



Transnational Access Proposal Guideline

I. General

Please fill the form with the following in mind:

Your proposal will be forwarded to the EUROCHAMP-2 USP consisting of five EUROCHAMP members and five additional non-EUROCHAMP experts. The proposal should describe the activity well enough for them to access the scientific quality and the interest for the scientific community. Please read section V of [EUROCHAMP-2-TA-selection-procedure.pdf](#).

The proposal must be submitted at least 1 month before the earliest start of the TA activity.

II. Detailed advice for the sections of the proposal form

Please use proposal form Version 1.2!

A. Information about the PI of this activity

1. The PI is the responsible person for this activity.
2. He/she has to prepare a report to justify the spending.
3. All fields have to be completed.

B. Information about the host chamber of this activity

4. All fields are mandatory.

C. Information about Transnational Access activity

5. At least one participant must be identified by name and email.
6. **The number of days in the summary line refers to the days of access charged to EUROCHAMP.** This number directly multiplies with the access cost per day (between 400 €/d and 4000 €/d, depending on the installation) to give the cost of this activity charged to EUROCHAMP-2 TA. This number is NOT the number of person-days of the visitor but the number of days the installation is used within the TA activity. This number may include days for installation, tests, and dismantling. However, these should not exceed 20% of the entire number access days.

D. Please describe your Transnational Access activity here (DoW, 1 page max.)

7. Please provide references (research articles, web addresses, ..) here.
8. The number of days (= cost) has to be justified.
9. If possible provide deliverables.

III. User Support

Financial support to the user group (e.g. travel, subsistence) is available upon request only and depends on the availability of funding from the European Commission.

Travel support will be granted for European users of the installations with a maximum of 500 €/person and 1000 €/person for non-European users, respectively. The maximum support for accommodation and daily allowance are 50 €/person/night and 20 €/person/day, respectively. The maximum support for one group for accommodation and daily allowance must not exceed twice the number of access days multiplied by 70 €. Instrument transport cannot be supported.

For reimbursement of the travel and accommodation the users have to provide copies of the corresponding bills to the EUROCHAMP coordinator (BUW) not later than 6 month after the measurement campaign ends. Advance payments are not possible.