**Proposal Submission Form**

**1. General information**

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| **Call ID number** |  |
| **Proposal full title** |  |
| **Proposal acronym** |  |
| **Research Infrastructure** |  |
| **Re-submission** | YES  NO |
| **Contacted the Research Infrastructure during preparation of the proposal?** | YES  NO |

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| **Abstract** |
| *(maximum 1000 characters with spaces)*  *Provide an abstract of the proposal. It will be used for dissemination purposes in case the proposal is accepted and a Research Infrastructures Access Agreement is signed.* |

*The proposal must be mailed to* [*JRC-RI-OPEN-ACCESS@ec.europa.eu*](mailto:JRC-RI-OPEN-ACCESS@ec.europa.eu) *by the call closing date.*

*The maximum length of input for each criteria must be respected. Start a new page for each Section (Administrative data of participating organisations, Scientific Implementation, Collaboration and Access to new Users, etc.)*

|  |  |  |
| --- | --- | --- |
| **Name of User Institution** | **Country** | **N° of Users** |
| *Lead User Institution* |  |  |
| *User Institution 1* |  |  |
| *User Institution 2* |  |  |

*(Repeat for each User Institution)*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Total N° of Users** |  |

**2. Administrative data of participating organisations**

**LEAD USER INSTITUTION**

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Type of institution[[1]](#footnote-1)** |  |
| **Organisation address** |  |
| **Organisation web site** |  |

**Lead User**

|  |  |
| --- | --- |
| **Name SURNAME** |  |
| **Nationality** |  |
| **Gender** |  |
| **Position** |  |
| **Phone number** |  |
| **E-mail** |  |

**Other Users from the Lead User Institution**

|  |  |
| --- | --- |
| **Name SURNAME** |  |
| **Nationality** |  |
| **Gender** |  |
| **Position[[2]](#footnote-2)** |  |
| **E-mail** |  |

*(Repeat for all users from the Lead User Institution). Start a new page for each User Institution.*

**USER INSTITUTION 1**

|  |  |
| --- | --- |
| **Organization name** |  |
| **Type of institution** |  |
| **Organization address** |  |
| **Organization web site** |  |

**User from User Institution 1**

|  |  |
| --- | --- |
| **Name SURNAME** |  |
| **Nationality** |  |
| **Gender** |  |
| **Position** |  |
| **E-mail** |  |

*(Repeat for all users from User Institution 1, User Institution 2, etc. – if relevant). Start a new page for each User Institution.*

**3. Scientific Implementation**

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| **a. Scientific and technical value** |
| *(3 pages maximum)*  *Detailed description of the objectives of the proposed project, the way these objectives will be fulfilled through the proposed work, as well as indications on the expected outcome and the fundamental scientific and technical value and interest of the proposal.*  *Type (size, scale, materials) and number of specimens, and where relevant, indicative drawings. Depending on the type of tests, number of tests to be carried out and their sequence, the type and level of excitation, input quantities or needed characterisation, the (output) response quantities to be measured and the required instrumentation.*  *Delivery to the premises of the JRC RI of (any) specimens, instrumentation, testing rigs and components, equipment, or any other material or in-kind contribution needed for the proposed project, as well as the provision of complementary testing carried out in other research infrastructures outside the JRC.*  *Special requirements for equipment, safety measures, etc. Assessment of risks regarding the fulfilment of the project, as well as the means to mitigate such risks.*  *Delineation of a time schedule for the proposed work and tentative starting date, if relevant.*  *These aspects will be discussed with the RI in case of approval of the proposal and will be specified in the Research Infrastructure Access Agreement to be signed between the JRC and the User Institutions.* |

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| **b. Originality and innovation** |
| *(1 page maximum)*  *The proposal should demonstrate the originality and innovation of the proposed work with the state-of-the-art and the impact the expected results will have on current and future research or practice.* |

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| **c. Dissemination and exploitation plan** |
| *(nearly 1 page maximum)*  *Strategy and concrete actions related to the dissemination and exploitation of the project results.*  *For dissemination: identification of areas and stakeholders that could make use of the results, concrete and well-timed measures for dissemination of key results, use of effective channels and platforms for all groups of potential users with a long-term perspective.*  *For exploitation: utilisation of results in further research activities other than those covered by the action concerned, or in developing, creating and marketing a product or process, or in creating and providing a service.* |

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| **d. Quality of the proposing team** |
| *(no input to be provided here)*  *Assessed through the CVs of the team of Users annexed at the end of the proposal.* |

**4. Collaboration and access to new users**

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| **a. Uniqueness and availability of similar facilities in any of the Users Institution's countries** |
| *(1/2 page maximum)*  *Justification of why the specified JRC RI is essential for carrying out the proposed project, on the grounds, for example, of the test set-up, testing method, equipment, past experience in relevant subjects, etc.*  *If the concerned JRC RI exists in the countries of the users, the proposal should explain why recourse is made to the JRC for the use of this type of facility.*  *Higher grading for this criterion will be given to proposals from User Institutions in countries that do not possess similar RIs to those of the JRC, where such RIs are fully booked or not available for access, or where the type of expertise of the JRC RI is essential for achieving the aims of the proposal.* |

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| **b. Previous use of the RI by any User or User Institution** |
| *(1/2 page maximum)*  *Use of the JRC RI in the past five years. This includes inter alia the physical, remote and virtual access to machine time, computing resources, software, data, sample preparation, archives, the set-up, execution and dismantling of experiments, education and training, expert support and analytical services.*  *Higher grading for this criterion will be given to proposals with Users and User Institutions that have not accessed the concerned JRC RI in the past five years.* |

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| **c. Training (involvement of young scientists)** |
| *(1/4 page maximum)*  *Participation of young researchers (PhD, post-docs) as users in the project.* |

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| **d. Synergies and complementarities with existing research projects and the ESFRI** |
| *(3/4 page maximum)*  *Information on any concurrent research projects in Europe or internationally related with the proposal and description of possible synergies and interactions.*  *Synergies and complementarities (if any) with existing research projects in Horizon 2020 and the European Research Area, as well as with the European Strategy for Research Infrastructures (ESFRI).* |

**5. Strategic relevance to the JRC**

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| **a. Relevance to priority topics of the RI** |
| *(3/4 page maximum)*  *Description of how the proposed work is relevant to the priority topics of the JRC RI as published in the call.* |

**6. Strategic importance to Europe**

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| **a. Importance for European polices and Euratom (for nuclear)** |
| *(1 page maximum)*  *Description of how the proposed work will contribute to European policies with regards to the Commission’s political priorities[[3]](#footnote-3) and to the implementation of Directives and Regulations. For nuclear RIs, reference should be made to the main priorities of the Euratom programme[[4]](#footnote-4).* |

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| **b. Importance for European standardisation and harmonisation** |
| *(nearly 1 page maximum)*  *Contribution of the proposal to the development of standards at European and International level, such as pre-normative work, drafting of standardisation guidelines, and scientific and technical support to CEN standardisation deliverables (i.e.. European Standards, CEN Workshop Agreements, Technical Specifications, Technical Reports, CEN Guides).*  *The proposal may also contribute to harmonisation work such as: development and validation of harmonised testing, measurement and calibration methods, certification, measurement, reference materials, promotion of regulatory standards and best practices, and development of methodological guidelines.* |

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| **c. Importance for European integration and cohesion** |
| *(no input to be provided here)*  *Higher grading for this criterion will be given to proposals with User Institutions from several countries, in particular from the RTD list of “Spreading Excellence and Widening Participation” of countries[[5]](#footnote-5).* |

**7. CVs of Users**

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| **Lead User: *<Name SURNAME>*** |
| *The CV should not exceed two pages for each User.* |

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| **User: *<Name SURNAME>*** |
| *The CV should not exceed two pages for each User.* |

*Repeat for each User. Start a new page for each User*

1. University, Research Organisation, Public Institution, Industry, SME, Other [↑](#footnote-ref-1)
2. PhD student, Researcher, Professor, Technician, Other [↑](#footnote-ref-2)
3. <https://ec.europa.eu/info/priorities_en> [↑](#footnote-ref-3)
4. <https://ec.europa.eu/programmes/horizon2020/en/h2020-section/euratom> [↑](#footnote-ref-4)
5. <https://ec.europa.eu/programmes/horizon2020/en/h2020-section/spreading-excellence-and-widening-participation> [↑](#footnote-ref-5)