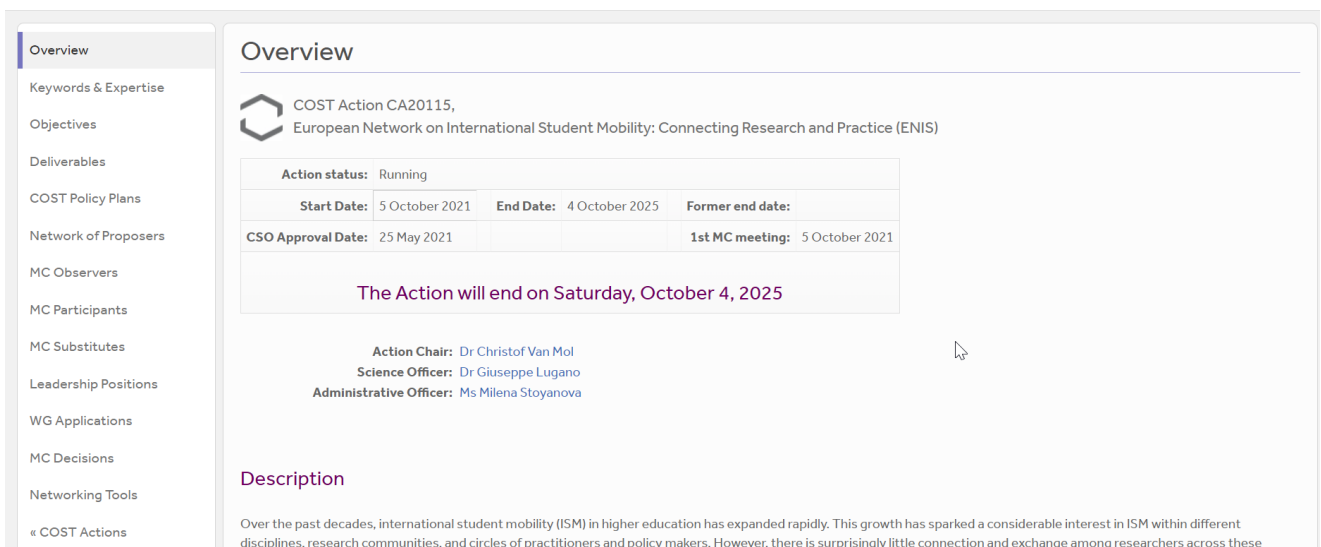


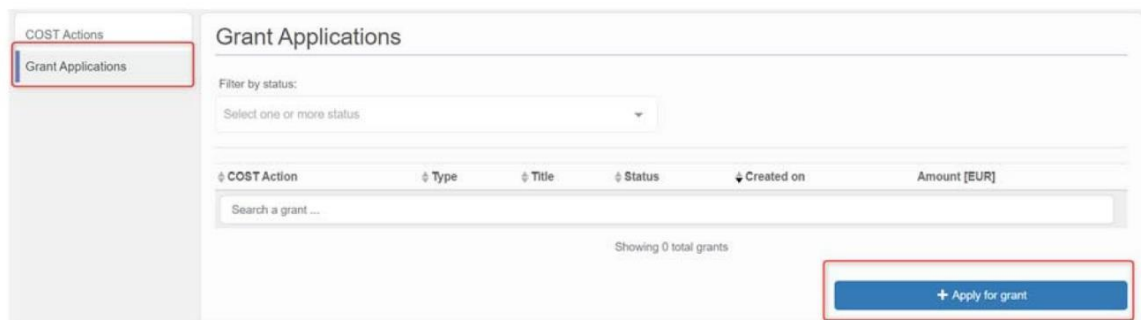
Application process general overview

SHORT TERM SCIENTIFIC MISSION APPLICATION PROCESS

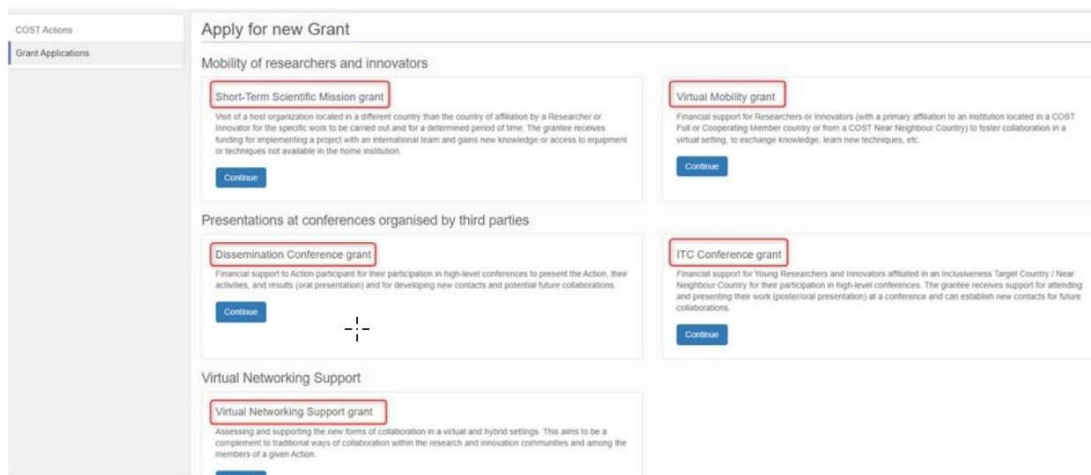
1. In the e-cost system, the applicant enters the grant section via the “Cost Action” tab on the bottom of the left side bar of



2. The applicant encodes a grant application by logging into e-COST and clicking on the Grant Applications tab.



3. The applicant can select the grant from the page 'Apply for new grant'



4. For each type of grant an application and form will contain different sections, some are pre-filled by e-COST such as Applicant name or Primary Affiliation, others are mandatory to be filled. Grant applications require an active Action Grant Period.

Short Term Scientific Mission (STSM) – Application page

Apply for new Grant

Applicant name

Primary affiliation

Type

COST Action *

Please select from the list the Action to which you want to apply. You can apply only to Actions for which you are eligible for the selected grant.

Grant period *

A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period runs for one year unless stated otherwise. Any grant application must start and end within the duration of a single Grant Period.

Title *

Amount * EUR

Bank account *

Start date *

End date *

Host institution name *

Host institution city *

Host institution country *

Host institution url *

Host contact person name *

Host contact person email *

5. After encoding the Grant application form by filling all above-mentioned sections, the applicant also needs to upload the actual application template completed which shall be previously downloaded from the application page. The applicant will need to upload additional supporting documentation for each type of grant.

6. After adding the supporting document(s), the applicant can submit the grant application.