



**COST Action: TU1302**  
**Action Title: Satellite Positioning Performance Assessment  
for Road Transport – SaPPART**

**Short Term Scientific Mission (STSM)**  
**Guidelines 2016**

## Document

Purpose:	This document describes the application procedure and guidelines for Short Term Scientific Mission (STSM)
Level:	Public
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## Table of content

1	Defintions .....	3
2	Framework of STSM .....	4
2.1	Goal.....	4
2.2	Financial support.....	4
3	STSM Committee.....	4
4	STSM Procedure .....	4
4.1	Application.....	4
4.2	After STSM.....	5
4.3	Evaluation of applications.....	5
5	Call 2016.....	6

# 1 Defintions

Explanations of terms used in the COST Vademecum and in this document.

**Researcher:** is anyone engaged in the conception or creation of new knowledge, products, processes, methods and systems in the project concerned. For the purpose of participating in COST Actions, any individual, independently of their institutional affiliation shall be considered as a researcher.

**Early Stage Researcher (ESR)** is a researcher in the start phase of his/her career with at least the PhD and up to 8 years of experience after the PhD.

**Participating COST Countries (PCC)** refer to COST Countries or Cooperating State which have accepted the Action's MoU.

**COST Near Neighbours Countries (NNC)** are countries approved by the CSO to benefit from dedicated support for the integration of their researchers in COST activities.

**NNC approved institution** is an institution located in a NNC whose participation to an Action has been approved in accordance with the relevant COST rules.

**International Partners Countries (IPC)** means all those countries that are neither COST Member Countries, nor Cooperating State nor COST NNC

**Action Participants** mean any researcher who participates actively in a COST Action (MC Members, Working Group members etc.); this can include researchers from Near Neighbour and International Partner Countries as well as other Specific Organisations.

**Action Management Committee (MC)** members is a group of researchers, nominated by the COST National Coordinator (CNC), in charge of the coordination, implementation, and management of an Action's activities.

**MC Chair and MC Vice Chair** are elected during a MC Meeting among the Action Members. The Chair is responsible for coordinating and implementing the Action.

**The Committee of Senior Officials (CSO)** is the main decision-making body responsible for the strategic development of COST.

**COST National Coordinator (CNC):** means the individual appointed by the COST Member Countries and Cooperating State in charge of accepting the Action Memorandum of Understanding (MoU), of the nomination process for the Domain Committee and Management Committee members as well as providing information and support to national research communities.

**Domain Committees (DC)** consists of experts from the respective Domain who are nominated by COST countries. The DC reports to the CSO and is responsible for the quality control of the allocated Actions (assessment, monitoring and evaluation). The DC also supervises the strategic development of their respective Domains.

## 2 Framework of STSM

Most of the information summarized in this document can be found in the section 7 of the COST Vademecum ([www.cost.eu/Vademecum](http://www.cost.eu/Vademecum)).

### 2.1 Goal

The aim of a STSM as defined by COST guidelines is to contribute to the scientific objectives of a COST Action. These missions are aimed at supporting individual mobility and at strengthening the existing networks and fostering collaborations by allowing scientists to visit an institution or laboratory in another Participating COST Country or an approved NNC institution or an approved IPC institution.

A STSM should specifically contribute to the scientific objectives of the COST Action, while at the same time allowing applicants to learn new techniques or gain access to specific instruments and/or methods not available in their own institutions. They are particularly intended for young scientists.

### 2.2 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 MC Chair /STSM Coordinator or Committee. The aim of this grant is to support the costs associated with the exchange visit. A grant usually covers travel and subsistence. The financial support is a contribution to the costs of a STSM and may not necessarily cover all the costs.

## 3 STSM Committee

The management committee of SaPPART has appointed a STSM committee, who will ensure the evaluation of the STSM applications.

The STSM committee consists of Todor Stoilov (Bulgaria) as coordinator, Ioanna Spyropoulou (Greece), Peter Brida (Slovakia), David Bétaille (France) and Pierre-Yves Gilliéron (Switzerland), as members.

If you have any questions on the STSM application procedure, please contact the coordinator.

## 4 STSM Procedure

The STSM process is fully described in the section 7 of the COST Vademecum.

### 4.1 Application

The Applicant should normally be engaged in a research programme as a post graduate student or postdoctoral fellow or be employed in an institution of a COST Country having accepted the MoU of SaPPART. This institution shall be actively participating in the COST Action. The Applicant is responsible for obtaining the agreement of the host institution, before submitting his/her application.

**Duration:** a STSM is minimum 5 working days and maximum 90 days.

## Procedure

All applicants have to complete the online application form on the e-COST system.  
<https://e-services.cost.eu/stsm>

After encoding the information and pressing the “submit” button, the online registration tool will issue a formal STSM application file, which has to be sent (by e-mail) to the STSM host institution and to the STSM coordinator ([todor@hsi.iccs.bas.bg](mailto:todor@hsi.iccs.bas.bg)).

This e-mail will contain all necessary supporting documents:

- full work plan;
- curriculum Vitae with list of publications;
- motivation letter;
- letter of support from the home institute.

## 4.2 After STSM

After completion of the STSM the grantee is required to submit to the host institution and to the STSM coordinator a scientific report on the visit within 4 weeks after his/her stay.

It should contain the following information:

- Purpose of the STSM;
- Description of the work carried out during the STSM;
- Description of the main results obtained;
- Future collaboration with host institution (if applicable);
- Foreseen publications/articles resulting or to result from the STSM (if applicable);
- Confirmation by the host institution of the successful execution of the STSM;
- Other comments (if any).

The STSM coordinator is responsible for approving the final report and sending the notice of completion of the STSM to the Grant Holder, with the confirmation that the STSM has been successfully accomplished and that the grant can be paid.

## 4.3 Evaluation of applications

The evaluation of applications will be performed by the STSM committee with an appropriate procedure. The management committee will be informed of any decision taken by the STSM committee.

The **assessment of the proposal** will be based on:

- Relevance of the proposal to the general objectives of SaPPART and its framework of research activities.
- Scientific and/or technical merits of the proposal.
- The feasibility of the proposed work during the time period of stay.
- The potential for joint work between the institutions.
- Level of competence of the candidate.
- Reasonability of the proposed budget.

## 5 Call 2016

The call for 2016 STSM (SaPPART – TU1302) is launched on **December 2016**.

For this call we recommend potential topics, related with the current problem of SAPPART projects as:

- quality of maps and input data used for map-matching and Geofencing in different applications;
  - algorithms used in Map-matching and Geofencing;
  - implementation of these processes currently performed on the ITS application side;
  - interoperability aspects which could facilitate a smart integration of PVT information (with the appropriate quality information) within the ITS applications;
  - possibility and interest of developing inside SaPPART “generic” parametric models of Map-matching and Geofencing processes on which the impact of the PVT quality could be studied in simulation.
- Online application: <https://e-services.cost.eu/stsm>

### Important notice

Due to the extension of the financial period, we have a remaining budget until end of April 2016. The priority will be given to missions which can be held from January until Mid-April 2016. Please submit your application ASAP.

Todor Stoilov, TU1302, STSM Coordinator

Pierre-Yves Gilliéron, TU 1302, Vice Chair