



esteem3

ESTEEM3

**Enabling Science and Technology through
European Electron Microscopy**

TA charter

06/01/2020



Table of contents

Introduction.....	3
1. Before the TA project	3
1.1. The conditions of access.....	3
1.2. The application process	4
1.2.1. <i>The submission</i>	4
1.2.2. <i>The evaluation</i>	7
1.3. Eligible costs	8
2. During the TA project	9
3. After the TA project	10
Conclusion	11

Introduction

ESTEEM3 is an integrated infrastructure network of **European Electron Microscopy Facilities** providing **Transnational Access (TA)** for the **academic and industrial research community** in **materials, physical, chemical and life sciences** to the most powerful electron microscopy instrumentation and techniques available at the nanoscale.

This **TA Charter** is a **guide for TA users** and aims to outline the following aspects concerning the TA procedure:

- **The conditions of access**
- **The application process**
- **The 15 laboratories in which to carry out the TA project**
- **The TA reporting form after the TA project**

After each chapter, **success points** are derived, which point out **the good practice of ESTEEM3** as **role model for transnational projects**.

1. Before the TA project

Before your TA project, you should take into account the **conditions of access**, information about the **application process** and the **eligible costs**.

1.1. The conditions of access

The Transnational Access is provided to **selected user groups**, which are teams of one or more researchers led by a group leader. The user groups must request access by submitting a proposal, which will be evaluated by the TAPEC, the official **Transnational Access Project Evaluation Committee**.

The following **conditions of access** need to be observed:

- You are allowed to submit your proposal as researcher coming from different types of institutions, such as **Universities and Institutes of Higher Education, Research Institutes, Enterprises or other official institutions**.
- The user group leader and the majority of the group members must work in **another country than the laboratory**, to which you need access.
- It is possible to apply from **all over the world**, but access to users with a majority of users not working in the **EU or an associated country** is **limited to 20 %** of the total amount of units of access of ESTEEM3.
- You are obliged to **disseminate the results** you have generated under the action from the access, **unless you are working for a SME**.

Success points:

1. European and international researchers are included in ESTEEM3.
2. Educational Institutions and companies are accommodated, which creates closer collaboration between industry and academia.

1.2. The application process

Concerning the **application process**, you should **follow the 5 steps how to submit a proposal**, which are described below and you should notice the **evaluation criteria**.

1.2.1. The submission

Applications can be submitted online to <https://www.esteem3.eu> including a description of the work, which you wish to carry out, and administrative data.

1st Step: Register to get a login

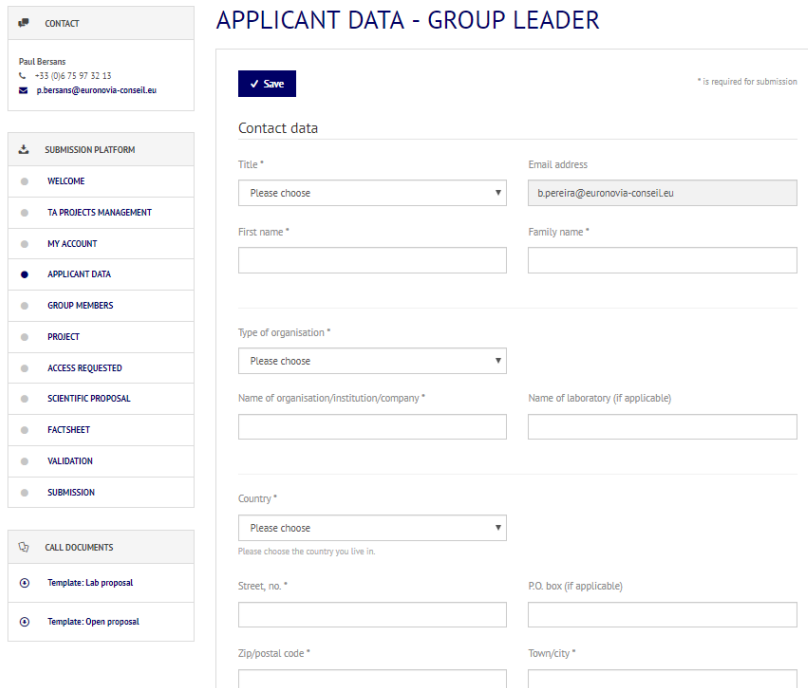
In case of your first TA project, you need to go to the [request for access](#) page (on the *access* tab) and **register to get a login**. Do not hesitate to contact the ESTEEM3 support team via the email address esteem3@fkf.mpg.de in case of any question or technical error.

ESTEEM3

<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <p>CONTACT</p> <p>Paul Bersans +33 (0)6 75 97 52 13 p.bersans@euronovia-conseil.eu</p> </div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <p>SUBMISSION PLATFORM</p> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 2px;">● APPLICANT REGISTRATION <li style="padding: 2px;">● APPLICANT LOGIN <li style="padding: 2px;">● ACCESS PROVIDER LOGIN <li style="padding: 2px;">● EVALUATOR LOGIN </div> <div style="background-color: #f0f0f0; padding: 5px;"> <p>CALL DOCUMENTS</p> <ul style="list-style-type: none"> <li style="padding: 2px;">○ Template: Lab proposal <li style="padding: 2px;">○ Template: Open proposal </div>	<h3 style="margin-top: 0;">APPLICANT REGISTRATION</h3> <p>Please register with your name, e-mail address and choose a login name.</p> <p>First name <input style="width: 90%;" type="text"/></p> <p>Last name <input style="width: 90%;" type="text"/></p> <p>Email <input style="width: 90%;" type="text"/></p> <p>Login name <input style="width: 90%; background-color: #e0e0e0;" type="text" value="bpereira"/></p> <p>Password <input style="width: 45%; background-color: #e0e0e0;" type="password" value="*****"/> Repeat password <input style="width: 45%; background-color: #e0e0e0;" type="password"/></p> <p><small>Passwords must contain an uppercase character, a lowercase character, a base digit (0 through 9) and a nonalphanumeric character ([!@#%&*~@=-<->()!+*?]).</small></p> <p style="text-align: center;">Next step ➔</p>
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2nd Step: Fill out the applicant data

After creating an account, you should indicate the **group leader** for your TA project. You can also name **group members**. Fill out the data for both the group leader and the group members of your TA project, including the **names, nationalities** as well as the **type and name of your institution**.



3rd Step: Give detailed information about your TA project

Then, complete your application by giving detailed information about your TA project, including your **preferred start** and **end date** of the TA project as well as the type of your experiment. You can choose between two types, **Lab proposals** and **Open proposals**.

By submitting **Lab proposals**, you can request access to a **specific laboratory of one of the 15 laboratories in Europe**. It is only possible to request access to laboratories located in a different country than the applicant institution. If you know exactly, in which laboratory you want to execute your project, and which and how many units of access you need, the lab proposal is the best option for you.

By submitting **Open proposals**, you do not need to choose the laboratory in which you want to execute your TA project. In this case, the **Project Coordinator** will choose the most suitable TA provider for your project. The **Transnational Access Project Evaluation Committee (TAPEC)** will grant the units of access. If you have a great project idea, but do not know, if the experiment is feasible and which TA provider to choose, the open proposal is the best option.

CONTACT

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SUBMISSION PLATFORM

- WELCOME
- TA PROJECTS MANAGEMENT
- MY ACCOUNT
- APPLICANT DATA
- GROUP MEMBERS
- PROJECT**
- Related to
- Techniques to be used
- ACCESS REQUESTED
- SCIENTIFIC PROPOSAL
- FACTSHEET
- VALIDATION
- SUBMISSION

PROJECT DATA

* is required for submission

Project title * Max. 255 characters

Project acronym * Max. 50 characters

Preferred start date *

Preferred end date *

Type of experiment *

Please choose

- **Lab proposal:** I know exactly what I need and I have already contacted an ESTEEM3 center to carry out my experiment.
- **Open proposal:** I have a great idea, but I do not know if my experiment is feasible and where is the best place to do it.

TA provider *

Please choose

4th Step: Indicate the main sector

The next step is to relate your proposal to one of the main sectors addressed by ESTEEM3: either to **Materials for ICT, Energy, Health or Transport**. Select the **TEM techniques** that you plan to use, if you already know that.

5th Step: The scientific proposal template

Download the **scientific proposal template**, fill it in and upload your completed proposal document. Concerning the **scientific part** of your application, draw attention to the following aspects:

- The applicants need to describe the **scientific objectives** of the project.
- The **state-of-the art** in the study of these materials must be explained.
- The **potential for academic or industrial innovation** needs to be pointed out.

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SUBMISSION PLATFORM

- WELCOME
- TA PROJECTS MANAGEMENT
- MY ACCOUNT
- APPLICANT DATA
- GROUP MEMBERS
- PROJECT
- ACCESS REQUESTED
- SCIENTIFIC PROPOSAL**

SCIENTIFIC PROPOSAL

• This document is required for submission.

1. Here you can download the scientific proposal template:

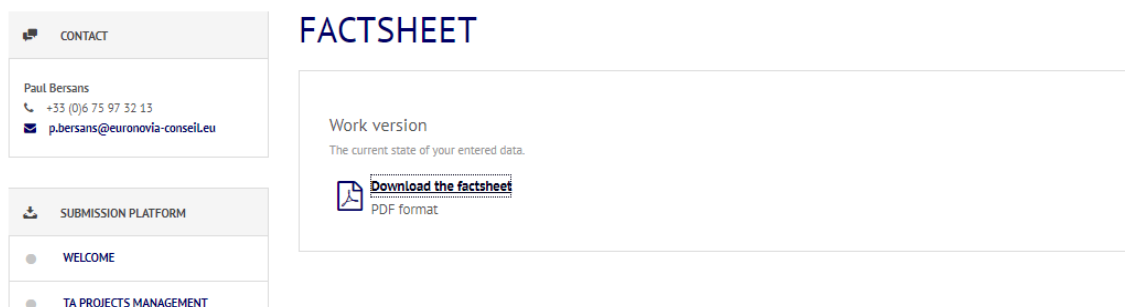
[Download Template](#)

2. Please upload your completed proposal document here:

Max allowed file size: 2 MB, required format: PDF

No document has been uploaded.

After uploading your completed proposal document, a **PDF factsheet** is generated. Do not forget to **validate** and then **submit** your application.



The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar has three sections: 'CONTACT' with Paul Bersans' details, 'SUBMISSION PLATFORM' with 'WELCOME' and 'TA PROJECTS MANAGEMENT' options, and 'FACTSHEET' with a 'Download the factsheet' button labeled 'PDF format'. The main content area displays 'Work version' and 'The current state of your entered data.' with a 'Download the factsheet' button.

Success points:

3. Lab proposals and Open proposals can be submitted to either realize specific goals or to receive advice concerning the laboratory.
4. The potential of the TA project concerning academic or industrial innovation contributes to define an innovation and impact strategy for advanced TEM.

1.2.2. The evaluation

The proposal is evaluated by the **TAPEC** (Transnational Access Proposal Evaluation Committee), which is composed of **renowned scientists** in microscopy and materials science.

During the **selection procedure**, the following **rules** must be observed:

- The evaluating scientists are **not associated with the project** to ensure **transparency**.
- To avoid potential conflicts of interest and to ensure **impartiality**, the TAPEC members reviewing proposals will **neither** come from the **country of the applicant nor of the TA provider**.

Each proposal will be assessed by the TAPEC against the following **selection criteria**, which are scored with points from 0 to 10:

- **Scientific quality** of the proposal
(rank: weak: 0 – outstanding: 10)
- Demonstration of **the need for the use of the advanced infrastructure**
(rank: weak: 0 – outstanding: 5)
- Potential **impact for academic or industrial innovation**
(rank: weak: 0 – outstanding: 5)

Proposals with a total ranking less than 10 will be rejected. Prior to assessment by the TAPEC, the **TA provider** will assess the **feasibility** of the experiment as well as all **possible related safety and environmental issues**. Proposals, which do not meet the requirements of the TA provider, will be rejected and may be transferred to an alternative TA provider.

In case of **rejection** of your application, you will receive an anonymized report written by one of the referees outlining the reasons of rejection. Where appropriate, the report will also include **recommendations and suggestions for improvement and resubmission** of a new proposal for TA. In this case, you are invited to resubmit your proposal and repeat the application procedure as explained.

Accepted proposals will be sent to the TA provider, in order to inform the local contacts about the TA project, which has been positively rated to get access to their laboratory. You will receive an **approval letter** by the Coordination Team, which includes every necessary information to get in touch with the TA provider. You are then invited to contact the **responsible local contact**.

To ensure **fairness**, the selection panel must base its selection on **scientific merit**, taking into account that **priority** should be given to the following user groups:

- Priority is given to user groups **who have not previously used** the installations.
- Priority is given to user groups who are working **in countries where no equivalent research infrastructure exists**.

Success points:

5. The selection of TA projects is based on scientific merit.
6. The TAPEC applies the principles of transparency, fairness and impartiality.

1.3. Eligible costs

The Transnational Access to research infrastructure or installations is **free of charge** and includes the **logistical, technological and scientific support** as well as the **specific training** usually provided to external researchers using the infrastructure. Please take note that the **accommodation costs can be covered, but not the travel costs**.

Success points:

7. The access is free of charge and transnational.
8. The access includes the logistical, technological and scientific support and additionally a specific training.

2. During the TA project

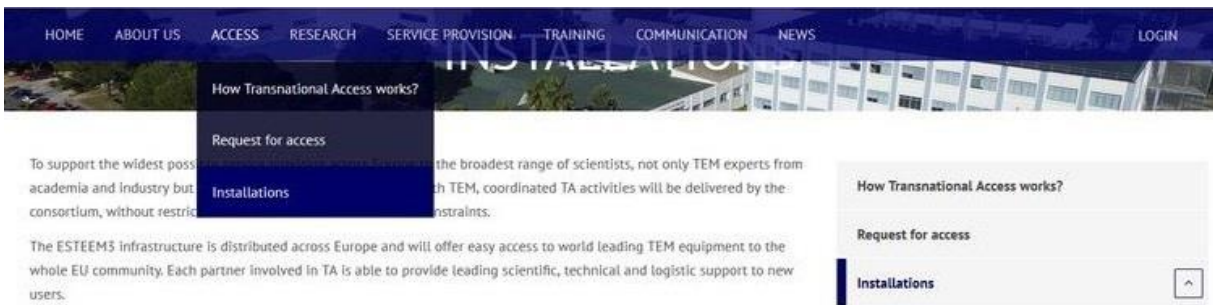
During the TA project, you are in touch with the **responsible local contact**, who accompanies you throughout the process and provides you with all necessary information needed for the specific laboratory.

The project can be executed in the following 15 laboratories in Europe:



- The 15 laboratories in Europe:**
1. Gemini Trondheim
 2. CMAL Gothenburg
 3. WEMS Cambridge
 4. OXTEM Oxford
 5. EMAT Antwerp
 6. ER-C Juelich
 7. IC-EM Krakow
 8. LPS Orsay
 9. StEM Stuttgart
 10. FELMI-ZFE Graz
 11. JSI Ljubljana
 12. CEMES Toulouse France
 13. LMA Zaragoza
 14. Beyondnano Catania
 15. A-DME Cadiz

Detailed information about the laboratories is given on the ESTEEM3 website on <https://www.esteem3.eu> on the *access* tab under *installations*.



- Success points:**
9. The 15 laboratories are based in 11 countries all over Europe, which broadens Transnational Access.
 10. The local contact accompanies the TA project on state.

3. After the TA project

After having successfully completed your TA project, you are asked to fill in a **TA reporting form** in order to evaluate your **satisfaction**. You find the link to your TA reporting form in the approval letter.

- The form is composed by **9 questions**.
- The questions refer to the process **before, during and after the TA project**.

The survey includes questions about the following topics:

- You can indicate **how you learned about ESTEEM3**.
- You can value the **selection procedure** from your point of view.
- You should rate the **quality of installations** you had access to.
- You are invited to rate the **scientific support**.

The TA reporting form:

Before the TA project	
Question a	How did you learn about ESTEEM3?
Question b	Have you found sufficient information on the website on the TA scheme?
Question c	Would you say that the time necessary to write a proposal in order to get access to the ESTEEM3 installations is adequate or too much time-consuming?
Question d	Would you say that the time to receive an answer from the review panel was faster than expected, adequate or too long?
During the TA project	
Question e	How would you rate the quality of the installations you had access to?
Question f	How would you rate the quality of scientific support given on-site?
After the TA project	
Question g	Do you consider your experiment successful?
Question h	Do you plan to publish the results obtained at the ESTEEM3 infrastructure?
Question i	Do you plan to submit another proposal?

By evaluating the selection process and the execution of TA projects, **the provided service can constantly be improved**. Consequently, a **long-term and sustainable research infrastructure service** can be developed.

The results will be communicated to the **European Commission**. Therefore, you should **not provide any confidential information**.

Success point:

11. The selection procedure and the implementation of TA projects is evaluated in order to constantly improve the provided service and to develop a long-term and sustainable research infrastructure service.

Conclusion

The **TA Charter** points out the **procedure of the Transnational Access of ESTEEM3** and functions as **guide for TA users**. After each chapter, **success points** are derived, which point out the **good practice of ESTEEM3 as role model for transnational projects**.

Success points:

1. European and international researchers are included in ESTEEM3.
2. Educational Institutions and companies are accommodated, which creates closer collaboration between industry and academia.
3. Lab proposals and Open proposals can be submitted to either realize specific goals or to receive advice concerning the laboratory.
4. The potential of the TA project concerning academic or industrial innovation contributes to define an innovation and impact strategy for advanced TEM.
5. The selection of TA projects is based on scientific merit.
6. The Transnational Access Project Evaluation Committee applies the principles of transparency, fairness and impartiality.
7. The access is free of charge and transnational.
8. The access includes the logistical, technological and scientific support and additionally a specific training.
9. The 15 laboratories are based in 11 countries all over Europe, which broadens Transnational Access.
10. The local contact accompanies the TA project on state.
11. The selection procedure and the implementation of TA projects is evaluated in order to constantly improve the provided service and to develop a long-term and sustainable research infrastructure service.