



TransNational Access Proposal Guidelines

I. General

The application form (template downloadable from the website) has to be completed and submitted to the EUROCHAMP-2020 office (eurochamp2020@lisa.u-pec.fr), who will acknowledge reception.

Before submission it is highly recommended to contact the access provider of the selected chamber to confirm the feasibility of the planned project.

Once submitted, the proposal will be forwarded to the EUROCHAMP-2020 TNA User Selection Panel (TUSP) consisting mainly of non-EUROCHAMP experts, and a minor part of internal EUROCHAMP members. The proposal should describe the activity well enough for them to access the scientific quality and the interest for the scientific community.

II. Information on the application form

A. Information about the PI (Principal Investigator) of the activity

1. The PI is the responsible person for the given project.
2. All fields related to the PI have to be completed.

B. Information about the host chamber of this activity

3. All fields are mandatory.

C. Information about Transnational Access activity

4. Aside date estimate, all information about the project is mandatory (title, duration, type)
5. It is recommended to provide date estimate to ease the chamber programming or when specific time constraints applies.
6. **The “duration” line refers to the days of access to the chamber (i.e. the number of days of actual use of the chamber).** This number does NOT refer to the length of the guest travel to the facilities. It is NOT the number of person-days of the visitor but the number of days the installation is used within the given TNA activity. It is NOT necessarily equal to the length of your campaign. This number may include days for installation, tests, and dismantling.

D. Description of the activity

7. All questions are mandatory and should include all the aspects of the project mentioned in the questions (innovation, scientific objectives, link with the industry, use of instrumentation, etc).

III. Estimated costs of the project

Financial support to the user group for travel and subsistence (T&S) is available upon request only. Instrument transports, guest chemical analysis, consumable or guest instrument running cost cannot be supported. The maximum T&S budget for users of the installations is calculated assuming:

- a maximum of 500 €/person for travel
- a maximum number of 1, 2 or 3 guest depending the size of the facility
- a maximum support for accommodation and daily allowance calculated according to the cost of life in the selected country.

These numbers are indicative and your effective budget can differ from this scheme as long as the total cost remains within the maximum budget which is automatically calculated in the application form. The application form contains an automatic formula to calculate the maximum granted amount for the project, according to the cost of life of the country where the chamber is located, the number of people participating and the number of access days. All fields of the budget section are mandatory.

“If a specific reason linked to your project justifies the exceeding of the maximum budget, indicate it clearly in the justification box (e.g. if a larger number of users is justified).”

For reimbursement of the travel and accommodation the users have to provide the corresponding bills to the host facility. Payments in advance are not possible. The specific method in which the reimbursement will occur, is based on the local administrative procedure of the chamber’s institute. **The reimbursed amount of the activity will be done on the basis of the receipts and bills provided by the user group.**

IV. Additional information and criteria

As “user/user groups” all persons are eligible (students, qualified experts), who are involved in a TNA activity which was granted by the EUROCHAMP-2020 TNA User Selection Panel (TUSP).

At the end of the TNA activity, **a confirmation of access** document (template downloadable from the website for internal members, and to be provided to users by the project office) has to be signed from the PI of the chamber and the user. The signature of such document is mandatory in order to proceed with the reimbursement of the activity.

Within two months after the TNA activity a **scientific user report** has to be provided by the user/user group to the project office (the template is downloadable from the website). Typically this report will be published on the EUROCHAMP-2020 web page (exceptions possible upon request). Reimbursement for the activity can only be done after the scientific user report is provided.”

V. Acknowledgment

Users **must** acknowledge the support received by EUROCHAMP in their publications using the following sentence:

“This project/work has received funding from the European Union’s Horizon 2020 research and innovation programme through the EUROCHAMP-2020 Infrastructure Activity under grant agreement No 730997”.

Such compliance does not apply to SMEs. More detailed information on how to do so is provided on the website: Communication/Publications/Guidelines for publishing. Users are also strongly encouraged to make their data publicly available by using the EUROCHAMP data centre.

Example1 to calculate the budget

1 user applies to visit the chamber CESAM, in France:

(Maximum travel costs granted per person: 500€)

(Maximum daily subsistence per person allowed for the CESAM chamber: 120€)

TNA access days: 4

Travel: 200€ (go-return by train) + 10€ metro = 210€

Daily subsistence: 120€ x 4 days = 480€

Total travel costs: 210€

Total allowance costs: 480€

Total budget: 480€ + 210€= 690,00€

Example2 to calculate the budget

3 users apply to visit the chamber EUPHORE, in Spain:

(Maximum travel costs granted per person: 500€)

(Maximum daily subsistence per person allowed for the EUPHORE chamber: 120€)

TNA access days: 6

Travel: 250€ (go-return by plane) + 10€ metro x 3 people = 780€

Daily subsistence: 120€ x 3 people x 6 days = 2160€

Total travel costs: 780€

Total allowance costs: 2160€

Total budget: 780€ + 2160€= 2940,00€