

Information on the steps required for STSM applicants to submit a reimbursement request (March 2020)

First of all, please ask the STSM grantees to first seek refund as soon as possible from other sources such the airline, train company, travel agency, hotel and insurance. Only then, the non-refundable amount can be submitted for assessment to the COST Association.

Please find below the different scenarios and the steps required for each of them:

Scenario 1

The STSM has been performed but the stay was shortened, the duration of the STSM remains above 5 days.

The applicant will receive a grant in proportion with the time spent.

Please send me the list of STSMs under this case and I will confirm the grant amount to be reimbursed.

The grant amount will then need to be modified in eCOST and the applicant will be requested to follow the usual process, i.e. submitting a scientific report which then will require approval by the STSM Coordinator.

Scenario 2

The applicant had to shorten the STSM below the minimum technically allowed of 5 days or the STSM was never performed.

Only the non-refundable expenses will be reimbursed (and not more than the grant amount).

The GH will ask the STSM grantee to provide with the following supporting documentation, the GH will advise the applicants that failure to provide with the documentation below may disqualify the reimbursement request. The deadline for submitting the documents is 30 days from the cancellation date:

- For STSMs cancelled before 13 March: official communication from the Host Institution or Official Authority
- Plane or train ticket/ invoice
- Written statement from the airline/ train company or travel agency confirming the refund request resolution, ex. amount refunded, ticket exchanged etc
- Written statement from the hotel confirming the non-refundable amount
- Credit card or bank statement evidencing the hotel fee charged

The GH must encode the amount in the section OERSA.

An individual line will be created for each STSM grantee and the supporting documents will be provided individually on each file along with the amount to be reimbursed.

After that, the GH will send **Aranzazu Sanchez** (Senior Administrative Officer) an email with the eCOST links for assessment.

Upon approval by COST the GH will be able to process the payments.