**STSM Application Form**

To apply for a Short Term Scientific Mission (STSM) within the COST Action TU1403 on Adaptive Facades, please fill this form and submit it in PDF format, along with an invitation letter from the host institution, a support letter from the home institution, a full CV and publication list to Christian.Louter@tudelft.nl until **May 23rd 2016**. Your application will then be evaluated by the STSM evaluation committee based on the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Description | Grading | Weight |
| 1. | Quality and feasibility of the Workplan. | 1 to 10 | 17.5 % |
| 2. | Quality and feasibility of the Prospected Outcome | 1 to 10 | 17.5 % |
| 3. | Suitability of the applicant to execute the Workplan and to reach the Prospected Outcome | 1 to 10 | 17.5 % |
| 4. | Benefits of the STSM for the applicant (visitor) | 1 to 10 | 17.5 % |
| 5. | Benefits of the STSM for the COST Action TU1403 | 1 to 10 | 30 % |

For the current call (4th call, April/May 2016) priority will be given to STSMs that specifically address the deliverables as described in the [Memorandum of Understanding of the COST Action TU1403](http://w3.cost.eu/fileadmin/domain_files/TUD/Action_TU1403/mou/TU1403-e.pdf) and thereby assist the Working Group outcomes. This is expressed by the assigned higher weight of criteria “5. Benefits of the STSM for the COST Action TU1403” in the above given table of criteria.

After you have applied for the STSM, you will be informed about the evaluation result as soon as possible. If successful, you will be informed about the next administrative steps in the STSM procedure. Seeing the time needed for the evaluation procedure, a realistic starting date of your STSM could be beginning/mid June at earliest.

After the STSM you will be asked to submit short scientific and host reports for approval by the STSM evaluation committee, after which the STSM Grant will be issued for payment.

Before filling the STSM application, please consult the STSM rules in the [COST Vademecum](http://www.cost.eu/Vademecum) at Section 7. In case you have any questions about the application procedure or STSM rules, please contact Christian.Louter@tudelft.nl.

You are requested to delete this first page of the application form when submitting your STSM proposal.

|  |
| --- |
| **Specify which deliverable will be worked on during the prospected STSM:**[ ]  None of the below mentioned, but instead the STSM focuses on …………..Working Group 1:[ ]  D.1.1. Report and database with current state-of-the-art adaptive façade materials, systems and new concepts[ ]  D.1.2. Report real world case studies of adaptive façade applications.[ ]  D.1.3. Report on progress made in new adaptive technologies over the course of the Action.[ ]  D.1.4. Input and contributions to relevant parts of educational pack[ ]  D.1.5. Contribution to Industry Workshop[ ]  D.1.6. Contribution to Annual Training School for dissemination of expertise to Early Stage Researchers[ ]  D.1.7. Annual STSMs for Early Stage Researchers on novel adaptive facade technologiesWorking Group 2:[ ]  D 2.1. Report on current adaptive facades modelling techniques.[ ]  D.2.2. Annual STSMs for Early Stage Researchers on theoretical modelling and numerical simulation of multi-functional and adaptive facade components and systems[ ]  D.2.3. Annual STSMs for Early Stage Researchers on experimental procedures and measurements for the evaluation of multi-functional and adaptive facades components and systems[ ]  D 2.4. Report on the validation of developed simulation tools and models[ ]  D 2.5. Report on the developed experimental procedures.[ ]  D.2.6. Contribution to Annual Training School for dissemination of expertise to Early Stage Researchers This will include topics on theoretical modelling, numerical simulation, experimental characterization and building integration of adaptive and multifunctional facades.[ ]  D.2.7 Contribution to Education pack[ ]  D.2.8. Contribution to Industry Workshop[ ]  D.2.9. Report / presentation on funding available for new European research projectsWorking Group 3:[ ]  D.3.1. Annual STSMs for PhD students and Early Stage Researchers on integration requirements and current and post-occupancy evaluation methods[ ]  D 3.2. Report on the requirements for building and user integration[ ]  D 3.3. Report on current and post-occupancy evaluation methods.[ ]  D.3.4. Input for the annual Training School for dissemination of expertise to Early Stage Researchers.[ ]  D.3.5 Contribution to Education pack[ ]  D.3.6. Contribution to Industry Workshop[ ]  D.3.7. Report / presentation on funding opportunities for new European research projectsWorking Group 4:[ ]  D.4.1 Creation and maintenance of the Action specific website[ ]  D.4.2. Organisation of all meetings and related minutes reports[ ]  D.4.3. Educational pack content definitions and development[ ]  D.4.3. Organisation of 3 Training Schools and related material published[ ]  D.4.4. Completion of at least 20 STSMs by the end of the Action.[ ]  D.4.5. Organisation of Action Mid-term Conference (beginning of 3rd year) |

|  |  |
| --- | --- |
| **Title:** | Provide a short title for your STSM |
| **Visitor:** | * Name: ……….
* Affiliation: ……….
* Country: ……….
* ECI: yes/no

(ECI = Early Career Investigator, a researcher within a time span of up to 8 years from the date they obtained their PhD/doctorate (full-time equivalent), see [COST Vademecum](http://www.cost.eu/Vademecum))  |
| **Host:**  | * Name: ……….
* Affiliation: ……….
* Country: ……….

Please provide a letter/email of the host that confirms the intent to host the STSM visitor. |
| **Dates:** | From: yyyy-mm-ddTo: yyyy-mm-ddNr. of days: 000 (between 5-90 days; or between 91-180 days under ECI conditions)Please consult the STSM rules in the [COST Vademecum](http://www.cost.eu/Vademecum) at Section 7. |
| **Requested budget:** | a) 000 Euro for travel b) 000 Euro for stay and meals (max. 160 Euro/day)c) 000 Euro total budget (=a+b) (max. 2500 Euro, or max. 3500 Euro under ECI conditions)Please consult the budget rules in the [COST Vademecum](http://www.cost.eu/Vademecum) at Section 7. |
| **Workplan:** (max. 1.5 A4)Provide a description of the planned activities during your STSM thereby addressing the following:* Background
* Aims and objectives
* Description of the work to be carried out by the visitor at the host institution
* Justification for choice of host institution
 |
| **Prospected Outcome:** (max. 10 lines)Describe what the output of your STSM will be, for instance:a) the STSM contributes to a deliverable described in the [MoU of the Action](http://w3.cost.eu/fileadmin/domain_files/TUD/Action_TU1403/mou/TU1403-e.pdf)b) the STSM results in a joint journal/conference publication (please indicate the journal/conference)c) the STSM results in a joint research proposald) other output (give description) |
| **Benefits of the STSM:** (max. 10 lines)Please describe the benefits of the STSM for the visitor (and host) and for the COST Action TU1403. |
| **Short CV of the applicant:** (max. 10 lines; A full CV and list of publications should be attached separately as a PDF) |