# ...EU\_FT-ICR\_MS

# European Network of Fourier-Transform Ion-Cyclotron-Resonance Mass Spectrometry Centers

# Guide for Application to Trans-National Access

This guide is conceived as a complement to the information that can be found in the User Access Charter ([Charter of Access for TransNational Access to the EU\_FT-ICR\_MS Research Infrastructure](http://eu-fticr-ms.eu/upload/infra/Charter%20of%20Access%20for%20TransNational%20Access%20to%20the%20EU_FT-ICR_MS%20Research%20Infrastructure.pdf)).

The EU\_FT-ICR\_MS [transnational access proposal platform](https://projectnetboard.absiskey.com/indexinfra.php) is designed for electronic management of user proposals. Thus it includes an infrastructure for proposal submission, evaluation, execution and follow-up. This guide focuses on the [submission](https://projectnetboard.absiskey.com/createprojectinfra.php) part of the infrastructure and is intended to answer the questions on the submission procedure.

## When to submit?

The [proposal system](https://projectnetboard.absiskey.com/createprojectinfra.php) is an always open call for proposal. Submissions are welcome at any time the evaluation procedure should lead to an answer to the proposer within 4 weeks of the submission date.

## Who can apply?

Financing from the EU means that rules set out in the H2020 Program have to be followed, as detailed in the User Access Charter. Briefly, in order to apply for Trans-National Access to an infrastructure, the persons appearing as participant in a project should be from a country part of the European science area and from a country different to the one in which the facility for which access is requested in the project.

## How to apply?

The main part of the proposal is to be included as a PDF file based on the project submission template document ([Submission form](http://eu-fticr-ms.eu/upload/infra/Submission_form_Text_180601.docx)). The first step is therefore to complete this document with all the relevant information. This document will be kept confidential and used only for project evaluation purpose and, if accepted, for the execution of the project and evaluation of its outcomes.

Once this is done, submission of the proposal can be completed on the electronic infrastructure. The information entered in these sections may be used for reporting on the activity of the network, and thus should not contain confidential information.

The submission form is divided in 3 pages and 5 sections which are detailed below:

### General project information

Enter the project title, acronym and a short abstract for the project. This information will be used for reporting on the activity in the network: the abstract should be aimed towards a general scientific public and not towards specialists in the field.

### Project PI information

Each project should have a designated principal investigator (PI) which will be the main point of contact between project participants and the network for all the stages of the project. This is the person who assumes all responsibilities on the accuracy of the content of the project submitted and during the project execution if it is approved. An account will be created for the PI in the project management system.

The email address entered will be the one to which all automated project management notifications will be sent, such as individual account login and password, and automated notifications during the course of the reviewing stage.

### Institution information

This section gathers administrative information on the institution hosting the PI. If the PI has multiple affiliations, he should choose the most representative one.

### Other participants and visitors

At the submission stage, there is no need to provide the exact identity of all the participants within a project. But the TNA rules for access are based on the countries hosting a majority of the participants, this stage aims at checking that the majority of the participants are from a country which is (a) eligible for TNA access and (b) different from the country of the EU\_FT‐ICR\_MS installation which is applied for. In the case where one participant would be hosted in the installation’s country, please mention the number of participants in each country in the submission document so that this administrative validation can be carried on at the evaluation stage and not later.

Since TNA provisions includes taking in charge the travel and lodging expenses for visitors, the information of an on-site visit is important in the project reviewing process. The number of visitors indicated here will be the upper limit of the number of visitors who might be granted taken in charge for travel and lodging.

###  Project information

#### Experimental and processing time

The durations for experiments and processing are key indicators of the indirect funding provided by the network through the access to the facility. They should be estimated as precisely as possible and well substantiated in the project description document.

#### TNA hosting site and local contact

The application is targeted towards a designated installation within the network. The applicant should consult the project page on TNA ([eu-fticr-ms.eu](http://eu-fticr-ms.eu#tna)) indicating specificities of each installation to choose the most appropriate site. Local contact is not a requirement but is strongly encouraged as it will help in preparing an application that is within the instrumental capabilities and scientific expertise of the targeted installation. Contact persons for each site are provided on the EU\_FT-ICR\_MS project page ([eu-fticr-ms.eu](http://eu-fticr-ms.eu#tna)).

If in doubt, the project coordinator (Christian Rolando, christian.rolando@univ-lille1.fr) or the TNA coordinator (Carlos Cordeiro, cacordeiro@fc.ul.pt) can be contacted for advice.

## After application

Once the application is sent, you should receive shortly an email including a login and password to the project site. This will allow you to follow the status of your submission, including the comments done by each person in the reviewing chain. You will also be sent automated notifications every time the status of your submission has been changed.

### Steps in the reviewing process

The first step is a local evaluation, based on the feasibility of the project. Three answers are possible: send for scientific review, redirect to another site (in the case where a project cannot be done on the initial site but that another site would have the capability to perform it), or reject the project. The comments associated with these answers will be indicated when clicking on “View project history”.

If sent for scientific evaluation, the project will be evaluated based on its scientific content by one external expert and by the local scientific responsible. Both of their answers have to be positive for the project to be approved. For efficiency purpose, the project will be sent to two external experts but the first one who answers will terminate the evaluation procedure. Once again, the grades and comments of the evaluators will be indicated by clicking on “View project history”.

### Can I change my project after application?

Once a project has been submitted it is considered final.

## Who can I contact if I have a question?

For scientific or technical questions on the project and instrumentation, the best contact is the local contact point indicated on the TNA page ([eu-fticr-ms.eu](http://eu-fticr-ms.eu#tna)).

General questions should be directed towards the project coordinator (Christian Rolando, christian.rolando@univ-lille1.fr) or the TNA coordinator (Carlos Cordeiro, cacordeiro@fc.ul.pt)

Technical issues on the submission procedure should be directed to Jerome Mermoz, j.mermoz@absiskey.com.

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