



IRISCC TA CALL

Guidelines for completing the TA application form

INTRODUCTION

This document gives an overview of the IRISCC application form and will help you correctly fill in each section.

We encourage users to discuss the access proposal with the access provider of the facility before submission.

Users may download the preview of the forms to get a summary of the information requested about the applicants and the proposed access and prepare for the application. Additional questions can be included in the application form in case of topical calls to focus on a specific topic.

Access proposals are submitted in electronic form using the **ACTRIS PASS** (Platform for managing user access to ACTRIS ServiceS) at <https://passactris.smapply.io/>

The purpose of the online application is to simplify and speed up the application process, as well as help the Service and Access Management Unit manage access information.

The online form is built with conditional logic so that the user automatically arrives at the relevant sections/parts based on the answers given to specific questions. Whenever you go back and then forward again, the form automatically saves the answers so that you don't have to fill them in again. That works until the final submission of the form.

If you experience any problem with the online application form, please contact the SAMU team at samu@imaa.cnr.it

IMPORTANT PRELIMINARY NOTE:

TO SUBMIT A COMPLETED APPLICATION, PLEASE REMEMBER TO CLICK THE GREEN 'SUBMIT' BUTTON LOCATED IN THE APPLICATION SUMMARY BOX ON THE TOP-RIGHT OF THE FORM PAGE.

Follow the steps (1 and 2) as in the figure at page 2

← Back to application

IRISCC Access Programme: 1st TA Call
IRISCC-TA-1--0000000008
ID: IRISCC-TA-1--0000000008

✓ IRISCC TA Application Form >

1 of 1 tasks complete

Last edited: Apr 8 2025 18:31 (CEST)

REVIEW SUBMIT

Deadline: Jun 11 2025 17:00 (CEST)

2)

IRISCC TA Application Form
Completed Apr 8 2025 18:31 (CEST) Deadline: Jun 11 2025 17:00 (CEST)

Task instructions [Hide](#)

Welcome to the IRISCC Transnational Access proposal online submission form. Before filling out the form, don't forget to check the application guidelines as well as the previews of the form.

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Do you confirm that in case of physical access each member of the user group has appropriate personal insurance during the access?

Yes
 No

Clear

Does the funding for the proposed study come from a HORIZON-funded project, and have ethical issues already been addressed in the HORIZON grant agreement?

Yes
 No

Clear

Comments and any other relevant information

none

Upload additional documents

Upload a file

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

1)

Figure 1 – Steps for submitting a completed application.

NB: all fields marked with* are mandatory

PART A – General Information

This part of the form collects basic information on:

- The Service(s) and the Facility/Platform/Installation(s) requested (A.1)
- The User group LEADER and the User group members (A.2)
- Scientific excellence of the user group (A.3)

A.1 - CONFIRM THE SERVICE(S) AND THE FACILITY/PLATFORM/INSTALLATION(S) YOU REQUEST

Service(s) requested *

Please indicate here the name of the services to request as seen in the [IRISCC Catalogue of Services](#)

Host Facility/Platform/Installation(s) *

Please report here the name of the Facility/Platform/Installation(s) providing the requested services as seen in the [IRISCC Catalogue of Services](#)

A.2 Information on the User Group LEADER and the User group members

The user group leader (principal investigator) is the person responsible for the application and acts as a contact for the group of researchers involved in the proposed access.

Name and Surname *

Please indicate the FIRST name and then the LAST name.

Gender *

This information is required for reporting to the EU.

Please select from the drop-down list one of the following options:

- Male
- Female
- Non binary
- Prefer not to tell

Nationality *

This information is required for reporting.

Please indicate your nationality.

Profile *

This information is required for reporting.

Please refer to the EU "Research profiles descriptors" <https://euraxess.ec.europa.eu/career-development/researchers> and select the suitable option from the drop-down list:

- R1 First Stage Researcher
- R2 - Recognised Researcher
- R3 – Established Researcher
- R4 - Leading Researcher
- Engineer, Technician
- Other: Specify

Field of activity *

This information is required for reporting.

Please select from the drop-down list:

- ENV-ATMO - Earth and environmental sciences/Atmospheric domain
- ENV-HYDRO - Earth and environmental sciences/Hydrosphere domain
- ENV-LITHO - Earth and environmental sciences/Lithosphere
- ENV-ECOBIO - Earth and environmental sciences/Eco-biosphere
- PHY - Physics, astronomy, astrophysics and mathematics
- CHEM - Chemistry and material sciences
- BIO-MED - Biological, medical sciences and biotechnology
- ENG-TECH - Engineering and technology
- EGY - Energy
- ART - Humanities and arts
- ISC - Information science and communication
- SOC - Social sciences

Institution Name *

Please indicate the name of the Institution where you are currently working or studying.

Institution legal status *

Please indicate the legal status of the Institution where you are currently working or studying. Select from the drop-down:

- Public research (including international research organisations and private research organisations controlled by a public authority)
- University and higher education
- Public authority
- Small Medium Enterprise (SME)
- Other industrial and/or profit private organisation
- Other

Institution address and country *

Please indicate the country where your current institution is based.

Does the user group include other members? *

Please indicate whether the user group includes other participants or not.

- Yes
- No

Selection of YES directs the user to a table to provide information for each User group member.

The selection of the NO directs to the Scientific excellence of the user group field.

Information on the user group *

Information on user group members is provided by filling in the table with all details for each participant.

Provide for each member of the user group identical information as for the user group leader. Always remember the general Transnational access criterion: access support is limited to user groups having the leader and majority of members working for institutions not located in the same country as the requested facility/platform/installation.

A.3 - Scientific excellence of the user group**Are there any references/publications of the user group in the domain of the application? ***

Please indicate here the availability or not of references and publications of the user group in the field of the requested access.

- Yes
- No

Selection of YES in the online form directs the user to subsection A.3.1 Publications of the user group. The selection of the NO directs to subsection A.2.2 CVs of the user group.

A.3.1 Publications of the User Group

List 5 publications of the user group in the field of the project *

Please provide a list of at least 5 recent, relevant publications of the participating scientists in the field of the project.

A.3.2 CVs of the user group

Upload short CVs if no references are available *

PART B - Information on the requested Transnational Access

Are you a new user *

A new user is a user who has never accessed any of the requested facility/platform/installations before. Please detail whether you or any member of the user group, your direct colleagues, or other staff from your institutions have already accessed any of the facility/platform/installation(s) and specify which ones.

Is there a Facility/Platform/Installation(s) similar to that/all those you wish to utilise in the country where you work? *

This information serves to establish priority in case of need.

Have you discussed the proposal with the access provider/s? *

Applicants are encouraged to contact the facility/platform/installation(s) to discuss access particulars and practicalities (feasibility) to prepare the access request for submission. This initial contact with providers makes it possible to minimise the feasibility check step of selection, reducing the overall duration of the selection process. If users and providers have not discussed the access before submission, the feasibility check takes longer and covers the technical-scientific details.

Direct contact between users and providers after request submission and before the selection conclusion can happen only during the feasibility phase.

Type of access requested*

Innovative modes of access, including the combination of physical and remote access, are particularly encouraged.

Please select from the multiple choices whether you request:

- Physical access (hands-on access of user at the facility/platform/installation(s))
- Remote access (the user does not visit the facility/platform/installation(s) in person)
- Hybrid access (combination of Physical and Remote access)

Detailed work plans for the access are to be described in the section *Experimental method and working plan*, with particular focus to be dedicated to information on how the user intends to work in case of remote and hybrid access.

Planned access start date*

Indicate the planned starting date of the access project, beginning from the first access to a

facility/platform/installation. In case individual access of users has different planned dates, please provide details in section A.2 and describe the planned organization in section B.1 – Experimental method and working plan".

Planned access end date*

Please indicate the planned end date of the access project.

Potential flexibility in project dates?

Indicate potential flexibility to optimise access schedule with the facility/platform/installation operator.

PART C – Detailed information on the TA project

Title & Acronym of the project *

Please provide a title and acronym you want your proposal to be assigned.

Climate change risk determinant(s) addressed *

Please indicate the determinants of climate change-induced risks addressed by the research proposed for access, selecting from the list:

- HAZARDS (natural or human-induced events)
- EXPOSURE (presence of humans, ecosystems, and infrastructure where hazards occur)
- VULNERABILITY (susceptibility of exposed elements to harm, considering the ability to cope and adapt)

Please describe how the selected determinant(s) is/are addressed *

Please provide a detailed explanation of the methods and approaches used to address the selected determinants of climate change-induced risks in your research. Describe the specific strategies, activities or analyses you will employ to understand these risks.

Scientific field(s) *

Please indicate the scientific domains (main field and sub-fields) of the project. Be as precise as possible, as this will help identify suitable reviewers for the proposal.

Multi /inter/trans-disciplinarity *

Please categorize your project by selecting one of the following options: Multidisciplinary, Interdisciplinary, or Transdisciplinary. Consider that multi-disciplinary research enhances understanding of observed phenomena from multiple perspectives; inter-disciplinary approaches integrate disciplines and allow a more holistic understanding of phenomena; trans-disciplinary approaches integrate practical considerations and impacts in developing and applying knowledge. More on Multi-Disciplinary, Inter-Disciplinary and Trans-Disciplinary Research [here](#).

Scientific objectives (max 3000 characters) *

Please explain the scientific objectives of the planned activities, highlighting scientific background/state of the art, rationale, and reasons for choosing the particular facility/platform/installations. Describe in particular what motivated your choice (especially if similar facility/platform/installations exist in the country where you work).

Experimental method and work plan (max 1300 characters) *

Provide a succinct and accurate description of your plan for achieving the goals in the given time frame, the methods employed, the experimental set-up foreseen, the expected duration, the planned timetable, and additional information about the role of each participant. Please describe the need for specific measurements and data at the platform to ensure efficient use of the infrastructure.

Please describe in particular work plans for the combination of physical and remote access (if requested), as well as plans for simultaneous, sequential or hybrid access to multiple facilities (if requested)

The work plan should provide sufficient information needed for evaluating the project and verifying its feasibility and credibility.

Interest for the scientific community/relevance/impact/innovation (max 600 characters) *

Based on what is applicable, please describe:

- i. how the proposed work may contribute to new scientific, technological or scholarly horizons enabling trans-disciplinary developments; and/or
- ii. how the proposed work identifies and/or makes progress on new/existing instruments, methodologies, techniques, etc.; and/or
- iii. potential industrial applications, prototype testing.

In particular, for point iii., highlight the potential for public-private partnership collaborations, commercializing research products, methods, or testing their commercial potential. Also, describe any contributions to technology development, prototype testing, and new industrial applications.

Availability and use of results

Please note that only user groups that are allowed to disseminate the results they have generated under the access may benefit from the access unless they are working for SMEs. Data from access at IRISCC facilities/platforms/installations need to be provided for long-term storage and open access (exceptions may apply again in case of SMEs or on a justified case-by-case basis)

Dissemination Plan *

Please describe the plans for disseminating the results (in papers and conferences) and making data available in a repository. Where applicable, explain the reasons why results are not to be disseminated.

Further assistance needed from the provider(s) / at the facility/platform/installation(s) during access *

Please describe the type of support (administrative, logistic, technological, training support or any other type of support needed at the facility/platform/installation(s).

Estimated user's travel & subsistence costs, in EUR (only for physical access and combination of physical + remote access)

Limited financial support is available upon request and is only intended to facilitate TA but cannot guarantee full reimbursement of travel expenses of the participating users.

Independent of the size of the research group, the maximum T&S support per project is €2,000. Exceptions are possible for well-justified reasons. Users are encouraged to use any other funding available to them (i.e., from other projects) to cover the remaining fraction of T&S costs. Reimbursement should be based on the most economical rates available.

The disbursement of the T&S contribution is handled by the host institution in charge of the IRISCC facility/platform/installation. Reimbursement will require proper justification (original tickets, receipts, etc.) according to the regulation applied to by the host institution. Details for reimbursement of the costs will be provided after proposal acceptance.

Travel costs per person *

Please indicate the cost of travel per person (A) and the number of persons travelling (B). The total amount of travel costs is automatically calculated in the form.

Daily subsistence costs per person *

Please indicate the cost of daily subsistence per person (A), the total number of travel days counting all the persons travelling (B). The total amount of subsistence costs is automatically calculated in the form.

Total estimated T&S costs are automatically calculated.

Co-financing for Travel & Subsistence costs requested to IRISCC *

Considering that the **IRISCC maximum T&S support per project is €2,000**, please specify the amount you are requesting.

Justification of T&S contribution requested in case of remote access *

In case remote access is selected, the user must justify and document the request for T&S contribution.

PART D - Final statements**Applicable regulations and terms of use***

Users are responsible for complying with applicable law and safety regulations, which comprise, e.g., national and local regulations, procedures and specific measures of the hosting organisations related to access to facility/platform/installation(s), the use of equipment, required protection, safety regulations, adequate training, health and risks, insurance requirements, and any other terms of use of and access to the facility/platform/installation(s) concerned.

Insurance*

Users shall be responsible for their own insurance. The hosting institutions have the right to request that certain insurances be taken and also to request proof for that.

Does the funding for the proposed study come from a HORIZON-funded project, and have ethical issues already been addressed in the HORIZON grant agreement? *

Please indicate whether the proposed study is sourced from a HORIZON-funded project and confirm if ethical issues have already been addressed in the related HORIZON grant agreement.

The selection of YES in the online form directs the user to the field for the final comments.

The selection of **NO** introduces the following additional questions to ensure that any potential ethical issues are properly addressed and considered.

- 1. Does the planned activity involve conducting a study (including non-medical studies) on humans, human embryos, human cells, or animals?**
 - Yes
 - No
- 2. Does the planned activity involve the use of substances or processes that may cause harm to humans, animals, plants, or the environment?**
 - Yes
 - No
- 3. Are there any other ethical issues that should be taken into consideration, such as the processing of personal data, the use of Artificial Intelligence or activities conducted in non-EU countries?**
 - Yes
 - No
- 4. If the answer is 'Yes' to any of the ethics questions above (1-3), please describe the identified ethical**

issues and how they will be addressed during the planned activity:

Open text box

Comments

Users may provide any optional comments. Any crucial information not included in previous sections of relevance for the facility/platform/installation(s) operator may be included here.