



**Project n° 028339**

**RECWOWE**

**Reconciling Work and Welfare in Europe**

**SHORT-TERM SCIENTIFIC MISSION (STSM) GUIDELINE**

**Report Preparation Date**                      Network month: 3

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**Contract Start Date:**                          01-10-2006

**Duration:**    60 months

**Coordinator: Maison des Sciences de l'Homme Ange-Guépin (MSHG)**

**Network Coordinator: Denis Bouget**



**CITIZENS**

**Network funded by the European Community**

The RECWOWE Training Activities Centre (TACwowe) aims to pool and capitalise on areas of existing expertise to build a new integrative and durable platform for the provision of training in the area of work and welfare within the European Research Area.

It will organise and deliver **four short-term scientific missions** for doctoral researchers of between 2 to 4 weeks each during the 18-month period. The purpose of this instrument is to enhance the mobility of PhD researchers across RECWOWE. The allocation of scientific missions will be organised by a call basis.

This guideline informs all the partners involved in STSM on the management of these missions and especially in terms of finance.

### **Application - Procedure:**

The visits will be coordinated by RECWOWE's training activities centre (TACwowe). Prospective students should send:

- a short outline of their PhD project (max 2 pages);
- a plan of what they intend to do during their stay at the host RECWOWE partner;
- a letter of support from the supervisor at their home university;
- from their prospective host RECWOWE partner: a letter of invitation, stating the person responsible and the training support available during the visit.

Please send the application and information requested above to TACwowe: Jochen Clasen ([jochen.clasen@ed.ac.uk](mailto:jochen.clasen@ed.ac.uk)).

### **Budget:**

This budget is managed by the Coordinator. According to the Consortium Agreement, the Coordinator is authorised to transfer an advance to the host institution.

RECWOWE is able to financially support up to four STSMs during the 18-month period. Each host institution can receive up to € 2,760. This amount is divided as follow:

- € 2,000 for costs such as travel and accommodation
- € 300 for direct costs occurred in the context of visiting PhD students
- + overhead

### **Distribution to the host institution**

In accordance with the Article 4.3.9 of the Consortium Agreement the payment shall be in two (2) payments, as follows:

a. the first payment shall be equal to the advance payment (eighty five percent, 85 percent) of the allocation budget and shall be distributed after the receipt of a letter from the host institution, provided that the name of the PhD research, the subject and dates of the Scientific Mission

b. the second payment, if needed, shall be done according to the Deliverables, report and Financial Statement (Form C) sent by the host institution and accepted by the Executive Committee.

**PhD researcher expenses**

The host institution shall pay the expenses of the PhD researcher or reimburse its expenses, in accordance with its accountancy system and the financial rules of a NoE. The PhD students shall have to provide all the original documents of payment to the host institution in order to justify the costs.

For further financial information, Please contact TACwowe ([jochen.clasen@ed.ac.uk](mailto:jochen.clasen@ed.ac.uk)) or the management team of RECWOWE ([karine.cantele@univ-nantes.fr](mailto:karine.cantele@univ-nantes.fr))