



OFFERR

Guidelines for applicants

Date: 07/03/2023

These guidelines for applicants relate to the OFFERR project opened on 03/04/2023 and aim to facilitate the preparation of the project proposal and to clarify the steps after the application submission. The entire process is summarized on the following application process flowchart.

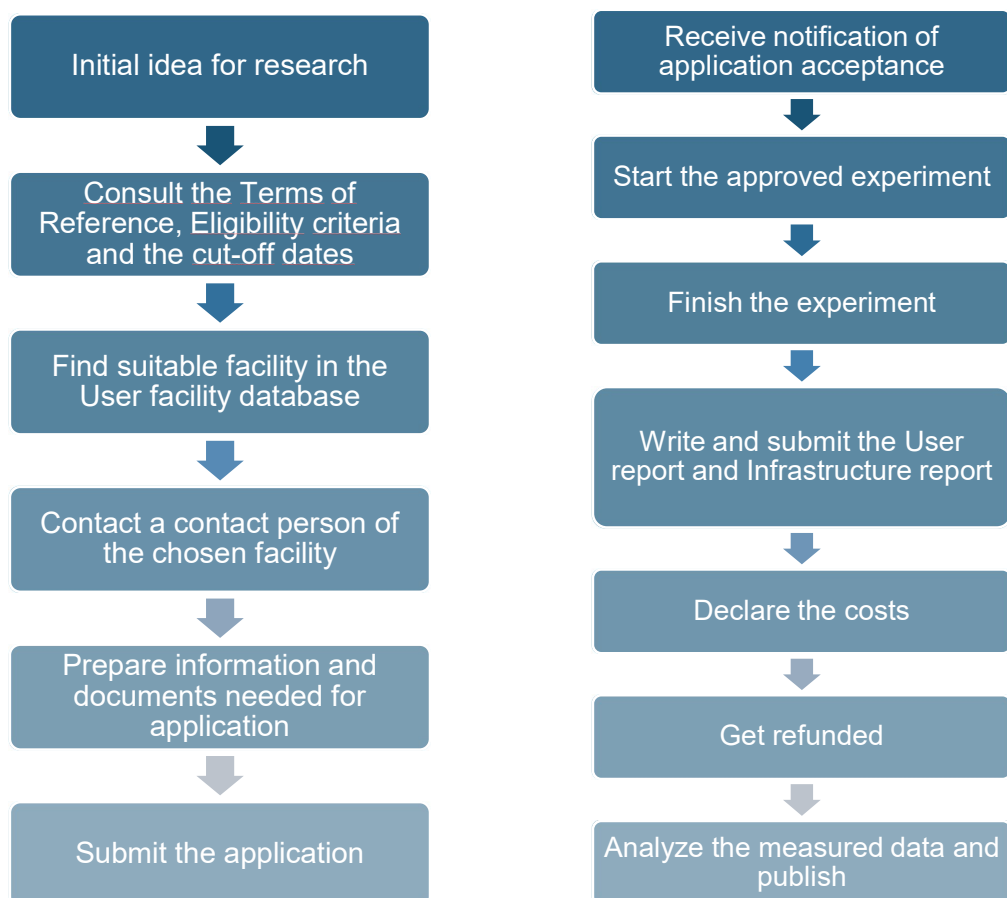


Figure 1 – Flowchart of the preparation of the application (left) and the steps after the application acceptance (right).

- 1) First, an applicant shall get familiar with the conditions described in the Terms of Reference document and the Eligibility criteria document.
- 2) An applicant can use the European User Facility Network (EUFN) brochure to choose the infrastructure(s) for performing the experiment.
- 3) An applicant shall contact the contact person of the chosen infrastructure and agree on the content and timing of the experimental campaign.

- 4) An applicant shall prepare a project proposal that includes the commitment of the infrastructure provider on availability and costs.
- 5) Applications shall be submitted through the electronic application submission system available at [link to the website]. After the application submission, the applicant will receive a confirmation email.
- 6) The submitted applications will be reviewed and ranked.
- 7) After the end of the evaluation process, applicant will receive a notification of application acceptance or rejection.
- 8) The approved experiment should start within 12 months after the notification of the approval.
- 9) The approved experiment should finish within 6/18 months in case of fact-track/complex projects.
- 10) The users should write and submit the User report. Infrastructure contact person should write and submit the Infrastructure report (within 2 months after the end of the experiment).
- 11) The users declare the costs and get refunded.
- 12) The users analyze the measured data and publish them.