



AQUACOSM Transnational Access (TA) Application Guidelines

Guidelines for filling in the TA-Application Form and information on additional documents

General information

Mesocosm based projects generally depend on collaboration between a number of people.

TA-Applicants are advised to either contribute to a planned project (as group or individual), or to establish a group of cooperation partners before applying for an open time slot at a AQUACOSM partner facility. We therefore recommend doing this as early as possible.

Before applying for TA please review the following information on our website: <https://www.aquacosm.eu> and <https://www.aquacosm.eu/transnational-access/>.

1. Review the participating AQUACOSM partner facilities for selecting the ideal spot for your work and potential collaborators (<https://www.aquacosm.eu/mesocosms/>)
2. Get an overview of the time schedule of planned experiments and open time slots for own experiments for establishing site availability and finding potential collaborators by using the **TA-Calendar**. Up to date calendar information for each facility can be found here: <https://www.aquacosm.eu/transnational-access/>.

Once you have selected suitable locations and time frames based on the information provided, you are advised to **contact the respective project leaders and/or the respective facility providers at the facility of interest**.

Contact details can be found of the description page of each facility e.g.: SYKE-MRC (Marine Research Centre) Mesocosm Facility (<https://www.aquacosm.eu/mesocosm/syke-mrc-marine-research-centre-mesocosm-facility/>).

If you do not find sufficient information on the respective partner description pages and by contacting them, you may also **contact the TA office (ta@aquacosm.eu)** at AQUACOSM Work Package 6 “*Provision of Transnational Access to all AQUACOSM facilities*”, who will assist you in suggesting a potential project leader to contact for further discussion.

Note that if you are applying as GROUP, the appointed **Group Leader** is responsible for collecting all necessary documentation for her/himself and for all the Group Members. Additional mandatory documents are **CV(s)** and a **Confirmation Letter from the facility provider**. Applicants may optionally submit a **Support Letter(s)** if deemed necessary. A detailed description and a list of required documents for individual and group applications is given at the end of the guidelines.

All documentation should be **submitted online** before the deadline **June 14th 2019, 13:00 CET**. See below for further instructions.

Please note that you can save a draft of your application during the application process. You can also re-submit your application if you make amendments to it. The latest submission **before the deadline** will be considered.

Failure to adhere to this before the deadline may result in rejection of the TA application.



Step-by-step information to fill in the Online TA-Application Form

1. Basic Information (MANDATORY FIELD)

Please indicate if you are applying as a **Group** (two or more persons, the appointed **Group Leader** files the application) or as an **Individual** (one person). You must complete this section prior to completing Section 7.4 (Project Description).

2. Personal information (MANDATORY FIELD)

Please fill in your personal information including first and last name(s), phone number, e-mail, citizenship, birth date, gender, and highest education/research status (PGR = PostGRaduate, PDOC = PostDOC, EXP = EXPert, TEC = TEChnician, OTH = OTHer).

3. Affiliation (MANDATORY FIELD)

Please fill in the full name and address of your home institution/ employer.

Indicate the type of your institution: UNI = University, RES = research institution, SME = small merchandise business, PRV = private, OTH = other (please explain).

4. Application as a Group leader

Note: If you are applying as an Individual skip to point 5. (Application as an Individual)

4.1 Expertise: Please indicate how many contributors/ experts are included in your application (excluding yourself).

4.2 Training: Please indicate whether you are interested/willing to include one or more person(s) in your group for training purposes = “trainee(s)”. Please indicate the number of trainees your group can accommodate (or write 0).

4.3 Others: Please indicate the number of “others” if not contributors/ experts or trainees.

Then, skip to point 6. **Activity type**

5. Application as an Individual

5.1 Expertise and Training (for individual application): Please indicate whether you want to join an experiment as an expert or as a trainee.

5.2 Themes (for individual application): Please select the themes that most closely describe your project or specify your research focus.

6. Activity type (for individual and group applications)

Please indicate whether you wish to join a planned mesocosm experiment at a facility or conduct your own research project in an open time slot at a facility (if other, please briefly describe).

7. Project information (for individual and group applications)

For the purpose of this application, *project* is the tasks, experiments or investigations that you are planning to carry out at a mesocosm facility.

7.1 Themes (for group applications)

Please select the themes that most closely describe your project or specify your research focus.

7.2 Project title (MANDATORY FIELD)

This project has received funding from the *European Union's Horizon 2020 research and innovation programme* under grant agreement No 732065



Please insert a short title to describe your project (max. 150 characters incl. spaces).

7.3 Project ACRONYM (MANDATORY FIELD)

Please create a project ACRONYM according to your project title. This ACRONYM will be used to administer and identify your project. This ACRONYM will also be used on the [EU questionnaire form](#) to be filled in after completion of the project. More information at: http://ec.europa.eu/research/infrastructures/index_en.cfm?pg=h2020

Note: In this EU questionnaire form you will be asked to provide the number and Acronym of the EC Grant Agreement that supported the user group's access to the research infrastructure(s): AQUACOSM GA No.732065

7.4 Project description (MANDATORY FIELD)

The project description should clearly summarize the aim of the project, the scientific background, and the overall methodological approaches (including statistics when appropriate). Include also details about local participation (if any) and a summary of expected results. Read more about evaluation and selection criteria at www.aquacosm.eu/transnational-access/

For a competitive evaluation it is important that the description of the objectives and the methodological approach should be explanatory enough to allow evaluation by scientists that may not be familiar with the special field of science and methods applied. The suggested project should be designed to demonstrate a high probability of successful conclusion both for the group as a whole as well as for each group member. **Thus, it is important to define the role of each participant in a group proposal, including what methods they will apply.**

A list of what equipment and other resources that is planned to be used, specifically defining what is requested from the host and what may be brought to the site by the participants, should be given under Point 8. Additional information.

The project description for and **Individual application** should be ca. 1 page (max. 3000 characters without spaces, excluding references) and for a **Group application** ca. 3 pages (max. 8000 characters without spaces, excluding references) in font 12, single line spacing.

7.5 References

References used should be listed in section 7.5 (font 10, single line spacing).

AQUACOSM's mission is to share expertise among researchers and to train especially young scientists in the use of mesocosms. Involvement with one or both of these goals will enhance the chance of a group's project being selected.

8. Additional information

Please give the following additional information about the materials you will bring and/or your requirements (details see below).

8.1 Specific requirements: (MANDATORY FIELD)

In order to evaluate the feasibility of the project, this section should contain:

- a list of major equipment brought by the applicants to the facility



- a detailed list of instrumentation, equipment, consumables and/or support, for example: lab space, experimental units (type, size, numbers, time), experimental organisms (type, size, numbers) that the applicant wishes the facility to provide
- any other requirements necessary to successfully perform the project

Proposals not providing this information may fail to be evaluated!

Note that only a limited amount of consumables may be provided by AQUACOSM. The type and amount varies with facility. **The availability of this support from the facility must therefore be confirmed with the specific facility provider in the submitted application.** The applicants are therefore advised to contact the facility provider as early as possible to ensure enough time to complete the application before the deadline. To help this process it is advised to provide an estimate of consumable costs (in EURO) before contacting the facility provider.

8.2 Isotopes

Please list any isotopes you plan to use in the proposed work including concentration in Mbq or MCi.

8.3 Hazardous materials

Please list any hazardous materials you will be using in your work.

9. Location (MANDATORY FIELD)

9.1. Select location of the mesocosm facility

Please select a specific mesocosm facility within the AQUACOSM project that you think is best applicable for your activity, i.e. conducting or participating in a mesocosm experiment (<https://www.aquacosm.eu/mesocosms/>). Please give the name of the mesocosm facility, the city (if not included in the name) and the country.

To increase the chances of a successful application it is advisable to include a second choice, if one fits your requirements.

9.2. Rationale

Please indicate the reasons you are applying for Transnational Access to the specific mesocosm facility(ies), e.g. indicate why the conditions at the specific environment are suitable for what you plan to study

(max. length 200 words)

10. Dates (MANDATORY FIELD)

Please indicate suggested start and end dates for your stay at the facility according to the code: Day (DD). Month (MM). Year (YYYY).

Also indicate, to what extent you or your group is flexible in duration and/or start time. Make sure your suggested dates fall within the time slots of the **TA-Calendar**.

11. Please tick if any of the applicants is coming from the private sector, an industry or a small medium-sized enterprise.

12. Data policy agreement (MANDATORY FIELD)

By accepting TA funding you are consenting to comply with the open data policy (see below). More details on open data policy within AQUACOSM can be found in the **Data Management Plan (DMP)** (<https://www.aquacosm.eu/project-information/work->



[packages/wp4/](#)).

As part of the TA requirements, data should be made openly accessible after completion of the experiment. Data should be openly accessible 6 months after completion of the publishable dataset. For reasons of competitive advantages a data embargo may apply, including the completion of a PhD thesis, in which case an embargo of three years will be upheld.

Data will be deposited in a distributed network, where AQUACOSM institutions have freedom to choose their preferred data repository. The associated metadata will be available in centralized portal embedded in the AQUACOSM website (<http://aquacosm.eu/>). Data and associated metadata will be linked. The exact location of data (depending on institutional policy) will be made available through the AQUACOSM website and later through mesocosm.eu. The data is accessible through the AQUACOSM website via one link without password protection. Within the lifecycle of AQUACOSM the data made openly available will be licenced following the service and licence commitment of Copernicus (<http://marine.copernicus.eu/services-portfolio/service-commitments-and-licence/>). Data collected under AQUACOSM will be made available for re-use upon completion of the experiment.

Interoperability of data collected within the AQUACOSM life cycle is promoted through the development of AQUACOSM SOPs and best practices guidelines. Where possible, TA projects will follow these AQUACOSM SOPs, if allowed for by institutional policy. In these cases, each partner needs to refer to the standards applied (e.g., institutional standards, international standards/ISO standards), and describe deviations from the AQUACOSM SOPs in the metadata. AQUACOSM strives to use standard metadata vocabulary, which builds on the Ecological Metadata Language (EML) and will be appended if required with other existing ISO90155 conform metadata libraries.

Please indicate if any of the applicants represents the **private sector/ Industry / SME** (small and midsized enterprises).

In order to be in line with the European Charter for Access to research infrastructures (https://ec.europa.eu/research/infrastructures/pdf/2016_charterforaccesstoris.pdf#view=fit&pagemode=none), and to ensure that the applicants are eligible to receive TA support please also indicate the following:

NB: It is recommended that you are inclusive in answering your questions as this will help to quickly resolve any issues that may later arise. Answering “yes” to questions 13-15 by no means excludes you from receiving TA.

13. Are you or any of the group members affiliated with the facility you are applying to? (MANDATORY FIELD)

In case of a group application, the group leader is responsible for collecting this information. If yes please briefly describe the nature of the affiliation. The TA office will get in touch if more details are needed.

14. Have you or members of your group received TA support before? (MANDATORY FIELD)

In case of a group application, the group leader is responsible for collecting this information. This includes transnational access provided by any infrastructures projects other than AQUACOSM and is not limited to HORIZONS 2020 infrastructures projects.

If yes please indicate which members received TA and in what year. The TA office will



get in touch if more details are required.

15. Do you, or members of your group, have an ongoing collaboration with the facility provider(s). Have you, or members of your group, collaborated with the facility provider(s) in the past? (MANDATORY FIELD)

In case of a group application, the group leader is responsible for collecting this information. This includes collaboration in ongoing and previous projects and co-supervision of students.

16. Group members (for group application only)

If you apply as a **Group Leader**, please list all **Group Members** and affiliation by first and last name(s) and indicate their role in the project (e.g. “primary production measurements” or “zooplankton taxonomy”). More information about the **Group Members** is requested in the respective CVs.

Note that anyone who is NOT planning to come to the facility in person CANNOT apply for TA as a **Group Leader**, and cannot be listed as a **Group Member**. Nevertheless, you may mention the relationship to experts/collaborators under point 7.4 Project description.

If you have established cooperation with colleagues at one of the AQUACOSM mesocosm facilities, do not include their names as group members because they are not eligible for support under this activity. You should however mention this cooperation under point 7.4. Project description and in point 15.

17. File upload

To complete the TA-application, your application and additional documents should be uploaded before the deadline on October 30th 2018, 13:00 CET. Detailed information and a list of documents needed can be found below.

Curriculum Vitae (CV)

If you are applying as a **Group Leader** please fill in the CV template: [ACRONYM CV_TA-2019.doc](#) for **yourself**. The **Group Leader** is also responsible to organise the **CVs of all Group Members** listed in the TA-Application Form (under point 12.) using the same CV template. As **Group Leader** please compile all group member CVs into one pdf file labelled as your project’s ACRONYM followed by _CV group application_TA-2019.pdf (example: [ACRONYM_CV_group_TA-2019.pdf](#)).

If you are applying as an **Individual** please fill in the CV template: [ACRONYM_CV_TA-2019.doc](#) and save the file in pdf format labelled as your project’s ACRONYM followed by _CV_ individual application_TA-2019.pdf (example: [ACRONYM_CV_individual_TA-2019.pdf](#)).

Scientific Contact

Confirmation Letter: In order to secure that your TA application is indeed feasible at the specific AQUACOSM partner facility and time, the group leader must contact the respective facility provider in good time before your planned submission of the application, in order to obtain a signed letter from the facility provider that confirms that your project/participation is realistic/practical and fits to the potential planned activities. Please attach the signed confirmation letter in pdf format and label as your project’s ACRONYM followed by _CL_TA-2019.pdf (example: [ACRONYM_CL_TA-2019.pdf](#)).

TA Applications that do not have such a letter will not be considered.



Support Reference

Support Letter(s): AQUACOSM strongly encourages PhD students and early career scientists to apply for TA activity funding. However to strengthen applications, we suggest all PhD students and early career scientists applying as Group Leaders (up to 5 years of scientific experience since completed PhD degree) attach letters of support from your former supervisor or other senior peers who would be willing to be contacted by AQUACOSM for references about your scientific work (max 3 support letters).

Each letter of support must include: Name of scientific supporter; position; organization; address; phone and e-mail. Compile support letters (if more than one) and save in pdf format labelled as your project's ACRONYM followed by _SL_TA-2019.pdf (example: [ACRONYM_SL_TA-2019.pdf](#)).

Templates

Please find the templates at AQUACOSM Transnational Access page: (<https://www.aquacosm.eu/transnational-access/>)

File upload overview

Note that NOT all files are mandatory (see information in brackets in the list below). Also remember that documents should be labelled as your project's ACRONYM.

For **group application:**

- [ACRONYM_CV_group_TA-2019.pdf](#) (mandatory, CVs from group leader and each group member)
- [ACRONYM_CL_TA-2019.pdf](#) (mandatory, Confirmation Letter from facility provider)
- [ACRONYM_SL_TA-2019.pdf](#) (optional, Support Letter/s)

For an **individual applicant:**

- [ACRONYM_CV_individual_TA-2019.pdf](#) (mandatory)
- [ACRONYM_CL_TA-2019.pdf](#) (mandatory, Confirmation Letter from facility provider)
- [ACRONYM_SL_TA-2019.pdf](#) (optional, Support Letter/s)

18. Submit

Finally please press: **Save draft** if you have not filled in all the relevant information, or need to make further inquiries before you continue or **Submit** application when you are ready.

In submitting this application, you agree that you have read and understood the TA-Application Guidelines and that you are authorised by your institution or organisation to submit and act on this proposal. When you click on 'Submit Application', the form will use your email client to forward the completed form to us for review. If you later realise you have made an error, you can resubmit the form at any time before the deadline (June 14th 2019, 13:00 CET) and the latest application will be considered.

