APPLICATION FORM GUIDELINES

Version 05 – March 2017

**Applications for AQUAEXCEL²⁰²⁰ Transnational Access Projects (TNA)
should be made via the application system available at
http://160.217.215.252/aquaexcel/**

These guidelines supplement the help already provided on the application system. If you have not already done so, you will need to register and create an account on the system to gain further access. The guidance here assumes you have successfully reached the stage of creating a new project application on the system.

SECTION 1: APPLICATION IDENTIFICATION

1. **Project identification**
   1.1   The project identification code is created automatically by the system and can be used in correspondence with the TNA Manager to quickly locate your information
   1.2   The call identification code is inserted automatically by the system
   1.3   Please provide a short title for the application suitable for use as a link on a website (maximum 30 characters)
   1.4   Please provide a descriptive title for your proposed project which will give an immediate indication to the reader of the type of work planned and species involved
   1.5   Other application identification:
   1.5.1   Please create an acronym for your project acronym (maximum 20 upper case letters/numbers) to act as a unique identifier in the EU project database.
   1.5.2   If the application is a re-submission of a previous proposal please select "yes"
   1.5.3   If the application is a re-submission of a previous proposal please give the application reference number. This will help speed up processing of the application.
   1.5.4   If you have sought and received advice from the Orientation Committee please select "yes". If you would like to obtain advice from the Orientation Committee please contact the TNA Manager – j.c.bostock@stir.ac.uk

SECTION 2: APPLICANT DETAILS

2. **Applicant details**
   Add the details of each person involved in the project in this section.

   The lead applicant is considered to be the person responsible for all project communications and who will be participating directly in the work and visiting the research installation (unless the proposal is for remote access only). The lead applicant does not need to be the most senior person involved in the project.

A co-applicant may also apply to visit the research installation if justified by the experimental work and if budget is available. They may be a co-worker or a senior adviser/supervisor or technical assistant.

If either the lead applicant or co-applicant is a student, please ensure that supervision arrangements are fully explained in the project description.

Additional applicants can be identified as being involved in the project, but not involved in the mobility

Help text is provided with each of the fields in the form

Organisation details should also be completed for each person. There are two key parts to this. Firstly the legal name of the organisation and where available the EU PIC (e.g. University or research organisation). Secondly the organisational unit, which is not a separate legal entity, but a department or division of the legal organisation – e.g. institute within a university, or laboratory within a research organisation. For smaller organisations without an organisational unit, simply repeat the organisation name as the organisational unit. In order to ensure consistency in organisational details, you should use the drop-down selection if your organisation and organisational unit is already entered. If you cannot find your organisation or organisational unit in the drop-down lists you need to enter them using the menu button "Add Organisations" on the right of the main window. This gives you the option to enter a new organisation, or just a new organisational unit associated with an existing organisation entry.

SECTION 3: REQUESTED RESEACH INSTALLATION

3. **Requested Research Installations**
   Most TNA projects will involve only one Research Installation. However, if the project requires the use of two or more installations, add additional installations to the application. The available installations are listed in the Call for Access at http://www.aquaexcel2020.eu/ and available via the dropdown selector. You should contact the Research Installation(s) at an early stage via e-mail to ensure your proposals are feasible. You should also then share your proposal with the research infrastructure manager using the share button associated with the project on the "My projects" screen.

   In Section 3.1.1 be particularly careful to correctly calculate the number of units of access that will be required for the proposed work and give planned dates. Further information is available for each facility in the AQUAEXCEL^{2020} TNA Guide document. If any work needs to be conducted by the Installation outside of the period of user visits, or if use will be made of remote monitoring equipment, please tick the box to confirm that remote access is required and give further explanation in Section 5.4

   Transnational Access can be provided in the following ways:

   - in person ('hands-on'), provided to selected users that visit the installation or
   - remote, through the provision to selected users of remote scientific services.

   Examples of remote access include the provision of reference materials or samples (e.g. shipping of a virus strain); performing a remote sample analysis or sample deposition; remote access to experimental aquaria or high-performance computing facilities.

The application should make clear the number and purpose of the visits by both the lead and co-applicants and the intended length. This will be an important element of project monitoring. Any requirements for remote access should also be clearly stated.

This section also includes questions about previous collaborations between the applicant and host organisations. This information helps the Selection Panel to determine the priority that should be accorded to the application under the EC contract guidance on promoting new collaborations and ensuring widest possible access. Incorrect information could lead to the proposal being rejected. A "research group" is considered to be the smallest organisational unit within a research organisation, usually a team working in a specialist area on common projects. A "new user" is someone who has not previously conducted any work at the proposed research installation in any capacity. "Access" means making use of the facilities at the proposed research installation.

A visit timetable should be discussed with the host infrastructure. In Section 3.1.2 add the details for each separate person and visit planned as part of the project. If you do not have specific dates in mind, fill in most likely dates. These can be changed later. The start date is either the arrival date of a person visiting the installation or the day on which experimental work commences – whichever is the earlier. Unless special provisions have been made by the Installation, TNA projects can only be funded up to 3 months in duration (90 days).

Section 3.1.3 should be completed by the appropriate Installation Manager. Share the application with him or her so that they can fill in this section prior to submission.
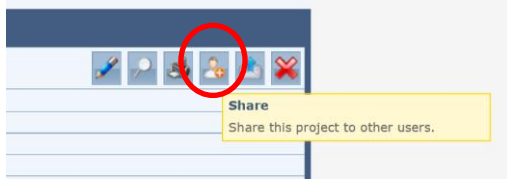
The share button is on the "My Projects" page

Organisation	Infrastructure	Installation	Contact Name	e-mail
INRA	INRA	PEIMA	Laurent LABBE	Laurent.Labbe@rennes.inra.fr
INRA	INRA	STPEE	Stephane Panserat	stephane.panserat@inra.fr
INRA	INRA	IERP	Bernard CAYRON	bernard.cayron@jouy.inra.fr
IMR	Matre	cell	Merete Fonn	merete.fonn@imr.no
IMR	Matre	CEL	Merete Fonn	merete.fonn@imr.no
IMR	Bergen	Disease	Merete Fonn	merete.fonn@imr.no
UoS	UoS_IoA	IoA	David Penman	d.j.penman@stir.ac.uk
CSIC	CSIC-IATS	IATS-EXP	Josep Calduch Giner	j.calduch@csic.es
CSIC	CSIC-IATS	IATS-ANA	Josep Calduch Giner	j.calduch@csic.es
CSIC	CSIC-IIM	IIM-EXP	Beatriz Novoa García	virus@iim.csic.es
HCMR	HCMR	Aqualabs	Stavros Chatzifotis	stavros@hcmr.gr
HCMR	HCMR	Omics-Bioinfo	Costas Tsigenopoulos	tsigeno@hcmr.gr
NAIK	NAIK	OEPS	Rónyai András	ronyaia@haki.hu
NAIK	NAIK	SDC	Jeney Galina	jeneyg@haki.hu
IFREMER	PEARS	PEARS	Emmanuel REZZOUK	Emmanuel.Rezzouk@ifremer.fr
Nofima	Nofima	NCRA	Per Brunsvik	Per.Brunsvik@Nofima.no
Nofima	Nofima	CFU	Per Brunsvik	Per.Brunsvik@Nofima.no

Organisation	Infrastructure	Installation	Contact Name	e-mail
Nofima	Nofima	NNGS	Ida Rud	Ida.rud@Nofima.no
JU	FFPW	ICS	Dipl.-Ing. Petr Císař, Ph.D.	cisar@frov.jcu.cz
JU	FFPW	IA	Dipl.-Ing. Jan Mráz, Ph.D.	jmraz@frov.jcu.cz
JU	FFPW	IFA	Vojtěch Kašpar	vkaspar@frov.jcu.cz
JU	FFPW	GRC	Vojtěch Kašpar	vkaspar@frov.jcu.cz
NTNU	NTNU	CodTech	Elin Kjørsvik	elin.kjorsvik@ntnu.no
NTNU	NTNU	Mclab	Sverre Steen	sverre.steen@ntnu.no
SINTEF	SINTEF/ACE	ACE	Gunnar Senneset	gunnar.senneset@sintef.no
ULPGC	PCTM	WWSSU	Juan Manuel Afonso López	juanmanuel.afonso@ulpgc.es
ULPGC	PCTM	MBS	Daniel Montero Vítores	daniel.montero@ulpgc.es
ULPGC	PCTM	FITU	Marisol Izquierdo López	marisol.izquierdo@ulpgc.es
WU	WU	WU-MRU	Ep Eding	ep.eding@wur.nl
WU	WU	WU-RAS	Ep Eding	ep.eding@wur.nl
Ugent	Gen ART	Gen ART	Kristof Dierckens	kristof.dierckens@UGent.be
DLO-IMARES	RECIRC	IMARES-RECIRC	Wout Abbink	Wout.abbink@wur.nl
UL	UL facilities	EPA	Sylvain Milla	Sylvain.Milla@univ-lorraine.fr
UL	UL facilites	Behaviour	Alain Pasquet	Alain.Pasquet@univ-lorraine.fr
DTU	DTU-VET	DTU-VET	Tine Iburg	TIMI@vet.dtu.dk
CCMAR	CCMAR	Ramalhete	Ana Amaral	amamaral@ualg.pt
CCMAR	CCMAR	Ramalhete	João Reis	ramalhete@ualg.pt
IEO	IEO	ICRA	Aurelio Ortega	aurelio.ortega@mu.ieo.es
IEO	IEO	MAP	Aurelio Ortega	aurelio.ortega@mu.ieo.es
IEO	IEO	AquaCOV	Montse Pérez	montse.perez@vi.ieo.es

SECTION 4: PREVIOUS APPLICATIONS

4. **Previous AQUAEXCEL and AQUAEXCEL[2020] applications**
Please give the details including reference numbers of any previous AQUAEXCEL applications, including AQUAEXCEL and AQUAEXCEL[2020]

SECTION 5: SCIENTIFIC PROPOSAL

5. **Scientific proposal**
This section is the primary content upon which the project will be evaluated. You should ensure it is completed fully with a good standard of English Language.

5.1 Summary
Provide a concise summary of the planned research including its purpose and expected outcomes.

5.2 Justification
Provide a summary of the scientific context of the proposal study, including the current state of knowledge (including a list of up to 10 most relevant background publications). Include any commercial context for the work. Please identify the key reasons why you are applying to this particular infrastructure, e.g. with respect to facilities, species or particular expertise available or potential future collaboration plans. You should also clarify why the proposed research cannot be carried out in your own country.

5.3 Study objectives
Describe the objectives of the study and especially any potential commercial or quality of life benefits. Make reference to official documents and other literature to show how this specific study meets the aims and objectives of broader EU research programmes.

5.4 Research plans
Provide details of the research to be carried out at the Research Installation(s) (give a minimum of 1 page and maximum 2 pages). Indicate if your research can only be carried out at a particular time for operational reasons, e.g. availability of material. Include experimental methods (treatments, controls etc), and schedules. Please also clarify what work will be carried out in person at the installation and what work might be done remotely.

5.5 Details of proposed analysis of results
Provide details of how you expect to analyse the results. This can include specific use of statistics, modelling, bioinformatics and other analytical techniques.

5.6 Expected knowledge outputs from the research
Consider the type of knowledge that should be generated by the experimental work and its potential value and significance

5.7 Specific requirements
Please provide as much detail as possible here about specific equipment, consumables, technical assistance and training that will be required. In particular consider any materials the pose a hazard and require special procedures or disposal facilities.

5.8 Unfunded requirements
Use this section to identify any requirements for the work that are not covered under the standard TNA budget and how these extra costs will be met.

5.9 Total estimated travel and subsistence costs
Travel costs are normally reimbursed by the Research Installation providing the most economic means of travel is used. Please give an estimate here to help the installation with budgeting.

Travel expenses will be paid from the user's home institution to the Research Installation and return. Economy class air fares will be reimbursed on production of tickets. Any additional travel costs incurred in travelling to and from the Research Installation (e.g. train, taxi) will also be reimbursed at economy rates. Any travel expenses involved in carrying out the research whilst at the Research Installation will also be provided.

Subsistence costs are normally reimbursed by the Research Installation according to their normal organisational rules. Please give an estimate here to help the installation with budgeting.

Accommodation will be provided in accommodation owned by the Research Infrastructure or in nearby guest houses (bed and breakfast) or hotels. Full details of accommodation provisions and expense allowances are available from the individual Research Infrastructures.

Use the space provided to provide any necessary clarifications on expected expenses and whether other funding is available to cover some or all of these.

Users of the Research Infrastructures will need to make their own travel insurance arrangements. If the visit involves more than one trip or different dates for different people, please explain this clearly alongside the cost estimates in this section.

SECTION 6: DISSEMINATION AND EXPLOITATION OF RESULTS

6. Dissemination and exploitation of results
Use this section to show you have thought about how the value of the research can be maximised and communicated to potential users. This is an important criteria for selection so it is expected that applicants will see possibilities that go well beyond publishing a paper in a journal or making a conference presentation.

6.1   Describe how you expect to disseminate the results of the research. Please consider who your communications will be targeted towards and the channels you will use.

6.2   Describe how you expect the results of the research to be exploited. Who do you anticipate making use of your results and how?

6.3   Do you expect the research to result in the creation and protection of any IP? This refers to the creation of any intellectual property that might be protected through a patent, copyright, trademark, or non-disclosure agreement. If so, the nature of the IP, ownership, means of protection and mechanisms for exploitation should be agreed with the host installation organisation prior to project commencement.

SECTION 7: ETHICS SCREENING

7. Ethics screening
It is AQUAEXCEL²⁰²⁰ policy that all research linked to the project will be conducted according to the 3Rs (reduce, refine replace) methodology (Further explanation is given below and via web sites such as http://www.nc3rs.org.uk/category.asp?catID=31). All experimental work must also be carried out in accordance with the animal welfare regulations in force in the country concerned and according to welfare policies and procedures at the research installation where the work is conducted. Documentary evidence that correct procedures have been followed and permissions obtained needs to be provided to the Project Coordinator (INRA Transfert).

7.1   Ethics issues: If your work involves live aquatic animals please discuss these principles in relation to your proposed work, showing how you will comply with best practice. As well as acute adverse effects, possible chronic adverse effects should be considered. Where chronic adverse effects are possible, humane end points should be defined before the experiment and criteria defined for early termination of specific experimental groups where necessary.

7.2   Ethics compliance: You should also provide details of any other fish welfare or ethics guidelines or procedures that will be followed in accordance with either the policies of your

own organisation, that of the Research Infrastructure, and with respect to national regulations under which the work will be conducted.

7.3   Reduction refers to methods for obtaining comparable levels of information from the use of fewer animals in scientific procedures or for obtaining more information from a given number of animals so that, in the long run, fewer animals are needed to complete a given research project or test. Reduction will be achieved through experimental planning and design, in order to avoid inconclusive experiments due to inadequate statistical power of experiments, as well as by standardisation of the animal population (genetics, health), the environment and experimental techniques. Where relevant, describe the steps you will take to reduce the number of experimental animals.

7.4   Refinement encompass those methods that alleviate or minimize potential pain and distress and enhance animal well-being. Potential pain and distress can be avoided or alleviated with the proper use of anaesthetics, analgesics, and sedatives. The use of such methods is integral to the implementation of Directive 86-609-EEC which will be the baseline of the animal experimentation procedures used in AQUAEXCEL[2020]. In this section describe in some detail the methods that will be used to refine any proposed aquatic animal trials.

7.5   Replacement alternatives encompass those methods that permit a given purpose to be achieved without conducting experiments or other scientific procedures on animals. Whenever possible, ex vivo methods will be preferred to experimentation on animals. Use this section to describe any replacement of experimental animals.

SECTION 8: THEMATIC CLASSIFICATION

8. Thematic classification
To help with evaluation and reporting of the project, please indicate which thematic area(s) are the subject of your study. You must select at least one, but multiple selections are also possible using the yes/no dropdown selectors. Note NGS = Next Generation Sequencing. If you consider the work is not adequately covered by the listed classifications you can enter another classification in the "Other Description" text box.

SECTION 9: SPECIES CLASSIFICATION

9. Species classification
To help with evaluation and reporting of the project, please indicate which species group(s) are the subject of your study. You must select at least one, but multiple selections are also possible using the yes/no dropdown selectors. If you are working on a species not adequately covered by the listed classifications you can enter another classification in the "Other aquaculture species" text box.

SECTION 10: EATiP SRIA CLASSIFICATION

10. Addressing EATIP Strategic Research and Innovation Agenda
Use this section to describe clearly how your research is expected to contribute to the European Aquaculture Technology and Innovation Platform Strategic Research and Innovation Agenda (See. http://www.eatip.eu/default.asp?SHORTCUT=92 and http://www.eatip.eu/default.asp?SHORTCUT=295). "The Future of European Aquaculture – Our Vision: A Strategic Agenda for Research & Innovation" was published in 2012 (https://drive.google.com/file/d/0Byu8uGbcUerAaUxHQ2R6MGZrak0/edit?usp=sharing) which lists the 8 thematic areas in a different order to that on the form, i.e:

1. Product Quality, Consumer Safety and Health
2. Technology and Systems
3. Managing the Biological Life Cycle
4. Sustainable Feed Production
5. Integration with the Environment
6. Knowledge Management
7. Aquatic Animal Health and Welfare
8. Socio-economics, Management & Governance

Select the appropriate areas using the yes/no dropdowns.

For each thematic area, a key target is given and then a set of numbered goals and bullet-point sub-goals. In the text box "EATIP Justification" Please quote the specific goals and sub goals that your research will support – e.g. "Thematic Area 3, Goal 2, Sub-Goal b" (using a,b,c etc to identify the specific sub-goal) and explain these choices in the space given for further explanation.

The full set of documentation is available as follows:

http://www.eatip.eu/Docdownload.asp?ID=F6DF0EF35D0602060C0E
http://www.eatip.eu/Docdownload.asp?ID=352F95147504000403AA
http://www.eatip.eu/Docdownload.asp?ID=F6DF0EF35D06010405FD
http://www.eatip.eu/Docdownload.asp?ID=1BFFAD049305080704EC

ATTACHMENTS

You should ensure that you add the appropriate attachments to your application. These are:

- CV (Use the supplied template on the AQUAEXCEL[2020] website) for the applicant and any other people involved in visits to the host installation (REQUIRED)
- Ethics documents – copies of any permissions or applications mentioned in the Ethics section (not already submitted to the Project Coordinator)
- Nominations for independent project reviewers (form available on AQUAEXCEL[2020] website) – this could help speed up processing and review of your project.
- Any other supporting documentation considered necessary

The attachments must be in PDF format and less than 10 Mb in size.

SUBMISSION

When you have completed your application form you should use the checking tool available from the project selection screen to help ensure all fields have been completed with valid data (This is a necessary step as the form cannot be submitted incomplete). You can submit the form only once at any time prior to the call deadline. Applications after the call deadline will not be accepted for that call. Once the call deadline has passed you will no longer be able to make any changes to the form whether it has been submitted or not.

In submitting this application you agree you have read and agreed to the terms and conditions for Transnational Access as detailed within the Call for Access and in < Model Grant Agreement – Article 16 - http://ec.europa.eu/research/participants/data/ref/h2020/mga/gga/h2020-mga-gga-multi_en.pdf >

AUTHORISATION: Please ensure you have any necessary authorisation from your own organisation to submit on behalf of that organisation. If a project is approved, it may be necessary to sign a contract between the applicant organisation and the host organisation requiring authorised legal signatures.