

1. Outline of scheme

1.1. Objectives

Short-Term Scientific Missions (STSM) are aimed at strengthening existing networks by allowing scientists to go to an **INFOGEST partner institution or laboratory in another INFOGEST Country** to foster collaboration, to learn a new technique or to take measurements using instruments and/or methods not available in their own institution/laboratory.

They are particularly intended for young scientists.

1.2. The Applicant

The **Applicant** should normally be engaged in a programme of research as a postgraduate student or postdoctoral fellow or be employed in an **INFOGEST partner institution**.

For the period of the STSM, the beneficiaries will stay under the responsibility of their employer and must make their own arrangements for all health, social, personal security and pension matters.

1.3. Home and Host Institution

The home and the host institutions can be public or private and should normally both be INFOGEST partners.

The Applicant is responsible for obtaining the agreement of the host institution, before submitting his/her application.

1.4. Duration

STSMs should be a **minimum one-week (5 working days) and a maximum of 3 months**.

1.5. Financial Support

The financial support is a contribution to the costs of a STSM and may not necessarily cover all the costs. Only travel*, accommodation and meals expenses will be considered.

The financial contribution for a STSM will be based on the Applicant's budget request and the evaluation of the application by the INFOGEST steering committee.

() max 500€*

The total cost of an STSM shall not normally exceed EUR 2 500 for up to 3 months.

The beneficiary will take in charge all the expenses. No advance payment will be made.

1.6. Registration and Deadlines

The Applicant must use the **STSM-application form** and send it to: Nathalie.Le-Marre@inrae.fr

Deadline is:
January 29, 2021
for STSMs to start after April 1, 2021

1.7. Assessment

Assessments will be made by the INFOGEST Steering Committee (Chair, Vice Chair, WG leaders).

1.8. Approval

The Chair of INFOGEST will inform the applicant about the decision at least 4 weeks before the STSM starts.

1.9. STSM Acceptance

The INFOGEST Chair will send the Applicant an **acceptance letter** in which he/she is informed about:

- a. the approval of the STSM and;
- b. the level of the financial travel expenses reimbursement.

The Applicant has to return this **acceptance letter** with his/her signature.

2. After the STSM

2.1. STSM Scientific Report

The beneficiary is required to submit to the host institution and INFOGEST Chair a short scientific report on the visit **within 4 weeks after his/her stay**.

This should contain the following information:

- purpose of the STSM;
- description of the work carried out during the STSM;
- description of the main results obtained;
- future collaboration with host institution (if applicable);
- foreseen publications/articles resulting or to result from the STSM (if applicable);
- confirmation by the host institution of the successful execution of the STSM;
- other comments (if any).

2.2. Notice of completion

The Chair of INFOGEST shall approve the final report and inform the financial department that the STSM has been successfully accomplished and that the expenses can be reimbursed.

2.3. Payment

The reimbursement of the travel expenses will be made upon the presentation of the scientific report and all the required expenses receipts.

INFOGEST reimbursement will be made to the beneficiary or the host institution as requested in the application.