Terms of reference for the

EUSMI Transnational Access programme

In this document the general conditions are outlined, under which users can apply for and can be granted access to EUSMI installations. These conditions are based on the regulations of Article 16 of the EUSMI Grant Agreement. The terms of reference are competed by a brief guideline for proposal writing, which authors should read carefully and consider before drafting an application.

The EUSMI Transnational Access programme is one of the four 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 installation 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/or Access

   - Synthesis, which offers both Service and/or 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 covers accommodation and subsistence costs for up to 2 persons which incur due to the implementation of the proposed work. Further EUSMI contributes to travel costs up to a limit of 500€ per person and proposal. The refund is managed by the hosting EUSMI partner group 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 where the legal entity operating the infrastructure is established. This also applies for remote access to the supercomputing facility JURECA.

- Users must disseminate the results generated with EUSMI transnational access support. This rule does not apply to users working for an SME.

- If publications emerge from work performed with EUSMI transnational access support, which mainly deal with the results obtained from the EUSMI TA proposal, these should include the local contact / instrument responsible as co-author. This condition can be waived by the leader of the hosting partner group.

- For a stay longer than 3 months, the access provider must request written approval of EU.

- Access for user groups with a majority of users not working in an EU or associated country is limited to 20% of the total amount of units provided by the hosting installation.

- 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).

- Users who did not yet provide a final report for earlier proposal are excluded from submitting new proposals.

4. Review Panel

The EUSMI Access Review Panel is formed by a group of internationally renowned experts in the field of soft matter. At least half of them 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. Deadlines

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

6. Application form

All applications, their reviewing, notifications and reporting are processed only through the EUSMI online proposal system (OPS), which is available under: www.eusmi-h2020.eu for registered users. For guidance for proposal writing, please refer to Appendix 1

7. Review process

Each proposal undergoes the following steps:

i)   check for eligibility

ii) the Chairperson of the EUSMI Access Review Panel assigns it for review to two members of the EUSMI Access Review Panel and to the 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. For the ranking of proposals by industrial applicants also their innovation potential and socio-economic impact shall be considered.

iv) Similarly, the local contact has to assess the feasibility of the proposed experiments and provide a short, written justification. Further, he/she has to report any severe scientific conflict of interest to the chair of the review panel.

v)   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

vi) 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

Further, priority should be given to user groups composed of users who:

- have not previously used the installation and
- are working in countries where no equivalent research infrastructure exists.

vii) 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

viii) the two reviewers and the scientist in charge / local contact are kindly asked to advice on the access units to allocate

ix) the final decision on the access units allocated to the proposal is a mere responsibility of the Chairman of the Review Panel

x) if required and beneficial for the experiment the local contact/scientist in charge can decide to increase the number of access units.

xi) 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

xii) 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.

xiii) the applicant shall be notified of the outcome within 4 weeks from the submission.

8. **Access modalities**

   After the acceptance is notified, the applicant shall contact the scientist in charge of the requested installation 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.

9. **Applicant reimbursement procedure**

   Before the visit takes place, the local contact shall inform the applicant on the procedure for the reimbursement of the travel, accommodation and subsistence costs. The applicants' costs shall not be reimbursed, before their access report was submitted (see item 10).

10. **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, among others confirming the exact number of access units used. The report forms are available in the OPS on the EUSMI web portal. For details please refer to Appendix 2 Users who did not yet provide this report are excluded from submitting new proposals.

11. **Publications**

    If results obtained through TA projects are published, they have to be published Open Access. EUSMI will financially support each open access publication up to 1500 Euro. For details please refer to Appendix 3. Further, the published data have to be made available to the public, according to the EUSMI Data Management Plan. Users are strongly encouraged to use the EUSMI Data Repository Platform (DRP), which is available through the EUSMI web portal, for this purpose.

12. **Acknowledgement**

    Unless the European Commission requests or agrees otherwise or unless it is impossible, any dissemination of results must:

    (a) display the EU emblem and

    (b) include the following text:

    "*This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 731019 (EUSMI)*".

    When displayed together with another logo, the EU emblem must have appropriate prominence.

    Jülich, June 2020

Appendix 1: Guidance Notes for EUSMI-Proposal Writing

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

A 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. Specifically, if you intend to use more than a single instrument at an installation, please discuss this with the local contact and address it in the proposal if appropriate.

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.

Appendix 2: Guideline for EUSMI proposal reporting

At the end of a EUSMI project, the proposers are obliged to submit a report onto the EUSMI website.

The purpose of the report is for the EUSMI management to keep track of research activities, and to get a global picture of what have been done and what haven't, within the EUSMI network. It is not a scientific publication. So, a thorough analysis of data and a scientific discussion of the results are not necessary. Nor are graphs mandatory.

The report should contain the following information:

- Proposal number;

- Names and email addresses of the proposers;

- Instruments that have been used and the time that has been spent at the host facility;

- A brief description of the experiments;

- A brief description of the major outcomes: results, as well as "lack of results".

By default, the reports have to be typed into a text box which appears on the web form. In this box, neither graphs nor or equations can be included.

If graphs or equations are an indispensable part of the report, there is the option to upload an additional pdf file, containing a more detailed discussion.

Appendix 3: Open Data Policy and Data Management Plan

Development

This version of the data policy is the result of intense discussions within EUSMI data management task force during the second half of 2018, which was presented to the Executive Committee on 11 January 2019 for approval. The EXEC decided to circulate the document to the General Assembly for a circular resolution, which was implemented in January 2019. After approved by the GA the document was included in the first EUSMI periodic report in February 2019.

Official regulations and requirements

EU regulations demand that

- All work which is financially supported by the EU has to be published by gold standard open access or green standard with a maximum embargo time of 6 months.

- Since EUSMI has opted to participate in the EU-Open Data Pilot, all data required to validate a publication has to be made accessible to the public. However, if there is no publication, there is no necessity to make data publicly available. For details please refer to the corresponding guideline under: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa _pilot/h2020-hi- oa-pilot-guide_en.pdf

Identification of data to be published

As a first step to meet the requirements, the main author of a successful EUSMI TNA proposal (further on called "the user") and the local contact of the instrument have to agree on

- the kind of data, which shall be made publicly available

- and the process as well as the timeline of their publication, i. e. agree on an embargo time, which shall be two years at maximum after the approval of the user's report on the TNA proposal.

Implementation

The Executive Committee and the General Assembly have approved the following procedure for the data management:

- The user and the local contact use the EUSMI Data Repository Platform (DRP), which is available at https://drp.eusmi-h2020.eu/index.php/login for all registered EUSMI users, as a working place to exchange data related to a proposal. A folder is created automatically on the DRP for a proposal, once it is accepted.

- The basic metadata associated to a proposal is automatically imported to the DRP from the EUSMI database.

- The folder corresponding to a proposal will contain a "public" subfolder, which will be automatically published at the end of embargo period. It is the responsibility of the user and the local contact to organise the data, and to remove anything contained in this subfolder which they do not want to share.

The local contact and the user will receive emails before the end of the embargo period, notifying them that the dataset will be opened.

Extension of embargo period and opting out

At the end of the embargo period, there will be the possibility to opt out of data publishing and/or to extend the embargo period

- The local contact and the user will receive emails before the end of the embargo period, notifying them that the dataset will be opened.

- In those emails, they are informed that they need to send a justification by email to the project management and the executive committee if they wish to opt out or postpone the data opening.

- Any request for procrastination or opting out needs to be duly justified by the requesting party.

- If the user sends such email with copy to the local contact (or the local contact sends such email with copy to the user), the opening of the data will be postponed to the deliberation of the Executive Committee.

- During the deliberation, the project management and the Executive Committee

will check whether the justification complies with the reasons identified by the European Commission for opting out of the of the Open Data Pilot:

- o Incompatible with the obligation to protect or use results;
- o Incompatible with the need for confidentiality in connection with security issues;
- o Incompatible with rules on protecting personal data;
- o Project's main aim might not be reached;
- o Other legitimate reasons.

If the Executive Committee approves the request for postponement, the data opening can be postponed by the time period, requested by the user but not by more than two years. Notifying emails will be sent at the end of new embargo period.