**STSM Application Form**

**6th call for STSMs – Deadline February 4th 2018**

To apply for a Short Term Scientific Mission (STSM) within the **6th call for STSMs** of the COST Action TU1403 on Adaptive Facades, please send the following documents (in .pdf) to Christian.Louter@tudelft.nl up to and including **February 4th 2018:**

1. this STSM application form, filled according to your STSM plans,
2. an invitation letter from the host institution,
3. a support letter from the home institution,
4. a max. 2-page CV of the visitor
5. a list of publications of the visitor (if applicable).

For the current call, **STSMs can only proceed in the following timeframe: February 2018 until mid-April 2018**.

Your STSM application will be evaluated by the STSM evaluation committee based on the following criteria:

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|  | **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 (6th call, February 2018) 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). 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.

In addition, it is expected that each STSM will – next to other planned outcomes – also contribute to the Education Pack in the form of Powerpoint slides. These slides should either give useful input to the Education Pack on the topic of the STSM and/or on the expertise of the visitor/host within the framework of Adaptive Facades.

Before filling the 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 may delete this first page of the application form when submitting your STSM proposal.

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| **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) |

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| **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
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| **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 the benefits for the COST Action TU1403. |
| **Short CV of the applicant:** (max. 10 lines; a max. 2-page CV and a list of publications should be attached separately) |