

**1. Project PI**

<b>First, last name:</b>	
<b>Affiliation:</b>	
<b>Address, City:</b>	
<b>Country:</b>	
<b>Phone:</b>	
<b>E-mail:</b>	

**2. Project Information**

<b>Project title:</b>	
<b>Project acronym (20 char max):</b>	
<b>Integration in ACTRIS activity:</b>	
<b>TNA type:</b>	Training benefit Mobility of expert
<b>Host infrastructure:</b>	
<b>Name of access provider: (infrastructure contact person)</b>	
<b>Email:</b>	

**Project dates:**

<b>Start date:</b>		<b>End date:</b>	
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## **Project description**

*Scientific objectives (250-350 words)*

*Technical description of work to be performed (250-350 words)*

Recent references (5 max) / If no references, short CV

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**Project participants**

First, last name	Email	Home country of affiliation	Position	Gender	New user	Start of TNA	End of TNA	Duration of TNA
(PI)								
<b>Total number of user days:</b>								

**3. Estimated project costs (in EURO)**

Travel costs per person (A)	Total number of participants (B)	Total travel costs (C= A x B)
Daily subsistence costs per person (D)	Number of days (from table above) (E)	Total subsistence costs (F = D x E)
<b>Grand Total (G=C + F):</b>		
<b>Percentage requested to ACTRIS:</b>		

**4. Comments**

(Optional)

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## Application guidance notes

- 1) The **Principal Investigator (PI)** is the person responsible for the project who acts as contact of the proposal. The PI must be affiliated with an institution from an EU member, associated, or candidate state (cf. [Cordis website](#) for eligible countries). However, the participants may come from outside the EU if they do not represent the majority of users in the group. The PI is expected to participate as user.
- 2) **TNA type:** specify if the planned project aims at providing training to young researchers or at adding value to the infrastructure (mobility of experts). The review will take into consideration a potential training benefit to young researchers or the expertise of the user group. Both, training and/or mobility must be sufficiently demonstrated in the section “Technical description”.
- 3) The **project start/end dates** correspond to the first/last day the infrastructure is accessed by any person of the user group.
- 4) **Project description:** Please limit the text to the recommended length. If required, you may add supplementary information either in the section “Comments” or in the email to the ACTRIS Coordination office. The Coordination Office will decide whether the information is relevant to be included for the review.
  - **Scientific objectives:** Give a concise and clear outline of the objectives that you want to achieve and specific aims of the project, making reference to its scientific relevance. Identify the gaps the project is intended to fill, state your motivation and importance of your planned research, reasons for choosing the specific infrastructure, etc.
  - **Work plan:** Provide a succinct and accurate description of the work plan for achieving the goals in the given time frame, of the methods employed and experimental set up foreseen, additional information about planned time table, justification of training benefit and/or mobility, etc. The work plan should include sufficient information needed for evaluation of the project.
  - **Recent references:** List max 5 pertinent references. Alternatively, a **short CV** may be included for young researchers not having produced any publications yet.
- 5) **Project participants (table):**
  - All participants needed to carry out the project should be listed here.
  - TNA is not eligible if the home country of the PI’s affiliated institution is located in the same country as the host infrastructure (‘transnationality aspect’).
  - Position: select the appropriate research status (or equivalent): UND= Undergraduate, PGR=Post-Graduate (student with a first University), PDOC= Post-doctoral researcher (PhD completed within last 5 years) , TEC= Technician (or engineer), EXP=Experienced (professional) researcher, senior scientist.
  - New user: select ‘Yes’ if the user has never visited the infrastructure before this specific project. Priority is given to user groups involving new users (users that have never used the infrastructure before or users from institutions/countries that would normally not have access to such unique research facility, e.g., scientists from Central and Eastern European countries).

- Indicate first/last day of TNA (dd/mm/yyyy). If your access to the infrastructure is not continuous, indicate periods on separate lines.
- Indicate the TNA duration in days. The access may be non-continuous and may include days (or half-days) for installation, tests, dismantling (max 20%). Do only include actual days of access to the infrastructure and pertinent to the project. Please round to minimum half day (*e.g., 2 or 2.5 or 3, etc.*). The number of access days will have to be justified for reimbursement.
- The total duration of TNA will have to be included under (3).

## 6) Estimated project costs:

List your real estimated costs for all participants included in the table above. Financial support from ACTRIS to the project user group is intended to facilitate the TNA but not meant to reimburse the full expenses of the participating users. It is only available upon request and dependent on the availability of funding from the European Commission. Please note that:

- Independent from the number of participants, financial support will be limited to 2 equivalent persons per project (*e.g., for a project lasting two weeks a maximum of 2 persons x 14 days or 4 persons x 7 days etc. may be financed*).
- Financial support to travel and subsistence to the user will be reimbursed in form of a maximum flat rate per infrastructure user day (1 person research working day) which might vary and depends on the specific infrastructure. The amount to the users will be decided after the evaluation results and overall number of incoming proposals.
- Instrument transport will not be reimbursed.

Reimbursement of the costs will only be done after project completion and after submission of all requested documentation to the Coordination Office. Reimbursement is made via the host institution and will require proper justification (original tickets, receipts, etc.) according to the regulation applied to by the host institution. Please make sure that you contact the access provider to make sure that all supporting material is provided for your reimbursement.