



# ReMade-at-ARI

## User Guide for Standard Submissions

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### INTRODUCTION

The present document aims at guiding users through the application process for access to the analytical research infrastructures offered in the framework of **ReMade@ARI for the Standard Access Route (ReMade-TNA)**. A separate guide is available on our website for industrial applications.

The portfolio of instrumentation and techniques available can be found in our [Catalogue of Techniques](#).

All proposals are reviewed with transparency, fairness and impartiality by our independent external **Proposal Review Panel**, whose members are participating in **ReMade@ARI** due to their expertise in the areas of Circular Economy and analytical techniques at the facilities.

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### ACCESS MODES

#### 1. Pre-Proposal submission:

This is an *optional* submission for academic and non-academic users, who have an idea they wish to develop but may be unsure of its general feasibility or of the technique(s) required or are simply interested in complementary techniques they may not be familiar with. Through this option, **ReMade@ARI** offers the unique possibility for users to access the **Science Support**, which is comprised of the **Smart Science Cluster** - about 20 junior scientists who offer direct support - and an **Expert Network** of senior scientists offering additional advice. These experts are ready to help you translate your challenge into a research project by employing two or more different methods/techniques. Pre-proposals can be submitted at any time before, during or after a Call for full proposals. However, pre-proposals submitted less than 2 weeks prior to the close of a Call may not be reviewed and developed together with our Expert Network in time to be submitted as a full proposal for the current Call.

Pre-proposals do not go through a review process and nor lead to the allocation of instrument time. This is only allocated once a full proposal is submitted and approved.



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### 2. Full Proposal submission:

For General User Access (ReMade-TNA), calls for proposals are issued twice a year, once in the spring and once in the autumn. To see if we have an open call, please visit our [User Access](#) page. This is open to academia (with or without industry collaboration) and industry, with the requirement to share results openly (see [Dissemination of Results](#)). For industry submission with confidential results, please see our [Industry Access Mode](#).

The General User Access requires that at least two techniques are selected, ideally at two different facilities. If a user wishes to request only one technique, the proposal may be eligible but not prioritized. The goal of using complementary techniques is to have impactful results in Circular Economy-related research and to promote interdisciplinarity of the user community. If a user is unsure of which techniques to use, it is strongly recommended to rely on the **Science Support** provided through the [pre-proposal submission step](#).

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## REGISTRATION, SUBMISSION & REVIEW

### Step 1 – Creating an account

- All members of the research team, including the Principal Investigator (PI), must create their own individual accounts in [ARIA](#), (access portal – Login/Register)), enabling the PI or the team applicant to identify and select all team members when filling in the full Proposal Form.<sup>1</sup> Profiles must be completed in full.

### Step 2 - Pre-Proposal Submission

- The applicant for the team can submit a title and abstract through the [access portal](#) using the pre-proposal form (accessed via “Calls” in the top menu of the portal).
- Users can include questions for our experts in relation to the choice of technique, the experiment itself, data analysis or follow-up.
- Users will be contacted by the project by email within three working days of submission and matched with the most appropriate expert to discuss their idea.

### Step 3 - Proposal Submission

- Before completing the form itself, the team should complete the [Word template of the Project Description available on our website](#), to provide information on the planned experiment, including technical and sample description. This should then be uploaded to the online form.
- In the portal, the applicant for the team will first be requested to select two (or more) options from the list of techniques (“services”). Once a technique(s) is selected, **the selection of a preferred facility is an optional step**. The applicant can either:
  - a. select two techniques and select “Allow ReMade@ARI to assign my facility” (available under each technique). This allows our *TNA Coordinator*, along with our experts, to review the proposal post-submission and select the most suitable facility/ies for the project

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<sup>1</sup> This step does not replace creation of User accounts at selected facilities, which must be done separately after a proposal is accepted by ReMade in order to be scheduled.



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- (preference will be considered, but the project reserves the right to appoint a different facility) OR;
- b. select two techniques AND facility preference.
- All team members should then be added to the proposal. Once they have created accounts, their names can be found in the search field.
- The applicant should then complete [the Proposal Form in the portal](#). [Word](#) and [pdf](#) versions are available on our website to review and prepare all inputs in advance. The [online](#) Form in the portal can be saved and returned to at any time.
- The applicant will then be asked to confirm that they have read the [Terms of Use](#) and this User Guide, as well as the [eligibility criteria](#) and our [privacy policy](#), before submitting, to ensure the proposal fits the criteria for consideration.
- Once the form has been submitted, the applicant and all team members selected, including the PI (if not the applicant) will receive a confirmation by email.

### Step 4 – Confirmation of facility choice and Feasibility check (<= 4 weeks)

- All proposals will be checked by our *TNA Coordinator*. For each proposal the following will be done:
  - a. If no facility was selected, one or more facilities will be assigned to the proposal.
  - b. If one or more facilities were selected, these choices will either be [confirmed](#) by the *TNA Coordinator*, or a [different facility](#) will be assigned. This may happen due to scientific considerations or a matter of available instrument time.
- If assignment or change of facility is required, this amendment will be done in the proposal directly by the *Project Administrator*, and the applicant will be notified.
- The technical feasibility of each proposal will be assessed by the appropriate scientist at the chosen facility/ies. This check aims to ascertain that the project can be dealt with successfully.
- If revisions are needed to improve the proposal, these will be proposed in the technical report.

### Step 5 - Independent External Review (<= 4 weeks)

- All proposals will be assigned three Reviewers from our *Proposal Review Panel* and given an overall grade. The main criteria for evaluation by our Reviewers (see [our Reviewer Guidelines](#)) are:
  - scientific excellence and;
  - expected impact of the results on the Circular Economy.
- The threshold grade for acceptance will be decided once all proposals have been reviewed.
- In case of competition between projects at equal level of scientific ranking by Referees, a preference will be given to:
  - user groups who have not previously used **ReMade@ARI** facilities and who are working in countries where no equivalent research infrastructure exists,
  - proposals of greatest benefit to Europe (proportion of EU scientists, collaboration within Europe, EU company benefiting from the research, participation of widening countries)
  - user groups with a fair balance of male/female team members.
- An email will be sent to notify the PI/team of the outcome of their submission:
  - *Accepted* – the proposal has been granted TNA access.
  - *Rejected* – the proposal has not been granted TNA access and comments explaining the reasons for rejection are provided. The Feasibility and Reviewer reports are also available in the portal for the team's consideration.



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### Step 6 - Scheduling

- Once a proposal is accepted, the User Office (or equivalent) contact at the facility/ies will contact the team to verify details of access,<sup>2</sup> ensure the availability of resources to accommodate the access request, host users, provide on-site support, safety aspects, etc. The team may get in touch with the facility/ies at any time via the portal messaging system.
- Access should begin within 6 months of acceptance, depending on the type of access required. Depending on the technique chosen, facilities may offer agile access in a shorter time. Access should be completed in a maximum of 12 months from its start.

### Step 7 – Feedback

- After the visit(s) has/have taken place, the Main Applicant will receive an automated email requiring them to complete the *User Feedback Form* in the portal to provide feedback on the visit and the **ReMade@ARI** project in general.
- Submission of the [Experimental Report](#) as an attachment in the *User Feedback Form* is a requirement after access is completed. The template for this is also available on our [documents page](#).

*ReMade@ARI makes every effort to respect timelines, with the active collaboration of our Users.*

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## ELIGIBILITY CRITERIA

### Transnational Access (TNA)

Access to the facilities is completely free of charge and includes the logistical, technological and scientific support and specific training that is needed to use the services provided by the facility. Moreover, a contribution is given for travel and subsistence expenditures. TNA is provided in two types:

- in person (physical) access, with users visiting the facilities in person and receiving the service “hands-on”.
- remote access, e.g. “hands-off” access to the facility, analysis of mail-in samples, remote access to a high-performance computing facility, with resources and services offered without users physically visiting the facility/installation.

To be eligible for TNA, the following criteria must be fulfilled:

- The PI and the majority of the team must work in a country other than the country(ies) where the facilities are located, unless access is provided by an international organisation such as an ERIC .
- Only user groups that are allowed and willing to disseminate the results they have generated under the action may benefit from the access (unless working for SMEs).
- The *User Feedback Form* in the access portal has been completed and submitted by the applicant for any previous project(s).

### Gender Equality

**ReMade@ARI** promotes the EU Gender Equality Strategy towards a gender-equal Europe. Gender equality in scientific research and specifically encourages applications from women. The prerequisite

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<sup>2</sup> The ReMade@ARI submission does not replace the application to the facility(ies) itself. A second application will need to be made either by the users according to instructions given by the facility, or by the facility itself. No additional local “review” of the proposal will be made at this stage.



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to scientific and societal prosperity is the creation of an atmosphere of acceptance and trust, embracing all differences stemming from personal ways of life or personal living situations, ethnic origin, gender, sexual orientation, ideologies, biographies, religion, beliefs, disability, age, appearance, and many other aspects.

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### SITE ACCESS AND FINANCIAL SUPPORT

#### Site access

The User Officer (or equivalent) is responsible for contacting the user group directly to provide information on site access, accommodation, insurance and medical conditions, shipping of samples, safety and all other information related to the visit. Users are highly encouraged to book accommodation and travel as soon as a proposal is accepted and scheduled, to avoid extra costs due to late booking. In particular, please contact the User Office of the hosting facility as early as possible to check for the availability of rooms in a guesthouse.

#### Financial support

EU funding for travel and subsistence support is available for user groups who fit the [eligibility criteria](#). Users are entitled to reimbursement after submission of the *User Feedback Form* in the access portal.

To receive reimbursement, users should fill in the [reimbursement form available on the website](#) and send a signed version in pdf format together with invoices and receipts of travel and accommodation expenses to [reimbursement@remade-project.eu](mailto:reimbursement@remade-project.eu).

**Note:** All tickets and receipts (hotels, flights, trains) must be made out in the name and, if an address is indicated, the private address of the person that claims reimbursement. Invoices stating the institute's/university's address will not be accepted.

#### Regulations for travel reimbursement

1. A maximum of two researchers per experiment/visit are entitled up to a maximum of 600 EUR reimbursement each, based on a calculated reimbursement of:
  - up to 300 EUR per user for travel costs.
  - up to 50 EUR per night/per user for accommodation up to a maximum of 6 nights.

The overall duration of a stay must be consistent with the experiment days scheduled for the respective user experiment. If no justification for an extended stay is provided, the maximum number of supported days equals the number of experiment days plus two.

Exceptions are possible if agreed between the user group, the host facility and the reimbursement office before the start of the experiment.

The following exceptions are possible:

- A host facility requests more than two users to run the experiments, e.g. for 24 hour shifts
- A user would have to cancel the experiment when there are no other funding sources available to cover travel and accommodation costs exceeding 600 EUR.



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2. Travel: Economy class for air fares, second class for train tickets. The costs of using taxis may not be reimbursed unless the necessity is explained and justified.
3. Subsistence: Flat rate daily allowance according to the German public service travel cost regulations, 20% reduction for breakfast included in hotel invoice. Separate receipts for meals are not needed.
4. Accommodation: Remade-at-ARI reimburses for the single occupancy cost of a standard room. Travellers should always select a hotel that is the most economical.

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### DISSEMINATION OF RESULTS

Users are obliged to acknowledge support from **ReMade@ARI** by the following text string that needs to be literally included into the publication;

**“Funded by the European Union as part of the Horizon Europe call HORIZON-INFRA-2021-SERV-01 under grant agreement number 101058414 and co-funded by UK Research and Innovation (UKRI) under the UK government’s Horizon Europe funding guarantee (grant number 10039728) and by the Swiss State Secretariat for Education, Research and Innovation (SERI) under contract number 22.00187.**

**Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the UK Science and Technology Facilities Council or the Swiss State Secretariat for Education, Research and Innovation (SERI). Neither the European Union nor the granting authorities can be held responsible for them.”**

Open access publication should strongly be favoured! In addition, it is encouraged to also acknowledge the actual facility/ies and instruments accessed.

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### TERMS OF USE AND PRIVACY POLICY

Our [Terms of Use](#) and the [Privacy Policy](#) are available on our website.

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### CONTACTS

- For questions regarding pre-proposal submission and general scientific support, contact [sciencesupport@remade-project.eu](mailto:sciencesupport@remade-project.eu).
- For technical issues regarding proposal submission in the access portal, contact the administrator via the portal messaging system or send an email to [admin@remade-project.eu](mailto:admin@remade-project.eu).
- For questions related to assignment of facilities, contact [admin@remade-project.eu](mailto:admin@remade-project.eu).
- For questions related to site visits, contact the User Office for that particular facility.