Project description template and guidelines

To guarantee the comparability of applications, the project description must follow the structure below.

**Name the file as follows:** Project acronym\_your surname\_project\_description.

**Document length:**

- Applications to Antarctic infrastructures, research vessels and/or multiple research infrastructures: 8 pages, including references

- Application to any other research infrastructure: the plan must not exceed 6 pages, including references

Project Descriptions failing to follow the instructed structure and exceeding the maximum length will be rejected from the evaluation as non-eligible.

**Font and Page setup:**

Times New Roman 12 pt or corresponding, max. 3 500 characters without spaces per page).

Do not change the margin width.

**The plan will be reviewed by international experts and shall include the information described below.**

|  |
| --- |
| **Checklist: Accompanying documents**Before submission, the User Group leader will need to complete and upload the following documents in POLARIN-TAP:* Project description (this document template)
* CV from User-Group Leader (template available).
* Preliminary Data Management Plan (will not be evaluated, but has to be submitted). A final Data Management Plan will be developed with POLARIN if the project is granted.
* If User-Group Leader is an Early Career Researcher: upload 1-2 signed recommendation letters by the academic supervisor and/or other relevant person
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TEXT IN GRAY MUST BE DELETED BEFORE SUBMISSION.

**PROJECT ACRONYM**

**Information about the applied Transnational Access (TA) project**

• Project name, project acronym, name and contact information of the group leader, Research Infrastructure(s) where the TA is applied to, duration of the project (applied person-days, dates of the planned research)

1. **Background and objectives:**
* Describe the state of knowledge in the research area.
* Describe how this project will contribute to knowledge beyond the state of the art. Highlight any innovation aspects.
* Describe the research objectives and what are you expecting to obtain.
1. **Scientific and societal impact**
* Describe the expected scientific and societal impact of the proposed research.
* Describe how the proposed research contributes to addressing the key research priorities in the polar regions.
* Describe if this proposal is embedded and contributing to larger research programmes on a national, EU or international level.
1. **Work plan and possible risks**
	* + Describe the methodology and how this methodology will help addressing the objectives of the project.
		+ Add a station/transect list, with a timetable for the research per station (station, timing, what is done and by who), for either terrestrial or marine based proposals. Adapt the table to your needs.

**Example:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Position** | **Depth /****Distance** | **Est. time** | **Activity** | **User** |
|  | **Latitude****(N)** | **Longitude****(W)** | **(m)/(nm)** | **Time unit e.g. (h)/(day)** |  | **name** |
| **Transit preferred Port of Departure – Station 1** | Start: 38.537End: 37.930 | Start: -28.626End: -15.820 | 605nm | 60h | Underway measurements SST, nutrients | P. Mustermann |
| **Station 1/Task 1** | 37.930 | -15.820 | 4283m | 2.5 | CTD cast |  |
| **Station 1/Task 2** | 37.930 | -15.820 | 4283m | 3 | Multicorer cast |  |
| **Transect 1** | *Start*: 37.930*End*: 35.770 | *Start*: -15.820*End*: -13.180 | 188nm | 30.4 | Multichannel seismics line |  |
| **Etc.** |  |  |  |  |  |  |

Total working hours:

Total transit hours:

* Describe:
	+ the samples, research material or data to be collected.
	+ the ethical issues (e.g. ethical governance procedures, informed consent, anonymity of subjects), if any.
	+ The required research permits or information on pending permit applications. Consult relevant RI operator for additional information on permits, if needed.
	+ The specific logistical needs, including visa, import licenses for equipment, export licenses for samples, requests for specific scientific equipment (see [RI Descriptions](https://eu-polarin.eu/infrastructure/) for available equipment), etc.
* Describe the possible risks, including a contingency plan.
1. **Scientific competence and roles of the user-group leader and user-group members**
* Explain shortly in the table below the roles/participation and responsibilities of the user-group leader and members, including the roles of Early Career Researchers, if any. The number of users should be clearly justified.
* Larger user groups (4 members or more) should consider multi-disciplinarity of research and maximising the use of the requested infrastructure.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | ORCID ID orsimilar | Scientific field of expertise | Early career researcher (yes/no) | Role, participation and responsibilities in the proposed research |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Expected results and possible risks**
* Describe the expected results, including possible scientific breakthroughs.
* Describe the applicability of the results of the proposed research
* Describe the planned publications
1. **Exploitation of results**
* Describe the support available (funded/pending grants), availability of laboratories at the home institution to analyse the data/samples collected.
* Shortly describe how data will contribute to FAIR principles (Findable, Accessible, Interoperable and Reusable).
* Shortly describe any dissemination activities and public outreach planned, during and after the access, to rise awareness among potential end-users, the scientific community and the general public.
1. **References**
* List of references used in the research plan

