**Short Term Scientific Mission Report**

**COST Action OPTIMISE: ES1309**

**STSM Applicant:** [title, name surname, email address]

[home institution address]

**STSM topic:** [write the STSM topic here]

**STSM reference number: COST-STSM-ES1309-XXXXXXXXXXXXX**

**STSM type: Regular (from X** country  **to Y** country**)**

**Period:** from 2016-MM-DD to 2016-MM-DD

**Host: [**title,name surname, email address, institution address, country],

**Purpose of the STSM;**

*Maximum 0.5 page*

**Description of the work carried out during the STSM;**

*Maximum 2 pages*

**Description of the main results obtained;**

*Maximum 4 pages*

**Future collaboration with the host institution (if applicable);**

*Maximum 0.5 page*

**Foreseen publications/articles resulting from the STSM (if applicable);**

**Other comments (if any).**

**Confirmation by the host institution of the successful execution of the STSM;**

*(it might be separate document written and signed by the Host - confirmation of acceptance from a senior Researcher affiliated to the Host institution formally accepting the scientific report.)*

URGENT:

* The grantee is required to submit a short scientific report to the host institution (for information) and OPTIMISE Secretariat  ([optimise@aber.ac.uk](mailto:optimise@aber.ac.uk)) and STSM coordinator: [radoslaw.juszczak@up.poznan.pl](mailto:radoslaw.juszczak@up.poznan.pl) for approval within 30 days after the end date of the STSM.
* The failure to submit the scientific report within 30 days will effectively cancel the grant;
* The MC Chair (or the STSM coordinator) is responsible for approving the scientific report and informing the Grant Holder that the STSM has been successfully accomplished;
* After receipt of the approval by email, the Grant Holder will execute the payment of the grant.