

Terms of reference for the EUSMI Transnational Access programme

The actual document is based on the ToR, which were used under the preceding project ESMI. It will be in force until an updated version will be adopted by the EUSMI General Assembly during the kick-off meeting on 29 August 2017

The EUSMI Transnational Access programme is one of the three major parts of the EUSMI project.

1. Definition

The EUSMI Transnational Access consists of the following different approaches:

- Service: when a user requests a material or a measurement
- Access: when a user visits a EUSMI laboratory to learn how to prepare new materials or to perform an experiment
- Remote access: when a user uses a EUSMI infrastructure remotely

The EUSMI infrastructure consists of three different platforms:

- Experimental, which offers both Service and Access
- Synthesis, which offers both Service and Access
- Supercomputing, which offers only remote access

2. Related costs

The EUSMI infrastructure is available free of charge to the users who have their proposal positively assessed. Moreover, for each successful proposal regarding Access (not Service and remote Access), the EUSMI project pays travel, accommodation and subsistence costs up to 2 persons; the refund is managed by the hosting EUSMI laboratory according to its internal rules. According to the EU financial rules, some limitations have to be considered (convenient flight fares, non-luxury hotels).

3. Conditions for formal eligibility of proposals

The EUSMI Transnational Access is regulated by the Article 16 of the Terms and Conditions section of the EUSMI Grant Agreement. The eligibility criteria can be summarized as follows:

- the main proposer and the majority of the proposer team must work in a country other than that one where the legal entity operating the infrastructure is established. This also applies for remote access to the supercomputing facility JUROPA.
- Users must disseminate the foreground generated with the EUSMI support
- For a stay longer than 3 months, the access provider shall seek written approval of EU
- the maximum amount of access, which can be granted to a single super-computing proposal is limited to 1.5×10^6 core hours (by decision of the ESMI-PEC of November 12th 2012).

4. Review Panel

The EUSMI Access Review Panel is formed by 13 members, of which 8 are external to EUSMI. To respect their anonymity and to avoid tortious interference with their assessment of proposals, their names are not listed in the version of these ToR, which are available to the public.

5. Authorization

The EUSMI Access Review Panel is authorized to work on behalf of the Project Executive Committee (PEC) and can take official decision for it.

6. Deadlines

No deadlines are, for the time being, established for the applications, which will be evaluated upon arrival.

7. Application form

For an interim period all proposals will be processed through the old ESMI on-line proposal system. The application form is available registered users under:

<https://esmi-fp7.net/proposals/transnational-access/create/step/1>

8. Review process

Each proposal undergoes the following steps:

- i) check for eligibility

- ii) the Chairperson of the EUSMI Access Review Panel assigns it to two members of the EUSMI Access Review Panel and to the scientist in charge / local contact of the requested infrastructure
- iii) the two members of the review panel have to rank the proposal according to its scientific merit by using the following scale:

Grade 10	Outstanding
Grade 9	Excellent
Grade 8	Very good
Grade 7	Good
Grade 6	Satisfactory
Grade 5	Acceptable
Grade 4	Fairly weak
Grade 3	Weak
Grade 2	Unsatisfactory
Grade 1	Unacceptable

and they have to support their ranking with a short justification. Similarly, the scientist in charge has to assess the feasibility by assigning a grade together with a short written justification

- iv) the grades shall be assigned to the proposal according to the following description
 - 8-10 the proposal shall get Access
 - 5-7 the proposal shall get Access only if available
 - 1-4 the proposal shall not get Access
- v) the two reviewers are kindly asked to assess the proposal according to the following criteria:
 - the proposal should address aspects of soft matter science
 - the scientific approach of the proposal should be of high-quality and relevance
 - the overall scientific goals of the proposal should be ambitious in terms of aiming at fundamental understanding or address questions of high industrial relevance
- vi) if the proposal received an average score from the two reviewers below 5, it will be rejected. The other proposals will be accepted in the order of their average grade according to the availability of the requested infrastructure
- vii) the two reviewers and the scientist in charge / local contact are kindly asked to advice on the access units to allocate

- viii) the final decision on the access units allocated to the proposal is a mere responsibility of the Chairman of the Review Panel
- ix) the number of access units allocated to the proposal cannot by any means be increased without a new proposal
- x) if deadlines for submission will be used: successful proposals that are not run in a certain round will be automatically reconsidered for the next round. If during the next round the proposal will not be run again, there will be no automatic resubmission for the future: the proposer shall resubmit the proposal again
- xi) In case of rejection (including unfeasibility), the statements of the two reviewers and of the scientist in charge / local contact will be sent to the applicant to give them a guideline to improve the proposal
- xii) the outcome of the review process will be notified to the applicant likely within 2 weeks from the submission.

9. Access modalities

After the acceptance is notified, the applicant shall contact the scientist in charge of the requested infrastructure in order to agree together on the schedule and to discuss any other details, including logistic help for the organization of the travel and stay.

10. Applicant reimbursement procedure

Before the visits takes place the local contact shall inform the applicant on the procedure for the reimbursement of the travel, accommodation and subsistence costs. The applicants travel costs shall not be reimbursed, before their access report was submitted (see item 11).

11. Reporting

After the Access, Service or Remote Access, the applicant and the scientist in charge / local contact must prepare a short report of the event; the report forms are available under the ESMI web portal.

12. Acknowledgement

The EUSMI financial support shall be acknowledged by including the following sentence in any publication generated by the work supported by the EUSMI project:

“The authors acknowledge financial support from the European Commission under the Horizon 2020 Programme by means of the grant agreement No. 731019 EUSM”.

Jülich, 19 July 2017

Guidance Notes for EUSMI-Proposal Writing

A clearly written proposal will increase the chances that the EUSMI review panel will select your application for access. Please read carefully the following guidelines for proposal writing:

An EUSMI Transnational Access proposal consists of three distinct parts:

- A concise abstract
- A scientific background file
- Technical information

General

Before you write your proposal, we advise you to contact the scientist in charge of the requested facility to decide on the feasibility of the proposed research, technical requirements and the necessary amount of access.

The abstract:

Here you should concisely identify the scientific question you intend to address, the required instrumentation and the expected results.

Scientific background file

The scientific background file is the core of your proposal. It has to be written in English and must not be longer than two pages. Here should address the following subjects:

- **Scientific context**
Please give a clear description of the aims of the proposed research as well as the expected outcome and set these within their scientific context.
- **Results of previous work**
Where possible, give results of previous and preparatory preliminary work carried out, (for example, NMR or light scattering experiments) in support of your proposed experiment and to demonstrate sample quality.
- **Feasibility of the requested facility**
Explain why the requested facility is most feasible for the proposed research

Technical information

In step 3 of 4 of the EUSMI online proposal system you will have to provide all technical information necessary to execute the proposed research successfully.

Here you have to give a detailed description of the planned work:

For *physical experiments* this has to include sample properties, the parameters which shall be changed and the range of these variations.

For *synthesis proposals*, please provide information on the number of different target systems and desired amounts

Supercomputing proposals need to provide information about system size and parallelization capacities

Use this information to give a detailed justification for the requested amount of access.