User Guide

canSERV Transnational Access Calls

Summary of Application Process

Applications for transnational access (TNA)[1] to canSERV consortium installations must be submitted electronically using an application form. The canSERV calls for proposals are regularly published on the website: www.canserv.eu.

Proposals will go through eligibility and completeness check, Independent Scientific Review, Independent Ethical Review, and feasibility check, and final approval or rejection by the members of the Scientific Management Board (SMB). The evaluation process optimally takes 8-14 weeks.

Upon receipt, applications will be checked for eligibility and completeness by the TNA Manager. Applications that meet the eligibility and completeness criteria are sent to scientific review. Applications that do not meet the eligibility and completeness criteria are rejected. Applications that received the minimum threshold will be sent for Ethical review and technical feasibility check. The technical feasibility check is conducted by the TNA Manager and/or the Service Provider. Applications not reaching the minimum threshold after scientific review will be rejected and encouraged to re-apply in the next call.

Proposals that meet the feasibility check are then forwarded to the Scientific Management Board. The Scientific Management Board will consider the scientific review results, feasibility check results, ethics check results, and either approve or reject the application.

The rejections during the process and/or the final decision of the Scientific Management Board ("Accepted" or "Rejected") regarding the application will be communicated to the applicants by the TNA Coordinators. The User will receive the scientific evaluation, anonymised reviewers' comments, and the technical feasibility results.

For projects that are accepted for access, arrangements for the proposed work are made directly between the User and the host Service Provider (via – for instance - User Access Agreement[2]). The timing of the proposed work will be subject to the availability of the requested technologies and staff capacity at the proposed Service Provider. Discussions via online platforms and detailed support will be provided by the Service Provider as the project gets underway.

I. Application

1. Who can apply: free open access is available for TNA for Users (individual scientists, academic institutes, biotech/pharmaceutical SMEs, also group of scientists/networks/consortia) from public and private entities in European and non-European countries. Scientists can only apply for TNA services outside of their home country (transnationality). Exceptions to this rule apply for access at ERICs, see call text for details. EC financial support requires that the results of the work carried out are intended for dissemination.

Please check further or call-specific Eligibility criteria in the call text.

2. Timeline: User can apply for access at any time during the submission period of any of the canSERV calls for Service Provision: challenge-driven calls or open calls via the online application form. The evaluation process takes 8-14 weeks, based on the complexity of the services requested and depending on the call: the evaluation process can be continuous for open calls, or applications will be evaluated after the end of the submission period for challenge-driven calls.

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[1] Please check criteria for transnationality and the exceptions in Annex 1 of the Call text.
[2] If you applied for multiple services, it may lead to User Access Agreements with multiple service providers.

II.   Online application

1. **Check the list of canSERV Fields.**

Define the work you would like to carry out, ensure that it is covered from the offered canSERV fields and services (https://www.canserv.eu/services/).

2. **Select services.**

In the Catalogue Platform (https://directory.canserv.eu/#/), you can browse services by selecting a filter, by using the search function or using both the filter and search function.

Example - Using search function.
Before using any search term, the search results will indicate all Service Providers and services available, as shown in the screenshot below:

After using the term "omics" in the search function, 37 services were identified from 29 different Service Providers as marked in yellow in the screenshot below:

You can read more about the service by clicking directly on the name of the service or can read more about the Service Provider by clicking directly on the name of the Service Provider.

Selecting a service:

You can select a service by ticking the box next to name of service as indicated in the screenshot below:

Once the box is ticked the service is automatically added to the Request:

You can select as many services as you need for your project proposal.

2. Confirm services/technology

Check the research services you have chosen in the previous step. The list of selected services can be visualized by clicking on Request.
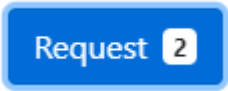
You can remove all services in the Request by clicking "Remove all" or can remove individual services by clicking on "x" next to the service.

Once you decided on the services that you would like to request for your research proposal, you can submit your proposal for the different calls by clicking on the button "Apply through....". For the open call you can apply by clicking on "Apply through Open Call". You can read about the different calls by clicking on . Make sure you have read the call text before applying and that you understand the requirements of each call.

2. Enter details

By clicking the apply button, a new tab will open to the ARIA login page.

Please login with one of the login options or create a new ARIA account:

Login to continue to ARIA

Email

Password

Show

Login with email

☐ Remember me   Forgot Password?

LS LOGIN   Continue with LS Login

iD Continue with ORCID

G Continue with Google

Continue with SoDaNet

OR
Login using your institutional account

Type your institution name   🔍

Don't have an account? Create one

After login, you will be directed to the application form with the desired services already selected. Please confirm that the service/technology selection is correct.

Please continue the steps of the application form and submit your proposal.

4. Add team

Add here other people involved in the group of your project. The persons in the "*research team*" can view and edit your proposal. "*Principal Investigator*" is the Project leader, so you as responsible of the project and the main user.
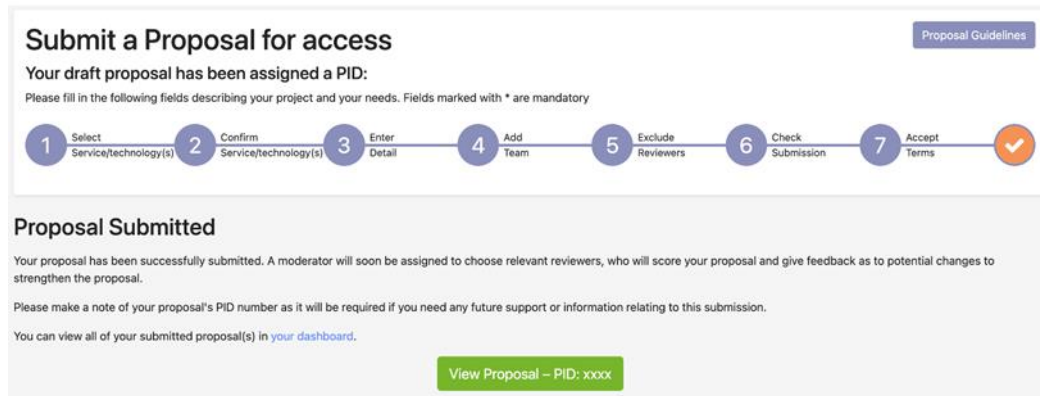
5. Check submission

Please review your proposal carefully before submitting it. Once you submit you can access your dashboard to check and follow its status.

6. Accept Terms and Conditions

You are about to finalise your proposal submission. Once this step is performed you will not be able to modify any aspect of the proposal. By submitting this proposal, you confirm that you have both read and have agreed to all the *terms of conditions*

7. Proposal submitted

You can view all your submitted proposals in your dashboard and view and track this proposal by selecting 'View Proposal" (green box).

You will be notified by email about the result of your application in expectedly 8 - 14 weeks.

If you have any question, please feel free to contact Helpdesk via calls@canserv.eu