



## 6th Call for STSM 2015

**Open call: 13.5.2015**

**Deadline for the applications: 15.06.2015**

**The STSM has to be completed before 15.11.2015 (An STSM is completed when the final report is submitted)**

**The STSM final report has to be submitted within 30 days after the end date of the STSM but not later than 15 November 2015.**

The COST Action TD1201 is launching a 6th call for proposals for Short Term Scientific Missions (STSM), i.e. research visits in a foreign country participating in the COSCH Action. Applications should contribute to the implementation of the scientific, theoretical and educational objectives of one or several COSCH Working Groups (see below), the case studies (see [www.cosch.info/case-studies](http://www.cosch.info/case-studies)) and to the development of the COSCH Knowledge Representation Application (see Semantic Taskforce, below). In particular, STSMs have to clearly highlight and explain the particular criteria being decisive for the use of a special technique and how it is helping in developing the documentation standards for material cultural heritage. It is recommended to contact the WG leader and/or case study leader before submitting an application.

The following subjects and keywords defined by the five WGs may be used as guidelines for applications:

WG1: 1. Calibration of imaging spectroscopic devices; 2. acquisition, elaboration, exporting, and storing imaging data-cubes; 3. multispectral and hyperspectral imaging; 4. analysis and rendering of spectral image datasets; 5. accuracy and reproducibility of spectral imaging systems; 6. visualisation case studies (individual and joint). (For more information please contact Dr Marcello Picollo, [m.picollo@ifac.cnr.it](mailto:m.picollo@ifac.cnr.it))

WG2: 1. Comparative measurements (two or more techniques applied to a single CH object). 2. Examples and use cases supporting the "COSCH Knowledge Representation Application" under development. 3. Multimodal measurements. 4. Assessment of the techniques. 5. Metadata standards for 3D. (For more information please contact Prof. Robert Sitnik, [r.sitnik@mchtr.pw.edu.pl](mailto:r.sitnik@mchtr.pw.edu.pl)).

WG3: Topics related to typical processing chains, algorithms, and semantic aspects. (For more information please contact Prof. Alain Trémeau, [alain.tremeau@univ-st-etienne.fr](mailto:alain.tremeau@univ-st-etienne.fr)).

WG4: 1. Comparison by conservation professionals of spatial and /or spectral techniques and limits of their use on one or a series of CH objects. 2. Documentation of the conservation processes on one or a series of CH objects via imaging techniques. (For more information please contact Dr Christian Degriigny, [christian.degriigny@he-arc.ch](mailto:christian.degriigny@he-arc.ch)).

WG5: 1. Key concepts and definitions of CH visualization (e.g. as recording, documentation, dissemination). 2. Evaluation of projects against standards and good practice guides. 3. Long-term preservation and management of CH visualization applications. 4. Further development of visualization techniques through COSCH case studies (For more information please contact Dr Selma Rizvić, [srizvic@etf.unsa.ba](mailto:srizvic@etf.unsa.ba)).

Semantic Task Force: Main objective of the COSCH Action is to prepare a novel, reliable, independent and global knowledge-base to facilitate the use of today's and future optical measuring techniques for

the documentation of European material cultural heritage. This knowledge-base (under development) employs semantic technologies. It aims to connect technologies and heritage applications to support end users in their effort to find the appropriate ways to collect spatial and spectral data. Possible subjects are reviews of

- completed COSCH<sup>KR</sup> questionnaires to identify technical reasons behind the use of particular spatial and spectral documentation techniques;
- CIDOC-CRM and its possible implications on COSCH<sup>KR</sup>.

(For more information please contact Dr Ashish Karmacharya, [ashish.karmacharya@hs-mainz.de](mailto:ashish.karmacharya@hs-mainz.de))

The above mentioned WG subjects and keywords are intended to be indicative. There are no restrictions on other related questions being included.

## Application

### THE APPLICANT:

*A STSM applicant must be engaged in a research programme as a PhD Student or postdoctoral fellow or be employed by, or affiliated to, an Institution or legal entity which has within its remit a clear association with performing scientific research.*

Always satisfying the above requirement, whether a Researcher is eligible to receive a STSM Grant depends on the status of the country where they hold their primary affiliation. Once this has been established, eligibility can be determined by adhering to the stipulations in the following 2 categories:

**1.** Researchers holding their primary affiliation at an institution located in a Participating COST Country (a Country that has accepted the Action's Memorandum of Understanding (MoU)) are eligible to perform an STSM in another Participating COST Country. A list of Participating COST Countries can be found on the COST Action's Webpage at [www.cost.eu](http://www.cost.eu).

**2.** For Researchers holding their primary affiliation at a European RTD Organisation, the consideration for being eligible to receive a STSM Grant is linked to whether their institution has been formally approved onto the Action or not. The eligibility status of Researchers located in European RTD Organisations is restricted to those affiliated to approved European RTD Organisations. A list of European RTD organisations is detailed in Annex II of the COST H2020 Vademecum (see <http://www.cost.eu/participate/guidelines>). A list of approved European RTD Organisations can be found on the respective COST Action Webpage at [www.cost.eu](http://www.cost.eu).

Visits within the same COST country cannot be supported.

The Applicant must obtain the agreement of the host institution before submitting the STSM application (a list of possible host institutions is published on [www.cosch.info](http://www.cosch.info)). STSM grantees must make their own arrangements for all health, social, personal security and pension matters.

### DURATION:

STSMs are minimum one week (5 working days) and maximum of 3 months. **The STSM has to be completed before 15 November 2015. An STSM is completed when the final report is submitted.**

### FINANCIAL SUPPORT:

The financial contribution for a STSM will be a fixed grant based on the Applicant's budget request and the evaluation of the application by the STSM assessment committee. An amount of EUR 60 to 90 for the daily allowance in particular for longer stays and EUR 300 for the travel is recommended but not obligatory. The total of a STSM shall normally not exceed EUR 2 500 up to 3 months. **Any exception needs special justification and prior approval from the COST Office.**

### APPLICATION PROCEDURE & DEADLINES:

I] The applicant should use the on-line tool at the address (: <https://e-services.cost.eu/stsm>) to register their application. All the following information is required for the on-line registration:

- Applicants data: name, work place, address etc.;

- The planned dates and duration of the STSM;
- Information about the proposed STSM: title, short description etc.;
- A short CV;
- Host data: name, e-mail, and address of the scientist in the Host institution collaborating with;
- A requested budget;
- Bank details.

II] When the online registration is completed, a formal STSM application has to be downloaded and sent by e-mail to the STSM coordinator of the Action TD1201 – Alamin Mansouri ([alamin.mansouri@u-bourgogne.fr](mailto:alamin.mansouri@u-bourgogne.fr)) along with:

- a) a cover letter, where the applicant should clearly indicate the science topic most relevant to the application (this topic should be one of the 5 science topics which are defined within each of the 5 working groups of the Action (more info at: [www.cosch.info](http://www.cosch.info)))
- b) A description/work-plan of the proposed visit (in PDF format); no more than 2 A4 pages. Applicants must mention if they have already been granted a previous STSM grant, and they should also provide the Host Institute name, the name of the scientist in the Host Institute they collaborated with, and the dates of the previous STSM visit.
- c) A detailed CV;
- d) A letter of acceptance from the Host institute indicating the approval of the scope and the schedule of the proposed STSM;
- e) A letter from either the Host or Home institute indicating any extra financial support that may be given to the applicant, (if applicable), and
- f) In the case of applicants who are PhD students, a support letter for the proposed visit from their advisor.

#### **EVALUATION PROCESS AND RESULTS ANNOUNCEMENT:**

The assessment of the STSM applications will be carried out by a selection committee (STSM coordinator, Chair & Vice-chair and WG Leaders). The committee will inform the Grant Holder of the successful evaluated proposals.

The Grant Holder will subsequently inform the successful applicants by sending them a grant letter with an official approval of the STSM application, a "Payment Request" (to be completed after the completion of the STSM) and the level of the financial grant given. The applicant has to notify acceptance of the grant by returning the letter with his/her signature.

#### **STSM SCIENTIFIC REPORT:**

The grantee is required to submit to the STSM coordinator within 30 days after the end date of the STSM a scientific report. **However, for an STSM ending after 15 October 2015 the grantee should submit his/her scientific report on 15 November at the latest to allow the process of evaluation and reimbursement.** The following information has to be included:

- Purpose of the STSM;
- Description of the work carried out during the STSM;
- Description of the main results achieved;
- Future collaboration with the host institute (if applicable);
- Foreseen publications (if applicable);
- Confirmation by the host institution of the successful execution of the STSM (as a separate email message);
- Completed COSCH<sup>KR</sup> questionnaire.
- Other comments (if any).

Please note that reports of good quality will be published in total or in excerpts on the COSCH-website (for information on current or finished STSMs see: <http://cosch.info/web/guest/exchange-visits>).

**The failure to submit the scientific report within 30 days will effectively cancel the grant.**

**(Please note that COST can request additional information to substantiate the information contained within the documents submitted by STSM applicants).**

**NOTICE OF COMPLETION:**

The STSM coordinator will approve the final report, and will send a "notice of completion" of the STSM, together with the short scientific report, to the Grant Holder. The Grant Holder will then execute the payment of the fixed grant directly to the grantee or the host institute, as requested in the application.

**ACKNOWLEDGMENTS in papers:**

Finally, if the results from a STSM visit are published in a journal, please add the following acknowledgement in your paper:

Part of this work was supported by the COST Action TD1201 "Colour and Space in Cultural Heritage" ([www.cosch.info](http://www.cosch.info)).