



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR RESEARCH & INNOVATION

Directorate B - European Research Area
Research infrastructures

Integrating Activity projects

Publicising Transnational Access opportunities on internet and Reporting Instructions for Transnational Access activities

Dear Coordinator,

The aim of *Transnational access activities* in an *Integrating Activity* is to provide transnational access free of charge to researchers or research teams to one or more infrastructures among those operated by the project beneficiaries. These access activities should be implemented in a **coordinated way** providing users with **harmonised and enhanced interfaces**, in order to improve the overall services available to the research community.

I would therefore like to remind you that the research infrastructures must **publicise widely** the access offered under the grant agreement to ensure that researchers who might wish to have access to the infrastructure are made aware of the possibilities open to them. Please note that Annex III of the GA for Integrating Activities stipulates under paragraph III.2:

*"The access provider shall, in addition to the other provisions of this grant agreement: ...
b) publicise widely, including on a dedicated Web page on the Internet, the access offered under this grant agreement, in a way that researchers who wish to have access to the infrastructure may be made aware of the possibilities open to them."*

Information on the research facilities giving access, on the services offered and on access modalities should be made available on the **centrally managed webpage** of the Integrating Activity project. It should contain all the relevant information to benefit from this access, specifically aimed towards new foreign users that are often not yet familiar with the modalities and range of services offered.

The web pages play an essential role in making European researchers more aware of the services and opportunities available to them. We noticed, however, that the information on access opportunities made available by the FP7 Integrating Activity projects is sometimes incomplete or not sufficiently up-to-date. **We therefore ask you to give particular attention to this point and assure efficient quality control of the information made available, as well as on the specific webpages of your partners.**

For reporting, the standard "**Guidance notes on project reporting**" can be found on the CORDIS website at the following address: http://cordis.europa.eu/fp7/find-doc_en.html. In addition to these guidance notes please find attached the two following documents: "Reporting instructions for Transnational Access Work packages" and "Guidelines for reporting transnational and service activity costs" (also available at: http://cordis.europa.eu/fp7/capacities/research-infrastructures-doc_en.html) as well as a MS Access database specific to your project. These documents and the database are essential to prepare the periodic reports requested in Annex II (Article II.4) of the Grant Agreement regarding the Transnational Access activities. Please read these instructions

carefully and distribute them to the other beneficiaries in your project which are Transnational Access providers.

In order to evaluate the impact of the Research Infrastructures Action, and to improve the services provided to the scientific community, a specific questionnaire has been developed. This questionnaire should be completed by each Group Leader of a user-project supported under an EU Research Infrastructure Grant Agreement. Please ensure that each 'user group leader' is instructed to fill the **questionnaire** that is available for on-line submission at http://cordis.europa.eu/fp7/capacities/research-infrastructures-doc_en.html. For this purpose, you will need to provide the user group leader with the grant agreement acronym and with his/her specific "user project acronym".

Please note that links to all Integrating Activity project webpages are published on the Research Infrastructure website¹. In this context you should provide us (contact person: Janine.Delahaut@ec.europa.eu) with the internet address of your project website.

I take this opportunity to wish you a successful project and hope that our collaboration in this context will improve communication and understanding of Research Infrastructures in Europe. For any questions you might have, do not hesitate to contact the Commission Project Officer in charge of your project.

Thanking you in advance for your cooperation, I remain,

Yours sincerely

[Signed]

Ana Arano Antelo
Head of Unit

¹ http://ec.europa.eu/research/infrastructures/index_en.cfm?pg=ri_projects_fp7