

ASSEMBLE 

# ASSEMBLE

ASSOCIATION OF EUROPEAN MARINE BIOLOGICAL LABORATORIES EXPANDED

## WP3 NA1

### Improving TA provision

October 11<sup>th</sup> 2018

NUI Galway

<b>Work package number</b>	NA1	<b>Lead beneficiary</b>					SZN
<b>Work package title</b>	Improving Access Provision						
<b>Participant number</b>	1	8	9	12	14	17	22
<b>Short name of participant</b>	UPMC	UGOT	UPV/E HU	SZN	CCMA R	VLIZ	MSS
<b>Person/months per participant:</b>	5	24	5	27	1	9	4
<b>Start month</b>	1			<b>End month</b>	48		

## Objectives

- Establish a policy for regulating, granting and supporting TA in order to provide clear and fair procedures for users and providers alike;
- Set up single-access point to the offered infrastructure to facilitate TA;
- Test TA-pipelines through ASSEMBLE Plus and cognates in joint calls;
- Share best practices among platforms and services in order to improve TA provision;
- Improve the efficiency of service provision.

D NA1.1: TA-policy document (M3)

D NA1.2: Benchmark document (M45)

# Task NA1.1: Grant, regulate, support TA



## The team

**SZN** Wiebe Kooistra, Andrea Tarallo, Davide Di Cioccio,

**VLIZ** Klaas Deneudt, Katrina Exter,

**UGOT** Niklas Andersson,

**ECIMAT** Antonio Villanueva,

**U. sorbonne** Ilaria Nardello,

**CCMAR** Adelino Canario



Wiebe Kooistra

Partners: **SZN**, U. Sorbonne, all partners



## Detail TA Procedures in a Policy document

### Transnational Access Policy

Downloadable at <http://www.assembleplus.eu/access/download-area>

- ❖ TA Policy document
- ❖ Glossary
- ❖ FAQ
- ❖ Templates for contracts:
  - User Access Contract Template with five annexes (Description of project, of resources, MTA, Background knowledge included, Non-Disclosure agreement)
  - Data Management Plan (provided by VLIZ)
- ❖ Post TA document templates:
  - Confirmation of Access
  - TA activity report

# Task NA1.1: Grant, regulate, support TA **ASSEMBLE**

## Points agreed upon, yesterday, in TA Workshop

- PhD students can submit proposal as Project Leader. Master's students cannot access under ASSEMBLE
- $\leq 20\%$  of the TA funds for Projects from non European countries. Operational decision how to keep a check on the numbers and stay within the limits.
- Scientific review USP members recommend do not provide evaluation feedback to applicants, but applicants appreciate feedback for proposal improvement. Solution, provide short phrase with essence.
- Reimbursement of costs of sending biological material resulting from TA to User's home institution. Users can take material with them. Each partner can decide whether that is possible in their system. If yes, include in User Access Contract and up to € 400,-

# Task NA1.2: Set up single access point

## The single access point

VLIZ set up an ASSEMBLE Plus single-access point for TA proposals, based on EMBRC service access system.

The access point was launched at month 3



# Task NA1.2: Set up single access point



## The services database and search interface

Discussions over the summer with a “TA services” working group led to following recommendations:

- Services search page to be limited to Category, Subcategory, Country, Institute
- Services titles to be harmonized
- Range of services offered to be simplified
- Details of the services to be moved to the description



# Task NA1.2: Set up single access point



TA website underwent improvements to the look and feel

(for future plans, see Davide Di Cioccio)

- Improved click-through and look-and-feel,
- Table of Access Providers (aka installations/ infrastructure/stations) added,
- Improved the summary of the services each AP provides,
- Easy to find information on dates, eligibility, steps, documentation...



## Transnational access

Our access providers



Our services



How to apply?



Selection and calls



Download area



### Transnational Access - 2nd call closed!

The 2nd call of the Transnational Access is now closed!

Your application is under review. Results will be announced in this webpage (middle of November 2018).

If you are interested in the selection process or in next calls, please visit:

<http://www.assembleplus.eu/access/proposal-selection-and-next-calls>.

**ASSEMBLE PLUS: offering access to marine research infrastructures**

# Task NA1.2: Set up single access point



## The TA application: First step; get informed and prepared

- Check out TA pages on A+ website
- Check out Access Providers
- Check out services database search page to explore offer
- Contact Access Providers (Liaison Officers) to discuss needs – services on offer
- Register with proposal submission system
- Download scientific - technical description template “from Downloads” and write proposal



Katrina Exter

Partners: **VLIZ**, UPMC



# Task NA1.2: Set up single access point

## The TA application system: create an application

- Read the instructions
- Select chosen services on services database search page
- Click to “Go to the proposal” web-form; log in ...
- On the proposal application page
  - Fill in application information;
  - Upload scientific and technical description,
- Save/Download to check
- Push Submit button



# Task NA1.2: Set up single access point



## What happens after submission?

- AO sets eligibility for each application
- email is sent to LO that application is ready for checking
- LO downloads attached PDFs and scientific and technical description PDF
- LO adds comments and clicks: feasible or not feasible
- AO receives email that LO is ready
- USP selection procedure takes place outside of the system
- AO sets final status (accepted/denied) and email is sent to applicant automatically



# Task NA1.2: Set up single access point

## Continuous Call

- Once bugs have been fixed and we have gone through the entire application review cycle, we can make calls continuous (from Call 3)



# Task NA1.3: TA provision in Joint calls

## Test TA through ASSEMBLE Plus and cognates in joint calls

advertise shared calls for “pipeline” proposals.

Test procedures and workflows to smoothen interoperation between/among consortia.

Explore with non-marine RIs (EU-OS, EU-BI, MIRRI, INSTRUCT, etc.) and AQUAEXEL<sup>2020</sup> if we can link calls, have users write linked proposals to TA programs of both.



# Task NA1.4: Share Best Practices

## Organize training workshops for service staff

### Two WS per thematic field:

- 1<sup>st</sup> WS to plan the work and exchange results inside JRA and organize TA
- 2<sup>nd</sup> WS to present deliverables and implement them in services across the consortium:



# Task NA1.4: Share Best Practices



## Organize training workshops for service staff The budget

	WS1		WS2	
JRA1	17 p	€ 4,822.70	34 p	€ 9,645.39
JRA2	8 p	€ 2,269.50	34 p	€ 9,645.39
JRA3	6 p	€ 1,702.13	34 p	€ 9,645.39
JRA4	10 p	€ 2,836.88	34 p	€ 9,645.39
JRA5	7 p	€ 1,985.82	34 p	€ 9,645.39
TA	32 p	€ 9,078.01	32 p	€ 9,078.01



# Task NA1.4: Share Best Practices

## Organize training workshops for service staff

How is this paid?

Organized at SZN or UGOT: then SZN or UGOT

- takes care of catering, dinner, local organization
- takes auditing responsibility for spending
- keeps overheads

Organized elsewhere: Local Organization

- takes care of organization,
- does ordering and payment from local budget under local rules,
- sends declaration to SZN on money spent (not exceeding budget),
- receives funds through subtraction of funds from SZN budget into organizing institute's budget,
- takes auditing responsibility for spending and receives overheads.



Wiebe Kooistra

Partners: **UGOT**, SZN, CCMAR

# Task NA1.4: Share Best Practices

## Organize short-term service staff exchanges

A competitive grant-scheme will co-fund short-term staff exchange of service staff across the consortium to foster networking among them.

A staff member at one institute visits another institute in ASSEMBLE Plus to learn or share experience and knowledge



# Task NA1.4: Share Best Practices



## Organize short-term service staff exchanges

- Covered: travel costs, meals, accommodation ≤€ 1000 per proposal;
- Who: our technological, technical and administrative staff. Agreement between partner institutes;
- Visits: transnational, typically 1-3 weeks, longer is OK;
- How: sending Institute contacts hosting institute's Liaison Officer. If OK, sending institute prepares proposal and sends it to [niklas.andersson@loven.gu.se](mailto:niklas.andersson@loven.gu.se) with a cc to hosting institute's Liaison Officer;
- Proposal: work plan, objectives/outcomes, reasons why selected hosting institute, benefits for scientific service provision in sending institute, provisional budget;
- 1<sup>st</sup> call closes January 2019. Advisory Board members select in January 2019 who receives ASSEMBLE Plus funds. Exchange take place in 2019. 2<sup>nd</sup> call closes January 2020.
- Seminar
- Following visit: short report and reimbursement form.

Niklas Andersson

Partners: **UGOT, SZN, CCMAR**



# Task NA1.4: Share Best Practices

## Report on quality benchmarks and best practices

The report contains:

- Quality benchmarks, recommended policies, procedures, best practices, user feedback as well as technological advances in the thematic fields;
- Gaps and Redundancies analysis in the service provision across the consortium;
- Recommendations on which services must be provided internally and where, and which ones can be provided faster, better and cheaper externally (e.g., by cognate RIs).



# Task NA1.5: Improve efficiency

## mapping exercise

Mapping of existing quality management systems, accreditations and certifications across ASSEMBLE Plus.

The report will:


- Recommend shared good practices for implementation across ASSEMBLE Plus
- Identify issues in need of novel quality management approaches.
- Include a set of criteria for a European draft certification standard for service provision at marine stations,
- Include a program for implementing these standards, which will be beta tested in a small number of stations. Lessons learned from these beta-tests will be included in a final report on European certification standards for service provision at marine stations to be recommended for implementation across ASSEMBLE Plus partners and beyond.





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**“Never Stop Trying to Improve Services!”**

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Thank You

The WP3 NA1 Team

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