GUIDELINES

for preparing a short description of the STSM and a summary of the main achievements of the STSM to be used by ROAR-NET for communication and dissemination purposes

Short description of the STSM

- This document must be submitted at the application stage.
- It should outline the goals and planned activities of the STSM.
- Its length should be about 100 words.
- The tenses should reflect that the text is prepared at the application stage, for example, the goals *are* ..., the plan *is* ..., the activities *will be* carried out, etc.
- The text should avoid using first person (I/my, we/our).
- Examples of descriptions can be seen at:
  https://roar-net.eu/grants/stsm/c00eeef9/
  https://roar-net.eu/grants/stsm/183f4f21/
  https://roar-net.eu/grants/stsm/225ea659/
- Submit the description as a plain text or Word document (or equivalent).

Summary of the main achievements of the STSM

- This document must be submitted at the reporting stage.
- It should summarise the main achievements of the STSM as reported after the STSM.
- Its length should be about 100 words.
- The text should be written in past tense.
- It should avoid using first person (I/my, we/our).
- Examples of achievement summaries can be seen at:
  https://roar-net.eu/grants/stsm/c00eeef9/
  https://roar-net.eu/grants/stsm/183f4f21/
  https://roar-net.eu/grants/stsm/225ea659/
- Submit the summary as a plain text or Word docment (or equivalent).