# Annex I – Expression of intention to host a Short-Term Scientific Mission

Note: this is a suggested template for the expression of intention. You may devise your own.

Use Institutional letterhead

**Expression of intention to host a Short-Term Scientific Mission**

**To the Grant Holder of the COST Action TU1404**

Place, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STSM Applicant (first name and last name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Institution:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Host Institution:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby inform that we welcome the visit that Mr/Ms/Dr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ plans to perform in our lab at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_ (month) \_\_\_\_\_\_\_\_\_\_ (year), with total duration of \_\_\_\_\_\_\_\_\_\_\_, within the framework of the TU1404 Short-Term Scientific Mission (STSM) programme.

The STSM will be scientifically based on the work plan described by Mr/Ms/Dr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the STSM Application. The STSM will have a mutual benefit for the applicant and our group, in consideration of both the specific activities to be performed and the expected strengthening of cooperation between the Home and Host institutions.

Yours sincerely,

First name and last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Annex II – Instructions for drafting a STSM Proposal

The **maximum length of the STSM proposal is 5 pages** (excluding table of contents and title page). In addition there are page limits applied to the various sections as detailed below.

The minimum font size allowed is 11pt with single line spacing. The page size is A4, and all margins should be at least 15mm (not including any headers or footers).

Please make sure that:

* You use the correct format to prepare your proposal
* You include your name in the header of each page
* All pages are numbered in a single series on the footer of the page using the format “Page X of Y”
* You respect the maximum number of pages
* Your proposal is complete. Incomplete proposals are not eligible and will not be evaluated.

The main part of the proposal should include the following:

1. **Description of work** (maximum three pages)

This section should include:

* Background
* Aims and objectives
* Justification for choice of host institution
* Summary of the work to be carried out by the applicant at the host institution
* Foreseen results
* Dissemination of results
1. **Detailed Plan of Activities** (maximum one page)

This should include a diagrammatic work-plan (Gantt chart) for the full duration of the STSM.

1. **Benefits to COST Action TU1404** (maximum 1/2 page)
2. **Benefits to the Applicant** (maximum 1/2 page)

**COST Action TU1404**

**Towards the next generation of standards for service life of cement-based materials and structures**

**Proposal for a**

**Short Term Scientific Mission**

|  |  |
| --- | --- |
| STSM Applicant | Title and name of applicant |
| Home Institution | Home Institution name and address |
| Host Institution | Host Institution name and address |
| STSM proposed start date | dd/mm/yyyy |
| STSM proposed duration | Duration in days |

**Table of Contents**

1. **Description of work**
2. **Detailed Plan of Activities**
3. **Benefits to COST Action TU1404**
4. **Benefits to the Applicant**
5. **Description of work** (maximum three pages)

This section should include:

* Background
* Aims and objectives
* Justification for choice of host institution
* Summary of the work to be carried out by the applicant at the host institution
* Foreseen results
* Dissemination of results
1. **Detailed Plan of Activities** (maximum one page)

This should include a diagrammatic work-plan (Gantt chart) for the full duration of the STSM.

1. **Benefits to COST Action TU1404** (maximum 1/2 page)
2. **Benefits to the Applicant** (maximum 1/2 page)