**STSM guidance email**

Dear

Please see attached:

* the Call text for the Working Group 3 Collections Arena
* template Letter of Interest (for selected Host Institution to complete)
* template Letter of Support (for your Home Institution to complete)

See below guidance on how to prepare and submit your application.

Please call me once you have chosen which mission you prefer to discuss the work to be done - objectives, method, etc. and before contacting any selected host.

Kind regards

Paola

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**To apply, proceed as follows:**

1. Choose one of the 3 short-term scientific missions (STSM) in the Call text:
   * STSM1 Resource Constraints to development of the ERPSpeB
   * STSM2 Standards and Protocols for Raptor Sample Collections
   * STSM3 Collections Access Policy for Raptor Samples
2. Choose where you want to go (the 'Host') - see part 5 of the Call text for suggested hosts
3. Contact the selected host by email and phone to discuss the mission and the best mission length and dates for the mission that works for both you and the host (the suggested length for each of the missions is 3-5 weeks) and ask the Host to provide a **Letter of Interest** (see template attached) (**NB: you can discuss the mission objectives and method with me before speaking to the chosen host**)
4. Prepare a **Letter of Support** from your home institution (see template attached)
5. Prepare your '**motivation and workplan'** (in a Word doc) based on the STSM description in the Call text (max 2000 words - most applicants write only a few hundred words) - see part 7 of the Call text for what is needed in this 'motivation and workplan' statement.
6. Prepare a **short CV**
7. When ready to submit, go to  [www.cost.eu/stsm](http://www.ecost.e/" \t "_blank) and **create an account**
8. After creating an account, login at [www.cost.eu/stsm](http://www.cost.eu/stsm" \t "_blank) and submit your application as follows:
   * Select your home institution in the dropdown list
   * Select Action Number 16224 European Raptor Biomonitoring Facility
   * Give mission title (copy-paste from the Call text)
   * Select current Grant Period (2019-05-01 to 2020-04-30)
   * Enter your motivation and workplan text in the box provided (copy-paste from Word doc)
   * Enter your bank details
   * Enter host details
   * Enter budget (travel, subsistence) - NB max total €2500 for mission of <3 months, typically a bit less for a mission of 3-5 weeks.
   * Save the draft application
   * **Upload** under 'Supporting Documents': (1) your CV (if not already auto-generated by the system from your eCOST profile), (2) the Letter of Support from your Home Institution and (3) the Letter of Interest from the Host (= 'Written Agreement from the Host Institution')
   * **Submit** your application when ready