

## CA19122 - European Network for Gender Balance in Informatics

### Call for Short-Term Scientific Missions (STSM) Applications

The main aim of CA19122 EUGAIN is to **improve gender balance in Informatics** at all levels, from undergraduate and graduate studies to participation and leadership in academia and industry, through the creation of a European network of colleagues working on the forefront of the efforts for gender balance in Informatics in their countries and research communities.

Short-term scientific missions (STSMs) are exchange visits between researchers involved in a COST Action, allowing scientists to visit an institution or laboratory in another COST Member state. In general, these scientific missions may last from 5 days to 180 days (and 3 weeks on average) in another COST Member/Cooperating Member or Near-Neighbor Country joining the Action. Their aim is to foster collaboration in excellent research infrastructures and share new techniques that may not be available in a participant's home institution or laboratory.

### Call Number 3

#### **3rd Call for STSM Applications for Missions occurring until 31st October 2023**

**All STSM activities must occur entirely before the date specified above.**

All submitted STSM applications will be decided upon on a first-come-first-serve basis depending on available funds.

Applications may be submitted any time in GP3. They will be taken into consideration depending on finances available.

#### **PURPOSE OF A SHORT-TERM SCIENTIFIC MISSION (STSM)**

Short Term Scientific Missions (STSM) are institutional visits aimed at supporting individual mobility, fostering collaboration between individuals, and accelerating scientific growth. The Guidelines for Action Management, Monitoring and Assessment should be followed to ensure the proper implementation of this networking instrument.

#### **STSM - ELIGIBILITY RULES**

STSM applicants must be engaged in an official research programme as a PhD Student<sup>1</sup> or postdoctoral fellow or can be employed by, or affiliated to, an institution, organization or legal entity

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<sup>1</sup> Master students might exceptionally qualify, subject to explicit approval by COST.

which has within its remit a clear association with performing research. The institutions / organization or legal entity where applicants pursue their main strand of research are considered as Home Institutions. The Host Institution is the institution / organization that will host the successful applicant.

Participation of “Early Career Investigators” (ECI) in STSM is particularly encouraged. An applicant can be considered as being an ECI when the time that has elapsed between the award date of the applicant’s PhD and the date of the applicant’s first involvement in the COST Action EUGAIN does not exceed 8 years.

### Specific information concerning STSM

STSMs can have a duration of between 5 days and 90 days (and up to 180 days if the applicant is an ECI – see definition of ECI above).

The financial support is a contribution to the overall expenses incurred during the STSM and may not necessarily cover all of the associated outgoings. Details can be checked on the <https://e-services.cost.eu> application website (see instructions below - Section HOW TO APPLY)

*Please note that reimbursements will be done in compliance with the Annotated Rules. The application follows the steps in e-COST. In case of questions, please contact the Administrative Manager (Ms. Svetlana Tikhonenko).*

Financial support is limited to cover (part of the) travel, accommodation and meal expenses and is paid in the form of a Grant.

The maximum amounts granted for each individual STSM will be determined during the evaluation process by the STSM committee. The selection of applicants is based on the scientific scope of the STSM application which must clearly compliment the overall objectives of the Action and be related to a specific Working Group.

### DEADLINE

Interested researchers can apply by following the instructions provided below and submitting their application and supporting documents digitally. Applications can be submitted any time. They will be taken into consideration depending on finances available.

### WHO CAN APPLY

Any individual affiliated to a Legal entity according to the [COST Annotated Rules](#) (Annex 2).

### HOW TO APPLY

The application process in details is as follows:

1. All applicants must carefully read the funding rules detailed in Annex 2 of the [COST Annotated Rules](#).
2. All applicants must register for an e-COST profile at <https://e-services.cost.eu> - adding their bank account details to their profile.
3. The applicant must obtain a letter of invitation from the Host institution confirming that s/he can undertake the STSM on the given dates prior to submitting their application.
4. The applicant must complete and submit their STSM application online at: [www.cost.eu/STSM](http://www.cost.eu/STSM).

- The applicant must also send via email (see contact info below; use email subject “[CA19122 STSM Application]”) their STSM application form submitted to e-COST (PDF) and the relevant supporting documents to Prof. Patricia Lago, STSM Coordinator AND in copy to the Chair of the Management Committee of the Action Prof. Letizia Jaccheri, for evaluation before the application submission deadline expires. Applications will be taken into consideration on a first-come-first-served basis, depending on finances available.

#### TEMPLATES:

- [Letter of Support from Home Institution](#)
- [Letter of Support from Host Institution](#)

#### CONTACTS:

- STSM Coordinator:** Prof. Patricia Lago [p.lago@vu.nl](mailto:p.lago@vu.nl)
- Chair of the Management Committee of the Action:** Prof. Letizia Jaccheri [letizia.jaccheri@ntnu.no](mailto:letizia.jaccheri@ntnu.no)
- Administrative Manager:** Svetlana Tikhonenko [svetlana.tikhonenko@informatics-europe.org](mailto:svetlana.tikhonenko@informatics-europe.org)

#### EVALUATION

The applications will then be assessed by the STSM Committee, which will perform the scientific and budgetary assessment of the applications against the perceived contribution that the proposed visit will make against the scientific objectives outlined in the Action's Memorandum of Understanding (MoU).

#### Evaluation criteria:

- Scientific quality of the proposal (scientific level of the project and how it is related to the aims of the Action) – weight 2. Notice that for GP3, the **research focus** of the proposed STSM, should specifically aim at contributing to improving gender balance in informatics, e.g., (i) by learning about specific projects, scientific works or good practices that have been shown to have positive influence for the access, progress or promotion of women in informatics research, education, and industrial practice; (ii) by working on the data collected within and beyond the working groups of EUGAIN; (iii) by analysing the obtained scientific results; by producing new knowledge and methods to improve gender balance in Informatics; (iv) by creating new awareness of the gender gap in informatics. All STSMs should contribute **publication (or support the drafting) of peer-reviewed papers, presentations at important conferences and events**, to create at an international level awareness of **gender gap in Informatics**.
- Technical feasibility (host technical and scientific knowledge required for the completion of the project and length of the STSM) – weight 1. Notice that for GP3, a [List of Proposals](#) for Hosting EUGAIN Research is being continuously collected. Applicants can refer to this list for inspiration, but are not limited to it, when planning for their proposal. They can apply for an STSM grant at any institution provided that their **project falls within the first evaluation criterion** described above, i.e. tightly **connected to the Action topic and its research focus**.

#### WHAT IS REQUIRED AFTER COMPLETING THE STMS

Within 30 days from the end date of the STSM, the successful applicant must submit a scientific report to the Host institution and to the e-COST system.

The scientific report should cover: statement of achieving the project aims, description of the work carried out and the outcome/results, and expected publications that may arise from the STSM (if applicable).

[Scientific report template \(.doc\)](#)

The applicant is also responsible for acquiring an official acceptance letter / Email confirmation of acceptance from a senior Researcher affiliated with the Host institution formally accepting the scientific report.

Failure to submit the scientific report within 30 days from the end date of the STSM will effectively cancel the Grant.

*(Please note that the COST Association can request additional information to substantiate the information contained within the documents submitted by STSM applicants).*

**Deadline for applications to be submitted:** any time throughout GP3

**Expected date of notification of application outcome:**  
Up to two weeks from receiving the application

**Period of STSM:** 1 November 2022 until 31st October 2023

Applications will be taken into consideration on a first-come-first-served basis, depending on finances available.

**Useful links:**

[Memorandum of Understanding for the implementation of the COST CA 19122 European Network For Gender Balance in Informatics](#)

[List of Proposals for Hosting EUGAIN Research](#)