**STEP-BY-STEP GUIDANCE ON HOW TO APPLY FOR A MISSION**

**To apply, proceed as follows:**

1. Choose one of the short-term scientific missions (STSM) in the Call text:
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 the WG Lead 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