



*Capacities – Research Infrastructures
Integrating Activities*

*Additional Reporting Instructions
for
Transnational Access Work Packages*

This document can be found on the INTERNET at the following address:

http://cordis.europa.eu/fp7/capacities/research-infrastructures_en.html



“Guidance notes on project reporting” can be found on CORDIS website at the following address: http://cordis.europa.eu/fp7/find-doc_en.html

The additional instructions provided in this document will help you to report specifically on the Transnational Access activities under section 3.3 of the periodic report (Work progress and achievements during the period) as specified in the "Guidance notes".

For each of the Transnational Access Work Packages you should provide the following information:

Description of the publicity concerning the new opportunities for access

[In the first periodic report describe the measures taken to publicise to research teams throughout Europe the opportunities for access open to them under the Grant Agreement. In the following periodic reports indicate only additional measures and changes.]

Description of the selection procedure

[In the first periodic report describe the procedure used to select users: organisation of the Selection Panel, selection criteria¹ employed by the Selection Panel, etc. Specify if feedback is given to rejected applicants and in which form. In the following periodic reports indicate only changes to the existing procedure.

Indicate date and venue of the selection meetings.

*Give in **Annex 1** the list of the Selection Panel members for the reporting period as well as the number of eligible user-projects submitted to the panel during the reporting period and the number of the selected ones.*

If the Selection Panel composition has been modified during the reporting period indicate the changes in this section.]

Transnational Access activity

[Give an overview of the user-projects² and users supported in the reporting period indicating their number, their scientific fields and other relevant information extracted from the MS access database.

In addition you must provide:

- *in **Annex 2** (“**List of User-Projects**”) the list of user-projects for which costs have been incurred in the reporting period. For each user-project give acronym, title, objectives, main achievements and difficulties encountered, and the amount of access granted to it on each installation in the reporting period.*
- *in **Annex 3** (“**List of Users**”) the list of users in the reporting period. List only the following categories:*
 - *the group leaders of the user-projects listed in Annex 2,*

¹ See Annex III to the Grant Agreement for Infrastructures (Specific provisions for transnational access activities) regarding “Eligibility and selection of the user groups”, section III-3.

² A *user-project* is a proposal submitted by a user group to the infrastructure(s) and approved by the infrastructure(s) selection panel

- *the users who have visited the infrastructure and have had access to its installations;*
- *the users who have used the infrastructure through remote access (if applicable).*

Do not include users internal to the infrastructure and user group members, other than the group leader, who have not made direct use (physically or remotely) of the infrastructure.]

Scientific output of the users at the facilities

[Give highlights of important research results from the user-projects supported under the grant agreement.

*Give in **Annex 4** the list of publications that have appeared in peer-reviewed journals (or peer-reviewed conference proceedings) during the reporting period and resulting from work carried out under the Transnational Access activity. List only publications that acknowledge the support of the European Community - Research Infrastructure Action under the FP7 “Capacities” Specific Programme.*

For each publication indicate the acronym of the user-project that have led to the publication itself. If the publication is available on Internet indicate its Web address.]

User meetings

[If any user meetings have taken place in the reporting period, indicate for each of them the date, the venue, the number of users attending the meeting and the overall number of attendees.]

Annexes

*[Annexes 1 to 4 should be produced by completing the relevant forms in the reporting MS Access Database that each co-ordinator has received by e-mail from the **Commission** (see the “Explanatory Notes for completing the MS-Access Forms” in the following pages). A printed copy of the forms must be attached to the paper copy of the Periodic Report. The data provided in the database will be used by the Commission to monitor the Research Infrastructure programme and its impact on the various European scientific communities.]*

Annex 1 – Composition of the Users Selection Panel

*[Use the “**Selection Panel**” form in the above mentioned MS Access Database.]*

Annex 2 – List of User-Projects

*[Use the “**List of User-Projects**” form in the above mentioned MS Access Database.]*

Annex 3 – List of Users

*[Use the “**List of Users**” form in the above mentioned MS Access Database.]*

Annex 4 – List of Publications (from work carried out under the Transnational Access activity).

*[Use the “**List of Users’ Publications**” form in the above mentioned MS Access Database.]*

Explanatory Notes for Completing MS-Access Forms

Please note that the information contained in the MS-Access file will be uploaded automatically in our internal database. Therefore, do not modify the format of the tables and provide all the information requested. Do not leave any field empty if not explicitly allowed. The list of fields is not exhaustive, only fields that need instructions have been mentioned below.

Entry page

Eligible User-projects: give the number of proposals for user-projects considered eligible for scientific evaluation in the reporting period. Do not count the projects for which the user groups do not fulfil the eligibility criteria indicated in the Grant Agreement (e.g. a project with a group leader working in the same country of the infrastructure operator).

Selected User-projects: indicate the number of proposals selected for support in the reporting period.

Selection Panel Form (Annex 1)

Only Selection Panel members **active at the end of the reporting period** should be declared in this form.

Reporting Period: PR1, PR2, PR3, ... according to the actual reporting period: 1st, 2nd, 3rd, ... (e.g. all Selection Panel members reported during the first reporting period have "PR1" specified in that column).

Infrastructure Short Name: select from the drop-down menu the infrastructure where the Panel member served on selection of user groups. If the Selection Panel is the same for all the infrastructures in the project, even when it is subdivided into thematic subpanels, select "ALL".

Family name and First name(s): write them in an identical way throughout all Annual Reports. Use plain text (avoid all capital letters style) and if the name is composite separate the different words with a single blank space or, when required, a hyphen (e.g. Family Name: "Lopez Ferrero", First Name(s): "Jean-Luc").

Home Institution Name: indicate the name of the institution where the panel member works and, between brackets, his/her position in the institution.

Additional information: use this optional field for any additional information you would like to provide on the selection panel member (e.g. thematic or installation subpanel membership, activity period if different from the reporting period, etc.).

List of User-Projects (Annex 2)

Only user-projects approved by the selection panel and **for which costs have been incurred** in the reporting period should be declared in these forms. A user-project can use more than one installation and infrastructure; list them in the "Installation Use" section.

Reporting Period: PR1, PR2, PR3, ... according to the actual reporting period: 1st, 2nd, 3rd, ... (e.g. all user-projects reported during the first reporting period have "PR1" specified in this column).

User-Project Acronym: it is the user-project identifier and **must be unique** under the grant agreement. The same user-project should always be referred to with the same acronym over its lifetime within the grant agreement when it appears over more than one reporting period. Avoid any special character and write it always in an identical way. The length cannot exceed 20 characters.

User-Project Title: indicate the title of the user-project. Use no more than 255 characters.

Continuation: indicate yes (Y) if the user-project is a continuation of a project that started under the previous reporting periods.

Main Scientific Field: select from the drop-down menu the general discipline that describes the field of science of the user-project.

Specific Discipline: select from the drop-down menu the specific discipline the User-Project relates to.

User-Project Objectives: write the short-term, medium and long-term objectives of the User-Project using the information provided by the Group Leader. Use no more than 250 words.

User-Project Achievements: describe the main achievements obtained and possible impacts, as well as possible difficulties encountered during the execution of the User-Project using the information provided by the Group Leader. Use no more than 250 words.

Installation Use

Infrastructure Short Name, Installation ID and Installation Short Name: select the infrastructure/installation used by the User-Project from the list of infrastructures/installations in the drop-down menu.

Amount of Access Delivered: give the amount of access delivered to the user group on the specific installation during the reporting period.

List of Users (Annex 3)

Only external users that have made direct use (physically or remotely) of the infrastructure during the reporting period and group leaders should be declared in this form. Do not include other user group members. A user can participate in more than one user-project and will have a different record for each of the user-projects he joined. A user can also have access, under the same user-project, to more than one installation and infrastructure.

Reporting Period: PR1, PR2, PR3,... according to the actual reporting period: 1st, 2nd, 3rd, ... (e.g. all users reported during the first reporting period have "PR1" specified in this column).

User-Project Acronym: select the acronym of the User-Project in which the user participates from the list of those indicated in Annex 2.

Family name and First name(s): they are the user identifiers and must be written in an identical way throughout all Periodic Reports. Use plain text (avoid all capital letters style) and if the name is composite separate the different words with a single blank space or, when required, a hyphen (e.g. Family Name: "Lopez Ferrero", First Name(s): "Jean-Luc").

Birth Year: use the format yyyy.

Nationality: if 'OTHER', specify the country name in the next field

Research Status: select from the drop-down menu one of the following codes: UND= Undergraduate, PGR=Post-Graduate (student with a first University degree or equivalent), PDOC= Post-doctoral researcher, TEC= Technician, EXP=Experienced researcher (professional researcher).

Scientific Background: indicate the scientific background of the user. It is possible to select, from the drop-down menus, up to three scientific fields in priority order (*Sci. Field 1* is the main one).

Home Institution Type: select from the drop-down menu one of the following codes: UNI= University and other higher education organisations, RES= Public research organisation (including international research organisation as well as private research organisation controlled by a public authority), SME= Small or Medium Enterprise, PRV= Other Industrial and/or profit Private organisation, OTH= Other organisation not fitting in one of the above categories.

Group Leader: specify if the user is the Group Leader of the specific User-Project (Y: yes or N: no).

New User: indicate yes (Y) only if the user has never visited or used remotely the infrastructure (or one of them when more than one) before the specific User-Project, otherwise write no (N).

Remote User: indicate if the user has had only remote access to the infrastructure(s) (Y: yes or N: no).

Number of Visits: indicate the total number of visits to the infrastructure(s) made by the user for the specific User-Project. Write "0" for remote users.

Duration of Stay: indicate the total duration, in days, of time spent by the user at the infrastructure(s) for the specific User-Project, including weekends and public holidays. Write "0" for remote users.

T&S Reimbursed: specify if travel and subsistence costs have been/will be reimbursed and have been/will be claimed to the contract (Y: yes or N: no). Write "N" for remote users.

Additional information: to provide clarifications, if needed, on specific cases e.g. to justify why users are listed but have not made direct use (physically or remotely) of the infrastructure during the reporting period

List of Users' Publications Form (Annex 4)

In this form you should report only peer-reviewed scientific articles, books (or part of them) and patents published during the reporting period and resulting from work carried out under the Transnational Access activity, both by user-projects running in the reporting period and by user-projects that run in previous reporting periods. Publications must acknowledge the support of the European Community - Research Infrastructure Action under the FP7 "Capacities" Specific Programme. For each publication indicate the acronym of the user-project that has led to the publication itself. If the publication is available on Internet indicate its Web address. Users supported under the transnational access activity are encouraged, as far as possible, to make available on open repositories their publications.

Year of Publication: use the format yyyy.

User-Project Acronym: indicate the acronym of the User-Project that has led to the publication. Select it from the list of user-projects active during the reporting period, or type it if the user-project has been active only during previous reporting periods.

Authors: indicate the author(s) of the publication.

Title and references: indicate the title and the publication references according to the type of publication.

Type of publication: select from the drop-down menu one of the following types: "Scientific Journal", "Book", "Patent", "Proceedings", "Article on WWW", "Other". When "Other" is selected, specify in the left field the type of publication.

Web address: indicate the web address, if any, where the publication is available.