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| Support for Transnational Access (TA) and/or Remote Access (RA) request form |

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| General information about the project | |
| Project title |  |
| Project acronym |  |
| Site(s) to be accessed |  |
| Keywords (up to five, free text) |  |
| Start date of intended access |  |
| Duration of stay in days |  |
| Number of users requesting access |  |
| Do you address one of our predefined research questions? If so, which? |  |
| Access mode(s) requested  (delete as needed) | Transnational Access (TA) only  Remote Access (RA) only  Combined TA and RA |

Please read the instructions provided on the eLTER PLUS website TA-RA section and in the document "eLTER PLUS TA-RA Scheme.pdf". And please submit this form in Word format. For technical reasons, PDFs cannot be accepted and will be returned to you.

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| Information about the applicant(s) | |
| User group leader or sole applicant (User group member 1) | |
| First name |  |
| Last name |  |
| Affiliation |  |
| Disciplinary background |  |
| Street and number |  |
| City |  |
| Country |  |
| E-mail |  |
| Telephone |  |
| Age |  |
| Gender |  |
| Recent references (up to five,  alternatively a 10-line or less CV-paragraph) |  |
| User group member 2 | |
| First name |  |
| Last name |  |
| Affiliation |  |
| Disciplinary background |  |
| Street and number |  |
| City |  |
| Country |  |
| E-mail |  |
| Age |  |
| Gender |  |
| Recent references (up to five,  alternatively a 10-line or less CV-paragraph) |  |
| User group member 3 | |
| First name |  |
| Last name |  |
| Affiliation |  |
| Disciplinary background |  |
| Street and number |  |
| City |  |
| Country |  |
| E-mail |  |
| Age |  |
| Gender |  |
| Recent references (up to five,  alternatively a 10-line or less CV-paragraph) |  |
| User groups with more than three members may insert more fields as needed. | |

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| Project description |
| Short summary (up to 150 words): Please describe briefly what the project is about, the major research question, or, if applicable, the hypothesis to be tested. |
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| Scientific objectives (up to 250 words): Explain the aims of the planned project which makes access to an eLTER PLUS site necessary. The objectives should be realistic and achievable within this TA and/or RA related project. |
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| Work to be performed (up to 300 words): Describe the sequence of activities intend to be performed at the site(s) in a concise and tangible manner. This text should be precise because it will be used by site staff to prepare your visit (provided your application is accepted). |
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| Data to be obtained (summary): Summarise in a list the data you intend to gather during your TA or RA project. |
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| Estimated travel costs of the TA users | |
| Travel costs of user group leader or sole applicant (User group member 1) | |
| Total of travel costs (in €) |  |
| Justification (itemised) |  |
| Travel costs of user group member 2 | |
| Total of travel costs (in €) |  |
| Justification (itemised) |  |
| Travel costs of user group member 3 | |
| Total of travel costs (in €) |  |
| Justification (itemised) |  |
| Travel costs of user group member 4 | |
| Total of travel costs (in €) |  |
| Justification (itemised) |  |
| User groups with more than four members may insert more fields as needed. | |

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| **Costs for accommodation and other expenses of the TA users** |
| **There is no need to estimate accommodation and subsistence costs in this application.**  Accommodation will either be provided on-site at no costs to the users or site personnel will assist users in obtaining suitable accommodation in the vicinity of the site. In the latter case, the costs incurred by the users will be reimbursed. Costs for food will be covered as actuals or via a flat subsistence rate in line with the usual business practices of the site owning organisation. |
| **Disclaimer (relates to TA, not to RA)** |
| **By submitting this proposal, you consent to the following regulation:**  Travel arrangements to eLTER PLUS sites shall be the sole responsibility of the applicant(s). Cf. the note about accommodation above.  eLTER PLUS and the operator(s) of the eLTER site(s) you visit shall not be responsible for any injuries, damages, or losses caused to any user group member in connection with any TA given at an eLTER PLUS TA-site. TA users shall 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 TA-sites during the length of their travel and stay.  All user group members must be clear about the legal responsibilities of their employers. eLTER PLUS 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 TA. |
| **Dissemination of results and data policy (relate to both TA and RA)** |
| **By submitting this proposal, you consent to the below statement:**  The user (group) confirms that they intend to disseminate the outcomes of their study conducted under the eLTER PLUS TA/RA Scheme. Users representing SMEs (Small and Medium Enterprises) are exempt from this rule. Whatever data is collected during the visit must be made available to the site owner organisation and to the wider scientific community within a reasonable time frame and without significant delays (recommended time frame: at most two years). Again, SME users are exempt from this rule.  The data policy should presume a timely pathway towards Open Access. At the end of the project, or when publications arise during the project, data should be released using a standard Open Data license and be free of intellectual property rights (IPR).  Successful users are kindly requested to provide a description of their visit, including photographs, and to write a blog and/or social media messages during their visit, de-scribing their experiences. This is highly recommended but not mandatory.  Furthermore, by submitting this proposal, you consent to the option that eLTER PLUS or eLTER site operators may use photographs for dissemination purposes which show you performing work at their sites. In this form you provide some personal data. These are needed to evaluate your application and also for reporting on the outcome of the overall eLTER PLUS TA-RA programme. You agree that eLTER PLUS will store and process these data for the duration of the project. |