Guidance notes to ACTRIS IMP user application form

> *If you experience any problem with the online form and/or would prefer to use an offline form, please contact the ACTRIS IMP TNA team at **actris-imp-tna @helsinki.fi***

(1) Project information

Project title
Project title is mandatory.

Service requested
ACTRIS IMP provides limited pilots of Trans-national Access (TNA) to different types of services, via remote or physical access. Please indicate if the access is related to data services, research services, technological services, innovation services, or training services and which ACTRIS facility is concerned. Only access projects with particular emphasis on the following aspects will be considered:

- services focusing on technological development, training, forefront scientific exploration, or new services developed/made available according to evolving user needs,
- services having high potential for involving users from the private sector for prototype testing, joint developments, and industrial applications, and
- services attracting new users from new/relevant regions, other scientific domains for multi-disciplinary applications, or tailored user services.

Depending on the type of service requested the online form will show different fields.

The ACTRIS facilities offering access under ACTRIS IMP are listed in the below table. The facilities comprise OBS (observational platforms), ASC (atmospheric simulation chambers), MOB (mobile platforms), DC (Data Centre) units and TC (Topical Centres). A description of the facility and services is available on the ACTRIS website. Access is possible via physical access (PA) or remote access (RA)

#	ACTRIS Facility (acronym, name and type)			Host institution, Country	Access type
1	ACTRIS DC-ARES	Aerosol remote sensing data centre unit	DC	CNR, Italy	RA
2	CARS-ASP-FR	Centre for Aerosol Remote Sensing-Automatic Sun/sky/lunar Photometers	TC	CNRS, France	RA/PA
3	CDPS-FTIR	Central Data Processing Systems for FTIR remote sensing data	DC	BIRA-IASB, Belgium	RA
4	SMEAR II	Station for Measuring Ecosystem-Atmosphere Relations II	OBS	UHEL, Finland	PA/RA
5	JFJ	High Altitude Research Station Jungfraujoch	OBS	PSI, Switzerland	PA/RA
6	Cabauw	Cabauw Experimental Site for Atmospheric Research	OBS	KNMI/TUD, The Netherlands	PA/RA
7	SBO	Sonnblick Observatory	OBS	ZAMG, Austria	PA/RA
8	USRL	Unmanned Systems Research Laboratory	MOB	CYI, Cyprus	PA/RA
9	ACD-C/ OGTAC-CC	Atmospheric Chemistry Department - Chamber combined with the Organic Tracers and Aerosol Constituents - Calibration Center	ASC-TC	TROPOS, Germany	PA

#	ACTRIS Facility (acronym, name and type)			Host institution, Country	Access type
10	SAPHIR-CiGas-FZJ	Simulation of Atmospheric Photochemistry in a large Reaction chamber in combination with Centre for Reactive Trace Gases In-Situ Measurements - Forschungszentrum Jülich	ASC-TC	FZJ, Germany	PA
11	EUPHORE	European PhotoREactor	ASC	CEAM, Spain	PA/RA

Additional project information

Please select which ACTRIS component is concerned:

- Aerosol insitu
- Cloud insitu
- Trace gases insitu
- Aerosol remote sensing
- Cloud remote sensing
- Trace gases remote sensing

Indicate if you have benefited from ACTRIS services in the past.

Before submitting your application, we encourage you to discuss the project with the access provider of the facility.

Indication about foreseen technological development, prototype testing, potential for industrial applications, cross-disciplinary aspects (objectives, approach, impact, integration of disciplines outside the atmospheric domain) and training aspects are part of the review criteria.

Project dates

Indicate the first and last day the facility is accessed by any person of the user group. Indicate your potential flexibility in order to optimize schedule of the access with the facility operator.

(2) Principle Investigator

Principal Investigator

The Principal Investigator (project leader) is the person responsible for the project who acts as contact of the application for the research team (user group) involved in the planned project.

Institution legal status

Please select:

- UNI: University and higher education
- RES: Public research organization (including international organizations and non-profit private research organizations)
- PUB: Public services (e.g., operational services, national weather services, data services, AQ networks, public authorities, ...)
- PRV: Private sector - Small Medium Enterprises or other industrial and/or profit private organizations
- OTH: Other (non-governmental organizations, citizen, ...)

Profile

Please select:

- ECS = Early career scientist (e.g., UND-Undergraduate, PGR-Postgraduate student with 1st university degree, PHD, PDOC-Postdoctoral researcher, ...)
- TEC = Technician
- EXP = Experienced, professional researcher
- OTH = Other (e.g., other private sector, public authority, education, etc.)

Field of activity

Please select for each participant:

- ENV-ATMO - Earth and environmental sciences/Atmospheric domain
- ENV-HYDRO - Earth and environmental sciences/Hydrosphere domain
- ENV-LITHO - Earth and environmental sciences/Lithosphere
- ENV-ECOBIO - Earth and environmental sciences/Eco-biosphere
- PHY - Physics astronomy, astrophysics and mathematics
- CHEM - Chemistry and material sciences
- BIO-MED - Biological, medical sciences and biotechnology
- ENG-TECH - Engineering and technology
- EGY - Energy
- ART - Humanities and arts
- ISC - Information science and communication
- SOC - Social sciences

New user

Indicate if the user has visited/accessed/used the ACTRIS facility in the past.

(3) Project participants

List all participants needed to carry out the project. Indicate all relevant information for each participant in the user group involved in the project, see explanations under section 2, including access dates if different from the general project dates indicated in section 1. **Trans-national access criterion: access support is limited to participants whose home institution is not located in the same country as the ACTRIS facility.**

Information on the field of activity, nationality, gender and institution details are required for the European commission for reporting purposes.

Expertise

Please add the specific expertise for each participant in the given field. The information will allow to assess the pertinence of each member in the user group and give ACTRIS IMP additional information on the outreach capacity with respect to the specific user background.

Access dates

Indicate the first and last day of access (dd/mm/yyyy) of the participant concerned. If a participant's access is not continuous, please list periods on separate lines. The access may include days for installation, tests, dismantling (max 20%).

(4) Recent references

List at least 5 relevant references demonstrating the relevant scientific research experience and profile of the project leader and key team members (alternatively, a short CV for young researchers who have not yet published; in this case, the targeted research training objectives of the planned activities should be addressed in the project description, section 5).

(5) User's research facility

For calibration centres only, please give the name of the platform and indicate information on the atmospheric station where the instrument is deployed for measurements. For the instrument type, if CIMEL type, please give the head number and CIMEL type.

(6) Project description:

Please limit the text to the recommended length!

- **Scientific objectives**: Explain in concise and clear manner the scientific objectives of the planned activities; highlight the originality. State your motivation and potential for using the specific ACTRIS facility and it has been selected. The proposal needs to demonstrate how the project will benefit the services its focused on (see project focus in section 1).

- **Choice of the platform**: Describe why this platform is unique to perform your project and what motivated your choice.

- **State-of-the-art / novelty**: Describe, if applicable, the state-of-the-art of research and current knowledge in the specific domain. Will the project help to answer new scientific questions, acquire new knowledge, contribute to scientific excellence and competitiveness, identify S&T gaps? Explain how the proposed work may help answering them. Describe the innovative nature, what is new and what has been done in the past for this site or other similar sites, or in relation to the objectives of the proposed activity.

- **Technical work plan and expected duration**: Provide a succinct and accurate description of your plan for achieving the goals in the given time frame, the methods employed, the experimental set-up foreseen, expected duration, planned timetable, and additional information about the role of each participant. In order to ensure efficient use of the infrastructure, the need for specific measurements and data at the platform should be described. The work plan should provide sufficient information needed for evaluating of the project and for verifying its feasibility and credibility.

- **Potential / Impact to business & Innovation**: describe the innovation potential of the planned research project, any contributions to technology development, potential for breakthrough innovation. Highlight potential for public-private partnership collaborations, provision of innovative solutions for businesses or relevant industrial applications.

- **Interest to the scientific community/relevance/impact**: Describe the expected results and deliverables (scientific and technological outcome) and how the outcome may fit with the overall goals of ACTRIS. Specify the nature of the deliverable evidencing the research work: scientific report, manuscript, conference presentations, etc.

(7) On-site requirements

Describe the needs at the facility to carry out the planned project, or any other requirements or support to be provided at the ACTRIS facility. Specify, e.g., which specific instruments will be needed? Which on-site services? Any requirements for aligning and integrating the access into the facility operations? Which preparatory work/ installation/ dismantling time is required? Is training needed for using the instruments? Do you want to participate in routine measurements? Is support needed from local staff for post-access data analysis? Is there need for space to deploy additional instrumentation, for data from permanent instruments, local transport, customs, travel, accommodations, specific authorizations, etc. If you plan to install an instrument on the platform, please provide its size, weight, power connection, necessary adapters, need of inlet or other equipment Note that local/national procedures and safety regulation might apply when accessing the infrastructure. If your group is interesting in getting specific training on instruments or methods, please also indicate it here.

The information is relevant for the facility operator /access provider in order to evaluate the technical and logistical feasibility of the project.

(7) Dissemination plan

Data management

ACTRIS aims at collecting and curating data from measurements at their facilities in the ACTRIS Data Centre for long-term storage and access to any interested users. ACTRIS supports an open access data policy (see ACTRIS data policy and ACTRIS Data management plan for further information). With respect to Instruments brought by the user group to the infrastructure, please provide sufficient details for planning and integration during the access. For the management of the data resulting from TNA under ACTRIS IMP, any relevant information about additional measurements should be indicated.

Dissemination plan: availability and use of results

Please describe the data resulting from the access in more details, i.e., how are you planning to process and distribute the data, plans to make it available in repository?

Describe planned publications or presentations in conferences related to the TNA project. This is part of the review criteria.

Additional dissemination actions (via pictures, movies and social media posts) are encouraged.

(8) Estimated costs for users' travel and subsistence

In case of physical access (only), list your estimated costs for all participants included in the Table of section 3. Any financial support from ACTRIS IMP to the project user group is intended to facilitate TNA but cannot guarantee full reimbursement of travel expenses of the participating users. **Financial support is only available upon request**. Please note that:

- Financial support to users will only cover expenses related to travel and subsistence (T&S). Eligible costs:
    - <u>Travel costs</u>: estimated eligible costs for travel from and to the facility. A maximum flat rate for travel costs might apply. Only those costs are eligible for which proof can be provided (e.g., copy of travel ticket). Short travels on-site, e.g., bus, train, taxi, etc. are not reimbursable. Costs related to the use of personal car or rental car are not eligible.
    - <u>Subsistence costs</u>: the subsistence costs are the estimated eligible costs in relation to the daily expenses of the participant(s) during the visit at the facility. It should be calculated based on the actual daily expenses for accommodation and meals. A maximum daily flat rate might apply.
    - <u>Other costs</u>: other costs (e.g., instrument shipping and transport, insurance, etc.) will not be reimbursed.
- Independent of the size of the research group, financial support will be limited to max 2 equivalent persons per project. Due to the limited access provision within ACTRIS IMP, the quantity of access granted to the user will be confirmed on a case-by-case basis after proposal evaluation in agreement with the facility operator.
- The amount of financial support to travel expenses will be decided on a case-by-case basis after proposal evaluation in agreement with the facility operator.
- Financial support to T&S depends on the ACTRIS facility and location, calculations may vary and are based on the availability of funding from the European Commission and on the applicable rates of the accounting practices of the institution in charge of the host infrastructure.
- Financial support requested to ACTRIS IMP: the financial support requested to ACTRIS must only consider the fraction of costs not covered or coverable elsewhere. Indicate any potential co-financing.

Reimbursement of the grant will usually be done after project completion and after submission of all requested documentation to SAMU, except for documentation related to the reimbursement of the financial user support for T&S. The reimbursement of any T&S costs will be made via the host institution in charge of the ACTRIS facility (see Table of ACTRIS Facilities under section 1 above). Reimbursement will require proper justification (original tickets, receipts, etc.) according to the regulation applied to by the host institution. Details for reimbursement of the costs will be provided after proposal acceptance. For any questions related to the financial support and reimbursement, SAMU should be contacted.

(9) Additional information
Applicable regulations and terms of use
Users are responsible for complying with applicable law and safety regulations, which comprise, e.g., national and local regulations, procedures and specific measures of the hosting organisations related to access of facilities or parts of a facility, the use of equipment, required protection, safety regulations, adequate training, health and risks, insurance requirements, and any other terms of use of and access to the ACTRIS facility concerned.

Insurance
Users shall be responsible for their own insurances. The hosting institutions have the right to request that certain insurances are taken and also to request proof for that.

Calibration
Users shall be aware that instrument calibration and basic maintenance are free of charge. However, instrument transport is not included and must be covered by the institution PI.

(10) Comments

You may provide any optional comments. Any crucial information not included in previous sections of relevance for the ACTRIS facility operator may be included here.

After submission of the user application form to SAMU, the application will undergo a 3-stage evaluation: 1) it will be verified by SAMU for its eligibility to ensure formal compliance with the EC regulations (e.g., transnationality aspect) and compliance with the [ACTRIS access policy](#) and ACTRIS access management plan. TNA is only provided to user groups working in EU members, associated and candidate states. TNA is also open to users from institutions outside EU, however, limits may be applied as access for user groups with a majority of users not working in an EU or associated country must be globally limited within the project to max 20%. SAMU interacts with the project leader during the application process (and, if needed, e.g., for revising and optimising the applications) and coordinates the review and selection process. 2) Furthermore, the application will be validated by the access provider for the scientific, technical and logistical feasibility of the project and to verify the scheduling and capacity of the facility. After positive evaluation by the access provider, SAMU will launch the 3) validation by the review panel, consisting in evaluating the project according to defined criteria by an independent review panel. Details on the process will be given on the ACTRIS web portal. SAMU centralizes the TNA review results and will interact with the project leader to communicate acceptance / revision / rejection of the application. In case of acceptance, the TNA project leader is invited to organize the access, in collaboration with the access provider. Upon acceptance, the users are furthermore requested to accept the TNA terms and conditions of access and to provide any relevant TNA documentation, and to disseminate the output resulting from the TNA. Users may contact SAMU in case of any questions before, during and after the access process.