

# Operational manual for the management of transnational access to ACTRIS facilities

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## 1 Introduction

This document provides the complete operational manual for managing transnational access (TNA) to the Central and National Facilities of the Aerosol, Clouds and Trace Gases Research Infrastructure (ACTRIS). The manual was prepared by the Service and Access Management Unit (SAMU) of the ACTRIS Head Office operated by the CNR – IMAA to guide the operations of the personnel involved in TNA management in the frame of various projects supporting access to facilities (like ATMO-ACCESS, H2020-INFRAIA-2020-3, Grant Agreement number 101008004; ACTRIS IMP, H2020-INFRADEV-2016-2017, Grant Agreement number: 739530).

The manual includes the description of the TNA process, involved actors and the complete application package prepared for the calls for Transnational Access (TNA) proposals to be possibly used within the relevant projects.

The proposed application package was utilized for the first time for the 1<sup>st</sup> TNA Call under the ATMO-ACCESS project. ATMO-ACCESS (Solutions for Sustainable Access to Atmospheric Research Facilities) offers unique opportunities for transnational access to state-of-the-art facilities belonging to the European research infrastructures ACTRIS, IAGOS (In-service Aircraft for a Global Observing System) and ICOS (Integrated Carbon Observation System).

ACTRIS plays a pivotal role in the project, being responsible for the centralized TNA management for all the 43 facilities involved in the project, which is entrusted to the SAMU unit of the Head Office.

ACTRIS SAMU is responsible for organizing and directing all the main steps of the access provision process (application, proposal management, review and selection, approval, access monitoring).

The TNA management manual is structured in 8 different sections. After this introductory section, Section 2 describes in detail the TNA process to the ACTRIS facilities, with Section 3 and the following providing the complete Application Package as adapted to the 1st TNA ATMO-ACCESS call and including:

- a) TNA Call Announcement (section 3 of the present document)
- b) TNA Application form (section 4)
- c) Guidelines for applicants (section 5)
- d) Access to services factsheet covering the entire TNA project cycle, from project generation to closure, to support potential applicants in developing the TNA proposal (section 6)
- e) Frequently Asked Questions – FAQs (section 7)

Finally, Section 8 provides the list of references consulted and studied.

## 2 TNA process to ACTRIS facilities

Transnational access provision within the EU-funded projects need to comply with the rules for TNA prescribed the H2020/Horizon Europe regulations (see section 2.1).

TNA is provided in two types:

- a) in person (physical access), with users physically visiting the facility/installation and receiving the service “hands-on”
- b) remotely (remote access), with resources and services offered without users physically visiting the facility/installation.

A flexible access type is recommended to TNA providers considering the evolving pandemic situation. Facilities are encouraged to seek to adapt to remote access as much as possible, with the possibility to shift to remote provisioning in case new waves of Covid-19 and its variants impose further restrictions on mobility.

Remote access projects could be carried out by the host facility staff, with the external user supervising the operations remotely. A plain agreement between the TNA provider and the user on the work to be done and the respective roles guides the successful completion of the remote access project.

This TNA process framework is flexible to allow for design and testing new flexible trans-national access modalities, which address the needs of specific users (international stakeholders, public and private sector users), including for instance:

- (i) simultaneous access at numerous observational platforms,
- (ii) combined or sequential access to exploratory and observational platforms,
- (iii) the combined use of mobile and observational platforms,
- (iv) fast-track access.

### 2.1 Rules for access under H2020

Article 16 of the standard Grant Agreement for EU-funded projects reports the EU rules for providing trans-national access to research infrastructures. These obligations are contractual requirements, whose breaches can result in the ineligibility of the costs of access, with the consequent rejection of the costs and the reduction of the grant.

Complying with these obligations, TNA to facilities or installations has to meet the following conditions:

- a) Regarding the *access to be provided*:
  - It must be free of charge, trans-national access to research infrastructure or installations for selected user-groups.
  - It must include the logistical, technological and scientific support and the specific training that is usually provided to external researchers using the infrastructure.



b) Regarding the *categories of users*:

- Access must be provided to selected ‘user-groups’, i.e. teams of one or more researchers (users) led by a ‘user group leader’.
- The user group leader and the majority of the users must work in a country other than the country where the installation is located (Trans-nationality, affiliation matters).
- User groups in which the majority of users work in non-EU or non-associated third countries may ONLY have access for up to 20% of the total number of units of access provided under the grant;
- Only user groups that are allowed to disseminate the results may have access, unless the users are working for SMEs.
- User groups have to be selected.

c) Regarding the *process and selection of users*:

- User groups are selected by a selection panel upon presentation of a description of the work they intend to carry out and details of the users.
- The selection panel must be composed of international experts in the field, at least half of them independent from the beneficiaries of the project.
- The selection panel must apply principles of transparency, fairness and impartiality and base its selection on the proposal merit.
- Priority should be given to user groups composed of users who have not previously used the installation and are working in countries where no equivalent research infrastructure exists.

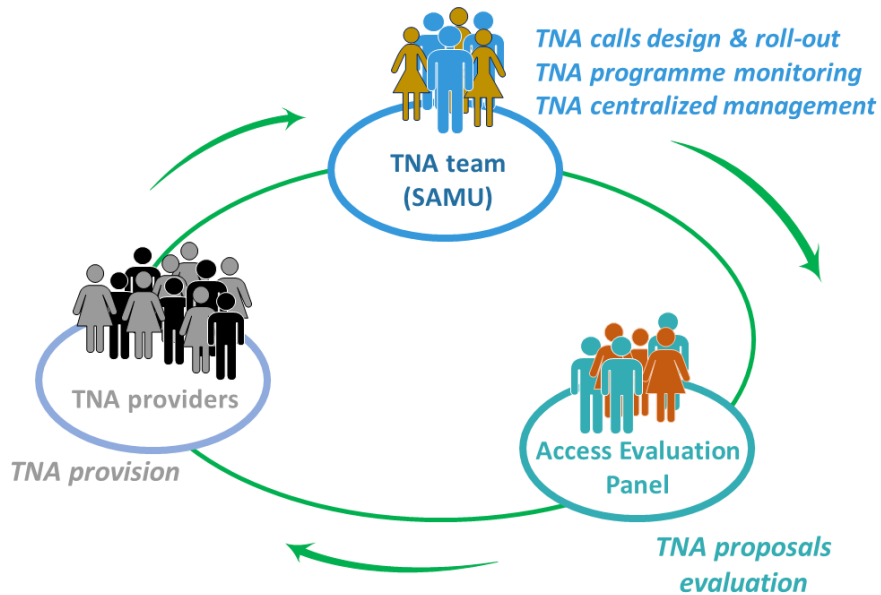
Finally, last but certainly not least, other general conditions to be met and actively pursued are:

- wide advertising of the access opportunities and
- active promotion of equal opportunities, taking into account the gender dimension when defining the support provided to users.

## 2.2 Implementation of the TNA programme

The implementation of a TNA programme within a EU-funded project involves three main categories of actors:

1. A TNA management team, responsible for delivering an effective TNA Access Programme and in charge of managing the TNA.
2. The Access Evaluation Panel (AEP), a large panel of mainly independent experts that is mobilized for independent reviewing of TNA projects proposed by the users, based on their expertise.
3. The TNA providers, that is, the facilities/installations responsible for serving the users selected for TNA.



**Figure 1.** Actors involved in the TNA implementation

### 2.2.1 Centralized management

A centralized TNA management with a single reference for users is generally implemented in EU projects including TNA activities, with all accomplishments involving the provision of access to facilities concentrated with a specific team and organized by it.

The TNA Team represents the main interface between all key actors involved in the physical and remote access programme implementation (users, access providers, review panel members).

Typically, the TNA Team is largely made up of staff from the ACTRIS SAMU and is responsible for organizing and directing all the main steps of the access provision process (application, proposal management, review and selection, approval, access monitoring).

In particular, the TNA Team takes care of:

- Informing and assisting users all throughout the process
- Receiving the TNA requests and checking the eligibility according to H2020 criteria
- Liaising with TNA providers, users and review experts
- Communicating eligible requests to providers for feasibility check
- Coordinating the review and selection process, establishing and instructing the review panel
- Informing the applicants on the acceptance or rejection of their requests, or on any revision that is needed to the application
- Monitoring the user access and service provision,



- Monitoring access results, gathering user reports and feedback, collecting access metrics notably to report to the European Commission
- Coordinating the user helpdesk function (see next section 6) ensuring tiers 0-1.

### 2.2.2 Access management platform

An online access management platform will facilitate and streamline the central management of the TNA process. SAMU is currently implementing the platform<sup>1</sup> for its operations and, when ready, it will be available also to manage TNA in the frame of EU-funded projects.

The use of the ACTRIS PASS will streamline and facilitate the internal workflows and the overall process described in section 2.3.

### 2.2.3 Establishment of the Access Evaluation Panel - AEP

The review of TNA proposals from users is entrusted to members of an Access Evaluation Panel. The AEP is a large pool of experts, mainly external from the project Beneficiaries and having diverse expertise and experience in the relevant fields from which reviewers are drawn to serve on review panels for the single proposals.

The process for the AEP establishment is coordinated by the TNA Team with the support of the Project Office. The AEP is established drawing from reviewers listed on expert databases already developed in past projects (ACTRIS-2, EUROCHAMP-2020), supplemented by suggestions of possible candidates from TNA providers.

Considering the vast amount of access planned in the project, and the consequent need to involve a large number of experts with the necessary experience and technical capacity, a call for volunteer experts will be published and stay open to collect volunteer candidates and increase the list of experts.

The members of the AEP act in honorary capacity.

## 2.3 TNA workflow

The TNA process is a harmonized access process uniformly implemented for all facilities and installations offering services to users within a EU-funded project. **Figure 2** below presents the TNA workflow with all the main steps in the process. The process involves, with different roles depending on the specific task:

- a) the TNA Team
- b) the Communication Team
- c) the TNA providers

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<sup>1</sup> The ACTRIS PASS – Platform for managing user access to ACTRIS Services.

- d) the user proposing TNA
- e) the Access Evaluation Panel (AEP)

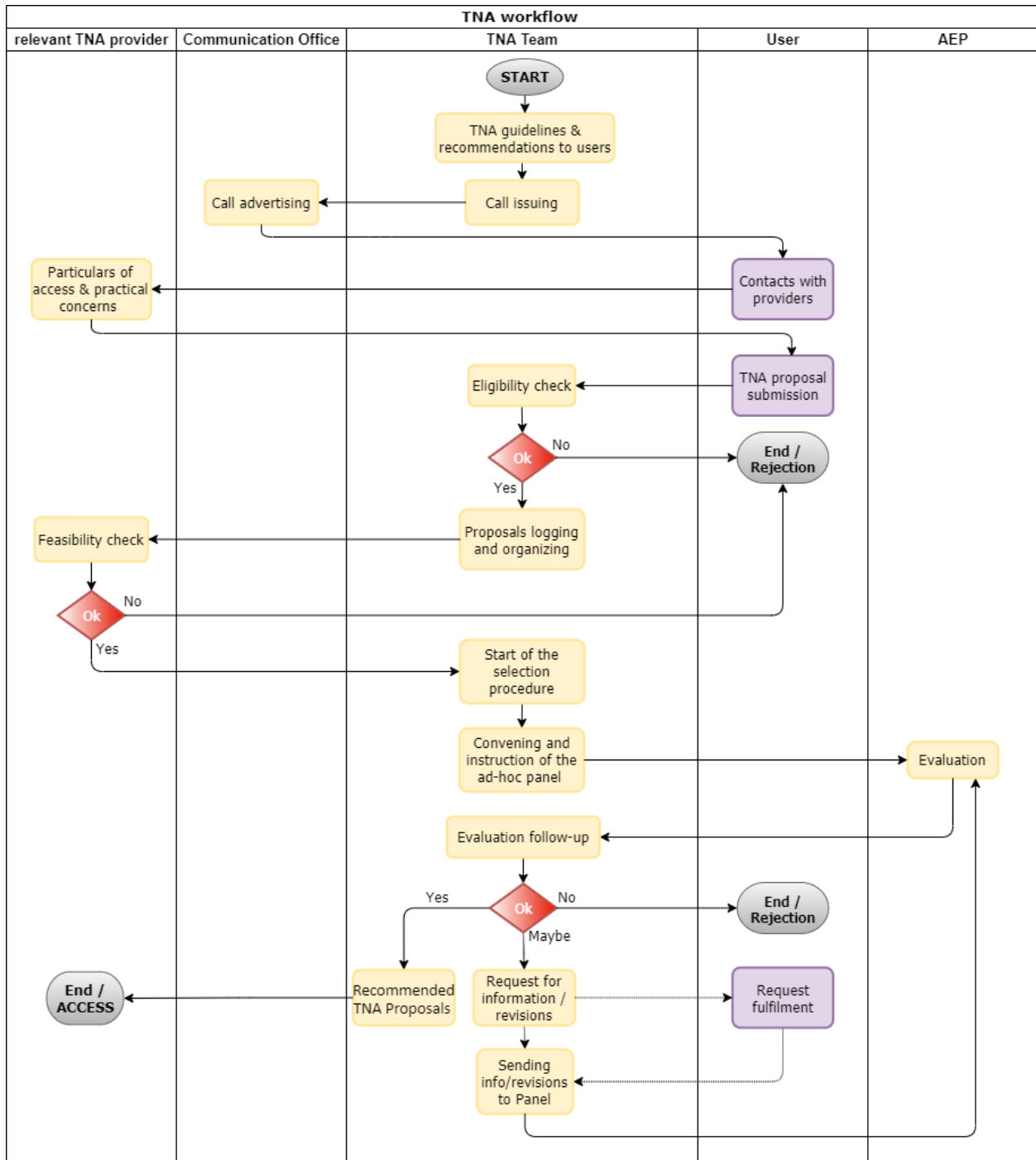


Figure 2. TransNational Access management workflow

The sections that follow detail each workflow component, meaning the single activities, actions, interactions, and transitions for each step in the process.

The evaluation and selection of the TNA requests shall be completed within about 4-6 weeks of submission provided that:

- a) the users and the facilities have already discussed the technical and scientific details of the project before the formal submission of the application, and
- b) no complex integrations or clarifications are requested to users by reviewers.

The TNA Team and all the actors involved in the process do everything possible to ensure that the selection takes as little time as possible. In exceptional cases (e.g. unavailability of auditors), it may take longer before the evaluation results are available.

The entire process and the timing here described in general terms may undergo variations to respond to particular needs and circumstances that emerge from the program/content/objective and the type of calls, and to consent test and implementation of the new access modalities.

## 2.4 TNA Calls

The process starts with the publication of the TNA call following the programme decided in the project by the TNA team. Indicatively, there may be:

- Continuous calls, probably three calls/year or an open call with specific periods for review, e.g., every two months, to make sure there are year-round possibilities to request access while keeping the selection competitive;
- Targeted calls, launched to promote specific research, new access modalities or services developed in the project
- Opportunities for fast-track access for exceptional or urgent cases or specific users (with a simplified and faster procedure).

The TNA team decides on the nature, focus, scope and time of the call in collaboration with the project coordination, producing the call text and requirements for users.

Based on the call, the TNA Team eventually updates/adjusts the TNA guidelines, documents and recommendations to users.

## 2.5 Communication

The calls are published on the project website along with guidelines and forms for applicants. TNA opportunities are widely advertised to reach all possible interested users, using different channels (the RI's and facilities' websites, newsletters, social media, etc.).

All communication is done in close and active collaboration with the RI communication office in charge of organizing the communication, taking care of announcing the calls, publicizing the installations offering access, raising the user awareness of all the opportunities offered under the grant and ensuring a wide dissemination of the results from access.

In all communication related to TNA calls and open opportunities, users are encouraged to contact the facilities directly to discuss practicalities and particulars of access before submitting the proposal. TNA providers should make sure that their facility website refers to the TNA opportunities offered by the project and links to its website.

## 2.6 User application

To be selected for TNA within a EU-funded project, users need to submit specific requests, in writing, providing details of the intended work as well as on the user group components. The users connect to the project website where they find complete information on the calls, description of all the available installations and services open for access, and the link to the application forms to be filled in and submitted by the user group leader.

The application form, different based on the type of service requested<sup>2</sup>, collects all the relevant information required from the users to allow adequate review and selection, among others:

- name, nationality and home institution of the users
- a description of the work that they wish to carry out
- dissemination plans
- description of users' estimated travel & subsistence costs

The application form will be integrated in the access management platform, when implemented. In the early stages an online Google form could be used for TNA proposal submission. Users can download a word/pdf version of it to become aware of the information they are asked to provide and the fields to complete.

Direct exchanges between the users and the TNA provider are encouraged to happen in this phase for the preparation of the proposal and until the request is officially submitted. After submission the users mostly

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<sup>2</sup> See [section 4](#).

have one interface, the TNA Team, to refer to for anything related to access until the actual service provision.

## 2.7 Eligibility check

The TNA team screens incoming proposals for formal compliance with the EU regulations (see previous section 2.1) based on the information included.

With the ACTRIS PASS available, it may be possible to perform automatic eligibility checks directly while the users complete the form, with real-time pop-up notifications letting them know why they are determined ineligible. This way, users can review their project and their group composition to meet the eligibility requirements.

Eligible proposals are registered with all relevant information so that a complete historical record is maintained.

Depending on the type of the call, applications could start to be processed shortly after they are received, which means that the period for the selection can begin immediately, with the actual provision of TNA starting soon after the conclusion of the review.

## 2.8 Feasibility check

TNA proposals are transferred to the TNA providers to ascertain the logistical feasibility and if they fit (for the proposed timing and requirements) in the relevant provider's availability, schedule and plans. With the ACTRIS PASS available, this evaluation step will be rapid and agile when users and suppliers discuss the access proposal before the formal application. If users and suppliers have not discussed the project before submission, the feasibility check takes longer and also covers the technical-scientific details.

TNA providers also evaluate the feasibility of contributing in part to users' travel and subsistence (T&S) expenses, based on the users' cost estimates and the available budget allocated to facilities specifically for TNA provision. The opportunity/feasibility of supporting part of the user's T&S costs and the amount of the contribution are decided on a case-by-case basis by the TNA providers with the support of the TNA Team after the TNA proposal is selected.

## 2.9 Review and Selection

The review and selection phase opens for each TNA proposal whose feasibility is confirmed by the TNA provider. The TNA Team takes care of notifying users of the start of the selection, providing details on the steps of the process and its expected timing.

Each TNA proposal shall be evaluated by an *ad-hoc panel* composed maximum of *three experts*, identified within the AEP based on their knowledge in the scientific or technical field that is the subject of the application to be reviewed.

Reviewers perform an individual evaluation of proposals remotely, judging the scientific/technical merit and completing individual assessment reports (with Google online forms at the beginning, then via the ACTRIS PASS Platform). Experts apply the principles of transparency, fairness and impartiality and use the review criteria summarized in section 2.9.1.

One *Rapporteur*, chosen among the three<sup>3</sup>, draws up a summary report of the individual assessments and formulates recommendations for the selection, possibly (and only where needed) following a remote consensus meeting directly arranged between them, if necessary.

TNA proposals recommended for selection by reviewers are notified to the TNA Management Team. The TNA Team prepares the final list of TNA proposals recommended for selection by reviewers, applying, where needed, the agreed priorities where needed.

The TNA Team notifies the final decision to selected users. Results of the call and the selection are announced through the project web page at agreed intervals.

### 2.9.1 Review criteria

Proposals are evaluated against specific criteria that reflect the access modes and are detailed in the TNA Evaluation Guidelines. Review criteria cover, among others:

- **Scientific excellence**, considering the scientific and technical value, the originality and innovation, the relevance and impact of the project, the dissemination plan, the quality of the proposing user group etc.
- **Technical need-driven criteria** for increasing instrument performance (maintenance, calibration, QA) and operator training.
- **Market-driven aspects**, especially when access involves users from the private sector. In this case, the innovation potential of TNA proposals, possible technological developments as well as market developments and impacts on the economy are principally considered.

Additional transversal criteria considered, especially when deciding on possible prioritization, are:

- Collaboration and access to new users (new user profiles, new regions/countries, new domains and sectors)
- Training opportunities (involvement of young scientists)
- Gender equality promotion

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<sup>3</sup> By the TNA Team and based on the independence criterion.



- Interest of the Community (for example, for testing of new services developed/made available during the project)

## 2.10 Access, support and terms of use

Once the selection is concluded, the TNA Team invites the users of successful TNA proposals to contact the TNA providers to agree on and directly negotiate the final arrangements of the TNA implementation, including dates, support needed/provided, logistics and technical details of the TNA visit.

In view of the visit and during the access, users can count on:

- general assistance by the TNA Team in the liaison with providers and for needed formal accomplishments (User Acknowledgement Statement, TNA activity report, user questionnaires, etc. see section 2.11);
- on-site assistance by the TNA provider, which includes the logistical, technological and scientific support and the specific training usually provided to external researchers using the infrastructure/installation;
- limited financial support for travel and subsistence, which is available to some extent upon request to the TNA provider. The amount and conditions of the financial contribution are established by mutual agreement between the user and the TNA provider at the moment of arranging the visit. The TNA provider manages the refund according to the internal rules of his/her local institution.

### 2.10.1 Access terms of use

The general terms of the access are established in the TNA User Acknowledgement Statement that the user needs to adhere to and subscribe to have access. These include, among others:

- Acknowledgment of the project and of the support from the European Commission in the funding programme, in any publication resulting from work carried out in the context of the TNA Activity in the relevant project.
- Confirmation that regarding to the specific TNA project granted under the relevant project no double financing is taking place from other sources.
- Acceptance of post-access requirements (see section 2.11).

Facility-specific terms of use apply as well, and TNA providers are responsible for informing the users accordingly. TNA providers are warmly encouraged:

- a) to draw up their own document defining the specific requirements<sup>4</sup> under which they open their premises, resources and installations to external users for the purposes of TNA within the EU-funded project.
- b) to inform the user or user group on the procedure and requirements for the reimbursement of the travel and daily subsistence allowance, as well as the cost associated to the visits which cannot be reimbursed by the access provider (if any).
- c) to keep track of and record the units of access provided. In particular, for remote access, it would be wise to keep proofs of the involvement of the users in the different steps and decisions during the access (e.g., minutes of the video discussions, agreed recording, etc.).

## 2.11 Post access requirements

After the completion of the access, some post-access requirements need to be accomplished completing documents to consent adequate access reporting and monitoring:

- a Confirmation of Access, which is to be signed by the TNA Provider, within 2 weeks after the access,
- an attestation of the performed TNA activity, within maximum 8 weeks. Depending on the type of service used (research, technical, innovation, training, or data service) the attestation can be in the form of:
  - an activity report presenting the TNA preliminary results (for research services, user accessing NFs);
  - specific calibration documents, or similar certificates confirming the service provided (for technical services, user accessing CLs);
  - any other attestation presenting the innovation, training and/or data service provided,
- a User feedback questionnaire to enable evaluating and recommending improvements of TNA operations and the access process, within 3 weeks after the access,
- information on access results (scientific publications and data).

Google forms or Word/Excel files emailed to the TNA Team can be used in the initial TNA calls.

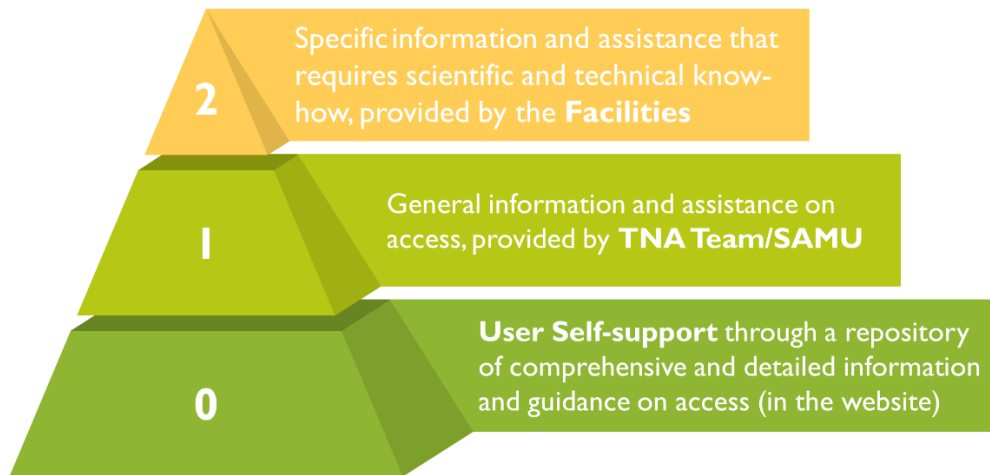
With the ACTRIS PASS available, the user will perform post-access requirements directly online, filling in a reporting form to provide a record of the user and project information, user details, project achievements, and any associated publications or dissemination activities. These details are necessary for a proper reporting of the access to the EC.

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<sup>4</sup> Namely, procedures and specific measures of the hosting organizations related to access to 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.

## 2.12 ACTRIS User Helpdesk

TNA users will be supported all through the TNA process with a multi-tier helpdesk function which involves both the TNA Team and the Facility providers.



**Figure 3.** Multi-tier user helpdesk function

*Tier 0* is the TNA knowledge base, the online repository of resources (information, rules, guidelines, forms, instructions, glossaries and definition lists, tutorials both for users and providers, etc.) on access, which is available in a specific section of the website to users as self-support.

Among other sources of generic information and support, the knowledge base includes specific TNA handbooks for users and providers that make it easy for users and providers to find the information they need and solutions to their problems without having to ask for help and wait on an answer.

*Tier 1* is the helpdesk function performed by the TNA Team providing users general information and assistance related to the access process (applications, Terms of Reference, preliminary checks, evaluation), the access platform and support for all requests that are not related to science and do not need specific, technical know-how.

*Tier 2* is the specialized assistance offered by the TNA providers, who are responsible to handle and solve all support requests that are directly received by users during access or transferred to them by the TNA Team for proper solution when support concerns scientific and technical issues.

### 3 Call announcement

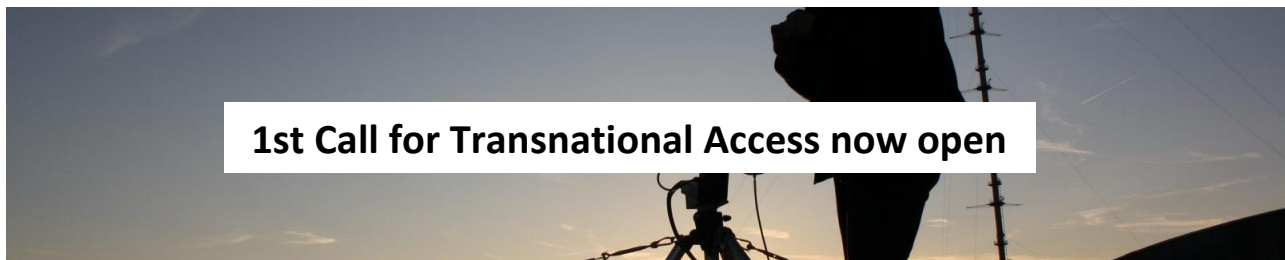
The following is the text produced in cooperation with the Strategic Transnational and Virtual Access Board (STVB) of the ATMO-ACCESS project to launch the 1<sup>st</sup> TNA call under the project and provide clear information on the call's objectives, accessible facilities, topics, modalities of access and examples of innovative modes of access particularly encouraged.

The announcement is published on the website (<https://www.atmo-access.eu/first-call-for-tna/>) and was circulated in the ACTRIS Newsletter.

This standard text for the announcement will be adapted, modified (if needed) and integrated for any future TNA call.

#Opportunities

*28 October 2021*

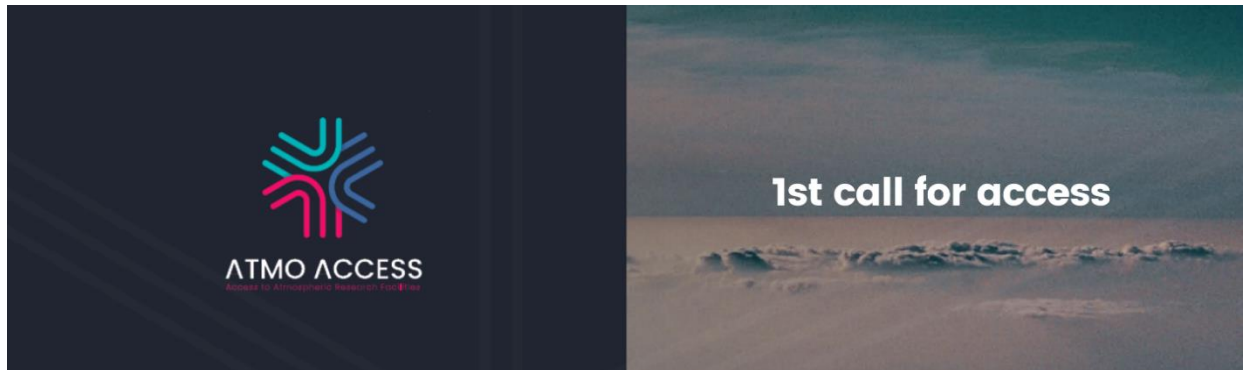


ATMO-ACCESS provides opportunities for accessing [43 operational European atmospheric research facilities](#) in Europe.

We are pleased to announce the first call to access facilities within the framework of ATMO-ACCESS. The first call for access opened on **28 October 2021** and will remain open **28 January 2022**.

In this first call, all ATMO-ACCESS facilities will be eligible, the call topic will be open and access modalities will be unrestricted.

[More information](#)



ATMO-ACCESS provides opportunities for accessing [43 operational European atmospheric research facilities](#) in Europe.

We are pleased to announce the first call to access facilities within the framework of ATMO-ACCESS. The first call for access opened on **Thursday 28th October 2021** and will remain open until **Friday 28th January 2022**.

In this first call, all ATMO-ACCESS facilities will be eligible, the call topic will be open and access modalities will be unrestricted.

Nevertheless, a key goal of the ATMO-ACCESS project is to explore and test modalities of access to eventually identify an optimum sustainable access model. Whilst not essential, in the spirit of ATMO-ACCESS, and in preparation for future calls, **innovative modes of access are particularly encouraged**. Examples of such novel access proposals could include, but are not limited to:

- combinations of remote and physical access
- combinations of training and scientific delivery / innovation
- cross-disciplinary access from beyond atmospheric science
- simultaneous **or sequential** access to multiple facilities
- simultaneous access by users from multiple sectors
- piloting of use of facilities for novel purposes
- ATMO platforms offering access for the first time (to be listed soon)

Owing to continued and varied restrictions in response to COVID-19 measures it is understood that there may still be constraints on physical mobility; it may be advisable to consider **remote or hybrid access** contingencies where appropriate.

## How to apply?

All information about the application procedure, the eligibility criteria and the selection process are available at this page.

A horizontal banner image showing a bright blue sky with scattered white, fluffy clouds. A white rectangular box with a thin black border is centered over the image, containing a blue hyperlink.

[Click here for the application procedure](#)



## 4 Application form

### 4.1 Online form

To simplify and speed up the application process, also helping the TNA Team with the entire management of TNA information, the SAMU designed and implemented an online application form to allow users to submit TNA proposals in electronic form.

The online form available here: <https://forms.gle/Quw64rhJmWuS8myZ8>.

It is a Google standard module that requires a Google account only for uploading files to integrate information into the application. A different version of the form, which doesn't require the Google account, is available for users who do not have (and do not want to have) the account (here <https://forms.gle/VwowsD97rVYsH8wm8>). Those users need to email any attachments to the ATMO-ACCESS TNA Team ([tna@atmo-access.eu](mailto:tna@atmo-access.eu)).

The form consists of two parts:

1. PART A - General information, unique for all types of services available for access
2. PART B - Detailed information is customized:
  - i. for the Technical services (usual, customary services like calibrations, etc.)
  - ii. for the Research/Innovation services
  - iii. for Training services (in case the access only is about the provision of physical or remote training).

The online form is built with conditional logic so that the user automatically arrives at the relevant sections/parts based on the answers he gives to specific questions. Anyway, users can navigate back and forward in the form sections to change/amend the responses. Also, should the users change their minds and go back again, the form automatically saves the answers given the same session so that there is no need to fill them in again. That works for a said session until the final submission of the form.

### 4.2 Offline forms for preview

Offline PDF versions of the forms (see next sections) were prepared and made available to users for download as a preview to get a complete summary of the information requested about the applicants and the proposed access and to prepare for the application.

#### 4.2.1 Application Form for Research/Innovation services



## ATMO – ACCESS TNA Application Form

### Scientific, Innovation, Technological services

#### PART A – GENERAL INFORMATION

A.1 - Information on the User group LEADER	
<b>First and last name</b>	
<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Prefer not to say
<b>Nationality</b>	
<b>Profile</b>	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Expert scientist <input type="checkbox"/> Engineer, Technician <input type="checkbox"/> Other
<b>Field of activity</b>	<input type="checkbox"/> ENV-ATMO - Earth and environmental sciences/Atmospheric domain <input type="checkbox"/> ENV-HYDRO - Earth and environmental sciences/Hydrosphere domain <input type="checkbox"/> ENV-LITHO - Earth and environmental sciences/Lithosphere <input type="checkbox"/> ENV-ECOBIO - Earth and environmental sciences/Eco-biosphere <input type="checkbox"/> PHY - Physics astronomy, astrophysics and mathematics <input type="checkbox"/> CHEM - Chemistry and material sciences <input type="checkbox"/> BIO-MED - Biological, medical sciences and biotechnology



	<input type="checkbox"/> ENG-TECH - Engineering and technology <input type="checkbox"/> EGY - Energy <input type="checkbox"/> ART - Humanities and arts <input type="checkbox"/> ISC - Information science and communication <input type="checkbox"/> SOC - Social sciences				
Are you a new user?	<input type="checkbox"/> Yes				
	<input type="checkbox"/> No				
Institution name (employer)					
Institution legal status (employer)	<input type="checkbox"/> Public research (including international research organizations and private research organization controlled by a public authority)				
	<input type="checkbox"/> University and higher education				
	<input type="checkbox"/> Public authority				
	<input type="checkbox"/> Small Medium Enterprise (SME)				
	<input type="checkbox"/> Other industrial and/or profit private organization				
	<input type="checkbox"/> Other				
Address (employer)				Country	
Email address					
Planned access dates:		Start date:	dd/mm/yyyy	End date:	dd/mm/yyyy
		<b>Flexibility of access dates?</b> <i>(in case of unforeseen/ unexpected events or logistic conflicts)</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No Give details if necessary (e.g., need on specific climatic conditions): .....	
Does the user group include other members?		<input type="checkbox"/> Yes (if selected, go directly to section A.2) <input type="checkbox"/> No (If selected, go directly to section A.3)			

### A.2 - Information on the User group members

**NB: in the online form the table needs to be uploaded using Attachment no. 1.  
In the offline form it is completed and duplicated below for each member of the user group**

**Member # 1**

First and last name

<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Prefer not to say		
<b>Nationality</b>			
<b>Profile</b>	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Expert scientist <input type="checkbox"/> Engineer, Technician <input type="checkbox"/> Other		
<b>Field of activity</b>	<input type="checkbox"/> ENV-ATMO - Earth and environmental sciences/Atmospheric domain <input type="checkbox"/> ENV-HYDRO - Earth and environmental sciences/Hydrosphere domain <input type="checkbox"/> ENV-LITHO - Earth and environmental sciences/Lithosphere <input type="checkbox"/> ENV-ECOBIO - Earth and environmental sciences/Eco-biosphere <input type="checkbox"/> PHY - Physics astronomy, astrophysics and mathematics <input type="checkbox"/> CHEM - Chemistry and material sciences <input type="checkbox"/> BIO-MED - Biological, medical sciences and biotechnology <input type="checkbox"/> ENG-TECH - Engineering and technology <input type="checkbox"/> EGY - Energy <input type="checkbox"/> ART - Humanities and arts <input type="checkbox"/> ISC - Information science and communication <input type="checkbox"/> SOC - Social sciences		
<b>Are you a new user?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Institution name (employer)</b>			
<b>Institution legal status (employer)</b>	<input type="checkbox"/> Public research (including international research organizations and private research organization controlled by a public authority) <input type="checkbox"/> University and higher education <input type="checkbox"/> Public authority <input type="checkbox"/> Small Medium Enterprise (SME) <input type="checkbox"/> Other industrial and/or profit private organization <input type="checkbox"/> Other		
<b>Address (employer)</b>		<b>Country</b>	
<b>Email address</b>			

<b>Access start date</b>		<b>Access end date</b>	
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NB: in the offline form duplicate below for each member of the user group.

<b>A.3 Scientific excellence of the user group</b>	
<p><b>Are there any references/publications available in the domain of the application?</b></p> <p><input type="checkbox"/> Yes (if selected, go directly to section A.3.1)</p> <p><input type="checkbox"/> No (if selected, go directly to section A.3.2)</p>	
<b>A.3.1 List 5 publications of the user group in the domain of the application</b>	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>A.3.2 Please upload short CVs (or attach in case offline form is used)</b>	
<b>A.4 Information on the requested TransNational Access (Project)</b>	
<b>Title &amp; Acronym</b>	
<b>Scientific field(s) and cross-disciplinarity (if any)</b>	
<p><b>Main category of requested service/s:</b> <i>(Please pay attention when selecting the category of service, as the form is different based on this selection. Anyway, if halfway you realize that another category applies better, you can always go back to this section and change the preference. Whenever you go back and then forward again, the form automatically saves the answers so that you don't have to fill them in again. That works until the final submission of the form)</i></p> <p><input type="checkbox"/> <b>Technical services</b> (i.e., calibrations, QC, etc., possibly involving also some ancillary training)</p> <p><input type="checkbox"/> <b>Research/innovation services</b> for the creation of new knowledge, products, methods and systems (possibly involving also some ancillary training)</p> <p><input type="checkbox"/> <b>Training services</b> only (i.e., summer/winter schools, thematic courses, modules, etc.)</p>	



Proposed mode / form of access	<input type="checkbox"/> Access to a single facility <input type="checkbox"/> Access to multiple facilities ( <b>Simultaneous, sequential or hybrid</b> )					
<b>Host Facility</b> <i>Select the facility/ies you are willing to access. The list provides the Facility's name, two-digit Country code and the type of facility (OBS for Observation facilities, ASC for Atmospheric Simulation Chambers, MOB for Mobile facilities, CL for Central Laboratories)</i>	<input type="checkbox"/>	1.	AGORA, ES (OBS)	<input type="checkbox"/>	27.	ChAMBRé, IT (ASC)
	<input type="checkbox"/>	2.	ATMOS, GR (OBS)	<input type="checkbox"/>	28.	ESC-Q-UAIC, RO (ASC)
	<input type="checkbox"/>	3.	BCN, ES (OBS)	<input type="checkbox"/>	29.	EUPHORE, ES (ASC)
	<input type="checkbox"/>	4.	CAO, CY (OBS)	<input type="checkbox"/>	30.	HELIOS, FR (ASC)
	<input type="checkbox"/>	5.	CESAR, NL (OBS)	<input type="checkbox"/>	31.	IASC, IE (ASC)
	<input type="checkbox"/>	6.	CIAO, IT (OBS)	<input type="checkbox"/>	32.	KASCs, FI (ASC)
	<input type="checkbox"/>	7.	CMN-PV, IT (OBS)	<input type="checkbox"/>	33.	MAC, UK (ASC)
	<input type="checkbox"/>	8.	CO-PDD, FR (OBS)	<input type="checkbox"/>	34.	PACS-C2, CH (ASC)
	<input type="checkbox"/>	9.	EVASO, PT (OBS)	<input type="checkbox"/>	35.	QUAREC, DE (ASC)
	<input type="checkbox"/>	10.	FKL, GR (OBS)	<input type="checkbox"/>	36.	SAPHIR, DE (ASC)
	<input type="checkbox"/>	11.	FMI PAL-SOD, FI (OBS)	<input type="checkbox"/>	37.	FCoMLab, FI (MOB)
	<input type="checkbox"/>	12.	HTM, SE (OBS)	<input type="checkbox"/>	38.	FORTH-MSc, GR (MOB)
	<input type="checkbox"/>	13.	ISAF - (IZO), ES (OBS)	<input type="checkbox"/>	39.	LACROS, DE (MOB)
	<input type="checkbox"/>	14.	JFJ, CH (OBS)	<input type="checkbox"/>	40.	USRL, CY (MOB)
	<input type="checkbox"/>	15.	Melpitz, DE (OBS)	<input type="checkbox"/>	41.	CiGAS-CH, CH (CL)
	<input type="checkbox"/>	16.	NAOK, CZ (OBS)	<input type="checkbox"/>	42.	ICOS-ATC, FR (CL)
	<input type="checkbox"/>	17.	OPAR, FR (OBS)	<input type="checkbox"/>	43.	WCCAP, DE (CL)
	<input type="checkbox"/>	18.	RADO, RO (OBS)	<input type="checkbox"/>	44.	ACMCC @SIRTA, FR (CL)
	<input type="checkbox"/>	19.	SBO, AT (OBS)	<input type="checkbox"/>	45.	CCRES-FR @SIRTA, FR (CL)
	<input type="checkbox"/>	20.	SIRTA, FR (OBS)	<input type="checkbox"/>	46.	CCRES-NL @CESAR, NL (CL)
	<input type="checkbox"/>	21.	SMEAR II, FI (OBS)	<input type="checkbox"/>	47.	ISOLAB-UU @CESAR, NL (CL)
	<input type="checkbox"/>	22.	WOS, PL (OBS)	<input type="checkbox"/>	48.	CARS-RO @RADO, RO (CL)

	<input type="checkbox"/>	23.	ACD-C / LACIS-T, DE (ASC)	<input type="checkbox"/>	49	CARS-CNR @CIAO, IT (CL)
	<input type="checkbox"/>	24.	AIDA, DE (ASC)	<input type="checkbox"/>	50	CARS-ES @ISAF, ES (CL)
	<input type="checkbox"/>	25.	AURA, DK (ASC)	<input type="checkbox"/>	51	CCIce @AIDA, DE (CL)
	<input type="checkbox"/>	26.	CESAM, FR (ASC)			
<b>Is there a facility similar to one/all those you wish to utilize in your country?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>Have you discussed the proposal with the access provider/s?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>Type of access requested</b>		<input type="checkbox"/> <b>Physical access</b> (i.e., hands-on access of user at facility) <input type="checkbox"/> <b>Remote access</b> (i.e., the user does not physically visit the facility) <input type="checkbox"/> <b>Combination of Physical and Remote access</b>				

## PART B – DETAILED INFORMATION for Research/Innovation services

<b>B.1 Description of Work</b>
<p><b>Scientific objectives</b> [including background/state of the art, rationale, reasons for choosing the particular facility/ies, interest to the scientific community, relevance and, in case, any cross-disciplinary aspects (integration of disciplines outside the atmospheric domain). Max 3000 characters]</p>
<p><b>Experimental method and work plan</b> [please describe in particular working plans for the combination of remote and physical access (if requested and applicable) as well as plans for simultaneous, sequential or hybrid access to multiple facilities; max 1300 characters]</p>
<p><b>Please specify if the access also involves some training to the participating user group and provide details</b> (describe any additional training requirements. Training can be organised remotely)</p>

**Innovation Potential/Impact** [Based on what is applicable, please describe: i) how the proposed work may contribute to new scientific, technological or scholarly horizons enabling transdisciplinary developments; OR ii) how the proposed work identifies and/or makes progress on new/existing instruments, methodologies, techniques, etc.; OR iii) potential industrial applications, prototype testing. Max 1500 characters]

Are you a recurrent user of the service?  Yes  No

**B.2 Further assistance needed from / at the facility during access (onsite support is offered free of charge but details need to be provided)**

<b>Administrative / logistic:</b>	
<b>Technological / scientific</b> ( for installation of an instrument, please provide: size, weight, power connection, necessary adapters, need of inlet or other equipment)	
<b>Training:</b>	
<b>Other:</b>	

**B.3 Dissemination plan**

**B.3.1 Data management**

*It is mandatory that data from measurements at ATMO-ACCESS facilities will be provided for long-term storage and access (exceptions may apply in case of industrial/commercial use or on justified case-by-case basis).*

**If additional instrument(s) are deployed during the project, please include a list of instruments you plan to bring to the site during the access: (expand Table if necessary)**

<b>Additional instrument(s)</b>	<b>Resulting variable(s)</b>	<b>Principle investigator (Name, E-mail)</b>

**All measurement data resulting from your access to the ATMO-ACCESS facility are to be provided for long-term storage and open access, though exceptions may apply. Are there any specific reasons for you not to disseminate results?**

Yes  No.

**NB: if YES, go directly to Section B.3.3**

**If NO, go directly to Section B.3.2**

### B.3.2 Availability and use of results

**Please describe in more details the data resulting from the access including plans to make it available in repository**

**Plans for publication / report in conferences:**

### B.3.3 Reasons for not disseminating results

**Please justify the reasons why measurement data resulting from the access are not to be made available**

**Please, explain the reasons why results are not to be disseminated (included in publications or presented at conferences)**

### B.4 Estimated user's travel & subsistence costs, in EUR

*Limited financial support is available upon request and is only intended to facilitate TNA but cannot guarantee full reimbursement of travel expenses of the participating users. Users are encouraged to use any other funding available to them (i.e., from other projects) to cover the remaining fraction of T&S costs. Reimbursement should be based on the most economical rates available.*

**NB: only for physical access or combination remote / physical**

**Travel costs per person** (please indicate the cost of travel per person (A), the number of persons travelling (B) and the total amount of travel costs (AB). For example: € 500 (A, travel per person) X 3 (B, number of persons travelling) = € 1500 (AB, total estimated travel costs)

**Daily subsistence costs per person** (please indicate the cost of daily subsistence per person (A), the total number of travel days counting all the persons travelling (B), and the total amount of subsistence costs (AB). For example:

€ 100 (A, daily subsistence per person) X 9 (B = 3 days x 3 persons travelling) = € 900 (AB, total estimated subsistence costs)

**Percentage of co-financing for Travel & Subsistence costs requested to ATMO-ACCESS**

**B.5 Additional information**

Do you agree to comply with any applicable national legislations and local health and safety regulations at the research facility concerned?

Yes  No

Do you confirm that in case of physical access each member of the user group has appropriate personal insurance during the access?

Yes  No

Do you agree to agree to participate in the TNA carbon footprint assessment?  
(providing relevant information about travel mode and/or online activities to evaluate the environmental impact of their TNA activity)

Yes  No

**B.6. Comments (optional)**

#### 4.2.2 Application Form for Technical services



## ATMO – ACCESS TNA Application Form

### Technical Services

#### PART A – GENERAL INFORMATION

A.1 - Information on the User group LEADER	
<b>First and last name</b>	
<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Prefer not to say
<b>Nationality</b>	
<b>Profile</b>	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Expert scientist <input type="checkbox"/> Engineer, Technician <input type="checkbox"/> Other
<b>Field of activity</b>	<input type="checkbox"/> ENV-ATMO - Earth and environmental sciences/Atmospheric domain <input type="checkbox"/> ENV-HYDRO - Earth and environmental sciences/Hydrosphere domain <input type="checkbox"/> ENV-LITHO - Earth and environmental sciences/Lithosphere <input type="checkbox"/> ENV-ECOBIO - Earth and environmental sciences/Eco-biosphere <input type="checkbox"/> PHY - Physics astronomy, astrophysics and mathematics <input type="checkbox"/> CHEM - Chemistry and material sciences <input type="checkbox"/> BIO-MED - Biological, medical sciences and biotechnology <input type="checkbox"/> ENG-TECH - Engineering and technology



	<input type="checkbox"/> EGY - Energy <input type="checkbox"/> ART - Humanities and arts <input type="checkbox"/> ISC - Information science and communication <input type="checkbox"/> SOC - Social sciences
<b>Are you a new user?</b>	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
<b>Institution name (employer)</b>	
<b>Institution legal status (employer)</b>	<input type="checkbox"/> Public research (including international research organizations and private research organization controlled by a public authority) <input type="checkbox"/> University and higher education <input type="checkbox"/> Public authority <input type="checkbox"/> Small Medium Enterprise (SME) <input type="checkbox"/> Other industrial and/or profit private organization <input type="checkbox"/> Other
<b>Address (employer)</b>	<b>Country</b>
<b>Email address</b>	
<b>Planned access dates:</b>	<b>Start date:</b> <input type="text"/> dd/mm/yyyy <b>End date:</b> <input type="text"/> dd/mm/yyyy
	<b>Flexibility of access dates?</b> <input type="checkbox"/> Yes (in case of unforeseen/ <input type="checkbox"/> No <i>unexpected events or logistic</i> Give details if necessary (e.g., need on <i>conflicts)</i> specific climatic conditions): .....
<b>Does the user group include other members?</b>	<input type="checkbox"/> Yes (if selected, go directly to section A.2) <input type="checkbox"/> No (If selected, go directly to section A.3)

### A.2 - Information on the User group members

**NB: in the online form the table needs to be uploaded using Attachment no. 1.**

**In the offline form it is completed and duplicated below for each member of the user group**

<b>Member # 1</b>	
<b>First and last name</b>	
<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Prefer not to say
<b>Nationality</b>	



<b>Profile</b>	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Expert scientist <input type="checkbox"/> Engineer, Technician <input type="checkbox"/> Other		
<b>Field of activity</b>	<input type="checkbox"/> ENV-ATMO - Earth and environmental sciences/Atmospheric domain <input type="checkbox"/> ENV-HYDRO - Earth and environmental sciences/Hydrosphere domain <input type="checkbox"/> ENV-LITHO - Earth and environmental sciences/Lithosphere <input type="checkbox"/> ENV-ECOBIO - Earth and environmental sciences/Eco-biosphere <input type="checkbox"/> PHY - Physics astronomy, astrophysics and mathematics <input type="checkbox"/> CHEM - Chemistry and material sciences <input type="checkbox"/> BIO-MED - Biological, medical sciences and biotechnology <input type="checkbox"/> ENG-TECH - Engineering and technology <input type="checkbox"/> EGY - Energy <input type="checkbox"/> ART - Humanities and arts <input type="checkbox"/> ISC - Information science and communication <input type="checkbox"/> SOC - Social sciences		
<b>Are you a new user?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Institution name (employer)</b>			
<b>Institution legal status (employer)</b>	<input type="checkbox"/> Public research (including international research organizations and private research organization controlled by a public authority) <input type="checkbox"/> University and higher education <input type="checkbox"/> Public authority <input type="checkbox"/> Small Medium Enterprise (SME) <input type="checkbox"/> Other industrial and/or profit private organization <input type="checkbox"/> Other		
<b>Address (employer)</b>		<b>Country</b>	
<b>Email address</b>			
<b>Access start date</b>		<b>Access end date</b>	

NB: in the offline form duplicate below for each member of the user group.

### A.3 Scientific excellence of the user group

Are there any references/publications available in the domain of the application?

- Yes (if selected, go directly to section A.3.1)
- No (if selected, go directly to section A.3.2)

#### A.3.1 List 5 publications of the user group in the domain of the application

- 
- 
- 
- 
- 

#### A.3.2 Please upload short CVs (or attach in case offline form is used)

### A.4 Information on the requested TransNational Access (Project)

Title & Acronym

Scientific field(s)

**Main category of requested service/s:** *(Please pay attention when selecting the category of service, as the form is different based on this selection. Anyway, if halfway you realize that another category applies better, you can always go back to this section and change the preference. Whenever you go back and then forward again, the form automatically saves the answers so that you don't have to fill them in again. That works until the final submission of the form)*

- Technical services** (i.e., calibrations, QC, etc., possibly involving also some ancillary training)
- Research/innovation services** for the creation of new knowledge, products, methods and systems (possibly involving also some ancillary training)
- Training services** only (i.e., summer/winter schools, thematic courses, modules, etc.)

<b>Host Facility</b> <i>Select the facility/ies you are willing to access. The list provides the Facility's name,</i>	<input type="checkbox"/>	1.	CIGAS-CH, CH (CL)	<input type="checkbox"/>	7.	ISOLAB-UU @CESAR, NL (CL)
	<input type="checkbox"/>	2.	ICOS-ATC, FR (CL)	<input type="checkbox"/>	8.	CARS-RO @RADO, RO (CL)
	<input type="checkbox"/>	3.	WCCAP, DE (CL)	<input type="checkbox"/>	9.	CARS-CNR @CIAO, IT (CL)

<i>two-digit Country code and the type of facility (OBS for Observation facilities, ASC for Atmospheric Simulation Chambers, MOB for Mobile facilities, CL for Central Laboratories)</i>	<input type="checkbox"/>	4.	ACMCC @SIRTA, FR (CL)	<input type="checkbox"/>	10.	CARS-ES @ISAF, ES (CL)
	<input type="checkbox"/>	5.	CCRES-FR @SIRTA, FR (CL)	<input type="checkbox"/>	11.	CCIce @AIDA, DE (CL)
	<input type="checkbox"/>	6.	CCRES-NL @CESAR, NL (CL)			
<b>Have you discussed the proposal with the access provider/s?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>Type of access requested</b>		<input type="checkbox"/> <b>Physical access</b> (i.e., hands-on access of user at facility) <input type="checkbox"/> <b>Remote access</b> (i.e., the user does not physically visit the facility) <input type="checkbox"/> <b>Combination of Physical and Remote access</b>				

## PART B – DETAILED INFORMATION for Technical services

<b>B.1. User's research facility*</b> <i>(Please note that future ACTRIS NF cannot apply for those services that will be provided as operation support under the ACTRIS ERIC)</i>	
<b>Name of the platform:</b>	
<b>Location</b> (town, country):	
<b>Altitude</b> (in m ASL):	
<b>Geographical coordinates</b>	Lat.: Long.:
<b>Instrument concerned</b> (type, version, S/N, ...):	
<b>Technical description of work to be performed and expected duration</b> <i>(please describe the work that is needed including details in case of remote access/combination of remote-physical access; max 1300 characters)</i>	
<b>Please specify if the access also involves some training to the participating user group and provide details</b> <i>(describe any additional training requirements. Training can be organised remotely)</i>	

--

**Interest to the scientific community /relevance/impact (describe expected results and deliverables) (max 800 characters)**

**Are you a recurrent user of the service?**       Yes     No

**B.2 Further assistance needed from / at the facility during access (onsite support is provided free of charge but details need to be included)**

<b>Administrative / logistic:</b>	
-----------------------------------	--

<b>Technological / scientific</b> ( for installation of an instrument, please provide: size, weight, power connection, necessary adapters, need of inlet or other equipment)	
--	--

<b>Training:</b>	
------------------	--

<b>Other:</b>	
---------------	--

**B.3 Dissemination plan**

**B.3.1 Data management**

*It is mandatory that data from measurements at ATMO-ACCESS facilities will be provided for long-term storage and access (exceptions may apply in case of industrial/commercial use or on justified case-by-case basis).*

**Measurement data resulting from your access to the ATMO-ACCESS facility are to be provided for long-term storage and open access, though exceptions may apply. Are there any specific reasons for you not to disseminate results?**

Yes     No.

**NB: if YES, go directly to Section B.3.3**

**If NO, go directly to Section B.3.2**

<b>B.3.2 Availability and use of results</b>	
<i>Please describe in more details the data resulting from the access including plans to make it available in repository</i>	
<i>Plans for publication / report in conferences:</i>	
<b>B.3.3 Reasons for not disseminating results</b>	
<i>Please justify the reasons why measurement data resulting from the access are not to be made available</i>	
<i>Please, explain the reasons why results are not to be disseminated (included in publications or presented at conferences)</i>	
<b>B.4 Estimated user's travel &amp; subsistence costs, in EUR</b>	
<i>Limited financial support is available upon request and is only intended to facilitate TNA but cannot guarantee full reimbursement of travel expenses of the participating users. Users are encouraged to use any other funding available to them (i.e., from other projects) to cover the remaining fraction of T&amp;S costs. Reimbursement should be based on the most economical rates available.</i>	
<b>NB: only for physical access or combination remote / physical</b>	
<i><b>Travel costs per person</b> (please indicate the cost of travel per person (A), the number of persons travelling (B) and the total amount of travel costs (AB). For example: € 500 (A, travel per person) X 3 (B, number of persons travelling) = € 1500 (AB, total estimated travel costs)</i>	
<i><b>Daily subsistence costs per person</b> (please indicate the cost of daily subsistence per person (A), the total number of travel days counting all the persons travelling (B), and the total amount of subsistence costs (AB). For example: € 100 (A, daily subsistence per person) X 9 (B = 3 days x 3 persons travelling) = € 900 (AB, total estimated subsistence costs)</i>	
<i>Percentage of co-financing for Travel &amp; Subsistence costs requested to ATMO-ACCESS</i>	
<b>B.5 Additional information</b>	
<i>Do you agree to comply with any applicable national legislations and local health and safety regulations at the research facility concerned?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No



Do you confirm that in case of physical access each member of the user group has appropriate personal insurance during the access?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you agree to agree to participate in the TNA carbon footprint assessment? (providing relevant information about travel mode and/or online activities to evaluate the environmental impact of their TNA activity)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>B.6. Comments (optional)</b>	

#### 4.2.3 Application Form for Training services



## ATMO – ACCESS TNA Application Form

### Training Services

#### PART A – GENERAL INFORMATION

A.1 - Information on the User group LEADER	
<b>First and last name</b>	
<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Prefer not to say
<b>Nationality</b>	
<b>Profile</b>	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Expert scientist <input type="checkbox"/> Engineer, Technician <input type="checkbox"/> Other
<b>Field of activity</b>	<input type="checkbox"/> ENV-ATMO - Earth and environmental sciences/Atmospheric domain <input type="checkbox"/> ENV-HYDRO - Earth and environmental sciences/Hydrosphere domain <input type="checkbox"/> ENV-LITHO - Earth and environmental sciences/Lithosphere <input type="checkbox"/> ENV-ECOBIO - Earth and environmental sciences/Eco-biosphere <input type="checkbox"/> PHY - Physics astronomy, astrophysics and mathematics <input type="checkbox"/> CHEM - Chemistry and material sciences <input type="checkbox"/> BIO-MED - Biological, medical sciences and biotechnology <input type="checkbox"/> ENG-TECH - Engineering and technology <input type="checkbox"/> EGY - Energy





	<input type="checkbox"/> ART - Humanities and arts <input type="checkbox"/> ISC - Information science and communication <input type="checkbox"/> SOC - Social sciences			
<b>Are you a new user?</b>	<input type="checkbox"/> Yes			
	<input type="checkbox"/> No			
<b>Institution name (employer)</b>				
<b>Institution legal status (employer)</b>	<input type="checkbox"/> Public research (including international research organizations and private research organization controlled by a public authority)			
	<input type="checkbox"/> University and higher education			
	<input type="checkbox"/> Public authority			
	<input type="checkbox"/> Small Medium Enterprise (SME)			
	<input type="checkbox"/> Other industrial and/or profit private organization			
	<input type="checkbox"/> Other			
<b>Address (employer)</b>			<b>Country</b>	
<b>Email address</b>				
<b>Planned access dates:</b>	<b>Start date:</b>	<i>dd/mm/yyyy</i>	<b>End date:</b>	<i>dd/mm/yyyy</i>
	<b>Flexibility of access dates?</b> <i>(in case of unforeseen/ unexpected events or logistic conflicts)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Give details if necessary (e.g., need on specific climatic conditions): .....		
<b>Does the user group include other members?</b>	<input type="checkbox"/> Yes (if selected, go directly to section A.2) <input type="checkbox"/> No (If selected, go directly to section A.3)			

### A.2 - Information on the User group members

**NB: in the online form the table needs to be uploaded using Attachment no. 1.  
In the offline form it is completed and duplicated below for each member of the user group**

<b>Member # 1</b>	
<b>First and last name</b>	
<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Prefer not to say
<b>Nationality</b>	
<b>Profile</b>	<input type="checkbox"/> Undergraduate

	<input type="checkbox"/> Postgraduate <input type="checkbox"/> Expert scientist <input type="checkbox"/> Engineer, Technician <input type="checkbox"/> Other			
<b>Field of activity</b>	<input type="checkbox"/> ENV-ATMO - Earth and environmental sciences/Atmospheric domain <input type="checkbox"/> ENV-HYDRO - Earth and environmental sciences/Hydrosphere domain <input type="checkbox"/> ENV-LITHO - Earth and environmental sciences/Lithosphere <input type="checkbox"/> ENV-ECOBIO - Earth and environmental sciences/Eco-biosphere <input type="checkbox"/> PHY - Physics astronomy, astrophysics and mathematics <input type="checkbox"/> CHEM - Chemistry and material sciences <input type="checkbox"/> BIO-MED - Biological, medical sciences and biotechnology <input type="checkbox"/> ENG-TECH - Engineering and technology <input type="checkbox"/> EGY - Energy <input type="checkbox"/> ART - Humanities and arts <input type="checkbox"/> ISC - Information science and communication <input type="checkbox"/> SOC - Social sciences			
<b>Are you a new user?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Institution name (employer)</b>				
<b>Institution legal status (employer)</b>	<input type="checkbox"/> Public research (including international research organizations and private research organization controlled by a public authority) <input type="checkbox"/> University and higher education <input type="checkbox"/> Public authority <input type="checkbox"/> Small Medium Enterprise (SME) <input type="checkbox"/> Other industrial and/or profit private organization <input type="checkbox"/> Other			
<b>Address (employer)</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%;"><b>Country</b></td> <td style="width: 20%;"></td> </tr> </table>		<b>Country</b>	
	<b>Country</b>			
<b>Email address</b>				
<b>Access start date</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"><b>Access end date</b></td> </tr> </table>		<b>Access end date</b>	
	<b>Access end date</b>			

NB: in the offline form duplicate below for each member of the user group.

### A.3 Scientific excellence of the user group

Are there any references/publications available in the domain of the application?

- Yes (if selected, go directly to section A.3.1)
- No (if selected, go directly to section A.3.2)

#### A.3.1 List 5 publications of the user group in the domain of the application

- 
- 
- 
- 
- 

#### A.3.2 Please upload short CVs (or attach in case offline form is used)

### A.4 Information on the requested TransNational Access (Project)

Title & Acronym

Scientific field(s) and cross-disciplinarity (if any)

**Main category of requested service/s:** *(Please pay attention when selecting the category of service, as the form is different based on this selection. Anyway, if halfway you realize that another category applies better, you can always go back to this section and change the preference. Whenever you go back and then forward again, the form automatically saves the answers so that you don't have to fill them in again. That works until the final submission of the form)*

- Technical services** (i.e., calibrations, QC, etc., possibly involving also some ancillary training)
- Research/innovation services** for the creation of new knowledge, products, methods and systems (possibly involving also some ancillary training)
- Training services** only (i.e., summer/winter schools, thematic courses, modules, etc.)

Proposed mode / form of access

- Access to a single facility
- Access to multiple facilities (**Simultaneous, sequential or hybrid**)

Host Facility

- |                          |    |                 |                          |     |                   |
|--------------------------|----|-----------------|--------------------------|-----|-------------------|
| <input type="checkbox"/> | 1. | AGORA, ES (OBS) | <input type="checkbox"/> | 27. | ChAMBRé, IT (ASC) |
|--------------------------|----|-----------------|--------------------------|-----|-------------------|

<p>Select the facility/ies you are willing to access. The list provides the Facility's name, two-digit Country code and type of facility (OBS for Observation facilities, ASC for Atmospheric Simulation Chambers, MOB for Mobile facilities, CL for Central Laboratories)</p>	<input type="checkbox"/>	2.	ATMOS, GR (OBS)	<input type="checkbox"/>	28.	ESC-Q-UAIC, RO (ASC)
	<input type="checkbox"/>	3.	BCN, ES (OBS)	<input type="checkbox"/>	29.	EUPHORE, ES (ASC)
	<input type="checkbox"/>	4.	CAO, CY (OBS)	<input type="checkbox"/>	30.	HELIOS, FR (ASC)
	<input type="checkbox"/>	5.	CESAR, NL (OBS)	<input type="checkbox"/>	31.	IASC, IE (ASC)
	<input type="checkbox"/>	6.	CIAO, IT (OBS)	<input type="checkbox"/>	32.	KASCs, FI (ASC)
	<input type="checkbox"/>	7.	CMN-PV, IT (OBS)	<input type="checkbox"/>	33.	MAC, UK (ASC)
	<input type="checkbox"/>	8.	CO-PDD, FR (OBS)	<input type="checkbox"/>	34.	PACS-C2, CH (ASC)
	<input type="checkbox"/>	9.	EVASO, PT (OBS)	<input type="checkbox"/>	35.	QUAREC, DE (ASC)
	<input type="checkbox"/>	10.	FKL, GR (OBS)	<input type="checkbox"/>	36.	SAPHIR, DE (ASC)
	<input type="checkbox"/>	11.	FMI PAL-SOD, FI (OBS)	<input type="checkbox"/>	37.	FCoMLab, FI (MOB)
	<input type="checkbox"/>	12.	HTM, SE (OBS)	<input type="checkbox"/>	38.	FORTH-MSC, GR (MOB)
	<input type="checkbox"/>	13.	ISAF - (IZO), ES (OBS)	<input type="checkbox"/>	39.	LACROS, DE (MOB)
	<input type="checkbox"/>	14.	JFJ, CH (OBS)	<input type="checkbox"/>	40.	USRL, CY (MOB)
	<input type="checkbox"/>	15.	Melpitz, DE (OBS)	<input type="checkbox"/>	41.	CI GAS-CH, CH (CL)
	<input type="checkbox"/>	16.	NAOK, CZ (OBS)	<input type="checkbox"/>	42.	ICOS-ATC, FR (CL)
	<input type="checkbox"/>	17.	OPAR, FR (OBS)	<input type="checkbox"/>	43.	WCCAP, DE (CL)
	<input type="checkbox"/>	18.	RADO, RO (OBS)	<input type="checkbox"/>	44.	ACMCC @SIRTA, FR (CL)
	<input type="checkbox"/>	19.	SBO, AT (OBS)	<input type="checkbox"/>	45.	CCRES-FR @SIRTA, FR (CL)
	<input type="checkbox"/>	20.	SIRTA, FR (OBS)	<input type="checkbox"/>	46.	CCRES-NL @CESAR, NL (CL)
	<input type="checkbox"/>	21.	SMEAR II, FI (OBS)	<input type="checkbox"/>	47.	ISOLAB-UU @CESAR, NL (CL)
	<input type="checkbox"/>	22.	WOS, PL (OBS)	<input type="checkbox"/>	48.	CARS-RO @RADO, RO (CL)
	<input type="checkbox"/>	23.	ACD-C / LACIS-T, DE (ASC)	<input type="checkbox"/>	49.	CARS-CNR @CIAO, IT (CL)
	<input type="checkbox"/>	24.	AIDA, DE (ASC)	<input type="checkbox"/>	50.	CARS-ES @ISAF, ES (CL)
	<input type="checkbox"/>	25.	AURA, DK (ASC)	<input type="checkbox"/>	51.	CCice @AIDA, DE (CL)

<input type="checkbox"/>	26. CESAM, FR (ASC)	
<b>Is there a facility similar to one/all those you wish to utilize in your country?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Have you discussed the proposal with the access provider/s?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Type of access requested</b>	<input type="checkbox"/> <b>Physical access</b> (i.e., hands-on access of user at facility) <input type="checkbox"/> <b>Remote access</b> (i.e., the user does not physically visit the facility) <input type="checkbox"/> <b>Combination of Physical and Remote access</b>	

## PART B – DETAILED INFORMATION for training services only

<b>B.1 Training activity required</b>	
<i>Indicate the training event for which you are applying (if applicable, please reference to specific courses organized by the facility, customised training services, etc.)</i>	
<i>Training objectives (Explain why you are applying for this training, what you hope to learn from it, describe your training requirements in the scientific and technological scope and/or how it will benefit your professional development – max 1300 characters)</i>	
<b>B.2 Further assistance needed from / at the facility during access (onsite support is provided free of charge but details need to be included)</b>	
<b>Administrative / logistic:</b>	
<b>Technological / scientific</b>	
<b>Other:</b>	
<b>B.3 Estimated user's travel &amp; subsistence costs, in EUR</b>	
<i>Limited financial support is available upon request and is only intended to facilitate TNA but cannot guarantee full reimbursement of travel expenses of the participating users. Users are encouraged to use any other funding</i>	

available to them (i.e., from other projects) to cover the remaining fraction of T&S costs. Reimbursement should be based on the most economical rates available.

**NB: only for physical access or combination remote / physical**

**Travel costs per person** (please indicate the cost of travel per person (A), the number of persons travelling (B) and the total amount of travel costs (AB). For example: € 500 (A, travel per person) X 3 (B, number of persons travelling) = € 1500 (AB, total estimated travel costs)

**Daily subsistence costs per person** (please indicate the cost of daily subsistence per person (A), the total number of travel days counting all the persons travelling (B), and the total amount of subsistence costs (AB). For example: € 100 (A, daily subsistence per person) X 9 (B = 3 days x 3 persons travelling) = € 900 (AB, total estimated subsistence costs)

**Percentage of co-financing for Travel & Subsistence costs requested to ATMO-ACCESS**

### B.5 Additional information

Do you agree to comply with any applicable national legislations and local health and safety regulations at the research facility concerned?

Yes  No

Do you confirm that in case of physical access each member of the user group has appropriate personal insurance during the access?

Yes  No

Do you agree to participate in the TNA carbon footprint assessment?  
(providing relevant information about travel mode and/or online activities to evaluate the environmental impact of their TNA activity)

Yes  No

### B.6. Comments (optional)

#### 4.3 Annex 1 – User Group details



## TRANSNATIONAL ACCESS CALL

### ATTACHMENT No. 1 – USER GROUP DETAILS

A.2 - Information on the User group members	
<i>Member # 1</i>	
<b>First and last name</b>	
<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Prefer not to say
<b>Nationality</b>	
<b>Profile</b>	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Expert scientist <input type="checkbox"/> Engineer, Technician <input type="checkbox"/> Other
<b>Field of activity</b>	<input type="checkbox"/> ENV-ATMO - Earth and environmental sciences/Atmospheric domain <input type="checkbox"/> ENV-HYDRO - Earth and environmental sciences/Hydrosphere domain <input type="checkbox"/> ENV-LITHO - Earth and environmental sciences/Lithosphere <input type="checkbox"/> ENV-ECOBIO - Earth and environmental sciences/Eco-biosphere <input type="checkbox"/> PHY - Physics astronomy, astrophysics and mathematics <input type="checkbox"/> CHEM - Chemistry and material sciences <input type="checkbox"/> BIO-MED - Biological, medical sciences and biotechnology <input type="checkbox"/> ENG-TECH - Engineering and technology





	<input type="checkbox"/> EGY - Energy <input type="checkbox"/> ART - Humanities and arts <input type="checkbox"/> ISC - Information science and communication <input type="checkbox"/> SOC - Social sciences		
<b>Are you a new user?</b>	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No		
<b>Institution name (employer)</b>			
<b>Institution legal status (employer)</b>	<input type="checkbox"/> Public research (including international research organizations and private research organization controlled by a public authority) <input type="checkbox"/> University and higher education <input type="checkbox"/> Public authority <input type="checkbox"/> Small Medium Enterprise (SME) <input type="checkbox"/> Other industrial and/or profit private organization <input type="checkbox"/> Other		
<b>Address (employer)</b>		<b>Country</b>	
<b>Email address</b>			
<b>Access start date</b>		<b>Access end date</b>	

*(duplicate below for each member of the user group)*

## 5 Guidelines for completing the TNA application form



## TRANSNATIONAL ACCESS CALL

### *Guidelines for completing the TNA application form*

#### **INTRODUCTION**

This document gives an overview of the ATMO-ACCESS application form and will help you correctly fill in each section.

We encourage users to discuss the access proposal with the access provider of the facility before submission.

Users may download the preview of the forms to get a complete summary of the information requested about the applicants and the proposed access and prepare for the application. We recommend preparing the proposal text offline before starting the submission procedure.

TNA proposals shall be preferably submitted in electronic form using the online form available here: <https://forms.gle/Quw64rhJmWuS8myZ8>.

The online form is a Google module that requires a Google account only for uploading files to integrate information into the application. If users do not have (and do not want to have) a Google account, they can fill in the version of the form that does not require the account (here <https://forms.gle/VwowsD97rVYsH8wm8>) and email any attachments to the ATMO-ACCESS TNA Team ([tna@atmo-access.eu](mailto:tna@atmo-access.eu)).

NB: if both versions of the form don't open by clicking on the provided links, just copy and paste the suitable one in the browser bar.

The purpose of the online application form is to simplify and speed up the application process, also helping the TNA Team with the entire management of TNA information.

The form consists of two parts:

3. PART A - General information, unique for all types of services available for access
4. PART B - Detailed information is customized:

- iv. for the Technical services (usual, customary services like calibrations, etc.)
- v. for the Research/Innovation services
- vi. for Training services (in case the access only is about the provision of physical or remote training).

The online form is built with conditional logic so that the user automatically arrives at the relevant sections/parts based on the answers he gives to specific questions. Anyway, users can navigate back and forward in the form sections to change/amend the responses. Also, should the users change their minds and go back again, the form automatically saves the answers given the same session so that there is no need to fill them in again. That works for a said session until the final submission of the form.

Word versions of the forms are available in case of problems with the online form and for those who would prefer to apply offline.

*If you experience any problem with the online form and/or would prefer to use an offline form, please contact the ATMO-ACCESS TNA team at [tna@atmo-access.eu](mailto:tna@atmo-access.eu)*

**NB: all fields marked with \* are mandatory**

## 5. PART A – General Information

This part of the form collects general information on:

- The User group LEADER (A.1)
- The User group members (A.2)
- Scientific excellence of the user group (A.3)
- Requested TransNational Access (Project) (A.4)

### A.1 Information on the User Group LEADER

The user group leader (principal investigator) is the person responsible for the application who acts as contact the group of researchers involved in the proposed access.

#### **Name and Surname \***

Please indicate the FIRST name then the LAST name.

#### **Gender \***

This information is required for reporting to the EU.

Please select from the drop-down list one of the following option:

- Male
- Female
- Prefer not to say.

**Nationality \***

This information is required for reporting to the EU.

Please indicate your nationality.

**Profile \***

This information is required for reporting to the EU.

Please select from the drop-down list the suitable option:

- Undergraduate (Student working towards a bachelor's degree)
- Postgraduate (Postgraduate student with 1<sup>st</sup> university degree, PHD, PDOC-Postdoctoral researcher, ...)
- Expert scientist (Experienced, professional researcher)
- Engineer, Technician
- Other (e.g., other private sector, public authority, education, etc.)

**Field of activity \***

This information is required for reporting to the EU.

Please select from the drop-down list:

- 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

**Are you a new user \***

New user is a user that has never accessed any of the available facility before. Please, indicate if the user is new or has already visited/accessed/used the facility/ies in the past.

**Institution Name \***

Please indicate the name of the Institution where you are currently working or studying.

**Institution legal status \***

Please indicate the legal status of the Institution where you are currently working or studying. Select from the drop-down:

- Public research (including international research organizations and private research organization controlled by a public authority)
- University and higher education
- Public authority
- Small Medium Enterprise (SME)
- Other industrial and/or profit private organization
- Other

**Institution address and country \***

Please indicate the country where your current institution is based.

Please remember the Trans-national access criterion: access support is limited to user groups led by a principal investigator who works for an institution that is not located in the same country as the ATMO-ACCESS facility.

**Planned access start date\***

Indicate the planned starting date of the access project, beginning from the first access of a user group member to an ATMO-ACCESS facility. In case individual access of users have different planned dates, please provide details in section A.2 and describe the planned organization in section B.1 – Experimental method and working plan".

**Planned access end date\***

Please indicate the planned end date of the access project, following the last access of a member of the user group to a ATMO-ACCESS facility.

**Potential flexibility of project dates?**

Indicate potential flexibility in order to optimize schedule of the access with the facility operator.

**Does the user group include other members? \***

Please indicate whether the user group includes other participants or not.

- Yes
- No

Selection of YES in the online form directs the user to subsection A.2 - User group member information.

The selection of the NO directs to subsection A.3 - Scientific excellence of the user group.

In the offline form, jump to the section that best suits your situation.

## **A.2 - Information on the user group**

In the online form, information on user group members is provided by filling in and uploading Attachment 1 to the Call documents, containing a table with all details for each participant.

The offline form already includes the table, which applicants have to fill in and duplicate for each member of the user group.

Provide for each member of the user group identical information as for the user group leader. Always

remember the Trans-national access criterion: access support is limited to user groups having the leader and majority of members working for institutions not located in the same country as the ATMO-ACCESS facility.

Please, pay attention to including access dates for each participant if different from the general project dates, especially in case sequential/simultaneous/hybrid access to multiple facilities is requested (see section [A.4](#)).

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%).

### A.3 - Scientific excellence of the user group

**Are there any references/publications of the user group in the domain of the application? \***

Please indicate here the availability or not of references and publications of the user group in the field of the requested access.

- Yes
- No

Selection of YES in the online form directs the user to subsection A.3.1 Publications of the user group.

The selection of the NO directs to subsection A.3.2 CVs of the user group.

In the offline form, jump to the section that best suits your situation.

#### A.3.1 Publications of the user group

**List 5 publications of the user group in the field of the project \***

Please provide a list of at least 5 recent, relevant publications of the participating scientists in the field of the project.

#### A.3.2 CVs of the user group

**Upload short CVs if no references are available \***

### A.4 - Information on the requested TransNational Access

**Title & Acronym of the project \***

Please provide a title and acronym you want your proposal to be assigned

**Scientific field(s) and cross-disciplinarity (if any) \***

Please indicate the scientific domains (main field and sub-fields) of the project and all cross-disciplines (if applicable). Cross-disciplinary access from beyond atmospheric science as well as simultaneous access by users from multiple sectors are particularly encouraged and considered.

**Main category of the requested service/s: \***

Please indicate the main category of the requested service/s

- Technical services (i.e., instrument-specific calibration, testing, and intercomparison, QA/QC, etc., which can also involve some training)
- Research/Innovation services for the creation of new knowledge, products, methods and systems, which can also involve some training
- Training services only (i.e., summer/winter schools, thematic courses, modules, etc.)

Please pay attention to select the category of service that best suits your needs, as the form is different based on this selection. Combinations of categories are always possible, just indicate the prevalent category here and provide details of all the other services in relevant [PART B](#).

Depending on the category requested the online form displays different fields. Anyway, if halfway you realize that another category applies better, you can always go back to this section and change the preference. Whenever you go back and then forward again, the form automatically saves the answers so that you don't have to fill them in again. That works until the final submission of the form.

#### Proposed mode / form of access\*

Innovative modes of access, including simultaneous, sequential or hybrid access to multiple facilities, are particularly encouraged.

Please indicate whether you request to access a single facility or multiple facilities.

A single facility or multiple facilities can be accessed:

- simultaneously by the user group members, who access all together the single facility at the same time, or, in case of multiple facility, when each user group member access a different facility at the same time;
- in sequence, one after another, i.e. user group members access different facilities/the same facility at different times;
- in a hybrid way: the facility/ies are accessed in parallel by user group members, others are accessed at different times.

Details of the access to multiple facilities are to be provided in section B.1 *State-of-the-art / novelty (if applicable)* and *Experimental method and working plan*.

#### Host Facility/ies\*

Select from the list the facility you are willing to access. In case of access to multiple facilities, indicate all the facilities for which simultaneous, sequential or hybrid access is requested.

The ACTRIS, ICOS and ICOS facilities offering access under ATMO-ACCESS are listed in the table below. The facilities comprise OBS (observational platforms), ASC (atmospheric simulation chambers), MOB (mobile platforms), CL (Central Laboratories). A description of the facility and services is available on the ATMO-ACCESS website.

#	SHORT NAME	NAME	TYPE	Involved RIs	PROVIDER, COUNTRY
1	AGORA	Andalusian Global ObseRvatory of the Atmosphere	OBS	ACTRIS	University of Granada (UGR), Spain, Granada



<b>2</b>	<b>ATMOS</b>	AThens MOnitoring Supersite	OBS	ACTRIS, ICOS	National Observatory of Athens (NOA) and National Center for Scientific Research "Demokritos" (NCSR) Athens, Greece
<b>3</b>	<b>BCN</b>	Barcelona Atmospheric Research network	OBS	ACTRIS	Agencia Estatal Consejo Superior de Investigaciones Cientificas (CSIC) and Universitat Politecnica De Catalunya (UPC), Barcelona, Spain
<b>4</b>	<b>CAO</b>	Cyprus Atmospheric Observatory	OBS	ACTRIS	The Cyprus Institute (Cyl), Agia Marina Xyliatou, Cyprus
<b>5</b>	<b>CESAR</b>	Cabauw Experimental Site for Atmospheric Research	OBS	ACTRIS, ICOS	Technical University Delft (TUD), Koninklijk Nederlands Meteorologisch Instituut (KNMI), Universiteit Utrecht (UU) and Rijksuniversiteit Groningen (RUG) Lopik, the Netherlands
<b>6</b>	<b>CIAO</b>	CNR-IMAA Atmospheric Observatory	OBS / CL	ACTRIS	Consiglio Nazionale delle Ricerche (CNR-IMAA), Tito (Potenza), Italy
<b>7</b>	<b>CMN-PV</b>	Monte Cimone - Po Valley	OBS	ACTRIS, ICOS	Consiglio Nazionale delle Ricerche (CNR-ISAC) Italy, Monte Cimone (Modena)
<b>8</b>	<b>CO-PDD</b>	Cézeaux-Aulnat Opme Puy de Dôme	OBS	ACTRIS, ICOS	Centre national de la recherche scientifique (CNRS) and Université Clermont Auvergne (UCA), Clermont-Ferrand, France
<b>9</b>	<b>EVASO</b>	EVora Atmospheric Science Observatory	OBS	ACTRIS	University of Evora, Evora, Portugal
<b>10</b>	<b>FKL</b>	Finokalia station	OBS	ACTRIS, ICOS	National Observatory of Athens (NOA), University of Crete, Finokalia, Crete, Greece
<b>11</b>	<b>FMI PAL-SOD</b>	Pallas-Sodankylä Atmosphere-Ecosystem Supersite	OBS	ACTRIS, ICOS, eLTER	Finnish Meteorological Institute (FMI), Muonio, Finland
<b>12</b>	<b>HTM</b>	Hyltemossa Research Station	OBS	ACTRIS, ICOS	University of Lund (ULUND), Sweden
<b>13</b>	<b>ISAF - (IZO)</b>	Izaña Subtropical Access Facility	OBS / CL	ACTRIS	Agencia Estatal de Meteorologia (AEMET), Izaña (Tenerife), Spain
<b>14</b>	<b>JFJ</b>	High Altitude Research Station Jungfrauoch	OBS	ACTRIS	Paul Scherrer Institute (PSI), Jungfrauoch, Switzerland

<b>15</b>	<b>Melpitz</b>	TROPOS Research Station Melpitz	OBS	ACTRIS	Leibniz Institut Fuer Troposphärenforschung E.V (TROPOS), Melpitz, Germany
<b>16</b>	<b>NAOK</b>	National Atmospheric Observatory Košetice	OBS	ACTRIS	Cesky Hydrometeorologicky Ustav (CHMI), Ustav Vyzkumu Globalni Zmeny Av Cr Vvi (GCRI), Ustav Chemickych Procesu Av Cr, v. v. i. (ICPF), and Masarykova univerzita (MU) Košetice, Czech Republic
<b>17</b>	<b>OPAR</b>	Observatoire de Physique de l'Atmosphère à La Réunion	OBS	ACTRIS	Centre national de la recherche scientifique (CNRS), Université de la Réunion (UR) La Réunion, France
<b>18</b>	<b>RADO</b>	Romanian Atmospheric 3D research Observatory	OBS / CL	ACTRIS	National Institute for Research and Development for Optoelectronics (INOE), Magurele, Romania
<b>19</b>	<b>SBO</b>	Sonnblick Observatory	OBS	ACTRIS, eLTER	Zentralanstalt für Meteorologie und Geodynamik (ZAMG), Austria, Rauris (Mt. Hoher Sonnblick)
<b>20</b>	<b>SIRTA</b>	Site Instrumental de Recherche par Télédétection Atmosphérique	OBS	ACTRIS, ICOS, InGOS	Centre national de la recherche scientifique (CNRS), Commissariat à l'Energie Atomique et aux Energies Alternatives (CEA), Ecole Polytechnique (EP), Université de Versailles Saint-Quentin-En-Yvelines (UVSQ), Plateau de Saclay, France
		SIRTA CCRES- ACMCC	CL	ACTRIS	
<b>21</b>	<b>SMEAR II</b>	Station for Measuring Ecosystem - Atmosphere Relations II	OBS	ICOS, ACTRIS, eLTER	University of Helsinki (UHEL), Juupajoki, Finland
<b>22</b>	<b>WOS</b>	Warsaw Observatory Station	OBS	ACTRIS	University of Warsaw, Warsaw, Poland
<b>23</b>	<b>ACD-C / LACIS-T</b>	Aerosol Chamber of the Atmospheric Chemistry Department	ASC	ACTRIS	Leibniz Institut Fuer Troposphärenforschung E.V (TROPOS), Leipzig, Germany
		Turbulent Leipzig Aerosol Cloud Interaction Simulator			

<b>24</b>	<b>AIDA</b>	Aerosol Interaction and Dynamics in the Atmosphere	ASC / CL	ACTRIS	Karlsruhe Institute of Technology (KIT), Karlsruhe, Germany
<b>25</b>	<b>AURA</b>	Aarhus University Research on Aerosols chamber	ASC	ACTRIS	Aarhus University, Langelandsgade 140, DK-8000 Aarhus
<b>26</b>	<b>CESAM</b>	Experimental Multiphase Atmospheric Simulation Chamber	ASC	ACTRIS	Centre national de la recherche scientifique (CNRS) and Université Paris XII Val de Marne (UPEC) Créteil, France
<b>27</b>	<b>ChAMBRe</b>	Chamber for Atmospheric Modelling and Bio-Aerosol Research	ASC	ACTRIS	Istituto Nazionale di Fisica Nucleare (INFN), Italy, Genoa
<b>28</b>	<b>ESC-Q-UAIC</b>	Environmental Simulation Chamber from the “Alexandru Ioan Cuza” University of Iasi	ASC	ACTRIS	“Alexandru Ioan Cuza” University of Iasi, Iasi, Romania
<b>29</b>	<b>EUPHORE</b>	EUropean PHOtoREactor	ASC	ACTRIS	Fundacion Centro de Estudios Ambientales del Mediterraneo (CEAM), Paterna, Spain
<b>30</b>	<b>HELIOS</b>	Outdoor Atmospheric Simulation Chamber of Orléans	ASC	ACTRIS	Centre national de la recherche scientifique (CNRS), Orléans, France
<b>31</b>	<b>IASC</b>	Irish Atmospheric Simulation Chamber	ASC	ACTRIS	University College Cork (UCC), Cork, Ireland
<b>32</b>	<b>KASCs</b>	Kuopio atmospheric simulation chambers	ASC	ACTRIS	University of Eastern Finland (UEF), Yliopistonranta 1, 70210 Kuopio, Finland
<b>33</b>	<b>MAC</b>	Manchester Aerosol Chamber	ASC	ACTRIS	University of Manchester, Manchester, United Kingdom
<b>34</b>	<b>PACS-C2</b>	PSI Atmospheric Chemistry Simulation Chambers	ASC	ACTRIS	Paul Scherrer Institute (PSI), Villigen, Switzerland
<b>35</b>	<b>QUAREC</b>	Quartz Reactor	ASC	ACTRIS	Bergische Universität Wuppertal (BUW), Wuppertal, Germany
<b>36</b>	<b>SAPHIR</b>	Simulation of Atmospheric PHotochemistry In a large Reaction Chamber	ASC	ACTRIS	Forschungszentrum Jülich GmbH, Wilhelm-Johnen-Str., 52428 Jülich, Germany

37	FCoMLab	Finland Combined Mobile Laboratory	MOB	ICOS	Finnish Meteorological Institute (FMI) and Tampere University Applied Science (TAU), Helsinki and Tampere, Finland
38	FORTH-MSK	FORTH Mobile Atmospheric Simulation Chamber	MOB	ACTRIS	FORTH, Patras (Greece)
39	LACROS	Leipzig Aerosol and Cloud Remote Observations System	MOB	ACTRIS	Leibniz Institut Fuer Troposphärenforschung E.V (TROPOS), Leipzig, Germany
40	USRL	Unmanned Systems Research Laboratory	MOB	ACTRIS	The Cyprus Institute (Cyl), Nicosia, Cyprus
41	CiGAS-CH	Centre for Reactive Trace Gases In Situ Measurements	CL	ACTRIS	Swiss Federal Laboratories for Materials Science and Technology (EMPA), Switzerland, Dübendorf [Zürich]
42	ICOS-ATC	Integrated Carbon Observation System Atmospheric Thematic Center	CL	ICOS	Commissariat à l'Energie Atomique et aux Energies Alternatives (CEA), Plateau de Saclay, Paris suburb, France
43	WCCAP	World Calibration Center for Aerosol Physics	CL	ACTRIS	Leibniz Institut Fuer Troposphärenforschung E.V (TROPOS), Leipzig, Germany

**Is there a facility similar to the one/all those you wish to utilize in your country? \***

Please indicate whether a facility similar to that/those you request to access exists in the country where you work.

If the answer is YES, please remember to indicate your reasons for requesting access to the ATMO-ACCESS facility(ies) you have chosen and also exist in your country.

**Type of access requested\***

Innovative modes of access, including combination of physical and remote access, are particularly encouraged.

Please select from the multiple choice whether you request:

- Physical access (hands-on access of user at facility)
- Remote access (the user does not visit the facility in person)
- Combination of Physical and Remote access

Detailed work plans for the access are to be described in section B.1 *Experimental method and working plan*, with particular focus to be dedicated to information on how the user intends to work in case of remote access and of combination of physical and remote access.

**Have you discussed the proposal with the access provider/s? \***

Applicants are encouraged to contact the facility/s to discuss access particulars and practicalities (feasibility) to prepare the access request for submission. This initial contact with providers makes it possible to minimize the feasibility check step of selection, reducing the overall duration of the selection process. If users and providers have not discussed the access before submission, the feasibility check takes longer and covers the technical-scientific details.

Direct contacts between users and providers after request submission and before the selection conclusion can happen only during the feasibility phase.

## **PART B – Detailed Information**

Based on the main category of service/s requested in [Section A.4](#), the suitable PART B (Detailed information) of the form opens, featuring only questions relevant for the selected services and type of access (physical, remote or a combination).

### **PART B – Detailed Information for RESEARCH/INNOVATION SERVICES**

#### **B.1 - Description of the proposed research, innovation and technological work**

**Scientific objectives (max 3000 characters) \***

Please, explain the scientific objectives of the planned activities, highlighting scientific background/state of the art, rationale, and reasons for choosing the particular facility/ies. Describe in particular why the preferred facility is unique to perform your project and what motivated your choice (especially if a similar facility exists in the country where you work). Also highlight interest and relevance to the scientific community and, if applicable, any cross-disciplinary aspects (integration of disciplines outside the atmospheric domain) and innovative access forms (simultaneous, sequential or hybrid access to multiple facilities).

**Experimental method and work plan (max 1300 characters) \***

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.

Please describe in particular work plans for the combination of physical and remote access (if requested), as well as plans for simultaneous, sequential or hybrid access to multiple facilities (if requested)

The work plan should provide sufficient information needed for evaluating of the project and for verifying its feasibility and credibility.

**Please specify if the access also involves some training to the participating user group and provide details**

Please indicate whether the access includes any ancillary training to the participating users, and give some details specifying content and modalities. Describe any additional training requirements considering that training can be organized remotely.

**Innovation Potential / impact (max 600 characters) \***

Based on what is applicable, please describe:

- i. how the proposed work may contribute to new scientific, technological or scholarly horizons enabling trans-disciplinary developments; and/or
- ii. how the proposed work identifies and/or makes progress on new/existing instruments, methodologies, techniques, etc.; and/or
- iii. potential industrial applications, prototype testing.

In particular, for point iii., highlight potential for public-private partnership collaborations, commercializing research products, methods, or testing their commercial potential. Also, describe any contributions to technology development, prototype testing, and new industrial applications.

## **PART B – Detailed Information for TECHNICAL SERVICES**

### **B.1 - User's research facility \***

Please give the **name** of the platform and complete information on the **location**, providing also altitude (in m ASL) and geographical coordinates. Indicate information on the atmospheric station where the instrument is deployed for measurements.

Give details on the **instrument concerned**, and if CIMEL type, please give the head number and CIMEL type.

### **Technical description of work to be performed and expected duration \***

Please describe the work that is needed including details in case of combination of physical and remote access, if requested (max 1300 characters)

### **Please specify if the access also involves some training to the participating user group and provide details**

Please indicate whether the access includes any ancillary training, and give some details specifying content and modalities. Describe any additional training requirements considering that training can be organized remotely.

### **Interest to the scientific community/relevance/impact (max 800 characters) \***

Describe the expected results and deliverables (scientific and technological outcome) and how the outcome may benefit the scientific community.

## **PART B – Detailed Information for TRAINING SERVICES (ONLY)**

**Indicate the training event for which you are applying (if applicable, please refer to specific courses organized by the facility, customised training services, etc.) \***

Please specify the specific training (course, module, webinar, summer/winter school) you're interested in, paying attention to refer to the current offer available from the Facilities, indicated in their list of services (<https://www.atmo-access.eu/facilities/>) and/or in the facility's websites.

**Training objectives (max 1300 characters) \***

Please, explain why you are applying for this training, what you hope to learn from it, describe your training requirements in the scientific and technological scope and/or how it will benefit your professional development.

### **B.2 - Further assistance needed from / at the facility during access (common for all the services)**

Please note that onsite support is offered free of charge but details need to be provided.

Describe the needs at the facility to carry out the planned access project, or any other requirements or support to be provided at the concerned facility/ies.

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 any 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.**

### **B.3 - Dissemination Plan (for Research/Innovation services and for Technical services. Not for Training services only)**

Please note that only user groups that are allowed to disseminate the results they have generated under the TNA may benefit from the access, unless they are working for SMEs.

#### **B.3.1 - Data Management\***

It is mandatory that data from measurements at ATMO-ACCESS facilities will be provided for long-term storage and access (exceptions may apply in case of industrial/commercial use or on justified case-by-case basis).

With respect to Instruments brought by the user group to the infrastructure, and only for

Research/Innovation services, please provide sufficient details for planning and integration during the access. For the management of the data resulting from TNA under ATMO-ACCESS, any relevant information about additional measurements should be indicated.

### **B.3.2 - Availability and Use of the results\***

Applicants are required to describe in more details the data resulting from the access, including plans to make it available in a repository. Also planned publications or presentations in conferences related to the TNA project shall be described. Additional dissemination actions (via pictures, movies and social media posts) are encouraged.

### **B.3.3 - Reasons for not disseminating results\***

Considering that exceptions to the dissemination of results may only apply in case of industrial/commercial use or on a justified case-by-case basis, users who answer NO to question on their availability to disseminate the results of the access to the ATMO-ACCESS facility have to justify the reasons why:

- measurement data resulting from the access are not to be made available
- results are not to be disseminated (included in publications or presented at conferences).

## **B.4 - Estimated user's travel & subsistence costs, in EUR (only for physical access and combination of physical + remote access)**

Any financial support from ATMO-ACCESS to the 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 and it is limited. Users are encouraged to use any other funding available to them (i.e., from other projects) to cover the remaining fraction of T&S costs. Reimbursement should be based on the most economical rates available.

Please note that:

- Financial support to users will only cover expenses related to travel and subsistence (T&S). Eligible costs:
  - Travel costs: 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.
  - Subsistence costs: 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.
  - Other costs: other costs (e.g., consumables, materials, etc.) will not be reimbursed.
  - Instrument shipping and transport costs: a contribution to these costs is possible in case of remote access and of a combination of physical and remote access. Only those costs are eligible



for which proof can be provided. The amount and conditions of the financial contribution to the shipping costs will be evaluated case-by-case after the TNA selection and considering the details of the planned access.

- Independent of the size of the research group, financial support will be limited to max 2 equivalent persons per project. 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 ATMO-ACCESS 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 the ATMO-ACCESS: the financial support requested must only consider the fraction of costs not covered or coverable elsewhere. Indicate any potential co-financing.

The reimbursement of any T&S costs will be made via the host institution in charge of the ATMO-ACCESS facility (see Table of ATMO-ACCESS Facilities 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.

#### **Travel costs per person \***

Please indicate the cost of travel per person (A), the number of persons travelling (B) and the total amount of travel costs (AB). For example: € 500 (A, travel per person) X 3 (B, number of persons travelling) = € 1500 (AB, total estimated travel costs).

#### **Daily subsistence costs per person \***

Please indicate the cost of daily subsistence per person (A), the total number of travel days counting all the persons travelling (B), and the total amount of subsistence costs (AB). For example: € 100 (A, daily subsistence per person) X 9 (B = 3 days x 3 persons travelling) = € 900 (AB, total estimated subsistence costs)

#### **Percentage of co-financing for Travel & Subsistence costs requested to ATMO-ACCESS \***

As the limited financial support for user T&S costs is only meant to contribute to the user expenditures, user need to indicate the quota of co-financing requested to ATMO-ACCESS.

## **PART C - Final statements**

#### **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 organizations 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 ATMO-ACCESS 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.

**TNA Carbon footprint assessment\***

Complying with the general ATMO-ACCESS Carbon footprint assessment strategy, TNA users are encouraged to reflect on the environmental impact of their research activity, to make informed choices in their day-to-day research life to lessen the personal impact on the environment and to contribute to measure the GHG emissions of the TNA access activities.

An informative webpage (<https://www.atmo-access.eu/carbon-footprint-assessment/>) provides all details on the project strategy, displaying also a decision tree to guide user choice between physical and remote access to have the lowest environmental impact.

Please state here whether you agree or not to take part in the carbon footprint assessment of your TNA activity. TNA users who commit to the carbon assessment task are required to indicate relevant information about their travel mode and/or online activities in case of remote access in the post-access report. In particular, TNA Team will request users to provide:

- a) for physical access: their departure and arrival locations and means of transport taken (air, train, car (fuel/hybrid/electric), bus) and if the trip was one way or return.
- b) for remote activities:
  - i. the participants (n), the estimated duration of the remote activity (min), if webcams were on/off and if screen sharing was on or off.
  - ii. Details on the shipment of equipment.

**Comments**

User may provide any optional comments. Any crucial information not included in previous sections of relevance for the ATMO-ACCESS facility operator may be included here.

## 6 Access to Services Factsheet

This section provides the factsheet produced by SAMU to provide users with a straightforward, concise and accurate overview of the Transnational Access process.

The Factsheet is available in pdf format and online. The online version was adapted for the TNA under ATMO-ACCESS (<https://www.atmo-access.eu/access-to-services/>). It is reviewed and updated regularly, soon as any revision or news comes on the process or formalities for access.

### ACCESS TO SERVICES

ATMO-ACCESS supports Trans-National Access to services offered by [selected, first-class European atmospheric research facilities](#).

TNA is provided in two types:

- in person (**physical access**), with users physically visiting the facility/installation and receiving the service “hands-on”
- remotely (**remote access**), with resources and services offered without users physically visiting the facility/installation

The access is free of charge and includes the **logistical, technological and scientific support and the specific training** that is needed to use the services provided by the facility.



Proposals for access any of the services of the ATMO-ACCESS facilities are eligible if they meet the following criteria established by H2020 regulations:

- **TransNationality**: the user group leader (project PI) and the majority of the users must work in a country other than the country where the installation providing access is located (except in case of remote access to a set of facilities in different countries offering the same type of service).

- **Affiliation:** Users must be affiliated to an organisation in the European Union. Applications from user groups with a majority of *users working outside EU* are eligible, though limits may be applied (max 20% of the total access available).
- **Dissemination:** User groups shall be entitled to and willing to disseminate the knowledge they will generate under the project, unless coming from the private sector.

Users are warmly encouraged to interact directly with the PIs of the facilities during the preparation of TNA proposals and before their submission to verify details of access, address practicalities and explore.

Young scientists, scientists who have never used atmospheric facilities before, and companies are particularly welcome. ATMO-ACCESS promotes gender equality in scientific research and specifically encourages applications from women.



Eligible proposals are selected by an **independent selection panel** considering:

- **Scientific excellence**, considering the scientific and technical value, the originality and novelty, the relevance and impact of the project, the dissemination plan, the quality of the proposing user group etc.
- **Technical need-driven criteria** for increasing instrument performance (maintenance, calibration, QA) and operator training.
- **Innovation and Market-driven aspects**, especially when access involves users from the private sector. In this case, the innovation potential of TNA proposals, possible technological developments as well as market developments and impacts on the economy are principally considered.

The evaluation and selection of the TNA requests shall be completed within **about 4-6 weeks** of submission provided that:

- a. users and the facilities have already discussed the details of the project before submission
- b. the suitable reviewers are available at the request
- c. no complex integrations or clarifications are requested to users by reviewers

Once the evaluation is completed, the TNA Team will inform applicants of the final decision and of the amount of financial support.



## How to apply

To benefit from the programme, users need to submit a request in response to one of the calls published in the project.

In order to apply, you should complete the [online Application form](#). ([click rather here if you](#) do not have a Google account)

Here you will find everything you need to apply:

- [Application form for Scientific and Innovation services \(only for preview\)](#)
- [Application form for Technical services \(only for preview\)](#)
- [Application form for Training services \(only for preview\)](#)
- [User application form guidelines](#)
- [Attachment 1 – User Group details \(word file\)](#)
- [Frequently Asked Questions!](#)

Do not hesitate to contact the ATMO-ACCESS TNA team at [tna@atmo-access.eu](mailto:tna@atmo-access.eu) for any questions or for assistance.



## User commitments before access

Users have to accept the general TNA terms and conditions by signing the ATMO-ACCESS **User acknowledgement statement**, with which they undertake to:

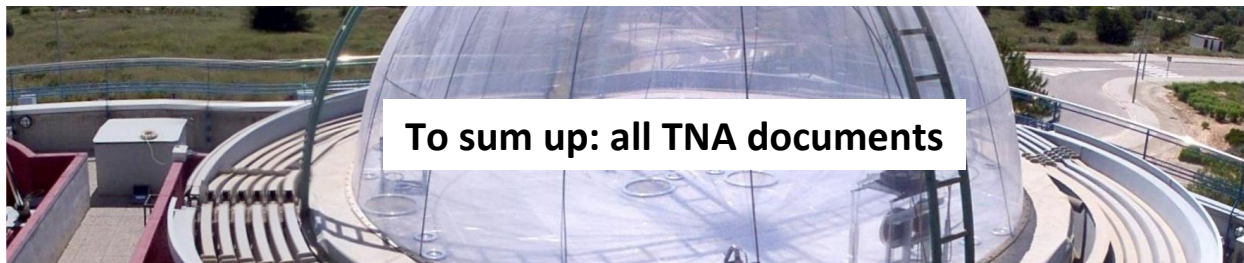
- **Acknowledge the project** and the support from the EC in the H2020 Programme, in any publication resulting from work carried out in a TNA Activity (with a standard statement).



- **Make the data** resulting from the TNA **available** to the Data Centres of the Research Infrastructures involved in the project.
- Confirm that **no double financing is taking place** from other sources.
- Comply with the **post-access requirements** (see below).

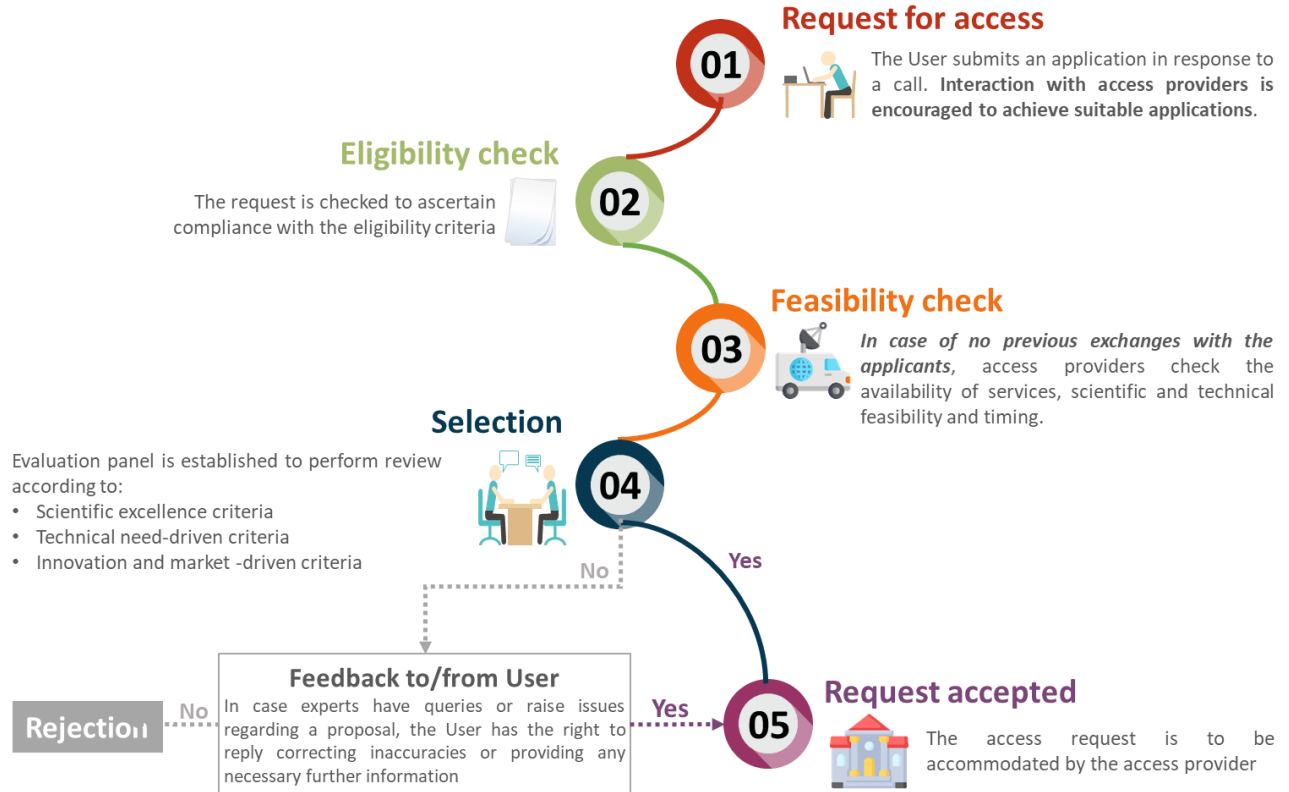


- a “Confirmation of Access” document, issued and signed by the access provider, reporting the quantity of access provided à within **2 weeks after the access**;
- an Activity Report presenting the TNA preliminary results or other document attesting the TNA activity realized (e.g. calibration certificate) à within **maximum 8 weeks after the access**.
- a TNA User feedback questionnaire (ongoing)
- the [User TNA carbon footprint assessment](#)



- [TNA application form](#)
- Confirmation of access (soon available)
- Activity report (soon available)
- TNA User feedback questionnaire (soon available)
- [User TNA carbon footprint assessment](#)

## TNA process in a nutshell



## 7 Frequently Asked Questions – FAQs





## TRANSNATIONAL ACCESS

### *Frequently Asked Questions*

[Q.1 – Who can apply for transnational access to an ATMO-ACCESS Facility?](#)

[Q.2 – Does the user have to register a profile somewhere to fill in the online application form?](#)

[Q.3 – What is a user group?](#)

[Q.4 – Can researchers hosted by an institution that is beneficiary in the ATMO-ACCESS project profit from the Transnational Access \(TA\) to partner institutions, or are they excluded from TA to project beneficiaries?](#)

[Q.5 – Can non-EU users participate?](#)

[Q.6 – Which are the countries associated to the H2020 programme?](#)

[Q.7 – Can users access infrastructures/facilities in their home country?](#)

[Q.8 – What is the difference between remote transnational access and virtual access?](#)

[Q.9 – Are the costs for user travel and accommodation covered?](#)

[Q.10 – What is included in the access?](#)

[Q.11 – Can instrument shipping, transport and insurance costs be reimbursed?](#)

**Q.1 Who can apply for transnational access to an ATMO-ACCESS Facility?**

*Any person, team, from any sector, including public and private sector, wishing to access and make use of services provided by ATMO-ACCESS facilities can apply for transnational access.*

*Young scientists, scientists who have never used atmospheric facilities in their research before, companies and private sector users are particularly welcome. ATMO-ACCESS promotes gender equality in scientific research and specifically encourages applications from women.*

**Q.2 Does the user have to register a profile somewhere to fill in the online application form?**

*The online form is a Google module that only requires a Google account for uploading files to integrate information into the application.*

*If users do not have (and do not want to have) a Google account, they can fill in the version of the form that does not require the account (here <https://forms.gle/VwowsD97rVYsH8wm8>) and email any attachments to the ATMO-ACCESS TNA Team ([tna@atmo-access.eu](mailto:tna@atmo-access.eu)). NB: if the form doesn't open by clicking on the link, copy and paste it in the browser bar.*

**Q.3 What is a user group?**

*A User-group is a team of researchers (users) led by a 'user group leader'. A user group can be formed by members from different organisations and countries. Users may be members of an Institute or company unit or department, etc. Each user group is led by a single user group leader, irrespective of the number of members and organizations involved.*

**Q.4 Can researchers hosted by an institution that is beneficiary in the ATMO-ACCESS project profit from the Transnational Access (TA) to partner institutions, or are they excluded from TA to project beneficiaries?**

*The MGA (model grant agreement) does not explicitly prevent any researcher working for a beneficiary from applying for access under the grant, provided that the requested access is for an infrastructure located in a different country from where the researcher works and that this request is evaluated on the same competitive ground than the other requests (no privileged treatment).*

*In brief, provision of access to consortium members is possible, but it should not be at all the rule. If a project serves only its consortium, this means that it has not been able to sufficiently open its infrastructures to the concerned scientific community and therefore it has missed one of the main objectives of an IA*

#### **Q.5 Can non-EU users participate?**

*It is important to distinguish here between affiliation and nationality. What matters for the access is the affiliation as the H2020 rules prescribe that Access for user groups with a majority of users not working in an EU (here it means European Union) or associated country (associated to the H2020 program) is limited to 20% of the total amount of units of access provided under the grant.*

*According to this rule, the answer is YES, with two clarifications/possibilities:*

- a) Users working in non-EU countries who are members of a user group where the majority of the users work in an institution established in an EU Member State or Associated State can have access to any infrastructure/facility/installation with no limits.*
- b) In the case where a user group is constituted by a majority of users not working in an EU or associated country, access to any infrastructure/facility/installation is limited to 20 % of the total amount of units of access offered for that infrastructure/facility/installation under the ATMO-ACCESS project.*

#### **Q.6 Which are the countries associated to the H2020 programme?**

*The following countries are associated to Horizon 2020:*

- Iceland
- Norway
- Albania
- Bosnia and Herzegovina
- North Macedonia
- Montenegro
- Serbia
- Turkey
- Israel
- Moldova
- Switzerland
- Faroe Islands

- Ukraine
- Tunisia
- Georgia
- Armenia

*Regarding the United Kingdom, with the Withdrawal Agreement, UK researchers can continue to participate in EU programs, including Horizon 2020, until their closure (i.e., for the lifetime of grants) and under equivalent conditions as researchers from the EU Member States.*

**Q.7 Can users access infrastructures/facilities in their home country?**

*H2020 rules prescribe that the user group leader and the majority of the users must work in a country other than the country(ies) where the installation is located (transnationality principle).*

*Based on that, the answer is YES users can access infrastructure located in the same country in which they work, but only as members of a user group where the leader and the majority of users work in a country other than the country where said infrastructures/installations are located.*

*Also, to be noted that priority is given to user groups composed of users who are working in countries where no equivalent research infrastructure exists.*

**Q.8 What is the difference between remote transnational access and virtual access?**

*Remote trans-national access is access to resources and services offered by the infrastructure/facility/installation without Users physically visiting the infrastructure/facility/installation.*

*Similar to Physical access, it requires competitive selection of the users to be served under the GA as usually it applies to resources that are not unlimited (e.g. computing hours on a supercomputer, digital tools or measurements/experiments performed by the facility staff for the user).*

*On the contrary, virtual access is wide, free access provided through communication networks to resources that can be simultaneously used by an unlimited number of users (e.g. a dataset available on the Data Centre).*

**Q.9** Are the costs for user travel and accommodation covered?

*User travel and accommodation costs are not systematically nor automatically covered by project funding. However, limited financial support is available upon request and is only intended to facilitate TNA but cannot guarantee full reimbursement of travel expenses of the participating users. Financial support to T&S depends on the ATMO-ACCESS facility and location, on the availability of funding from the European Commission. The amount of financial support to travel expenses will be decided on a case-by-case basis after proposal evaluation and in agreement with the facility operator.*

**Q.10** What is included in the access?

*The access includes the service requested and the related logistical, technological and scientific support as well as the specific training that may be needed. Limited financial support for contributing (not covering completely) the travel and subsistence costs of users can be available upon request (see Q.9).*

**Q.11** Can instrument shipping, transport and insurance costs be reimbursed?

*A contribution to these costs is possible in case of remote access and of a combination of physical and remote access. The financial support available for instrument shipping is meant to contribute to (not cover entirely) the user expenditures. The amount and conditions of the financial contribution to the shipping costs will be evaluated case-by-case after the TNA selection and considering the details of the planned access. As with other eligible user expenses, the contribution will be available only for those costs for which proof can be provided (e.g., copy of shipping documents, invoice / receipt / confirmation).*

## 8 Reference documents

- REF 1. [European Commission \(2016\), European Charter for Access to Research Infrastructures: Principles and guidelines for access and related services](#). Publications Office of the European Union, 2015. ISBN: 978-92-79-45600-8, doi: 10.2777/524573, KI-04-15-085-EN-N.
- REF 2. ACTRIS Access and Service Policy ([ACTRIS PPP Deliverable D2.6](#))
- REF 3. 2nd Draft of the ACTRIS Access Management Plan ([ACTRIS IMP Milestone 6.5](#))
- REF 4. Recommendations for the user strategy, access management and workflows ([ACTRIS PPP Deliverable D6.4](#))
- REF 5. ACTRIS Report on access rules and modalities and recommendations for ACTRIS access policy ([ACTRIS PPP Deliverable D6.3](#))
- REF 6. ATMO-ACCESS Grant Agreement (ID: 101008004)
- REF 7. [ATMO-ACCESS Milestone 9.1: Description of application, review and selection process for TNA to ATMO-ACCESS facilities](#)