



MESOAQUA Transnational Access for 2012 Guidelines – INDIVIDUAL APPLICATION

Guidelines for filling in the Web Form INDIVIDUAL TA-Application

Mesocosm based science normally is dependent on a minimum number of participants to successfully run an experiment. We therefore suggest that individual applicants initially attempt to find a cooperation partner and/or a planned project to participate in before applying, and as early as possible. Finding potential cooperation partners can be facilitated by **consulting the time schedule (see Calendar 2012)** for the participating facilities and subsequently by **contacting the respective access-providing partners** for more detailed information (see <http://mesoaqua.eu/facilities>). If you do not find sufficient information on the respective partner description pages and by contacting them, you may also **contact Tatiana Tsagaraki (tatiana@her.hcmr.gr) at MESOAQUA Work Package 3 “Transnational coordination of aquatic mesocosm research”, who will assist you in suggesting a potential project leader to contact for further discussion (see <http://mesoaqua.eu/contact>).**

It is important for MESOAQUA to expand mesocosm use so as to include students and scientists with limited prior knowledge of such facilities and/or research communities. Therefore MESOAQUA also welcomes applications from either individuals willing to participate in a mesocosm experiment in their field expertise (hereafter called **contributor/expert**), or students (MSc/PhD/Postdocs) with a scientific interest and need to receive training in mesocosm work (hereafter called **trainee**).

Access as **trainees** will only be granted to applicants that clearly show their scientific need to learn about mesocosm work for their ongoing or future studies. Access for **experts and trainees** will further only be granted after the successful host group have been granted place and if there is access time available at the specific facility. As the majority of the persons using Transnational Access would have to be from Europe, only a few (max. 1-2) single participants from outside Europe are likely to be granted access to each site per year.

Note that the applicant is responsible for collecting all necessary documentation and including it in a single submission. All files to be attached should be labeled as last name of the applicant followed by “_I_” (for Individual) and the short forms of the sections (as indicated in the brackets at the end of each respective section). Files with docx extension are not allowed, thus please upload files as doc or pdf format as stated below. Please find a file list at point 12 of this document.

Failure to adhere to this format before the deadline may result in rejection of the application.

1. Personal information

Please fill in your personal information including name (first, middle, last), gender, birth year, nationality, highest education, and research status (PGR = PostGRaduate, PDOC = PostDOC, EXP = EXPert, TEC = TEChnician, OTH = OTHer).

2. Home institution

Please fill in the type and the contact information of your home institution.

Type: UNI=University, RES=research institution, SME=small merchandise business, PRV=private

Contact information: name of institution/university, department, address including street name and number or P.O.-Box with number, town (with postal code), country with country abbreviation (e.g. Norway, NO), your e-mail address and phone number (with country code).

3. Expertise and training

Please check the appropriate choice below to indicate whether you wish to join a group and contribute by performing a specific task or technique as a “**expert/contributor**”, or whether you wish to join a group for training purposes as a “**trainee**”.

MESOAQUA’s mission is to share expertise among researchers and to train especially young scientists in the use of mesocosms.

4. Previous MESOAQUA TA support

4.1. Support

Please indicate if you have previously received financial support through the MESOAQUA Transnational Access program. (If not, then check “no”). If so, please indicate what role you have had in your previous participation in the TA program (individual, group leader, group member).

4.2. Summary

In case of previous MESOAQUA TA support please include a one-page (max. 2 pages) summary of the outcome of the previous work (highlights, articles published/in preparation). The attached file should be in doc format and named as your last name, followed by underscore and CAPITAL I (for individual), underscore and PS (example: [Name_I_PS.doc](#)).

Selection of project proposals is based on scientific merit, but priority will also be given to first time users.

5. Project information

For the purpose of this application, *project* means the tasks, experiments or investigations that you are planning to carry out at a mesocosm facility.

5.1 Themes

Please select the themes that most closely describe your project as **expert/contributor** or you interests as **trainee**.

5.2 Other themes

Please specify your research focus(es) if other than listed under 5.1.

5.3 Project title

As **expert/contributor** please insert a short title to describe your project (max. 150 characters inclusive spaces). As **trainee** please insert a short title to describe your interests.

5.4 Project ACRONYM

As **expert/contributor** please create a project ACRONYM according to your project title. This ACRONYM will be used to administer and identify your project. As **trainee** please fill in the actual experiment ACRONYM from the respective facility you want to join and add “- trainee” (for example: BIOPUMP – trainee).

5.5 Abstract

Please give a short description of your planned work or need for conducting/participating/training in a mesocosm experiment. **Experts /contributors** should also include the main objectives of their project (max. 250 words).

5.6 Project description

TRAINEE: If you apply as a **trainee** please indicate what practical and/or theoretical skills you are interested in acquiring through the project as well as what routine analysis you are familiar with and would be willing to carry out in a project (e.g. chlorophyll analyses, bacterial counting etc). Also describe the reasons for why you need this specific training/competence, e.g. indicate the importance of this for your scientific studies/development/career.

EXPERT/CONTRIBUTOR: If you apply as an **expert/contributor** to perform a specific task in cooperation with the local MESOAQUA partner, please include a description of your activity summarizing the aim of the activity, the scientific background, and the overall methodological approaches (including statistics) proposed to solve the main questions.

For a competitive evaluation it is important that the description of the objectives and the methodological approach should be able to be clearly evaluated (for further information read the selection and evaluation criteria at www.mesoaqu.eu/Transnational_Access). Include also details about eventual local participation (if any), and a summary of expected results.

A list of what equipment and other resources that would be needed (including what may be brought to the site by the participants) should be given under Point 7 Additional information.

ALL: The project description should be attached as a file of 2 pages (max. 3 pages) in font 12, Times New Roman, and single line spacing. References given in the text should be listed at the end of the text (may be font 10, single line spacing). The attached file should be in doc format and labeled as individual user name in CAPITAL letters, followed by underscore and CAPITAL I (for individual), underscore and PD (example: [Name_I_PD.doc](#)).

6. Additional information

Please give additional information about the materials you will bring and/or your requirements (details see below).

6.1 Specific requirements

In order to evaluate the feasibility of the project, this section should contain:

- 6.1.1 a list of major equipment brought by the applicants to the facility (if any),
- 6.1.2 a detailed list of instrumentation, equipment, consumables and/or support (if any), for example: lab space, experimental units (type, size, numbers,

- time), experimental organisms (type, size, numbers) that the facility will have to provide to the applicants, and
- 6.1.3 if the applicants wish to charge the facility provider for transport of equipment and or samples to/from the facility, or
 - 6.1.4 if no equipment, consumables or transports needs to be provided by the facility provider this should be stated instead.

Proposals not providing this information may fail to be evaluated!

NOTE that only a limited amount of consumables and expendables may be provided by MESOAQUA. The type and amount varies with facility. **The availability of this support from the facility must therefore be confirmed with the specific facility provider in the submitted application.** It is therefore important to contact the potential facility provider as early as possible when developing an application to ensure enough time to complete the application before the deadline (see also the need to obtain a confirmation letter from the provider point 9 below). To help this process it is advised to provide an estimate/budget of the expendables (in EURO) before contacting the facility provider

6.2. Isotopes

Please list any isotopes or radioactive isotopes you may be using in your work including concentrations of Mbq or MCi.

6.3. Hazardous materials

Please list any hazardous materials you will be using in your work.

7. Location

7.1 Select Location

Please select a specific mesocosm facility that you think is best applicable for your activity, i.e. conducting/participating in a mesocosm experiment.

7.2 Rationale

Indicate the reasons why you are applying for access to the specific mesocosm facility, e.g. indicate the importance of this for your scientific studies/development/career, whether there are any installations at your home institution or elsewhere in your home country where the proposed study could be conducted (max. length half page).

8. Dates

Please fill in your start and end dates when you prefer to conduct/participate in a mesocosm experiment according to the code: Day (DD). Month (MM). Year (YYYY). Also indicate, to what extent you are flexible in duration and/or start time. You will find more information about the schedule of the planned experiments for the respective facilities at the Calendar 2012 and the MESOAQUA website: <http://mesoaqua.eu/facilities>

9. Scientific contact

Confirmation Letter: In order to secure that your TA application is indeed feasible at the specific MESOAQUA partner facility and time you must contact the

respective facility provider in order to obtain a signed letter that confirms that your project/participation is realistic/practical and fits to the potential planned activities. Please remember to do this in good time before your planned submission! Please attach the signed confirmation letter in pdf format and label as your last name in CAPITAL letters followed by _I and “_CL” (example: [NAME_I_CL.pdf](#)). Applications that do not have such a letter will not be considered.

10. Support reference

Support Letter(s): MESOAQUA strongly encourages PhD students and early career scientists to apply for TA activity funding. However to strengthen applications, we suggest all PhD students and early career applicants (up to 5 years of scientific experience since completed PhD degree) to attach max 3 letters of support from your former supervisor and/or other senior peers who would be willing to be contacted by MESOAQUA for references about your scientific work.

Each letter of support must include: Name of scientific supporter; position; organization; address; phone; and e-mail. The attached file should be in pdf format and named as last name of the individual applicant, followed by underscore and CAPITAL I (for individual), underscore and SL (example: [Name_I_SL.pdf](#)).

11. Curriculum Vitae (CV)

Please attach your CV using the MESOAQUA CV template. You will find the CV template linked on the MESOAQUA application page: http://mesoaqua.eu/applications_for2012 and also attached as file at the end of this page. When you apply as **expert/contributor** please include only the 5 most relevant publications.

Please fill in the CV template and attach the file in pdf format named as last name (of the individual applicant), followed by underscore and CAPITAL I (for individual), and “_CV” (example: [Name_I_CV.pdf](#)).

NOTE: Applications not using the MESOAQUA CV template will be rejected.

12. File list

Please state, which files of the list below you have attached to your application. Note that NOT all files are mandatory and/or required (see information in brackets). Also remember that YOUR last name will replace the file labeled “Name”. This is a double-check for the MESOAQUA Project Office to see whether all attached files arrived with your submission.

[“Name”_I_PS.doc](#) (Previous Support by MESOAQUA TA)

[“Name”_I_PD.doc](#) (Project Description, mandatory)

[“Name”_I_CL.pdf](#) (Confirmation Letter, mandatory)

[“Name”_I_SL.pdf](#) (Support Letter/s)

[“Name”_I_CV.pdf](#) (CV, mandatory)

IMPORTANT: In case you get a warning that fields or files are missing when you submit your application then please fill in the required fields AND ATTACH ALL FILES AGAIN! Sorry for the inconvenience.