To access the Application form for an Open Call, click on “APPLY” button at the bottom-right corner of the Call window.
A Disclaimer appears.

Please read it carefully. You have to accept it before continuing the application.

---

**Disclaimer**

Travel arrangements to INTERACT Transnational Access sites are the responsibility of the applicant. Should technical or logistical problems arise, the user groups should first contact the relevant Station Manager/Logistics Manager. Only in exceptional situations where the local personnel cannot help, should the INTERACT co-ordination be contacted. In these exceptional circumstances, the first contact will be Dr Kirsi Latola, head of the Transnational Access Workpackage.

INTERACT shall not be responsible for any injuries, damages, or losses caused to any user group member in connection with any Transnational Access given at the INTERACT Transnational Access sites. Transnational Access users shall be responsible for their own travel arrangements, have appropriate travel and health insurance and assume complete and full responsibility for any and all passport, visa, vaccination, currency exchange or other entry requirements of each destination, and all safety or security conditions at the Transnational Access sites during the length of their travel and stay.

All user group members must have an appropriate travel and health insurance, and be clear about the legal responsibilities of their employers. INTERACT has no liability to cover the extra costs of unforeseen circumstances related to travel (e.g. delays or cancellations), customs, shipment and logistics, nor has it legal responsibility for the health and welfare, including emergency and accident situations, of those who are awarded INTERACT Transnational Access.

**Agreement**

☐ I accept the Terms of Service
### Project

Have you already received INTERACT TA to your project?

- [ ] Are you applying for the continuation of a project already supported by INTERACT TA (No)

**Project Acronym**

**SAMPLE**

Your project shortname  

**Project Title**

**Sample application to potential TA applicants**

Your project title

---

Provide an Acronym (shortname max. 10 characters) and a Title for your project.
Are you applying for the continuation of a project already supported by INTERACT TA?

Select this option if you have been previously granted INTERACT Transnational Access for a project as a Group Leader (main applicant). In this case you have to select the Project acronym from a list of previous application that will be shown.

Have you already received INTERACT TA to your project?

- [ ] Are you applying for the continuation of a project already supported by INTERACT TA (Yes)

Select project acronym do you want to continue *

Required
**GROUP**

Enter the required info about the Group Leader (Main applicant) and other Group Members, if any.

### Group Members

#### (Group Leader) Member 1

<table>
<thead>
<tr>
<th>Name of group member *</th>
<th>Email *</th>
<th>Nationality *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gwyneth Groupleader</td>
<td><a href="mailto:gwyneth.groupleader@testuni.org">gwyneth.groupleader@testuni.org</a></td>
<td>Finland</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work address of the user group leader *</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Test, P.O. Box 000, FI-00000, Test City, Finland</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of work *</th>
<th>Place of work *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finland</td>
<td>University of Test</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of residence *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finland</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field of research *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Sciences &amp; Biotech</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Young scientist applicant (No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(less than 5 years from PhD degree, PhD student)</td>
</tr>
</tbody>
</table>

Has user previously visited any INTERACT stations? [ ]
Has user previously visited any INTERACT stations?
Select this option if you have previously visited any INTERACT station, and then specify the station(s) and years (yyyy) of visit.

Station
Cairngorms (Scotland, UK)
Year
2011
Ex "2016"

ADD PAST VISIT
Add any other Group Member: click on the blue row “Add Member” at the bottom of the page, enter all the required fields.

<table>
<thead>
<tr>
<th>Member 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of group member</strong> *</td>
</tr>
<tr>
<td>Erica Example</td>
</tr>
<tr>
<td><strong>Please insert Name Surname</strong></td>
</tr>
<tr>
<td><strong>Country of work</strong> *</td>
</tr>
<tr>
<td>Sweden</td>
</tr>
<tr>
<td><strong>Country of residence</strong> *</td>
</tr>
<tr>
<td>Sweden</td>
</tr>
<tr>
<td><strong>Field of research</strong> *</td>
</tr>
<tr>
<td>Earth Sciences &amp; Environment</td>
</tr>
<tr>
<td><strong>Has user previously visited any INTERACT stations?</strong></td>
</tr>
</tbody>
</table>
Less than 5 years from PhD degree, PhD student
Select this option for those group member who are young scientist (less than 5 years from PhD degree, or a PhD, Msc or BSc student).

TIMING

After describing the Group, you’ll be asked to identify the Station(s) you are interested to visit and the timing of your visit. Select one or more Station from the list (Station available for that Call).
If you want to know more about the stations, visit Interact website by clicking on the link in the yellow row.
Note: icons person settings remote next to the Station’s name indicate type of Access provided by the Station: Physical and/or Remote
For each chosen Station, select the Access type you are applying for (for some Stations only one type of Access could be available).
- Specify the Physical Access separately for each group member. Choose the From/To date for the station and the number of days.
- Add a row for each person (only for Physical Access) or Remote Access.
For Remote Access, you only need to specify the dates and the duration of your study. The dates when the station is available (open) are shown in black in the calendar view, whereas the dates when the station is not available for access are marked with light grey.
Complete this step, providing a short summary (max. 250 words) of your project, including the aims, methodology and locations.

Provide also a short justification (max 250 words) why support from INTERACT Transnational Access is needed to conduct your study. Why don’t you conduct your project at similar infrastructure of your own country?

**Total number of days applied 38**

A brief summary (max 250 words) of the intended research project, including methodology and locations where the research is to be conducted.

Our project will be conducted at... stations. The main idea of the project is... The method used will be...

Describe on the row above

A brief justification on why the researchers do not conduct their project at a similar infrastructure in their own country.

We currently do not have any infrastructures in our country that have this special equipment (infrared imaging device) for use in the infrastructure. In addition, our study focuses solely on glacier environments, and we do not have any infrastructures located nearby glaciers in our country.

Therefore, transnational access is critical to conduct the study.

Describe on the row above
**TRAVEL**

- Specify travel route and costs between the home institution and the station where you apply TA.
- Add the specification for each group member and each station where you apply for access, separately.
- Indicate possible co-funding cover for travel and logistic costs (if you have any) from other funding sources.

---

**Gwyneth Groupleader**

**To: Rif Field Station (Raufarhöfn substation) (Iceland)**

**From March 15, 2017 to March 20, 2017**

*Route, means of travel and associated costs in EUR*:
- Return flights Test City-Helsinki-Reykjavik: 500 EUR
- Accommodation en route on Reykjavik: 120 EUR x 2 nights = 240 EUR
- Car rental and fuel, 5 days: 500 EUR

---

<table>
<thead>
<tr>
<th>Do you have any cofunding available? *</th>
<th>Estimate Travel Cost (€) *</th>
<th>Costs applied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>500.00</td>
<td>1240.00</td>
</tr>
</tbody>
</table>

Provide cofunding in EUR, e.g. 0000.00

---

**Logistic cost item**:
- **Freight**
  - Select a cost item or click on the plus icon to add a new one
  - Estimate Logistic Cost (€) *: 2000.00

Provide cost estimate in EUR, e.g. 0000.00

---

ADD LOGISTIC COST
• Read “instruction” from your INTERACCESS account for detailed information about budgeting, including eligible and non-eligible costs. Information about the TA call can also be found on the INTERACT website.
• In case of Remote Access, you only need to indicate estimate of the possible freight costs and if any co-funding from other sources is available to cover those.
PLANNED PUBLICATIONS

- Indicate (tentatively) the scientific and other publications resulting from the TA, if granted to you.
- Indicate 5 most relevant scientific publications pertaining to your TA application, that are authored or co-authored by your user group (Group Leader and/or Group Members).

Publications

Planned publications if already known:
We plan to publish at least three articles in 2017-2018 in peer reviewed scientific journals: one about the methodology used, one about the results obtained and one review article. The manuscripts will be prepared right after TA visits and completion of the analyses. The planned articles (tentative title, publication year and journal) are:

Gwyneth Group Leader et al. (2017/2018): Methodologies in .... The journal is to be decided later.
Erica Example et al. (2018): Results obtained from empirical study at .... To be submitted to Nature.

(Include tentative titles, authors, journal and planned year of publication)

5 Most relevant publications of the user group:

Erica Example et al. (2016): Working or not? How the users experience new systems. Reviews on user experience 121: 4-12.

Enter one publication per line
Here you have to upload specific mandatory documents. Click on “Download the instructions for Research Plan”, read them carefully and follow the guidelines. Research Plan that fail to follow the format or extend to maximum length will be not evaluated. Research Plan and User Group Leader’s CV are compulsory attachments of the applications. Letters of Recommendation are only required for PhD, Master’s degree or Bachelor level students if they are applying TA as Group Leaders (Main applicants).
For each document you want to upload, click on “Select File”.
You will access the File Manager of INTERACCESS, where all your files will be uploaded and stored. Select one on the already uploaded files and click on “USE SELECTED” button.

<table>
<thead>
<tr>
<th>Media</th>
<th>Only word files are allowed!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>Extension</td>
</tr>
<tr>
<td></td>
<td>word</td>
</tr>
</tbody>
</table>

- **Research Plan**
  - 21.64 kB - docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document)

[Image of uploaded file]

[Buttons: CLOSE, USE SELECTED]
If you want to upload a new file, click on menu (a menu on the left will appear) and then click “UPLOAD".
Be sure the file you are uploading has the extension (doc/pdf) required for that kind of document.
Once all your appendices have been uploaded, click on "Save"
REVIEW

Review your application carefully before submitting it!
After submission changes are not possible anymore.

---

**Consequatur non.**

Open on October 24, 2016 close on November 9, 2016

<table>
<thead>
<tr>
<th>INTRO</th>
<th>PROJECT</th>
<th>GROUP</th>
<th>TIMING</th>
<th>TRAVEL</th>
<th>PUBLICATIONS</th>
<th>APPENDICES</th>
<th>REVIEW</th>
</tr>
</thead>
</table>

Review

**(SAMPLE) Sample application to potential TA applicants**

**Call**

Consequatur non.

Project Summary

Our project will be conducted at... stations. The main idea of the project is... The method used will be...

Group Members

- Gwyneth Groupleader (Group Leader)
  - gwyneth.groupleader@testuni.org

- Erica Example
  - erica.example@testuni.ca

**NOTE:** You can work in several sessions with your application and save the application in-between the sessions.
My Applications

By Clicking “My Application” in the left menu you can see a list of your applications in INTERACCESS, and edit ones that have not been submitted and view those that have already been submitted.

- **TEST Another test project**
  current status draft at October 28, 2016 (Et rerum rem.)

- **SAMPLE Sample application to potential TA applicants**
  current status draft at October 28, 2016 (Consequatur rerum.)
  Our project will be conducted at... stations. The main idea of the project is... The method used will be...