)

The grantee is required to submit a short scientific report to the host institution (for information) and MC Chair (or to the STSM coordinator) for approval within 30 days after the end date of the STSM 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).

The failure to submit the scientific report within 30 days will effectively cancel the grant. The MC Chair (or the STSM coordinator) 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.

ANNEX 2: FORMATTING RULES

This Annex 2 gives instructions for the format on how to present your STSM reports of *gender*STE.

1. FORMAT

1.1. STANDARD FORMAT

This section gives the main indications with respect to formatting.

1.1.1. M**ain text**

The main text is to be written in Calibri style, size 11, spacing 1. The main alignment should be justified. The objective is to follow a text which has a simple format in order to assure the homogeneity of all the documents which are presented.

Paragraphs will be separated like this with an empty line.

1.1.2. Page format

The margins should be created according to the following criteria:

Top	3 cm
Bottom	3 cm
Left	2.5 cm
Right	2.5 cm

2. FIGURES AND ILLUSTRATIONS

Figures and illustrations will be numbered and titled (Fig. X). The report will include a list of these at the beginning. When the images are mentioned within the text, they will be referenced by their numbers within brackets (Fig. X).

3. FOOTNOTES

References and footnotes should be incorporated on each page. References within the text should be presented in brackets with the author and date (Soja 1997) and/or through footnotes.

4. BIBLIOGRAPHY

References will be listed in alphabetical order at the end of the report.

The bibliography should use Harvard style. The following are examples for articles, books and websites:

Sánchez de Madariaga, I., de la Rica, S. (eds.), 2011. *White Paper on the Position of Women in Science in Spain*. Madrid: Ministerio de Ciencia e Innovación- Unidad de Mujeres y Ciencia. Available at: http://www.idi.mineco.gob.es/portal/site/MICINN/menuitem.7eeac5cd345b4f34f09dfd1001432ea0/?vgnextoid=e218c5aa16493210VgnVCM1000001d04140aRCRD&lang_choosen=en

Valian, V., 1998. *Why So Slow? The Advancement of Women*. Cambridge Mass: MIT Press

Weneras, C. & Wold, A., 1997. Nepotism and sexism in peer-review. *Nature.* 387, pp. 341-343