



TRANSNATIONAL ACCESS CALL

Guidelines for completing the TNA application form

INTRODUCTION

This document gives an overview of the ATMO-ACCESS 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 complete summary of the information requested about the applicants and the proposed access and prepare for the application. We recommend preparing the proposal text offline before starting the submission procedure.

TNA proposals shall be preferably submitted in electronic form using the online form available here: <https://forms.gle/Quw64rhJmWuS8myZ8>.

The online form is a Google module that requires a Google account only for uploading files to integrate information into the application. If users do not have (and do not want to have) a Google account, they can fill in the version of the form that does not require the account (here <https://forms.gle/VwowsD97rVYsH8wm8>) and email any attachments to the ATMO-ACCESS TNA Team (tna@atmo-access.eu).

NB: if both versions of the form don't open by clicking on the provided links, just copy and paste the suitable one in the browser bar.

The purpose of the online application form is to simplify and speed up the application process, also helping the TNA Team with the entire management of TNA information.

The form consists of two parts:

1. PART A - General information, unique for all types of services available for access
2. PART B - Detailed information is customized:
 - i. for the Technical services (usual, customary services like calibrations, etc.)
 - ii. for the Research/Innovation services
 - iii. for Training services (in case the access only is about the provision of physical or remote training).

The online form is built with conditional logic so that the user automatically arrives at the relevant sections/parts based on the answers he gives to specific questions. Anyway, users can navigate back and forward in the form sections to change/amend the responses. Also, should the users change their minds and go back again, the form automatically saves the answers given the same session so that there is no need to

fill them in again. That works for a said session until the final submission of the form.

Word versions of the forms are available in case of problems with the online form and for those who would prefer to apply offline.

If you experience any problem with the online form and/or would prefer to use an offline form, please contact the ATMO-ACCESS TNA team at tna@atmo-access.eu

NB: all fields marked with* are mandatory

PART A – General Information

This part of the form collects general information on:

- The User group LEADER (A.1)
- The User group members (A.2)
- Scientific excellence of the user group (A.3)
- Requested TransNational Access (Project) (A.4)

A.1 Information on the User Group LEADER

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

Name and Surname *

Please indicate the FIRST name 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 option:

- Male
- Female
- Prefer not to say.

Nationality *

This information is required for reporting to the EU.

Please indicate your nationality.

Profile *

This information is required for reporting to the EU.

Please select from the drop-down list the suitable option:

- Undergraduate (Student working towards a bachelor's degree)
- Postgraduate (Postgraduate student with 1st university degree, PHD, PDOC-Postdoctoral researcher, ...)
- Expert scientist (Experienced, professional researcher)
- Engineer, Technician
- Other (e.g., other private sector, public authority, education, etc.)

Field of activity *

This information is required for reporting to the EU.

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

Are you a new user *

New user is a user that has never accessed any of the available facility before. Please, indicate if the user is new or has already visited/accessed/used the facility/ies in the past.

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

Institution address and country *

Please indicate the country where your current institution is based.

Please remember the Trans-national access criterion: access support is limited to user groups led by a principal investigator who works for an institution that is not located in the same country as the ATMO-ACCESS facility.

Planned access start date*

Indicate the planned starting date of the access project, beginning from the first access of a user group member to an ATMO-ACCESS facility. In case individual access of users have 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, following the last access of a member of the user group to a ATMO-ACCESS facility.

Potential flexibility of project dates?

Indicate potential flexibility in order to optimize schedule of the access with the facility operator.

Does the user group include other members? *

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

- Yes

- No

Selection of YES in the online form directs the user to subsection A.2 - User group member information. The selection of the NO directs to subsection A.3 - Scientific excellence of the user group. In the offline form, jump to the section that best suits your situation.

A.2 - Information on the user group

In the online form, information on user group members is provided by filling in and uploading Attachment 1 to the Call documents, containing a table with all details for each participant.

The offline form already includes the table, which applicants have to fill in and duplicate for each member of the user group.

Provide for each member of the user group identical information as for the user group leader. Always remember the Trans-national 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 ATMO-ACCESS facility.

Please, pay attention to including access dates for each participant if different from the general project dates, especially in case sequential/simultaneous/hybrid access to multiple facilities is requested (see section [A.4](#)).

If a participant's access is not continuous, please list periods on separate lines. The access may include days for installation, tests, dismantling (max 20%).

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.3.2 CVs of the user group. In the offline form, jump to the section that best suits your situation.

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 *

A.4 - Information on the requested TransNational Access

Title & Acronym of the project *

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

Scientific field(s) and cross-disciplinarity (if any) *

Please indicate the scientific domains (main field and sub-fields) of the project and all cross-disciplines (if applicable). Cross-disciplinary access from beyond atmospheric science as well as simultaneous access by users from multiple sectors are particularly encouraged and considered.

Main category of the requested service/s: *

Please indicate the main category of the requested service/s

- Technical services (i.e., instrument-specific calibration, testing, and intercomparison, QA/QC, etc., which can also involve some training)
- Research/Innovation services for the creation of new knowledge, products, methods and systems, which can also involve some training
- Training services only (i.e., summer/winter schools, thematic courses, modules, etc.)

Please pay attention to select the category of service that best suits your needs, as the form is different based on this selection. Combinations of categories are always possible, just indicate the prevalent category here and provide details of all the other services in relevant [PART B](#).

Depending on the category requested the online form displays different fields. Anyway, if halfway you realize that another category applies better, you can always go back to this section and change the preference. 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.

Proposed mode / form of access*

Innovative modes of access, including simultaneous, sequential or hybrid access to multiple facilities, are particularly encouraged.

Please indicate whether you request to access a single facility or multiple facilities.

Multiple facilities can be accessed:

- simultaneously by the user group members, each accessing a different facility at the same time, or
- in sequence, one after another, or
- in a hybrid way: some facilities are accessed in parallel by user group members, others are accessed at different times.

Details of the access to multiple facilities are to be provided in section B.1 *State-of-the-art / novelty (if applicable)* and *Experimental method and working plan*.

Host Facility/ies*

Select from the list the facility you are willing to access. In case of access to multiple facilities, indicate all the facilities for which simultaneous, sequential or hybrid access is requested.

The ACTRIS, ICOS and ICOS facilities offering access under ATMO-ACCESS are listed in the table below. The facilities comprise OBS (observational platforms), ASC (atmospheric simulation chambers), MOB (mobile platforms), CL (Central Laboratories). A description of the facility and services is available on the ATMO-ACCESS website.

#	SHORT NAME	NAME	TYPE	Involved RIs	PROVIDER, COUNTRY
1	AGORA	Andalusian Global ObseRvatory of the Atmosphere	OBS	ACTRIS	University of Granada (UGR), Spain, Granada
2	ATMOS	AThens MOnitoring Supersite	OBS	ACTRIS, ICOS	National Observatory of Athens (NOA) and National Center for Scientific Research "Demokritos" (NCSR) Athens, Greece
3	BCN	Barcelona Atmospheric Research network	OBS	ACTRIS	Agencia Estatal Consejo Superior de Investigaciones Cientificas (CSIC) and Universitat Politecnica De Catalunya (UPC), Barcelona, Spain

4	CAO	Cyprus Atmospheric Observatory	OBS	ACTRIS	The Cyprus Institute (Cyl), Agia Marina Xyliatou, Cyprus
5	CESAR	Cabauw Experimental Site for Atmospheric Research	OBS	ACTRIS, ICOS	Technical University Delft (TUD), Koninklijk Nederlands Meteorologisch Instituut (KNMI), Universiteit Utrecht (UU) and Rijksuniversiteit Groningen (RUG) Lopik, the Netherlands
6	CIAO	CNR-IMAA Atmospheric Observatory	OBS / CL	ACTRIS	Consiglio Nazionale delle Ricerche (CNR-IMAA), Tito (Potenza), Italy
7	CMN-PV	Monte Cimone - Po Valley	OBS	ACTRIS, ICOS	Consiglio Nazionale delle Ricerche (CNR-ISAC) Italy, Monte Cimone (Modena)
8	CO-PDD	Cézeaux-Aulnat Opme Puy de Dôme	OBS	ACTRIS, ICOS	Centre national de la recherche scientifique (CNRS) and Université Clermont Auvergne (UCA), Clermont-Ferrand, France
9	EVASO	Evora Atmospheric Science Observatory	OBS	ACTRIS	University of Evora, Evora, Portugal
10	FKL	Finokalia station	OBS	ACTRIS, ICOS	National Observatory of Athens (NOA), University of Crete, Finokalia, Crete, Greece
11	FMI PAL-SOD	Pallas-Sodankylä Atmosphere-Ecosystem Supersite	OBS	ACTRIS, ICOS, eLTER	Finnish Meteorological Institute (FMI), Muonio, Finland
12	HTM	Hyltemossa Research Station	OBS	ACTRIS, ICOS	University of Lund (ULUND), Sweden
13	ISAF - (IZO)	Izaña Subtropical Access Facility	OBS / CL	ACTRIS	Agencia Estatal de Meteorologia (AEMET), Izaña (Tenerife), Spain
14	JFJ	High Altitude Research Station Jungfraujoch	OBS	ACTRIS	Paul Scherrer Institute (PSI), Jungfraujoch, Switzerland
15	Melpitz	TROPOS Research Station Melpitz	OBS	ACTRIS	Leibniz Institut Fuer Troposphärenforschung E.V (TROPOS), Melpitz, Germany
16	NAOK	National Atmospheric Observatory Košetice	OBS	ACTRIS	Cesky Hydrometeorologický Ústav (CHMI), Ústav Vyzkumu Globalni Zmeny Av Cr Vvi (GCRI), Ústav Chemických Procesu Av Cr, v. v. i. (ICPF), and Masarykova univerzita (MU) Košetice, Czech Republic
17	OPAR	Observatoire de Physique de l'Atmosphère à La Réunion	OBS	ACTRIS	Centre national de la recherche scientifique (CNRS), Université de la Réunion (UR) La Réunion, France
18	RADO	Romanian Atmospheric 3D research Observatory	OBS / CL	ACTRIS	National Institute for Research and Development for Optoelectronics (INOE), Magurele, Romania
19	SBO	Sonnblick Observatory	OBS	ACTRIS, eLTER	Zentralanstalt für Meteorologie und Geodynamik (ZAMG), Austria, Rauris (Mt. Hoher Sonnblick)

20	SIRTA	Site Instrumental de Recherche par Télédétection Atmosphérique	OBS	ACTRIS, ICOS, InGOS	Centre national de la recherche scientifique (CNRS), Commissariat à l'Energie Atomique et aux Energies Alternatives (CEA), Ecole Polytechnique (EP), Université de Versailles Saint-Quentin-En-Yvelines (UVSQ), Plateau de Saclay, France
		SIRTA CCRES- ACMCC	CL	ACTRIS	
21	SMEAR II	Station for Measuring Ecosystem - Atmosphere Relations II	OBS	ICOS, ACTRIS, eLTER	University of Helsinki (UHEL), Juupajoki, Finland
22	WOS	Warsaw Observatory Station	OBS	ACTRIS	University of Warsaw, Warsaw, Poland
23	ACD-C / LACIS-T	Aerosol Chamber of the Atmospheric Chemistry Department	ASC	ACTRIS	Leibniz Institut fuer Troposphärenforschung E.V (TROPOS), Leipzig, Germany
		Turbulent Leipzig Aerosol Cloud Interaction Simulator			
24	AIDA	Aerosol Interaction and Dynamics in the Atmosphere	ASC / CL	ACTRIS	Karlsruhe Institute of Technology (KIT), Karlsruhe, Germany
25	AURA	Aarhus University Research on Aerosols chamber	ASC	ACTRIS	Aarhus University, Langelandsgade 140, DK-8000 Aarhus
26	CESAM	Experimental Multiphase Atmospheric Simulation Chamber	ASC	ACTRIS	Centre national de la recherche scientifique (CNRS) and Université Paris XII Val de Marne (UPEC) Créteil, France
27	ChAMBRé	Chamber for Atmospheric Modelling and Bio-Aerosol Research	ASC	ACTRIS	Istituto Nazionale di Fisica Nucleare (INFN), Italy, Genoa
28	ESC-Q-UAIC	Environmental Simulation Chamber from the "Alexandru Ioan Cuza" University of Iasi	ASC	ACTRIS	"Alexandru Ioan Cuza" University of Iasi, Iasi, Romania
29	EUPHORE	EUropean PHOtoREactor	ASC	ACTRIS	Fundacion Centro de Estudios Ambientales del Mediterraneo (CEAM), Paterna, Spain
30	HELIOS	Outdoor Atmospheric Simulation Chamber of Orléans	ASC	ACTRIS	Centre national de la recherche scientifique (CNRS), Orléans, France
31	IASC	Irish Atmospheric Simulation Chamber	ASC	ACTRIS	University College Cork (UCC), Cork, Ireland
32	KASCs	Kuopio atmospheric simulation chambers	ASC	ACTRIS	University of Eastern Finland (UEF), Yliopistonranta 1, 70210 Kuopio, Finland
33	MAC	Manchester Aerosol Chamber	ASC	ACTRIS	University of Manchester, Manchester, United Kingdom

34	PACS-C2	PSI Atmospheric Chemistry Simulation Chambers	ASC	ACTRIS	Paul Scherrer Institute (PSI), Villigen, Switzerland
35	QUAREC	Quartz Reactor	ASC	ACTRIS	Bergische Universität Wuppertal (BUW), Wuppertal, Germany
36	SAPHIR	Simulation of Atmospheric PHotochemistry In a large Reaction Chamber	ASC	ACTRIS	Forschungszentrum Jülich GmbH, Wilhelm-Johnen-Str., 52428 Jülich, Germany
37	FCoMLab	Finland Combined Mobile Laboratory	MOB	ICOS	Finnish Meteorological Institute (FMI) and Tampere University Applied Science (TAU), Helsinki and Tampere, Finland
38	FORTH-MSC	FORTH Mobile Atmospheric Simulation Chamber	MOB	ACTRIS	FORTH, Patras (Greece)
39	LACROS	Leipzig Aerosol and Cloud Remote Observations System	MOB	ACTRIS	Leibniz Institut Fuer Troposphärenforschung E.V (TROPOS), Leipzig, Germany
40	USRL	Unmanned Systems Research Laboratory	MOB	ACTRIS	The Cyprus Institute (Cyl), Nicosia, Cyprus
41	CiGAS-CH	Centre for Reactive Trace Gases In Situ Measurements	CL	ACTRIS	Swiss Federal Laboratories for Materials Science and Technology (EMPA), Switzerland, Dübendorf [Zürich]
42	ICOS-ATC	Integrated Carbon Observation System Atmospheric Thematic Center	CL	ICOS	Commissariat à l'Energie Atomique et aux Energies Alternatives (CEA), Plateau de Saclay, Paris suburb, France
43	WCCAP	World Calibration Center for Aerosol Physics	CL	ACTRIS	Leibniz Institut Fuer Troposphärenforschung E.V (TROPOS), Leipzig, Germany

Is there a facility similar to the one/all those you wish to utilize in your country? *

Please indicate whether a facility similar to that/those you request to access exists in the country where you work. If the answer is YES, please remember to indicate your reasons for requesting access to the ATMO-ACCESS facility(ies) you have chosen and also exist in your country.

Type of access requested*

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

Please select from the multiple choice whether you request:

- Physical access (hands-on access of user at facility)
- Remote access (the user does not visit the facility in person)
- Combination of Physical and Remote access

Detailed work plans for the access are to be described in section B.1 *Experimental method and working plan*, with particular focus to be dedicated to information on how the user intends to work in case of remote access and of combination of physical and remote access.

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

Applicants are encouraged to contact the facility/s to discuss access particulars and practicalities (feasibility) to prepare the access request for submission. This initial contact with providers makes it possible to minimize 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 contacts between users and providers after request submission and before the selection conclusion can happen only during the feasibility phase.

PART B – Detailed Information

Based on the main category of service/s requested in [Section A.4](#), the suitable PART B (Detailed information) of the form opens, featuring only questions relevant for the selected services and type of access (physical, remote or a combination).

PART B – Detailed Information for RESEARCH/INNOVATION SERVICES

B.1 - Description of the proposed research, innovation and technological work

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/ies. Describe in particular why the preferred facility is unique to perform your project and what motivated your choice (especially if a similar facility exists in the country where you work). Also highlight interest and relevance to the scientific community and, if applicable, any cross-disciplinary aspects (integration of disciplines outside the atmospheric domain) [and innovative access forms \(simultaneous, sequential or hybrid access to multiple facilities\)](#).

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, expected duration, planned timetable, and additional information about the role of each participant. In order to ensure efficient use of the infrastructure, the need for specific measurements and data at the platform should be described.

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 of the project and for verifying its feasibility and credibility.

Please specify if the access also involves some training to the participating user group and provide details

Please indicate whether the access includes any ancillary training to the participating users, and give some details specifying content and modalities. Describe any additional training requirements considering that training can be organized remotely.

Innovation Potential / impact (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 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.

PART B – Detailed Information for TECHNICAL SERVICES

NB: Please note that future ACTRIS NF cannot apply for those services that will be provided as operation support under the ACTRIS ERIC.

B.1 - User's research facility *

Please give the **name** of the platform and complete information on the **location**, providing also altitude (in m ASL) and geographical coordinates. Indicate information on the atmospheric station where the instrument is deployed for measurements.

Give details on the **instrument concerned**, and if CIMEL type, please give the head number and CIMEL type.

Technical description of work to be performed and expected duration *

Please describe the work that is needed including details in case of combination of physical and remote access, if requested (max 1300 characters)

Please specify if the access also involves some training to the participating user group and provide details

Please indicate whether the access includes any ancillary training, and give some details specifying content and modalities. Describe any additional training requirements considering that training can be organized remotely.

Interest to the scientific community/relevance/impact (max 800 characters) *

Describe the expected results and deliverables (scientific and technological outcome) and how the outcome may benefit the scientific community.

PART B – Detailed Information for TRAINING SERVICES (ONLY)

Indicate the training event for which you are applying (if applicable, please refer to specific courses organized by the facility, customised training services, etc.) *

Please specify the specific training (course, module, webinar, summer/winter school) you're interested in, paying attention to refer to the current offer available from the Facilities, indicated in their list of services (<https://www.atmo-access.eu/facilities/>) and/or in the facility's websites.

Training objectives (max 1300 characters) *

Please, explain why you are applying for this training, what you hope to learn from it, describe your training requirements in the scientific and technological scope and/or how it will benefit your professional development.

B.2 - Further assistance needed from / at the facility during access (common for all the services)

Please note that onsite support is offered free of charge but details need to be provided.

Describe the needs at the facility to carry out the planned access project, or any other requirements or support to be provided at the concerned facility/ies.

Specify, e.g., which specific instruments will be needed? Which on-site services?

Any requirements for aligning and integrating the access into the facility operations? Which preparatory work/installation/ dismantling time is required? Is training needed for using the instruments? Do you want to participate in routine measurements? Is support needed from local staff for post-access data analysis? Is there any need for space to deploy additional instrumentation, for data from permanent instruments, local transport, customs, travel, accommodations, specific authorizations, etc.?

If you plan to install an instrument on the platform, please provide its size, weight, power connection, necessary adapters, need of inlet or other equipment.

Note that local/national procedures and safety regulation might apply when accessing the infrastructure. If your group is interesting in getting specific training on instruments or methods, please also indicate it here.

The information is relevant for the facility operator /access provider in order to evaluate the technical and logistical feasibility of the project.

B.3 - Dissemination Plan (for Research/Innovation services and for Technical services. Not for Training services only)

Please note that only user groups that are allowed to disseminate the results they have generated under the TNA may benefit from the access, unless they are working for SMEs.

B.3.1 - Data Management*

It is mandatory that data from measurements at ATMO-ACCESS facilities will be provided for long-term storage and access (exceptions may apply in case of industrial/commercial use or on justified case-by-case basis).

With respect to Instruments brought by the user group to the infrastructure, and only for Research/Innovation services, please provide sufficient details for planning and integration during the access. For the management of the data resulting from TNA under ATMO-ACCESS, any relevant information about additional measurements should be indicated.

B.3.2 - Availability and Use of the results*

Applicants are required to describe in more details the data resulting from the access, including plans to make it available in a repository. Also planned publications or presentations in conferences related to the TNA project shall be described. Additional dissemination actions (via pictures, movies and social media posts) are encouraged.

B.3.3 - Reasons for not disseminating results*

Considering that exceptions to the dissemination of results may only apply in case of industrial/commercial use or on a justified case-by-case basis, users who answer NO to question on their availability to disseminate the results of the access to the ATMO-ACCESS facility have to justify the reasons why:

- measurement data resulting from the access are not to be made available
- results are not to be disseminated (included in publications or presented at conferences).

B.4 - Estimated user's travel & subsistence costs, in EUR (only for physical access and combination of physical + remote access)

Any financial support from ATMO-ACCESS to the user group is intended to facilitate TNA but cannot guarantee full reimbursement of travel expenses of the participating users.

Financial support is only available upon request and it is limited. 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.

Please note that:

- Financial support to users will only cover expenses related to travel and subsistence (T&S). Eligible costs:

- **Travel costs:** estimated eligible costs for travel from and to the facility. A maximum flat rate for travel costs might apply. Only those costs are eligible for which proof can be provided (e.g., copy of travel ticket). Short travels on-site, e.g., bus, train, taxi, etc. are not reimbursable. Costs related to the use of personal car or rental car are not eligible.
- **Subsistence costs:** the subsistence costs are the estimated eligible costs in relation to the daily expenses of the participant(s) during the visit at the facility. It should be calculated based on the actual daily expenses for accommodation and meals. A maximum daily flat rate might apply.
- **Other costs:** other costs (e.g., instrument shipping and transport, insurance, etc.) will not be reimbursed.
- Independent of the size of the research group, financial support will be limited to max 2 equivalent persons per project. The quantity of access granted to the user will be confirmed on a case-by-case basis after proposal evaluation in agreement with the facility operator.
- The amount of financial support to travel expenses will be decided on a case-by-case basis after proposal evaluation in agreement with the facility operator.
- Financial support to T&S depends on the ATMO-ACCESS facility and location, calculations may vary and are based on the availability of funding from the European Commission and on the applicable rates of the accounting practices of the institution in charge of the host infrastructure.
- Financial support requested to the ATMO-ACCESS: the financial support requested must only consider the fraction of costs not covered or coverable elsewhere. Indicate any potential co-financing.

The reimbursement of any T&S costs will be made via the host institution in charge of the ATMO-ACCESS facility (see Table of ATMO-ACCESS Facilities above). 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), the number of persons travelling (B) and the total amount of travel costs (AB). For example: € 500 (A, travel per person) X 3 (B, number of persons travelling) = € 1500 (AB, total estimated travel costs).

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), and the total amount of subsistence costs (AB). For example: € 100 (A, daily subsistence per person) X 9 (B = 3 days x 3 persons travelling) = € 900 (AB, total estimated subsistence costs)

Percentage of co-financing for Travel & Subsistence costs requested to ATMO-ACCESS *

As the limited financial support for user T&S costs is only meant to contribute to the user expenditures, user need to indicate the quota of co-financing requested to ATMO-ACCESS.

PART C - 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 organizations related to access of facilities or parts of a facility, 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 ATMO-ACCESS facility concerned.

Insurance*

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

TNA Carbon footprint assessment*

Complying with the general ATMO-ACCESS Carbon footprint assessment strategy, TNA users are encouraged to reflect on the environmental impact of their research activity, to make informed choices in their day-to-day research life to lessen the personal impact on the environment and to contribute to measure the GHG emissions of the TNA access activities.

An informative webpage (<https://www.atmo-access.eu/carbon-footprint-assessment/>) provides all details on the project strategy, displaying also a decision tree to guide user choice between physical and remote access to have the lowest environmental impact.

Please state here whether you agree or not to take part in the carbon footprint assessment of your TNA activity. TNA users who commit to the carbon assessment task are required to indicate relevant information about their travel mode and/or online activities in case of remote access in the post-access report. In particular, TNA Team will request users to provide:

- a) for physical access: their departure and arrival locations and means of transport taken (air, train, car (fuel/hybrid/electric), bus) and if the trip was one way or return.
- b) for remote activities:
 - i. the participants (n), the estimated duration of the remote activity (min), if webcams were on/off and if screen sharing was on or off.
 - ii. Details on the shipment of equipment.

Comments

User may provide any optional comments. Any crucial information not included in previous sections of relevance for the ATMO-ACCESS facility operator may be included here.