



**RISEEnergy**

**Research Infrastructure Services  
for Renewable Energy**

## **D2.3 - "General Rules for TA according to access policy"**

WP2 - Transnational and Virtual Access to world-class Research Infrastructures

T2.1 - Management and Administration of Transnational Access

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## ABBREVIATIONS AND ACRONYMS

EU	European Union
GA	Grant Agreement
MD	Multi-domain
RI	Research Infrastructure
SME	Small and Medium-sized Enterprise
TA	Transnational Access
TRL	Technical Readiness Level
VA	Virtual Access
WP	Work Package



## CONTENTS

1	Transnational Access in RISEnergy .....	9
1.1	General description of the programme .....	9
1.2	Call topic preparation and call opening .....	11
1.3	TA Application submission .....	12
1.4	TA Application review .....	13
1.4.1	Completeness and compliance check.....	15
1.4.2	RI provider evaluation.....	15
1.4.3	Scientific evaluation .....	15
1.5	Access implementation .....	17
1.5.1	General commitments of Access Provider .....	18
1.5.2	General commitments for User(s).....	18
1.6	Post research TA documentation.....	19
1.6.1	Users' feedback to EU.....	20
1.6.2	Post-research User Report.....	21
1.6.3	Cost Claim User .....	21
1.6.4	Post-research Access Provider Report.....	26
1.6.5	Cost Claim of Access Provider .....	27
2	Publications resulting from RISEnergy TA .....	29
3	Pro-Active Innovation Support and TA in RISEnergy.....	31
4	Data Management Plan.....	34
	Annex 1: Definitions.....	35
	Annex 2: EU Associated States in Horizon Europe.....	38
	Annex 3: Specific rules for carrying out the action (Grant Agreement Article 18) .....	39
	Annex 4: Conflict of interest (Grant Agreement Article 12) .....	42
	Annex 5: Confidentiality and security (Grant Agreement Article 13).....	43
	Annex 6: Communication, dissemination and visibility (Grant Agreement Article 17).....	45
	Annex 7: Damages (Grant Agreement Article 33) .....	47



Annex 8: RISEnergy TA Application form (draft) .....	48
Annex 9: RISEnergy TA Agreement template - (draft).....	54
Annex 10: RISEnergy Post-research TA Report template- User (draft).....	74
Annex 11: RISEnergy Post-research TA Report template- Access Provider (draft) .....	82
Annex 12: RISEnergy TA Cost claim form - User (draft).....	88
Annex 13: Horizon Europe TA/VA cost tables .....	93



## **EXECUTIVE SUMMARY**

This document in its various section includes summarised information of the rules, conditions and eligibility governing access to the facilities participating and made available in the RISEnergy Transnational Access (TA) programme under the Horizon Europe project (Grant Agreement (GA) No. 101131793 with the European Commission). It tries to identify the most relevant information for potential users of the facilities.





## 1 TRANSNATIONAL ACCESS IN RISEENERGY

The aim of RISEnergy is to provide researchers from Europe and beyond access to the world-class research infrastructures (RIs) brought together in the RISEnergy community.

Work Package 2 (WP2) is completely dedicated to this target. Task 2.1 of WP2 focuses on the management of RISEnergy Transnational Access (TA), provides the rules and methodology (included in deliverables D2.2, D2.3 and D2.4), and monitors the process. It also supports the preparation of the calls for proposals, collects the proposals from Users and actively contributes to the promotion of the RISEnergy TA.

The TA web page (where Applicants will find facility descriptions, locations and contact details, and instructions for applying for access) was launched at the [RISEnergy website](#) (MS11, M6). This as well as the promotion of the calls to attract potential Users and outreach to potential Users will be managed in collaboration with WP5.

The TA budget will be held by the project coordinator and distributed according to actual RI use for TA during the project. Some facilities will potentially not be used while others will be used multiple times. Therefore, it is important to consider that the TA budget will be distributed by the coordinator to the partners based in which RI have received TA. Totally 8.5Mio€ is planned for provision of access and 425 000€ for the covering of travel and accommodation costs of the TA Users.

In the RISEnergy project 7 calls for TA Applications are planned in M7, M13, M19, M25, M31, M37 and in M43. The selection of the TA proposals will be carried out in two steps: pre-screening and evaluation by Selection Panel.

The composition and tasks of Selection Panel were described in D2.1 Selection Panel (M4).

More information on the TA in Horizon Europe can be found here: [aga\\_en.pdf\(europa.eu\)](#)

### 1.1 General description of the programme

The RISEnergy project offers industrial and academic researchers easy, seamless, and free of charge access to a selection of the best scientific infrastructures and services related to renewable energy technologies in Europe. Users will receive on-site or remote access to 84 infrastructures from 64 different organisations in 22 European and non-European countries.

- 81 physical laboratories: (7 biofuels, 7 concentrated solar power, 7 energy storage, 3 hydrogen, 4 information and communication technology, 9 materials for energy, 10 ocean energy, 5 photovoltaics, 7 offshore wind, 8 smart grids, 14 multi-domain infrastructures).



•3 virtual services. Due to the different characteristics (no Applications, no travelling of Users), the Virtual Access (VA) was described separately in Deliverable D2.2 Specification of the Virtual Access Programme in M6.

This project opens to research and innovation activities in all areas of renewable energy technologies (biomass, concentrated solar power, energy storage, hydrogen, information and communication technology, materials for energy, ocean energy, photovoltaics, offshore wind, smart grids, multi-domain) performed by Users granted Access to research facilities based on **common access modalities** and a **peer review procedure for User project selection**.

For that, the RISEnergy project manages an extensive programme for **TA** addressing those research areas. Several RIs allow to combine systems, while others are focusing on materials research, covering the whole value chain from materials manufacturing to recycling. The full list of the RISEnergy infrastructures can be found [here](#).

The renewable energy technologies R&D (Research and Develop) community opens its RIs for access to achieve synergies, share competencies and resources, and leverage the important test RI investments of the national laboratories and industries. The goal of the RISEnergy TA is to provide access of approximately 50 000 hours supported by the budget provided by EU Horizon Europe Programme. This is the first time that this large community is offered free access to RIs in a one project. To maximise the innovative impact of such access possibilities, Users will have the possibility to connect to the RISEnergy general pro-active innovation support services.

The **TA activities** are targeting industrial and academic researchers (from research institutes, academia, industry and Small and Medium-sized Enterprises SME's), providing them with the best environment to conduct research, validate, test, and further improve.

TA to all RISEnergy installations is provided free of charge, including logistical, technological, and scientific support and includes the specific training that is usually provided to external researchers using the infrastructure. The test setup will remain property of the RI provider, unless otherwise agreed upon.

Overview over the RISEnergy process of TA provision (steps stated in chronological order):

1. Call preparation and call topics definition if required.
2. TA call opening.
3. TA Applications submission.
4. TA call closing.



5. Pre-screening of Applications by WP2 leader for completeness and EU access criteria.
6. Feedback to the Applicants in case of any issues identified in Point 5 to enable revision, redefinition or supplementation of the Application. If another TA project or programme fitting the Application is identified, the Applicant will be informed about the possibility.
7. Pre-screening by providers of requested Research Infrastructures (RI) assessing technical feasibility and time and period length of TA.
8. Feedback to the Applicants in case of any issues identified in Point 7 to enable revision, redefinition or supplementation of the Application.
9. Independent Peer Review by internal and external independent reviewers appointed from the Selection Panel (list of members of the Selection Panel can be found in Deliverable D2.1 and on the [RISEnergy website](#)).
10. Notification of Applicants about evaluation result
  - a. Proposals that cannot be implemented under RISEnergy TA will be rejected and the reason for the rejection provided to the Applicant. If possible, other TA projects and programmes will be proposed to the Applicant.
  - b. For accepted proposals the further arrangements for conducting the research project will be initiated, especially finalisation of TA Agreement.
11. Access to the RI.
12. Reporting.
13. Refunding of costs to Users.
14. Refunding of costs to Access Providers.

## 1.2 Call topic preparation and call opening

The call preparation will be carried out by the leaders of the work packages WP1, WP2, WP3 and WP4 and the Coordinator of RISEnergy. Every WP leader can delegate a proxy for the task. The RISEnergy coordinator chairs and moderates the meetings in which a proposal of possible call handling will be discussed. The calls may have following structures:

- A. A call is open and no topics are defined. This allows the needs of the technologies represented in RISEnergy to be mapped.
- B. One call topic is defined for all technology areas of RISEnergy, e.g. scalable solutions for renewable energy system, renewable solutions for industry energy needs, solutions for renewable energies in the residential sector. This approach provides an insight in the current research in the defined topic across the technology areas of RISEnergy.



- C. A call is open with some limitations in selected technology areas. This enables supporting of specific research needed in technologies represented in RISEnergy.
- D. Every technology area represented in RISEnergy defines a call topic to support selected topics in the research community.

Six weeks before the start of the call, the four work package leaders and the coordinator decide on the way in which the topic is to be dealt with and propose it to the 10 experts in the technology areas. Should B, C or D be chosen, the topics must also be proposed. The proposal is sent by e-mail. The experts have two weeks to decide whether they agree with the proposal or not and reply by e-mail to the proposing group. The experts are allowed to consider support from their community when deciding. The feedback from the experts will be discussed during a Steering Committee meeting or during a dedicated online session, but no later than 4 weeks before the opening of the call. If the decision on the topic of the call for proposals cannot be made at the meeting, another online meeting will be held. The meeting should be attended by WP1, WP2, WP3 and WP4 leaders (or proxies), the coordinator and experts. The final decision on the definition of the tender lies with the leaders of the work packages and the Coordinator. 3 out of 5 must approve. The RISEnergy Coordinator forwards the text of the call to WP5 and asks for publication on the website.

The calls will be published in the months M7, M13, M19, M25, M31, M37 and M43 and disseminated via LinkedIn and other channels described in D5.4 Outreach and Engagement Plan. The calls will be open for 2 months and can be extended by a maximum of 1 month if required. The RISEnergy coordinator (or deputy coordinator) decides on the extension after consultation with the Steering Committee.

### **1.3 TA Application submission**

The submission of the TA Application is automated and is possible via the website. The Applicant(s) must request Access by submitting (in writing) a description of the work that they wish to carry out and the names, nationalities and home institutions of the Applicant(s). The Applicant(s) must complete a template that is available on the [website of RISEnergy](#). The following rules have to be obeyed:

- Applications need to be submitted while a call for access is open
- Applications received after the deadline of the call need to be resubmitted during the next suitable call.



- All Applications need to be submitted electronically via [RISEnergy - ConfTool Pro - Login](#).
- For each project the Applicant(s) is/are required to complete the Application form, which contains all necessary information, such as a description of the work to be carried out, the names, nationalities, and home institutions of the Applicant(s). A change of travelling persons from the organisation after acceptance of the Application is possible but must be justified.
- If possible, the planned visit and extent of stay may be discussed between the visiting researcher(s) and host before the Application is submitted.
- Applicant(s) must declare the contents of any chemicals, substances or equipment they might want to bring with them to test at any of the RISEnergy facilities. Neither the personnel of the RI nor the RI itself accept liability for the damage or loss of any instruments, apparatus and test equipment of the Users whether or not such damage or loss was caused directly or indirectly by their negligence.
- Each Applicant will ensure he/she has appropriate insurance, including personal health, accident cover and personal liability.

A draft of the Application template can be found in Annex 8: RISEnergy TA Application form (draft).

## 1.4 TA Application review

After the call is closed, the submitted Applications are sent to the WP2 leader, who manages and coordinates the review of the Applications.

The RISEnergy peer review procedure is based on the following principles:

**Transparency:** The peer review process is transparent and clear to all stakeholders in RISEnergy including funding agencies of all member countries and Users from academia, research institutions and industry.

**Fairness:** Proposals are evaluated on merit and potential high impact on European and international science and economy.

**Impartiality:** Reviews are done by experts in the scientific field of the proposal, with no declared conflict of interest, based on criteria published in the RISEnergy call description



for TA proposals. Individual reviewers for a proposal will be selected from a pool of reviewers gathered in the Selection Panel.

**Confidentiality:** Proposals will be treated with the needed confidentiality by RISEnergy staff and reviewers. The identities of the peer reviewers for individual proposals shall not be disclosed to anyone else than project participants and the European Commission. **PLEASE NOTE:** the European Commission has the right to publish the list of TA visitors, containing their names, home institutions and description of the work.

**Right to reply** to technical and scientific evaluations.

When implementing access to Research Infrastructure activities, the following for TA conditions must be respected:

- The Access must be free of charge and transnational to research infrastructure or installations for selected Users or User Groups;
- The Access must include the logistical, technological and scientific support and the specific training that is usually provided to external researchers using the infrastructure;
- The Access can be either in person (hands-on), provided to selected Users that visit the installation to make use of it, or remote, through the provision to selected Users or User Groups of remote scientific services (e.g. provision of reference materials or samples, remote access to a high-performance computing facility)
- The Access must be provided to selected Users or User Groups, i.e. teams of one or more researchers (Users). The majority of the Users must work in a country other than the country(ies) where the installation is located (unless Access is provided by an international organisation, the Joint Research Centre (JRC), an ERIC or similar legal entity).
- Only Users or User Groups that are allowed to disseminate the results they have generated under the action may benefit from the Access (unless the Users are working for SMEs). Dissemination does not equal raw data sharing.
- Access for Users or User Groups with a majority of Users not working in an EU Member State or Horizon Europe-associated country (Annex 2: EU Associated States in Horizon Europe) is limited to 20% of the total amount of units of Access provided under the RISEnergy grant
- The Users or User Groups requiring visits to a RI exceeding 3 months must provide additional written justification, which will be forwarded by WP2 leader to the granting authority for approval
- The User or User Groups requiring coverage shipping costs must provide additional written justification, which will be forwarded by WP2 leader to the granting authority for approval



### **1.4.1 Completeness and compliance check**

The above-mentioned conditions and the completeness of the Applications are assessed by WP2 leader within 5 working days.

If the conditions are met and the Application template is completed and no errors or missing information are found, the Application will be forwarded to the provider of the RI applied for.

If the Application is incomplete, the Applicant will be asked to provide the missing information within 5 working days. If the data cannot be provided, the Applicant will be asked to submit the complete Application at the next RISEnergy TA call.

### **1.4.2 RI provider evaluation**

The pre-screening of proposals submitted by the Applicants requires a technical appraisal. The purpose of the pre-screening is to analyse the type of activity the Applicants will undertake and the ability of the facilities to meet the technical requirements specified by the Applicants. In doing so, WP2 leader undertakes a quality assurance check with the provider of the requested RI by confronting the technical capabilities of the RI requested to the objectives of the work planned by the Applicant.

The completed Application(s) is checked by the provider of the requested RI to confirm or reject the feasibility of the proposed experiments or the proposed time period. The RI provider may reject the Application without giving reasons. In case of rejection of the Application by the provider, another RISEnergy RI that meets the requirements of the Application will be proposed to the Applicant or provider of another RI specified by the Applicant in the Application form will be contacted. If this is not possible, the Applicant will be advised by WP3 and WP4 leaders about access options at other programmes and projects.

10 working days are planned for the RI provider evaluation.

### **1.4.3 Scientific evaluation**

The final selection of the Applications for RISEnergy TA is made by Selection Panel (more information in Deliverable D2.1 Selection Panel). Participation in the SP is on a voluntary basis. The SP is composed of international experts in the field, at least half of them independent from the consortium.

The SP will ensure that the objectives of objectivity, fairness, transparency, impartiality and quality are met and will consider a fast-track procedure for access



of Ukrainian researchers from government-controlled areas for special visits (beyond 3 months) and extended ad hoc training. The governance of the SP was outlined in Deliverable D1.1 Working Plan for the experts' groups (M6).

The SP must base their selection on scientific merit, considering that priority should be given to User Groups composed of Users who:

- have not previously used the installation and
- are working in countries where no equivalent research infrastructure exists
- keep the gender equality

Each Application must be evaluated by at least 3 and up to 5 independent experts without any conflict of interest with Applicant(s) forming an evaluating committee (specific for each Application). If fewer than 3 experts are found for an Application, researchers outside the SP will be identified and invited to participate in the SP.

The assessment of TA research Applications uses specific selection criteria for a ranking of the proposals. Applications will be prioritised based on their **scientific and technological excellence** and their **appropriateness** towards the objectives of RISEnergy and the concerned RI(s). Reviewers will assess Applications against these criteria. For some calls, additional assessment criteria (for example Technical Readiness Level TRL of research) might be applicable. This will be communicated in the respective call.

The evaluating members of the SP receive a table for evaluating the Application(s). The categories to be rated are:

- **General quality of the Application** (score: 0-10): completeness and structure, consistency with call topic, clear definition of objectives and expected results, relevance of proposed dissemination actions, justified amount of access requested
- **Scientific/technical excellence** (score: 0-10): scientific and technical relevance, originality and innovation, methodology, robust and realistic test/evaluation approach and work schedule
- **Improvement of know-how and capacity of the lab** (score: 0-10): improvement of know-how within the laboratories, enhancement of lab technologies and methods, synergies with other projects and cooperation with other infrastructures
- **Compliance with EU and RISEnergy policies and priorities** (score: 0-10): compliance with European Research and Technological Development (RTD) and RISEnergy policies and priorities, social impact, impact on EU industry (e.g.,





standardisation and competitiveness, cluster projects), and sustainable growth interest

- **Uniqueness and innovation potential** (score: 0-10): innovative, novel approach or solution from material, cell, device up to system level, possible transformative aspects and expected advances

The content of the evaluation table may be adjusted according to the call definition. Only Applications that achieve more than 60% of possible points can be granted access. As resources are limited, the Steering Committee of RISEnergy may reject any Application or propose a solution that reduces costs (shortening the access period, another RI with lower costs, etc.).

The Applicants will be informed of the evaluation results by the WP2 leader within one week of the completion of the evaluation.

The review process for each call will be documented (D2.6, D2.8, D2.9) and the outcome communicated to the Applicants and to the SP members taking part in the evaluation of the specific call. For rejected Applications, reasons and feedback will be given to the Applicants and SP members. If it is accepted, an invitation for Access, detailed instructions and documents will be provided by the WP2 leader to the User and the Access provider.

A confidential report on the review and selection process of User project Applications for each call will be completed and a confidential list of accumulated TA activities will be produced.

The resubmission of rejected Applications in the following calls is possible.

## 1.5 Access implementation

Before the User Group or User start(s) the Access, an agreement between the User, Access Provider at the RI and the RISEnergy has to be designed to ensure that the obligations under following GA Articles are met:

- Annex 4: Conflict of interest (Grant Agreement Article 12)
- Annex 5: Confidentiality and security (Grant Agreement Article 13)
- Annex 6: Communication, dissemination and visibility (Grant Agreement Article 17)
- Annex 7: Damages (Grant Agreement Article 33)

A draft template of the agreement is included in Annex 9: RISEnergy TA Agreement template - (draft).



### **1.5.1 General commitments of Access Provider**

The Access Provider

- will provide guidance to User(s) to ensure that any Research related to Access and any material in the custody of the Access Provider during the Access is organised and undertaken within a framework of best practice that recognises the rights of the User(s) and any third parties and takes full account of any related ethical, legal, confidentiality or IPR issues
- will appoint a local contact person to support the User(s) during the Access
- will provide support, for example, by provision of manual(s), sample storage, operating procedures, and/or specific training for the use of instrumentation/equipment during Access
- will inform User(s) about operational requirements and in what form any samples need to be presented
- will provide User(s) instruction on local Healthy, Safety and Environment (HSE) and other rules
- will make clear any equipment that can only be used by Access Provider staff and not by the User(s) and specify how it will assist the User(s) with such equipment
- have an adequate insurance policy (or similar indemnity) in place relating to Access by visiting researchers and, if required, ask for proof of health assurance/assistance and liability coverage or similar from the User(s) prior to the Access
- will endeavour to provide Access in accordance with any quantity of availability dedicated to Research agreed with RISEnergy and for the concerned RI(s).
- will submit post-research documentation on its activity (cf. Annex 11: RISEnergy Post-research TA Report template- Access Provider (draft)) and cost claim of RI Provider (described in Section 1.6.5)

### **1.5.2 General commitments for User(s)**

Users

- will comply with all (local) applicable laws, regulations, guidelines, procedures, and requirements



- will obtain the required site entrance authorisations, including those concerning materials and equipment, customs clearance procedures and visa requirements
- are responsible for fulfilling local HSE requirements related to the research during the Access
- are responsible for any materials, including samples or equipment brought by such User(s)
- will, if required by the Access Provider, have and be able to demonstrate adequate health assurance/assistance and liability coverage or similar is in place during the Access
- will comply with reasonable supervision and instructions of the Access Provider and/or the local contact person
- complete the Access post-research documentation (cf. 0Annex 10: RISEnergy Post-research TA Report template- User (draft) and Annex 12: RISEnergy TA Cost claim form - User (draft)) and submits it to the Access Provider(s) and RISEnergy within an agreed period
- are responsible for organising travel and housing during the Access.

The WP2 leader will keep the records of the names, nationalities, and home institutions of users, as well as the nature and quantity of Access provided to them.

## 1.6 Post research TA documentation

Within 20 working days after the Access is finalised, the User(s) and the Access Provider have to submit technical and financial reports to the WP2 leader and fill in the EU online survey on TA. The costs reimbursement cannot be processed without the completed TA documentation, which includes:

- Annex 9: RISEnergy TA Agreement template - (draft)
- Annex 10: RISEnergy Post-research TA Report template- User (draft)Annex 10: RISEnergy Post-research TA Report template- User (draft)
- Annex 11: RISEnergy Post-research TA Report template- Access Provider (draft)
- Annex 12: RISEnergy TA Cost claim form - User (draft)
- Access Provider cost claim (described in Section 1.6.5)



Reimbursement to the User may be made before the Access Provider submits its documentation to the TA.

If the User does not submit his/he documentation within the specified time after the TA completion (20 days), the reimbursement to the Access Provider may be made before the User submits his/her TA documentation.

If the reported number of Access days (or other units) of the User and the Access Provider are not consistent and the User or the Access Provider has submitted the documentation after the specified 20 days, the number of access days submitted within the 20 days will be considered correct if no other official documentation is submitted.

The confidential collection of technical project reports by each User/User Group and RI provider granted Access will be compiled by the WP2 leader. These experiences will be made available to WP3 and WP4 to improve the quality of services supported by the infrastructures.

Additionally, the Users are asked to fill in a questionnaire of the European Commission about Access (<https://ec.europa.eu/eusurvey/runner/RIsurveyUSERS>).

The TA documentation is introduced below.

### **1.6.1 Users' feedback to EU**

One of the aims of the European Commission RIs Action is to provide scientists from anywhere within the Union with easy Access to Europe's major RIs. The action is implemented through GAs between the European Commission and network of key European RIs. These GAs serve to support, among others, the mobility costs of visiting scientists and the costs of using the RI.

To enable the Commission to evaluate the RIs Action, monitor the individual GAs, and improve the services provided to the scientific community, each Group Leader of a User project supported under an EU RI GA is requested to complete the EU "User Group Questionnaire". The questionnaire must be submitted once by each User Group as soon as the experiments on the RI are completed.

All replies will be treated in strictest confidence. The information given will only be used for monitoring and assessment purposes. The questionnaire can be found at: <https://ec.europa.eu/eusurvey/runner/RIsurveyUSERS>

When completing the questionnaire, the User/User Group must indicate the RISEnergy EC contract no. 101131793 and the acronym of the host institution as given in the Application acceptance received by email.



### **1.6.2 Post-research User Report**

Users who have been granted TA under the RISEnergy project Horizon Europe TA scheme will have to complete a summary post-research report form (exit questionnaire) following the RI visit. The template for the report is included in Annex 10: RISEnergy Post-research TA Report template- User (draft).

The questionnaire's purpose is to get Users' TA project information (e.g. results, challenges) and feedback to complete EU project reporting. It is also used to evaluate the RISEnergy TA programme, to give useful advice to the individual host facilities, to get input to the health and safety and the ethics report and to generally improve the services offered to Users.

### **1.6.3 Cost Claim User**

Provisions for covering travel and subsistence expenses for TA in WP2 are available through the RISEnergy project. Travel and subsistence expenses for Users will be reimbursed according to the normal internal rules and procedures of the RISEnergy project described below, as long as the total costs do not exceed the total available budget. All Users will be reimbursed by the project coordinator. Exceptions to these rules require prior written confirmation from the RISEnergy WP2 leader.

Pre-requirements for travel and subsistence reimbursements for the TA User:

- Submit the TA Cost Claim (template: Annex 12: RISEnergy TA Cost claim form - User (draft)) via email to the WP2 leader within 20 calendar days after the end date of Access (together with the TA User Report and TA Access Provider Report).
- Supporting documentation must be archived by each claimant and kept for four (4) years after the end of the Grant Period of RISEnergy project

RISEnergy will follow the TA reimbursement rules:

- Pre-financing by RISEnergy is not possible.
- RISEnergy will reimburse the costs of up to two researchers per proposal. If a larger number of researchers is required to achieve the objectives of the TA project, this must be justified in the Application form.
- The contribution from RISEnergy will never exceed the actual travel cost. That means only the actual costs will be refunded.
- Only claims for actually incurred costs with scans of receipts attached can be reimbursed (receipts for travel and accommodation).



- Travel expenses will be reimbursed in euros, where appropriate at the rate of exchange applying on the User purchasing/booking day.
- Travel arrangements should be made as early as possible after a TA project is awarded.
- The User(s) declare on their honour that they are not receiving a similar allowance or similar allowances from the Commission or another institution for the same visit. They may also be subject to additional controls and inspections, before or after the reimbursement, in accordance with applicable rules to safeguard the financial interests of the European Union.
- Where, taking into account any expenses incurred by disabled Users as a result of their disability or any person accompanying them, the allowances provided for appear to be clearly inadequate, the expenses shall be reimbursed when authorised by the competent authorising officer on presentation of supporting documents.
- The TA traveling reimbursement rules follow the KIT traveling reimbursement rules with a few adaptations for RISEnergy.

RISEnergy covers following costs of the TA Users:

#### **1.6.3.1 Travelling cost**

The maximum contribution per person is 700€ for travel costs within Europe ([Europe - Wikipedia](#)) and 2 000€ if the User is travelling from a country or to an RI located outside Europe. The refund is capped to the upper ceiling if the travel costs incurred exceed this limit or are equal to the cost incurred if lower. The User must provide evidence of the travel titles (ticket invoice/receipt, boarding cards) incurred only on the onward and return journey days per each Access site visited. No reimbursement is due for the local transportation costs incurred in the in-between days. The WP2 leader with agreement with RISEnergy Steering Committee may explicitly authorise that the travelling costs may exceed the amount set above in exceptional and duly justified cases where particular circumstances apply.

The RISEnergy may pay an additional return ticket to the User should it not be possible to work on the requested RI for a period longer than 7 calendar days.

Original tickets or e-ticket or original invoices and boarding cards must be collected by each User claiming costs and sent to the WP2 leader who is in



charge of the reimbursement. The invoice must clearly show information relating to the date of the journey, the price and the class of travel, as well as the name of the traveller.

#### 1.6.3.1.1 Air travel

RISEnergy coordinator will reimburse each authorised User a single return economy class airfare per authorised Access session. If the flight is longer than 6 hours, economy plus cost will be reimbursed, by flights longer than 8 hours, business class. However, whenever available, booking low-cost flights is recommended as the reimbursement is limited to 700€/2 000€.

#### 1.6.3.1.2 Travel by Railway

In general, for journeys of less than 400 km (one way, according to official distance by rail) this shall be 2<sup>nd</sup> class rail travel. Above 400 km, 1<sup>st</sup> class travel is possible. However, whenever available, booking low-cost tickets is recommended as the reimbursement is limited to 700€/2 000€.

#### 1.6.3.1.3 Travel by car

TA Users are required to take public transportation for their travel. If the use of a car is unavoidable due to heavy equipment, substantial cost saving or similar reasons, TA Users should give notice when applying for reimbursement. In this case, the car journey can be compensated with a flat rate of 0.30€ per kilometre.

#### 1.6.3.1.4 Other travel costs

Local transportation means such as airport shuttles, metro, bus coaches, taxis, rented cars, and ferries are eligible for reimbursement only if incurred on the days of the onward and return journey per each RI visited.

No refund is due for the local transportation costs incurred in the in-between days.

### 1.6.3.2 Accommodation

The maximum hotel allowances are based on the usual practice of the RISEnergy Coordinator KIT in accordance with the General Administrative Regulation on the Revision of the International Per Diem Allowance and the Overnight Accommodation Allowance from 17 October 2023 (ARVVwV 2023, [BMI-D6-20231019-SF-A001 \(verwaltungsvorschriften-im-internet.de\)](https://www.bmi-d6-20231019-SF-A001.verwaltungsvorschriften-im-internet.de)). Table 1 lists the



hotel (accommodation) allowances (in €) for the 22 countries in which RISEnergy TA can take place.

For necessary overnight stays without evidence, the accommodation allowance is 50% of the amount stated in Table 1, up to a maximum of 30€.

Users who have to spend one or more nights at the Access location because the Access times are not compatible with flight or train times are also entitled to an accommodation allowance.

An accommodation allowance may also be paid for weekends and public holidays between Access days.

However, the total number of hotel nights covered by RISEnergy for the days on which the RI was not used is limited to 60% of the days on which the RI was used. This means that if 10 days were spent in the RI, only a further 6 days can be covered with the accommodation allowance.

### **1.6.3.3 Per diem rates**

The daily allowance paid is a flat-rate amount intended to cover the additional costs incurred by the TA compared to the usual expenses at home. It covers expenses at the place of Access, including e.g. meals and local transport (bus, tram, underground, taxi, parking fees, motorway tolls, etc.) as well as travel and any other insurance.

The daily rates are based on the usual practice of the RISEnergy Coordinator KIT in accordance with the General Administrative Regulation on the Revision of the Foreign Daily Allowance and the Overnight Accommodation Allowance of 17 October 2023 ([BMI-D6-20231019-SF-A001 \(verwaltungsvorschriften-im-internet.de\)](https://www.bmi-d6-20231019-SF-A001-verwaltungsvorschriften-im-internet.de)). Table 1 lists the daily allowances (in €) for the 22 countries in which RISEnergy TA could take place.

Users who have to spend one or more days at the Access location because the Access times are not compatible with flight or train times are also entitled to a daily allowance.

A daily allowance may also be paid for weekends and public holidays between Access days.

However, the total number of daily allowances granted by RISEnergy for the days on which the RI was not used is limited to 60% of the days on which the RI was





used. This means that if 10 days were spent in the RI, only a further 6 days can be covered by the daily allowance.

**Table 1 Per diem allowance and maximum cost allowance for the location of RISEnergy RIs according to ARVVwV 2023. If ARVVwV 2023 is updated, the updated reimbursement rates will apply.**

Destination	Per diem allowance (in €)	Maximum hotel allowance (in €)
Austria	41	117
Belgium	49	141
Bulgaria	18	115
Canada	45	214
Canada (Toronto)	45	392
Cyprus	35	125
Czech Republic	26	77
Denmark	62	183
France	44	105
France (Paris and Départements der Île de France)*	48	159
Germany	24	95
Greece	30	150
Greece (Athen)	33	139
Ireland	48	129
Italy	35	150
Italy (Mailand)	35	191
Italy (Rome)	40	150
Japan	43	190
Netherlands	39	122
Norway	62	139
Portugal	26	111
Romania	22	89
Romania (Bukarest)	26	92
Spain	28	103
Spain (Barcelona)	28	144
Spain (Canary Islands)	30	103



Spain (Madrid)	35	131
Sweden	55	140
Turkey	14	95
United Kingdom	43	99
United States of America	49	182

\* Départements 75 - Paris, 77 - Seine-et-Marne, 78 - Yvelines, 91 - l'Essonne, 92 - Hauts-de-Seine, 93 - Seine-Saint-Denis, 94 - Val-de-Marne, 95 - Val-d'Oise

#### **1.6.3.4 Other eligible expenses**

If any other expenses, not mentioned in the Section 1.6.3.5, should be covered by RISEnergy, a justification has to be sent to the WP2 leader 6 weeks before the Access starts. The leader of WP2 will discuss the eligibility of the costs with the Steering Committee and request authorisation from the European Commission. 2 weeks before Access, the response is sent to the User(s).

The cost of transporting materials/equipment/systems from the home to the host organisation and back can be reimbursed if they are listed as actual costs in the RI Cost Table (provided by RI provider in the proposal phase of RISEnergy, template can be found in Annex 13: Horizon Europe TA/VA cost tables). If the costs are not listed in the table, authorisation from the European Commission is required. Each case will be treated individually.

The Applicant(s) must indicate the need to cover the transport costs in the Annex 8: RISEnergy TA Application form (draft). A detailed justification of the request, a list of the equipment/materials/instruments to be shipped and the cost of transport must be included.

#### **1.6.3.5 Not eligible expenses**

- Material cost of User /User Group
- Medical certificates
- Visas
- Insurance cost

#### **1.6.4 Post-research Access Provider Report**

The Access Provider submits the information on the Access including the number of Access days, the problems and other issues regarding the User project. A draft template of the Report is attached Annex 11: RISEnergy Post-research TA Report template- Access Provider (draft).



### **1.6.5 Cost Claim of Access Provider**

The Access Provider submits the information on the costs incurred by the RISEnergy TA according to the RI costs tables provided to the consortium in the proposal phase to the WP2 leader. The costs are declared as Unit Costs or Actual Costs.

If the Access costs are declared as Unit Costs, they must be declared under the budget category D.3 Transnational access to research infrastructure unit costs. They must fulfil the general eligibility conditions and the specific conditions for that budget category (see Article 6.2.D.3 of Grant Agreement).

If they are declared as Actual Costs, they must be declared under the other budget categories (see Article 6 of Grant Agreement). They must fulfil the general eligibility conditions and the specific conditions for the type of cost in question (e.g. costs for other goods and services must also fulfil the specific eligibility conditions for the cost category C.3 Other goods, works and services).

After the WP2 leader has received the post-research documentation from the Access Provider, the WP2 leader calculates in case of Unit Costs (see 1.6.5.1) or evaluates in case of Actual Costs (see 1.6.5.2) the total costs of the access and asks the Access Provider to confirm these.

Reimbursement is made as a funds transfer as part of the next periodic payment in the case of the RIs of the full partners and the affiliated entities of EERA, ECCSEL, DERlab and EU Solaris.

The subcontractors of KIT, AIT and UCC will be reimbursed according to the internal rules of the three organisations, but not later than 4 weeks after the next periodic payment.

In exceptional and duly justified cases, the reimbursement will be made directly after the Access is finalised and the post-research documentation submitted and evaluated.

#### **1.6.5.1 Unit costs**

The formula for calculating the cost of the Access is:

Number of units (hours/days/weeks as declared in the RI Cost Table) \* cost per unit as declared in the RI Cost Table row G



#### **1.6.5.2 Actual costs**

The Access Provider submits to the WP2 leader an excel file with the cost's compilation based on the RI Cost Table provided in the proposal phase of the RISEnergy project. The Access costs should not differ significantly from the initially proposed costs.

The detailed calculations used must be kept by beneficiaries/AE as supporting documents in case of audits.

The RI Cost Table template can be found in Annex 13: Horizon Europe TA/VA cost tables.



## 2 PUBLICATIONS RESULTING FROM RISENERGY TA

Eligibility conditions of EC Horizon Europe support for TA:

- Publications (including presentations) which result from TA at RISEnergy should contain the project acknowledgement
- Users should also note that the EC has the right to publish the list of project titles, Users and their home institutions
- The RISEnergy project reports to the EC will contain the names, home institutions and description of the work of the Users
- A list of all RISEnergy TA projects including the researchers' organisation(s), the research project title, a short description and the RI used will be published on the RISEnergy website.

### **Acknowledgment**

Users must acknowledge in their publications that their work was financially supported by the European Union's Horizon Europe Research and Innovation Programme by displaying the EU emblem and including the following text: "This [insert type of research/result] is part of a project that has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101131793"

Users are required to publish their results within a reasonable time in the open literature (publicly available literature). Suitable publicity shall be made for the Access provided to Users under the RISEnergy contract with the European Commission, specifying that the project leading to the publication has received research funding from the EC's Horizon Europe Programme, e.g.,

Acknowledgement of EU funding – obligation and right to use the EU emblem.

EU emblem:



Unless the Agency requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.) and any infrastructure, equipment and major results funded by the grant must:

- a) display the EU emblem and
- b) include the following text:



This project has received funding from the European Union's Horizon Europe Research and Innovation Programme under Grant Agreement N. 101131793

**For communication activities:** *"This project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101131793"*

**For major results:** *"This [insert type of result] is part of a project that has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101131793"*

**Applications for protection of results** (including patent applications) filed by or on behalf of a beneficiary: *"The project leading to this application has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101131793"*

**Results that could contribute to European or international standards:** *"Results incorporated in this standard received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101131793".*

When displayed together with another logo, the EU emblem must have appropriate prominence.

Please note: It is a contractual obligation to acknowledge the EC support in all publications and presentations, to which TA Users agree when they submit an Application.

Apart from the above-mentioned requirement that publications (including presentations) which result from TA at RISEnergy should contain the project: *"We appreciate the support of the RISEnergy Horizon Europe project and the [RI name] RI from the RISEnergy member [RI owner name]."*

Users should also note that the EC has the right to publish the list of project titles, Users, and their home institutions. The RISEnergy project reports to the EC will contain the names, home institutions and description of the work of the Users.



### 3 PRO-ACTIVE INNOVATION SUPPORT AND TA IN RISEENERGY

WP4 *Proactive Innovation Management* focuses on supporting innovation and accelerating technology development in the renewable energy sector. The work will focus, among other things, on the role of infrastructures in innovation assessment and in the provision of a range of complementary services that will guide technology developers and minimise bottlenecks as they progress through the Technology Readiness Levels (TRLs).

Through WP4, RISEnergy provides a unique entry point for transnational researchers and technology/solution developers for linking their work, solutions and technologies with the development work conducted within RISEnergy coming through the TA through WP2. In essence, linking such interested parties within the RISEnergy process, the work/research content is enriched using the services of the experts of partners and affiliated entities.

The targeted proactive innovation support, aims a proactive service which will ensure that innovative technology ideas from various sources are supported and provided with a potential pathway to commercialization through consultation and engagement with relevant renewable energy sector experts from within the project. Hence, maintain contact with area coordinators and expert panels. When assessing a particular technology, previous development work and outcomes will be examined, and both the short term (within the time frame of the project) and the long-term (to full commercialization) requirements will be outlined. In this process close collaboration will be sought with the EU services such as the innovation radar and sister services (<https://www.innoradar.eu/>). The focus for the short term be on the capacity of the RISEnergy RIs to facilitate the development and identify those which are most suitable for use. For the long-term the aim will be to provide them with a plan and timeline to reach commercialization with the objective of accelerating the process. From a technological perspective the innovation must pass various stage gates (efficiency, survivability etc.) but other requirements related to financing, LCoE, business models will also be addressed. Throughout the process emphasis will be given to the real needs of the industry and how SMEs build their profile and effectiveness in the innovation cycle.

Details of the procedure that will be followed are outlined below:

1. The innovation management secretariat will offer a unique entry point to receive informal inquiries (web form / email address) to engage with technology developers



- and innovators in the renewable energy sectors. This Application will be independent of the WP2 process since in these cases RI is not targeted in any way.
2. Each Application will be reviewed by the secretariat and then passed on to relevant experts from within the consortium for more detailed technical assessment. Experts will not only be selected from the specific renewable energy sector related to the Application but also from one or two other sectors such that new knowledge or potential synergies can be identified and used to the benefit of the innovator.
  3. The pathway for the Application may take different routes following the initial assessment by the expert panel.
  4. Successful Applications will commence an engagement with the RISEnergy project that could potentially last until the end of the project. Initially the existing development work carried out on the innovation will be assessed and gaps and shortcomings may be identified that will need to be filled in order for it to advance to the next TRL.
  5. Following the above engagement, the innovation management secretariat will continue to track the development of the innovation and maintain communication with the innovator in parallel with other collaborative work that will develop with other projects coming through the TA process of WP2.

As indicated above and as the project progresses, the targeted R&I entities will benefit from the feedback of Users and Access Providers from WP2. This will facilitate the joint development of specific services and the integration of common access procedures, improve and customise the services of the infrastructures and further develop the online and test services. WP4 will monitor the impact of the general measures to 'proactively promote innovation'. New recommendations will be agreed with the relevant members of the consortium and communicated to the public.

To enhance the proactive objectives indicated above, WP4 aims to be close to all the stakeholders of the energy value chain which are not directly involved in the innovation technology process, but who play a critical role in its development (e.g., certification authorities, financial organizations, government agencies, regulatory and standardization organizations, etc.). More in detail, the aim is to understand how these stakeholders can support innovation and which actions they can apply for fostering it.

To assist the process, the identified stakeholders will be organized as follow:

1. Selecting relevant stakeholders to involve for identifying the main barriers and possible solutions to overcome the main issues/barriers.
2. Defining a strategy and related mechanisms for reaching the potential stakeholders. through specific meetings, targeted thematic workshops, roundtables, workshops, but also specific interviews to involve them in the decisional process.





3. Finally, data collection and analysis will be targeted using the selection of the collected information, the identification of better qualitative or quantitative analysis techniques to change information in User data, and, finally, the construction of useful dataset.

An important activity that will be pursued through the RISEnergy project is the creation of training materials and activities to support the RISEnergy eco-system, emphasizing cross-RI services (WP3) and complementing the innovation support activities (T4.1/.2/.3). Training activities are geared toward researchers and technology developers including:

1. content for seminars, panels and workshops to promote the RISEnergy cross-RI services and innovation support;
2. webinars and the recorded talks as training materials;
3. compilations of technical training materials.

To succeed in the identified innovation route, the goal is to offer a portal to both cross-cutting and area-specific training content, e.g. by identifying and linking to ERIGrid, EDDIE, ASSET, and EIRIE training materials, aiming to operate a single point of access for all material; the portfolio of materials will be on the RISEnergy website (in cooperation with EERA and DERlab in Task T5.3.2) and use EIRIE as a common repository area, including a YouTube channel where possible and proven complementary and useful. Technical content developed on aspects of cross-RI services, includes e.g. code samples, notebooks, instructions, and presentations; webinars will be developed for specific results from the tasks listed above; to facilitate the innovation support activities, training materials are targeted at both the innovation, development (User success stories, TRL progression, etc., optimal operation and use of resources, the selection of suitable KPIs, etc.) and technical implementation of access projects (.e.g. planning of experiments, and data analysis with hands-on examples, etc.).



## 4 DATA MANAGEMENT PLAN

In WP5, an initial Data Management Plan (DMP) will be created particularly considering the system put in place in the project for TA to RIs, collaboration work pursued through transnational Applications through WP4 and updated as the project progresses since not all data or potential Uses will be clear at the initial stage. That DMP will represent the project's most recent view on the **datasets and exchanges in the project** and between the project and the "outside world". The RISEnergy' DMP will be a tool for **identifying and managing all the data generated through activities within the project**, to identify their origin, content, type and size, the responsible person (data manager), and the servers where they will be hosted. In this respect, the document will contain a **complete directory of all the datasets** indicating the WPs and tasks dealing with them. The DMP will also serve as a guideline to **make the project data more FAIR** (Findable, Accessible, Interoperable, Re-usable) which will be both useful for the internal purposes in the project consortium and **for the external community (regarding the publicly available part of the project data)**. The DMP initial version will **specify which data and reports will be in open access** and which ones will be confidential within the consortium. It will provide first elements on how the FAIR-ness approach will be realised in practice. Greater details will be provided in subsequent versions as the work proceeds in the WPs. The preparation of the initial DMP will enable identification of questions on the FAIR aspects of the project data that cannot be answered initially and will be addressed later.

It is planned, that the RI contacts of the visited RI together with the TA User will complete the information identified in the DMP.



## ANNEX 1: DEFINITIONS

**Access** means access to and use of a Research Infrastructure for Research under RISEnergy guidance.

**Access Agreement** means the agreement as stated in Article 8.1 of the Access Policy (D2.4).

**Access Policy** means this Access Policy (D2.4).

**Access Procedure(s)** means the Access procedures as described in Article 4.3 of the Access Policy (D2.4).

**Access Provider** means a beneficiary or affiliated entity or service provider that is in charge of providing Access to one or more RIs or installations, or part of them, as described in Annex 1 of the GA.

**Agency** or '**the Agency**' the European Research Executive Agency (REA), under the powers delegated by the European Commission ('the Commission').

**Access Summary Report** means the project summary and RI evaluation report of the Access that must be completed by the User(s) and the Access provider at the end of the Access.

**Applicant(s)** means a (team of) researcher(s), scientist(s) and student(s) that file(s) the Application or who are named in the Application.

**Application** means an application (proposal) for Access.

**Application Form** means the form by which the Application must be filed (see Annex 8: RISEnergy TA Application form (draft)).

**Application Procedure** means the application procedure as described in Article 4.3 of the Access Policy (D2.4).

**HSE** means health, safety, and environment.

**Installation** means a part or a service of a Research Infrastructure (RI) that could be used independently from the rest. An RI consists of one or more installations.

**Peer Review Procedure** means the general Access Procedure named Peer Review Procedure as described in Article 4.3 of the Access Policy (D2.4).

**Research Infrastructures (RIs)** means facilities that provide resources and services for the research communities to conduct research and foster innovation in their fields. This definition includes the associated human resources, and it covers major equipment or sets of instruments; knowledge-related facilities such as collections, archives or scientific data



infrastructures; computing systems, communication networks, and any other infrastructure, of a unique nature and open to external Users, essential to achieve excellence in research and innovation. Where relevant, they may be used beyond research, for example for education or public services, and they may be 'single-sited', 'virtual' or 'distributed'. (source: GA, SPECIFIC RULES FOR CARRYING OUT THE ACTION (– ARTICLE 18))

**RI Provider** means a beneficiary or affiliated entity or service provider that offers Access to its RI within the RISEnergy project

**Selection Panel** means experts nominated by the RISEnergy to evaluate an Application.

**RISEnergy** refers to the RISEnergy project and for obligations the responsible party is Coordinator together and any involved Beneficiaries (i.e., work-package leaders and task leaders) for the responsibilities as described in the EU GA. Basis for this is the EU GA and the Consortium Agreement which states in article 6.1: "The Coordinator is the legal entity acting as the intermediary between the Parties and the Funding Authority. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and this Consortium Agreement."

**RISEnergy member** means a member or affiliated entity or service supplier of RISEnergy according to the latest version of RISEnergy GA.

**RISEnergy Website** means RISEnergy official website [Homepage - \(risenergy-project.eu\)](http://risenergy-project.eu)

**User(s)** means an individual researcher or one within a User Group. I.e., Applicant(s) who have been granted Access to an RI. This definition encompasses the Applicant(s) who will physically access the RI as well as those who will not.

**User Group** means a team of one or more researchers and/or engineers given access to the infrastructure under the project. Each User Group is led by a User Group leader. Members of a User Group can come from one institute or from different institutes across the EU (or its Associated Countries). The reason for the participation of each member of the group must be precisely defined in the application procedure. RISEnergy may neglect the participation of group members if their participation is not necessary for a successful finalization of the User/User Group project at RISEnergy RI.

**Unit** is the minimum unit of time offered by an RI (hour, day, week). In RISEnergy the various RIs might use different units.



RISEnergy TA Helpdesk provided by WP2 through [risenergy@for.kit.edu](mailto:risenergy@for.kit.edu), will offer information, assistance and referral to Applicants and access Users and will assist with complaints and grievances.



## **ANNEX 2: EU ASSOCIATED STATES IN HORIZON EUROPE**

- Albania
- Armenia
- Bosnia & Herzegovina
- Faroe Islands
- Georgia
- Iceland
- Israel
- Kosovo
- Moldova
- Montenegro
- New Zealand
- North Macedonia
- Norway
- Serbia
- Tunisia
- Turkey
- United Kingdom
- Ukraine



## **ANNEX 3: SPECIFIC RULES FOR CARRYING OUT THE ACTION (GRANT AGREEMENT ARTICLE 18)**

### 18.1 Specific rules for carrying out the action

Specific rules for implementing the action (if any) are set out in Annex 5 (below in this Section).

### 18.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28 of Grant Agreement ([aga\\_en.pdf \(europa.eu\)](#) - annotated version)).

Such a breach may also lead to other measures described in Chapter 5 (*of Grant Agreement*).

Annex 5:

### **Specific rules for access to research infrastructure activities**

#### **Definitions**

Research Infrastructures – Facilities that provide resources and services for the research communities to conduct research and foster innovation in their fields. This definition includes the associated human resources, and it covers major equipment or sets of instruments; knowledge-related facilities such as collections, archives or scientific data infrastructures; computing systems, communication networks, and any other infrastructure, of a unique nature and open to external users, essential to achieve excellence in research and innovation. Where relevant, they may be used beyond research, for example for education or public services, and they may be 'single-sited', 'virtual' or 'distributed'.

When implementing access to research infrastructure activities, the beneficiaries must respect the following conditions:

- for transnational access:
  - access which must be provided:  
The access must be free of charge, transnational access to research infrastructure or installations for selected user-groups. The access must include the logistical, technological and scientific support and the specific training that is usually provided to external researchers using the infrastructure. Transnational access can be either in person (hands-on), provided to selected users that visit the installation to make use of it, or remote, through the provision to selected user-groups of remote scientific



- services (e.g. provision of reference materials or samples, remote access to a high-performance computing facility).
- categories of users that may have access:
 

Transnational access must be provided to selected user-groups, i.e. teams of one or more researchers (users).

The majority of the users must work in a country other than the country(ies) where the installation is located (unless access is provided by an international organisation, the Joint Research Centre (JRC), an ERIC or similar legal entity). Only user groups that are allowed to disseminate the results they have generated under the action may benefit from the access (unless the users are working for SMEs).

Access for user groups with a majority of users not working in a EU Member State or Horizon Europe associated country is limited to 20% of the total amount of units of access provided under the grant (unless a higher percentage is foreseen in Annex 1).
  - procedure and criteria for selecting user groups:
 

The user groups must request access by submitting (in writing) a description of the work that they wish to carry out and the names, nationalities and home institutions of the users.

The user groups must be selected by (one or more) selection panels set up by the consortium.

The selection panels must be composed of international experts in the field, at least half of them independent from the consortium (unless otherwise specified in Annex 1).

The selection panels must assess all proposals received and recommend a shortlist of the user groups that should benefit from access.

The selection panels must base their selection on scientific merit, taking into account that priority should be given to user groups composed of users who:

    - have not previously used the installation and
    - are working in countries where no equivalent research infrastructure exist.

It will apply the principles of transparency, fairness and impartiality.

Where the call conditions impose additional rules for the selection of user groups, the beneficiaries must also comply with those.
  - other conditions:
    - The beneficiaries must request written approval from the granting authority for the selection of user groups requiring visits to the installations exceeding 3 months (unless such visits are foreseen in Annex 1).
    - In addition, the beneficiaries must:
      - advertise widely, including on their websites, the access offered under the Agreement





- promote equal opportunities in advertising the access and take into account the gender dimension when defining the support provided to users
- ensure that users comply with the terms and conditions of the Agreement
- ensure that its obligations under Annex 4: Conflict of interest (Grant Agreement Article 12), Annex 5: Confidentiality and security (Grant Agreement Article 13), Annex 6: Communication, dissemination and visibility (Grant Agreement Article 17) and Annex 7: Damages (Grant Agreement Article 33) also apply to the Users
- keep records of the names, nationalities, and home institutions of users, as well as the nature and quantity of access provided to them



## **ANNEX 4: CONFLICT OF INTEREST (GRANT AGREEMENT ARTICLE 12)**

### 12.1 Conflict of interests

The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the Agreement could be compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect interest ('conflict of interests').

They must formally notify the granting authority without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The granting authority may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

### 12.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28 of Grant Agreement ([aga\\_en.pdf \(europa.eu\)](#) - annotated version)) and the grant or the beneficiary may be terminated (see Article 32 of Grant Agreement ([aga\\_en.pdf \(europa.eu\)](#) - annotated version)).

Such breaches may also lead to other measures described in Chapter 5 (*of Grant Agreement*).



## **ANNEX 5: CONFIDENTIALITY AND SECURITY (GRANT AGREEMENT ARTICLE 13)**

### 13.1 Sensitive information

The parties must keep confidential any data, documents or other material (in any form) that is identified as sensitive in writing ('sensitive information') – during the implementation of the action and for at least until the time-limit set out in the Data Sheet (see Point 6).

If a beneficiary requests, the granting authority may agree to keep such information confidential for a longer period.

Unless otherwise agreed between the parties, they may use sensitive information only to implement the Agreement.

The beneficiaries may disclose sensitive information to their personnel or other participants involved in the action only if they:

- (a) need to know it in order to implement the Agreement and
- (b) are bound by an obligation of confidentiality.

The granting authority may disclose sensitive information to its staff and to other EU institutions and bodies.

It may moreover disclose sensitive information to third parties, if:

- (a) this is necessary to implement the Agreement or safeguard the EU financial interests and
- (b) the recipients of the information are bound by an obligation of confidentiality.

The confidentiality obligations no longer apply if:

- (a) the disclosing party agrees to release the other party
- (b) the information becomes publicly available, without breaching any confidentiality obligation
- (c) the disclosure of the sensitive information is required by EU, international or national law.

Specific confidentiality rules (if any) are set out in Annex 5.

### 13.2 Classified information



The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/44414 and its implementing rules).

Deliverables which contain classified information must be submitted according to special procedures agreed with the granting authority.

Action tasks involving classified information may be subcontracted only after explicit approval (in writing) from the granting authority.

Classified information may not be disclosed to any third party (including participants involved in the action implementation) without prior explicit written approval from the granting authority.

Specific security rules (if any) are set out in Annex 5.

### 13.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28 of Grant Agreement ([aga\\_en.pdf\(europa.eu\)](#) - annotated version)).

Such breaches may also lead to other measures described in Chapter 5 (*of Grant Agreement*).



## **ANNEX 6: COMMUNICATION, DISSEMINATION AND VISIBILITY (GRANT AGREEMENT ARTICLE 17)**

### 17.1 Communication – Dissemination – Promoting the action

Unless otherwise agreed with the granting authority, the beneficiaries must promote the action and its results by providing targeted information to multiple audiences (including the media and the public), in accordance with Annex 1 and in a strategic, coherent and effective manner.

Before engaging in a communication or dissemination activity expected to have a major media impact, the beneficiaries must inform the granting authority.

### 17.2 Visibility – European flag and funding statement

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):



The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text. Apart from the emblem, no other visual identity or logo may be used to highlight the EU support. When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

For the purposes of their obligations under this Article, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not,



however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

#### 17.3 Quality of information – Disclaimer

Any communication or dissemination activity related to the action must use factually accurate information. Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

"Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them."

17.4 Specific communication, dissemination and visibility rules Specific communication, dissemination and visibility rules (if any) are set out in Annex 5.

#### 17.5 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28 of Grant Agreement ([aga\\_en.pdf \(europa.eu\)](#) - annotated version)).

Such breaches may also lead to other measures described in Chapter 5 (*of Grant Agreement*).



## **ANNEX 7: DAMAGES (GRANT AGREEMENT ARTICLE 33)**

### 33.1 Liability of the granting authority

The granting authority cannot be held liable for any damage caused to the beneficiaries or to third parties as a consequence of the implementation of the Agreement, including for gross negligence.

The granting authority cannot be held liable for any damage caused by any of the beneficiaries or other participants involved in the action, as a consequence of the implementation of the Agreement.

### 33.2 Liability of the beneficiaries

The beneficiaries must compensate the granting authority for any damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement, provided that it was caused by gross negligence or wilful act.

The liability does not extend to indirect or consequential losses or similar damage (such as loss of profit, loss of revenue or loss of contracts), provided such damage was not caused by wilful act or by a breach of confidentiality.



## ANNEX 8: RISEENERGY TA APPLICATION FORM (DRAFT)

### RISEENERGY TA Application form (draft)

Please read the 'General Rules' and 'Access Policy' (on [Homepage - \(risenergy-project.eu\)](http://Homepage-(risenergy-project.eu))) of RISEnergy TA before filling in the form.

If you need further guidance please make an enquiry to [risenergy@for.kit.edu](mailto:risenergy@for.kit.edu).

<b>TA Call No.</b>	
<b>Date of submission</b>	

**Proposal resubmitted:**  
 Yes  No

Preferred host research infrastructures	1 <sup>st</sup> option:
	2 <sup>nd</sup> option:
	3 <sup>rd</sup> option:
Proposed starting date for the Access	
Expected Access duration (in days/weeks)	

USER PROJECT PROPOSAL	
User Project acronym	
User Project title	
Main technical fields (e.g. biomass, CSP, energy storage, hydrogen, ICT, materials for energy, ocean energy, PV, offshore wind, smart grids, max 3)	





Keywords (5 max, free text)	
-----------------------------	--

<b>USER (LEADER OF THE PROPOSING GROUP)</b>	
Name	
Phone	
E-mail address	
Nationality	
Gender	
Organization name	
Organization address	
Organization website	
Position in organization	
Activity type and legal status of organization <sup>1</sup>	
Will the User travel to the RI	YES/NO

<b>USER (MEMBER OF THE PROPOSING GROUP)</b> (repeat for all members)	
Name	
Phone	
E-mail address	
Nationality	
Gender	
Organization name	
Organization address	



Organization website	
Position in organization	
Activity type and legal status of organization <sup>1</sup>	
Will the User travel to the RI	YES/NO <i>(Please state your reasons if Access is required for more than two <u>travelling</u> Users.)</i>

**SUMMARY OF PROPOSED RESEARCH** (max 1/2 page)

*[Prepare a ½ page summary describing the relevance, scope and objectives of the proposed work, and the expected outcomes.]*

**STATE-OF-THE-ART** (max 1 ½ page)

*[Describe in brief (about 1½ page) the current knowledge on the subject, citing recent relevant references. Identify any knowledge gaps and their relevance.]*

**References**

*[List relevant references.]*

**DETAILED DESCRIPTION OF PROPOSED PROJECT: OBJECTIVES, HYBRIDIZATION; EXPECTED OUTCOMES, FUNDAMENTAL SCIENTIFIC/TECHNICAL VALUE** (max 2 pages)

*[Provide a detailed description of the objectives of the proposed activity, the way these objectives will be fulfilled through the proposed work, as well as indications on the expected outcomes and the fundamental scientific and technical value and interest of the proposal. Specify the activities to be undertaken, the type of TA infrastructure needed, the foreseen test setup, number of tests, possible test sequence, and parameters to be measured and controlled. Describe any special requirements for equipment, standards, safety measures, etc. Evaluate how robust and realistic the proposed approach is. Point out any shortcomings, uncertainties and risks for the fulfilment of the project objectives, as well as the means to mitigate relevant risks.]*



**ORIGINALITY, INNOVATION AND IMPACT OF PROPOSED RESEARCH** (max 1 page)

*[Demonstrate the originality and innovation of the proposed work and the impact the expected results will have on current and future research or practice, public safety, European standardization, competitiveness, integration and cohesion and on sustainable growth.]*

**SYNERGY WITH ONGOING RESEARCH/ ANOTHER RISEENERGY TA PROPOSAL** (max ½ page)

*[Provide information on any concurrent research project/another TA proposal within the same RISEnergy call with the same or similar subject with the one proposed. Describe the synergy (if any) that will be sought between the existing and the proposed project. Explain the degree of alignment with the RISEnergy approach, scope and objectives]*

**PROPOSED HOST RESEARCH INFRASTRUCTURE/INSTALLATION - JUSTIFICATION** (max 1 page)

*[Specify the type of TA infrastructure/installation needed for the research, which must be coherent with the preferred options indicated in the first page of this proposal; justifications should be provided on the grounds of the test set-up, testing method, equipment, past experience in relevant subject, etc. Describe the potential benefits for the host research infrastructure in terms of improvement of know-how or enhancement of technologies and methods. Explain whether the proposing User Group intends to deliver to the premises of the TA Infrastructure parts or components to be tested at the User Group's expense and responsibility, or to cover the whole or part of the construction/adaptation cost of the specimens to be tested. List chemicals and materials, you will bring to the RI to be tested or used for your project. Use of some dangerous substances may be restricted or prohibited by some facilities. List any equipment or instrument, which you will need to integrate to the RI.]*

**SUSTANABILITY ISSUES TO BE CONCERNED** (max ½ page)

*[Specify the sustainability/environmental aspects or potential harm to persons of the planned experiments and the further development of the innovation, which will or may impact the implementation. Consider the life cycle assessment of your experiment and mention any rare material you plan to use. By any questions, please contact RISEnergy management team to get support from the RISEnergy services dealing with the issues.]*

**DISSEMINATION - EXPLOITATION OF RESULTS** (max ½ page)


*[In addition to the mandatory reporting for the access described in the "RISEnergy TA Procedure and Rules" document (to be found on the RISEnergy webpage), indicate other means through which the results to be obtained from the proposed project will be diffused and made broadly known.]*

#### **DISSEMINATION - IMPACT** (max ½ page)

*[How will the outputs be used, e.g. core/support material for a project proposal (EU, Industry, national) or feasibility study, aid in identifying suitability/fit for purpose of tools and technologies, evidence/support/characterisation/early validation for a new technology, unbiased comparison of various technologies/processes/methodologies with COTS and emerging technologies, exploring potential synergies with an RI provider*

#### **TIME SCHEDULE** (max ½ page)

*[Provide an indicative time-schedule for the proposed work and a target starting date.]*

#### **DATA MANAGEMENT PLAN** (max ½ page)

*[Provide an indicative data management plan - who and how will deal with the data storage during and after the project. Define the data]*

#### **DESCRIPTION OF THE PROPOSING TEAM** (as long as needed)

*[Give a short description of each member (organization and persons) of the proposing team including projects, publications, technical experience and capabilities and role in the proposed project.]*

#### **SHIPPING COSTS** (as long as needed)

*[Describe in detail all equipment, materials and systems that need to be shipped from the home organisation to the host organisation as part of the project. Indicate why the transport is necessary and state the estimated costs.]*



Indicate whether the proposed project can be implemented without RISEnergy covering the transport costs.

*Completing this section does not guarantee that the costs will be covered by RISEnergy.]*

**HOW DID YOU LEARN ABOUT THE RISENERGY TA?** (optional)

I have read the [RISEnergy privacy policy](#) for participation in the RISEnergy TA and consent to participation and the associated data processing.

<sup>1</sup> Choose from:

- Higher education institution
- Public research organization
- Private not-for-profit research organization
- Small or medium size private enterprise
- Large private enterprise
- Other (please specify)



## ANNEX 9: RISEENERGY TA AGREEMENT TEMPLATE - (DRAFT)

*Please note: The document below is a template, which should be reviewed and adjusted by the legal departments of the User and the Access provider.*



# MODEL ACCESS AGREEMENT

**Access Number:** *TAx.y*

WHEREAS *Organisation, Institute, RI name.....* hereinafter named the Access Provider,

has entered into a legally binding agreement with the Commission (RISEnergy Grant Agreement) or the *RISEnergy coordinator KIT/ UCC/ AIT (UCC and AIT only mentioned in case in their service supplier provides the access)* as a service supplier, giving RISEnergy Partners a general permission to

- (1) promote Access to specific Research Infrastructure(s) owned or controlled by the Access Provider by posting them on the RISEnergy portal/web site and /or using any other communication means,
- (2) implement the Access Procedures described in the article 4.3 of the RISEnergy Access Policy, for the above-mentioned facilities.



WHEREAS **name(s) of Applicants(s)** hereinafter named User, has succeeded in its Application to RISEnergy Partners,

WHEREAS the Access Provider agrees to make the Research Infrastructure identified in the above-mentioned Application, available to User on the terms and conditions set out in this agreement,

WHEREAS the Access Provider and User, here in after jointly named the Parties, have read and understood the RISEnergy TA General Rules and Access Policy which can be found at the RISEnergy webpage ([Homepage - \(risenergy-project.eu\)](http://risenergy-project.eu)).

NOW, THEREFORE, for good and valuable consideration the Parties agree as follows:

## Definition

The definitions used in the latest RISEnergy Access Policy will be used and applied in this document. In addition, the Access Agreement corresponds to the present document, including all its appendixes hereto and any further amendments.

### 1. Description of the Research Infrastructure Access

User may Access the Research Infrastructure (RI) during the time period, and under the conditions set out in this agreement and the Schedule attached hereto in Appendix A and which forms an integral part of this agreement. At any time, RISEnergy project management, User and Access Provider can jointly decide to modify time and conditions set out in the Schedule (Appendix A), however this must be detailed in a written addendum to this agreement that will describe those changes, refer to the Access Number and will be dated and signed by both Parties.



## 2. Fee

For the Transnational Access (TA) Users of the RISEnergy project, the access to research infrastructure or installations for selected Users or User-groups is free of charge.

The Access is fully funded by a third-party (*EU Horizon Europe RISEnergy Partners due to the received Funding*) that is contracting the Access Provider separately (*RISEnergy project grant agreement No 101131793*).

## 3. User compliance with Access Provider rules and regulations

The User agrees to comply with the RISEnergy Access Policy (available on the [RISEnergy website](#)) and all applicable Health, Safety and Environment (HSE) procedures and rules prior to its Access to the Research Infrastructure (RI). The User will also follow all other applicable rules and regulations as well as specific directions from Access Provider personnel regarding Access of the Research Infrastructure.

The User agrees to follow the safety instructions and procedures of the RI to be used for the Access and for the Access Provider's premises in general. The User agrees to adhere to all hazard control requirements specified for the RI.

The User undertakes to comply with the working practices of the RI, in particular, to those concerning working hours, and agrees to follow the recommendations and guidelines given by the IPL and/or the Access Provider.

The User undertakes the responsibility to behave always in a manner that is ethical, legal and not to the detriment of others.

The User agrees to act in such a manner as to not cause damage to the physical equipment.

The User undertakes the necessary actions to adhere to the standard codes of conduct and ethical behaviour in scientific research and to research integrity, in compliance with the European code of





conduct for research integrity drafted by the European Science Foundation (ESF) and the European Federation of National Academies of Sciences and Humanities (ALLEA)<sup>1</sup>.

The User understands that no software should be downloaded and/or installed onto any of the RI machines without the explicit consent of the IPL; this includes, but is not limited to, applications, utilities, fonts, games, and web browser plug-ins. If the User needs software to be installed onto the RI machines, s/he must submit a request to the IPL. All requests will be reviewed for cost, licensing restrictions, and security aspects. Installing software that violates licence agreement and copyright laws is strictly prohibited.

The User understands that any software in use on the Access Provider's installations, unless it is stored in areas specifically marked as containing software available for copying, may not be copied to external disks, pen drives, including any other media, or otherwise removed from the installations. Copyrighted or licensed software may not be copied whole or in part.

The User undertakes not to alter under any circumstances a file that does not belong to her or him without prior permission of the file owner. Files owned by the User are to be considered private property, whether or not they are accessible to other User.

#### 4. General Obligations of the User

User shall abide by its own respective national laws and regulations including, but not limited to, laws and/or regulations which govern employment, immigration, taxation, social security, personal and public liability and insurance.

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<sup>1</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics\\_code-of-conduct\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf)



The User shall act in good faith to resolve any dispute, controversy or claim (the "Matter") via referral of the Matter to its senior management representative for dispute resolution between the User and the Access Provider. Where the Matter has not been resolved to the reasonable satisfaction of the User or the Access Provider within forty-five (45) days, they shall refer the Matter to the Court for resolution (Clause 10.7 "Governing law and legal venue").

Except as expressly provided for in this Agreement, none of the terms and conditions herein shall be enforceable by a Third Party.

## 5. List of persons designated by User to use the Research Infrastructure

The User agrees to provide the Access Provider, upon the execution of this agreement, a complete list of persons requiring Access to the Research Infrastructure on behalf of the User. The User accepts that persons not explicitly listed will not be permitted to Access the Research Infrastructure unless the User provides written a request and an updated list of such person/s requiring Access.

The User shall guarantee that all persons authorized to Access the Research Infrastructure on behalf of the Access Provider have reviewed the applicable HSE plan/s, will follow all rules and directions from Access Provider personnel regarding Access of the Research Infrastructure and will comply with the requirements set out in Sections 4.

The person(s) requiring Access to the Research Infrastructure on behalf of the User is (name of researcher/s travelling).

## 6. Termination

### 6.1 Termination without cause

*RISEnergy will only cover the costs for the completed access.*

Either Party shall have the right to terminate this Agreement on one month's written notice. The respective terminating Party agrees to repay reasonable costs incurred to the other Party prior to the



notice cancellation date. Moreover, these payments shall only cover expenses that are specifically related to the Access. Depending on the terminating Party, it might include:

- consumables specifically bought for the Access
- modifications or adaptations of the Research Infrastructure specifically related to the access
- cost of staff resources to prepare, supervise and implement the Access
- sampling and preparation activities related to the Access
- non-refundable travel and material bookings related to the Access
- analysis and data treatments performed for the Access
- Research Infrastructure access cost related to the period of Access

## 6.2 Termination due to User default

Does not apply for the EU funded access through this project.

## 7. Care and maintenance of the Research Infrastructure

The User agrees that in the event it damages the Research Infrastructure to which Access is granted it will bear the sole financial responsibility for such damage.

## 8. Liability

Liability of the Access Provider shall be limited to property damages and financial losses caused by intent and gross negligence.

Essential contractual obligations shall be obligations that protect essentially approved positions of the Parties, which have to be granted to them under an agreement in terms of subject matter and purpose. Essential contractual obligations shall also be obligations whose fulfillment makes the due



performance of the agreement possible in the first place and on the compliance with which the contract partner could regularly rely.

In case of slight negligence in violating essential contractual obligations, liability shall be limited to direct damage foreseeable and typical of this type of agreement.

The exclusions and limitations of liability shall not apply to claims according to the Produkthaftungsgesetz (Product Liability Act), on account of fraudulent behavior, which concern a liability for guaranteed characteristics, and which are related to injury to life, body, and health.

It is agreed that the Access Provider shall NOT be jointly nor severally liable for any damage or injury caused to Users during stays to RI, nor for any damage to things or injury to persons caused by them.

No limitations of liability shall apply of the damage caused by wilful act or gross negligence.

No limitation of liability shall apply in case of death or injury to a User.

The User shall be responsible for sufficient accident insurance cover as long as the present infrastructure use agreement is valid. Upon Access Provider's explicit request User/User groups shall provide evidence of full civil responsibility and/or work accident insurance coverage by their own organization/s for the whole duration of the Access to RI.

To the extent to which liability of the Access Provider is excluded or limited according to the regulations above, this shall also apply to the liability of the legal representative, employees, and other subcontractors of the Access Provider.

The User shall release, indemnify, defend and hold harmless the Access Provider on demand for, from and against any and all losses, liabilities, lawsuits, judgments, obligations, fines, claims, costs and expenses (including any reasonable attorneys' fees) arising out of the User's Access of the Research Infrastructure, including but not limited to claims relating to products liability, property damage, personal injury, negligence and death.

The User understands that the Access Provider does not accept liability for any use of the results generated in the Access. In the event of Third Party claims for compensation against the Access Provider arising from the User's exploitation of Access results (including but not limited to claims based on product liability regulations), the User shall - notwithstanding anything to the contrary set out herein - defend and hold the Access Provider harmless from such claims.

In case of unavailability of the RI, the User understands that the Access Provider cannot be held responsible, and under no circumstances can claim any compensation for damages.



In agreeing on access to the RI, the User acknowledges that due to the intrinsic nature of research, specific results or outcomes cannot be guaranteed when carrying out the experimental research, and therefore, the Access Provider will not be responsible of any associated delays in the Access project.

The European Research Executive Agency (REA) (hereinafter 'the Agency'), being the funding agency of the RISEnergy Project, cannot be held liable for any damage caused to the beneficiaries or to third parties as a consequence of implementing the Agreement, including for gross negligence.

The Agency cannot be held liable for any damage caused by any of the beneficiaries or third parties involved in the action, as a consequence of implementing the Agreement.

## 9. Personal property

The User is solely responsible for any loss of, theft of or damage to any personal property belonging to the User or its authorized persons that occurs in relation to the granted Research Infrastructure Access.

## 10. General provisions

### 10.1 Authority

The person(s) signing this Agreement on behalf of the Parties represent(s) and warrant(s) that he/she/they have the legal authority to do so.

### 10.2 Assignment



A Party may not assign any rights or obligations of this Agreement without the prior written consent of the other Party.

### 10.3 Notices

All notices, requests and other communications between the Parties shall be in writing and delivered to the other Party at its address set out below or to such other address as such Party may designate by notice pursuant to this section:

If to the Access Provider: Organisation name

address

address

address

Attn: name of person responsible

Phone No.:+xx xxx xxxxxxxx

E-mail address: xxxxx@xxx.edu

If to the User: name of organization

address

address

address

Attn: name of person responsible



Phone No.: +xxxxxxx

E-mail address: xxxxx

#### 10.4 Access denial

At any time, including after the initial acceptance of the Application and the execution of the present Access Agreement, the Access Provider may decline Access to the Research Infrastructure on the basis of one of the following legitimate, justified and valid reasons:

- unforeseen circumstances (e.g. unexpected maintenance or force majeure: acts of god, strikes or other disturbances, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities or others causes of any kind beyond the control of the Access Provider);
- HSE concerns;
- Access Provider legitimate interests;
- reasons stipulated in Article 6.

#### 10.5 Entire agreement

The Access Agreement is intended by the Parties to be the final and binding expression of their agreement and as the complete and exclusive statement of its terms.

#### 10.6 Severability

If any provision of this agreement is declared void or unenforceable, such provision shall be deemed severed from this Agreement, which shall otherwise remain in full force and effect.



## 10.7 Governing law and legal venue

Unless otherwise agreed in writing between the Parties, any action to interpret or enforce this Agreement shall be according to the law of the country in which the Research Infrastructure is located.

Unless otherwise agreed in writing between the Parties, the legal venue shall be the court of the city/town in which the Access Provider related legal entity has its main office.

Nothing in this Agreement shall be deemed to require a User to breach or violate any mandatory national laws or regulations in the country where the User is operating.

## 10.8 Confidentiality and Intellectual Property: general rules

The Parties agree that any and all information disclosed by either Party (hereinafter "Disclosing Party") to the other (hereinafter "Receiving Party") shall be deemed confidential (hereinafter the "Confidential Information") whatever

- (i) the subject (technical, industrial, financial, commercial...),
- (ii) the nature (know-how, methods, processes, technical or installation details...),
- (iii) the form (written or printed documents, CD-ROM, floppy disks, samples, drawings...) and
- (iv) the mode of transmission (written, oral, computer, including network and/or electronic mail).

The Receiving Party undertakes, for the term of the agreement and for 5 (five) years following its termination or expiry, to ensure that the Confidential Information is kept strictly confidential and is protected in the same manner as its own Confidential Information. Provided however that the existence, the execution and the purpose of this agreement shall not be deemed to be Confidential Information, the Parties shall agree on a case by case basis which Confidential Information may be disclosed in international conferences and press releases.

Transmission of Confidential Information by one Party to the other Party under the Agreement shall not be construed as expressly or implicitly granting the Receiving Party any intellectual property right





(under any license or any other means) in respect of any drawings and models, inventions, patents, software or ideas in relation to such Confidential Information, nor as a disclosure under patent law.

Any and all Confidential Information shall be returned to the Disclosing Party immediately upon request made by the Disclosing Party or at the latest upon expiration or earlier termination of the Agreement.

The Agency may disclose confidential information to its staff, other EU institutions and bodies. It may disclose confidential information to third parties, if:

- (a) this is necessary to implement the Agreement or safeguard the EU's financial interests and
- (b) the recipients of the information are bound by an obligation of confidentiality.

Under the conditions set out the Rules for Participation Regulation No 2021/695 ([Publications Office \(europa.eu\)](#)), the Commission must moreover make available information on the results to other EU institutions, bodies, offices or agencies as well as Member States or associated countries (**Fehler! Verweisquelle konnte nicht gefunden werden.**).

## 10.9 Confidentiality and Intellectual Property regarding the Background

In no case the Access shall be treated as granting a license, assignment or any other form of permission for the Users to use Access Provider's Background without a written consent of the Access Provider. The User must comply with any conditions set by the owner. Ownership of Background will remain unchanged by this Agreement.

It is agreed and accepted that Background is owned by the Party holding it and Result generated during the Access project will be owned by the Party which generate it.

The User must obtain written permission from the owner of any Background before using it in the Access and must comply with any conditions set by the owner. Ownership of Background will remain unchanged by this Agreement.

The Access Provider will, on request from the User, and where it is free to do so, make available for non-commercial use and only for the purpose of the Access on a royalty-free basis, any own



Background which is reasonably needed for the Access, unless this is contrary to the own interests of the Access Provider. This can include, for example, economic or academic interests.

### 10.10 Confidentiality and Intellectual Property regarding the new knowledge

The knowledge developed within the designated Research Infrastructure(s) during the execution of the agreement, hereinafter referred to as "Joint New Knowledge", shall be jointly owned by the Parties, hereinafter referred to as "the Co-Owner Parties" and shall be considered as Confidential Information.

The Co-Owner Parties shall specify the terms and conditions for its use pursuant to an enhancement agreement prior to any and all industrial and/or commercial use or, for new patents subject to joint ownership, pursuant to rules of co-ownership.

Where no joint ownership agreement is established between the Co-Owners of the Joint New Knowledge then the co-Owners hereby agree that the following terms shall apply:

- a) each of the Co-Owners shall be entitled to otherwise Exploit the Joint New Knowledge and to grant non-exclusive licenses to third parties (without any right to sub-license), if the other joint owners are given:
  - at least 45 calendar days advance notice; and
  - Fair and Reasonable compensation
- b) each of the Co-Owners shall be entitled to use the Joint New Knowledge solely for non-commercial research and development purposes on a royalty-free, non-exclusive, non-transferable basis as long as the protection of such Joint New Knowledge is not adversely affected. Such non-commercial research shall include research projects with third parties within the limitations as set out in this Article **Fehler! Verweisquelle konnte nicht gefunden werden.**

For the avoidance of doubt, "non-commercial research activities" has to be understood as:

- research activities in national and European funded projects
- research activities included in research contracts with third parties.



However, where such use leads to grant a license with said third parties (without any right to sublicense), then the other Co-Owners will be entitled to be given at least 45 calendar days advance notice and a Fair and Reasonable compensation.

For avoidance of doubt,

- if the Co-Owner grants a license to a third party for a use other than for the sole performance of the research activities with said third party, then the other Co-Owners will be entitled to be given adequate prior notice and a Fair and Reasonable Conditions.
- Access Rights as detailed in Section 9.4.1 second paragraph do not require the prior written consent or a Fair and Reasonable Conditions to the other joint owners.

#### 10.11 Reporting

The User agrees to:

- a) Report to the Access Provider on the progress of the work.
- b) Prepare a detailed Post-research TA Report, describing the activities performed by the User during the Access, their results and any other additional information the User may consider convenient concerning the Access. In case the Post-research TA Report contains confidential information (for example, for some industrial Users), special provisions will be taken by the Access Provider.
- c) Complete the European Commission's on-line User Group Questionnaire providing feedback about the access and the stay at the Access Provider's installations:  
<https://ec.europa.eu/eusurvey/runner/RIsurveyUSERS>

The User notes that Access Provider reports to the European Commission will contain the names, home institutions and description of the work of the USER. The RISEnergy website will publish a list of projects naming the researchers' organizations, research project titles and short descriptions (abstract), and the RI used. Users must also note that the European Commission has the right to publish the list of Users.

The User agrees to submit, within four (4) weeks after the end of the stay, the Post-research TA Report to the following person by e-mail to [risenergy@for.kit.edu](mailto:risenergy@for.kit.edu)

#### 10.12 Publications resulting from Access to a specific RISEnergy Research Infrastructure



The Owner('s) of the "Joint New Knowledge" are required to publish their results within a reasonable time in the open literature.

In the case of publication of Results, the User understands that the Access Provider may object to the planned dissemination action. This objection shall be made in writing to the User proposing the dissemination within 15 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

An objection is justified if

- a) the protection of the Access Provider's Results or Background by IPR or secrecy would be adversely affected
- b) the Access Provider's legitimate interests in relation to the Results or Background would be significantly harmed.

The objection has to include a precise request for necessary modifications.

If an objection has been raised the User and the Access Provider shall discuss how to overcome the justified grounds for the objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication) and the Access Provider shall not unreasonably continue the opposition if appropriate measures are taken following the discussion.

The Access Provider can request a publication delay of not more than 90 calendar days from the time it raises such an objection. After 90 calendar days the publication is permitted.

Nothing in this Agreement shall be construed as conferring rights to use in advertising, publicity or otherwise the name of the Parties or any of their logos or trademarks without their prior written approval.

Suitable publicity shall be made for the Access provided to Users under the RISEnergy contract with the European Commission, specifying that the project leading to the publication has received research funding from the EC's Horizon 2020 Programme.

Unless the Agency requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.) and any infrastructure, equipment and major results funded by the grant must:

-display the EU emblem and

-include the following text:



For communication activities: *"This project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101131793"*

For major results: *"This [insert type of result] is part of a project that has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101131793"*

Applications for protection of results (including patent Applications) filed by or on behalf of a beneficiary: *"The project leading to this application has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101131793"*

Results that could contribute to European or international standards: *"Results incorporated in this standard received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101131793"*.

When displayed together with another logo, the EU emblem must have appropriate prominence. Please note: It is a contractual obligation to acknowledge the European Commission support in all publications and presentations, to which TA Users agree when they submit an Application.

The User declares that no pre-existing agreements or other conditions prevent the dissemination of Results generated within the Access or that s/he is working for a SME.

The User accepts to acknowledge the Access Provider support in any dissemination action resulting from the proposal (peer-review articles, conferences, book chapters, etc.), by including the sentence *"We thank the <name of the Access Provider> for providing access to its installations, the support of its scientific and technical staff, and the financial support of the RISEnergy project (Grant Agreement No. 101131793)"* It is expressly recommended to include the ACCESS PROVIDER staff members who ensured the access support in the acknowledgements.

Furthermore, the User accepts to include, where possible, the following footnote in the first page of the publication: *"Based on experiments carried out at the <name of the Access Provider>"*.

*[In case of SMEs some protection of their ideas/outputs, e.g. results to be aggregated or anonymized or the specific field of use or business model withheld can be protected by NDA/CDA. Put a specific NDA/CDA in place, if needed].*



### 10.13 Notification of dissemination action

In order to monitor and collect all the dissemination activities and provide evidence of the soundness of the scientific work performed at the Access Provider's RI under this opportunity, Users shall give notice of any of the above-mentioned dissemination actions at least 30 days prior to publication/abstract submission. Notifications containing at least the tentative title, list of authors and abstract are to be sent via email to risenergy@for.kit.edu within the time limitations indicated above.

### 10.14 Co-authorship

Co-authorship shall follow the gentlemen's agreements and best practices commonly adopted within the scientific community. This should take into account, with fair and reasonable conditions, any substantial scientific and technical contributions that exceed mere basic support to User activities and brought into the research work by Access Provider staff, in order to complete the research or to analyse and obtain exploitable results, including the intellectual contribution for making possible the remote access to experimental installations.

### 10.15 Relationship to the Access Provider

Conclusion of this Agreement and the resulting permission to use the infrastructure of the Access Provider shall constitute neither an employment relationship nor an entitlement to such an employment relationship. The Access Provider shall not assume any employer duties and/or risks.

## 11 Signatures

This agreement has been agreed and signed in **two (2)** originals, each original duly authorized by the representatives of the Access Provider and User respectively.





Town, XX.YY.20ZZ

*(place and date)*

**Town**, XX.YY.20ZZ

*(place and date)*

On behalf of the Access Provider:

On behalf of User:

.....

.....

Name: xxx

Name: xxx

Title: xxx

Title: xxx



## **APPENDIX A**

### **ACCESS PROVIDER RI SCHEDULE**

*This information which is submitted in the TA Applications should contain:*

*1- Description of the work planned for the Access (scientific objectives, sequence of activities)*

*xxx*

*2- Scope, periods of access and other conditions related to the Research Infrastructure Access agreed between the Parties*

*xxx*

*The project is expected to start in **month 20ZZ** and last for **number of days/weeks/months** (even not consecutive).*





## **APPENDIX B**

### **REFERENCES**

-RISEnergy Access Policy (available on the RISEnergy webpage)

-RISEnergy Grant Agreement (*will be delivered to User if requested from User legal department, only necessary and not confidential information will be shared*)



## ANNEX 10: RISEENERGY POST-RESEARCH TA REPORT TEMPLATE- USER (DRAFT)

*After the RISEnergy Transnational Access, Users are required to submit a User Report. This should be done within 4 weeks after the Access is completed unless otherwise agreed. The User Report will be given to the User(s) by the WP2 leader. The report contains sections related to the work performed, the main results and observations that were achieved.*

*This document should be completed, signed, and sent by e-mail to [risenergy@for.kit.edu](mailto:risenergy@for.kit.edu).*

Summary questionnaire for Users who have been granted Transnational Access (TA) under the RISEnergy project Horizon Europe TA scheme. More information on RISEnergy TA can be found in "General Rules" and in "Access Policy" which can be found on the RISEnergy webpage.

*Please complete, sign, and send this form, together with the Cost claim by e-mail to [risenergy@for.kit.edu](mailto:risenergy@for.kit.edu) with title: RISEnergy TAx.yy - reports.*

General information about the project	
Project title (as used in Application)	
Project acronym (max 15 characters)	
RISEnergy RI(s) accessed	
Keywords (up to five, free text)	
Arrival date (in town where RI is located)	
Departure date (from town where RI is located)	
Starting date of Access (first day at RI)	
Finishing date of Access (last day at RI)	



Number of days not using the RI (during the above period)	
Reason for not using RI those days (describe)	
Number of days using the RI	
Number of Users granted Access (group size)	
Comments	
<b>User</b>	
<b>User group leader or sole applicant (user group member 1)</b>	
First name	
Last name	
Affiliation / Employer	
Country of Employer	
E-mail	
User travelling to RI?	YES/NO
Comments	
<b>User group member 2</b>	
First name	
Last name	
Affiliation / Employer	
Country of Employer	
E-mail	
User travelling to RI?	YES/NO
Comments	
<b>User group member 3</b>	
First name	
Last name	
Affiliation / Employer	



Country of Employer	
E-mail	
User travelling to RI?	YES/NO
Comments	
<b>User group member 4</b>	
First name	
Last name	
Affiliation / Employer	
Country of Employer	
E-mail	
User travelling to RI?	YES/NO
Comments	
Please insert more fields if your groups had more than four members.	
<b>Access Summary Report - work performed and initial results</b>	
Brief description of the objectives of your project (up to 200 words)	
<i>[Please describe short the main objectives of your project]</i>	
Activities performed (up to 600 words)	
<i>[Please summarise the work carried you (steps taken, instrumentation used, techniques employed, data sources consulted etc.)]</i>	
Scientific results (up to 800 words)	
<i>[Summarise the (initial) outcomes of your study at the RI(s).]</i>	



Interpretation of the results (up to 400 words)
<i>[Discuss the data obtained and describe the major scientific conclusions drawn.]</i>
Main achievements during the TA related work (up to 250 words)
<i>[Describe the main achievements during your stay at the site(s), Outputs (results, publications, models, etc.), conclusions, next steps, potential impact]</i>
Data Management
<i>[Describe the further usage and storage of project data. State where the data will be kept and name a person responsible for the data. Define data]</i>
Difficulties during the TA related work (up to 250 words)
<i>[List problems and issues, you had, completing out your research project: Did you get access to all the necessary equipment, facilities, databases, etc.? If not, please specify the problems that occurred and list equipment the was not working or accessible.]</i>
Intended publications
<i>[Explain where and how you expect to publish the outcomes of your project work. Include also anything already published (What and where?)]</i>
Expected impact
<i>[The impact the expected results will have on current and future research or practice, public safety, European standardization, competitiveness, integration and cohesion and on sustainable growth. any follow on proposals, projects, collaborations, commercialisation]</i>
Conclusions / additional comments



<i>[Provide any other comments you might have on your work]</i>					
Did you complete the European Commission User questionnaire <a href="https://ec.europa.eu/eusurvey/runner/RIsurveyUSERS?">https://ec.europa.eu/eusurvey/runner/RIsurveyUSERS?</a>					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Feedback - HSE, Ethics and Satisfaction</b>					
Please rate on a scale from 1 (excellent) to 5 (poor). Feel free to provide additional comments					
Practical information on how to apply for Transnational Access and the overall application process	1 (excellent)	2	3 (neutral)	4	5 (poor)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comment</i>					
Information provided, once your project was accepted, on how to proceed	1 (excellent)	2	3 (neutral)	4	5 (poor)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comment</i>					
Support received at the site(s) regarding technical/scientific matters and logistics	Have you got sufficient support from the RI staff during the project? If not, please, specify the problems. <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>Please specify any problems</i>					
RI extension / upgrades required	In your opinion, is the RI needed to be upgraded? If yes, please give an explanation. <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>Please specify</i>					
Problems with local regulations	Have you had any problems with regulations of the visited RI owner (HSE, lab working hours, etc.)? If yes, please, specify <input type="checkbox"/> Yes <input type="checkbox"/> No				

<i>Please specify</i>	
Health and safety issues	Did you encounter any health or safety issue during your research? Please provide details. <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please provide details</i>	
<b>Environment &amp; Ethics</b>	Did your research involve the use of elements that may cause harm to the environment, to animals or plants? Please provide details. <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please provide details</i>	
Environment & Ethics	Did your research deal with endangered fauna and/or flora and/or protected areas? Please provide details. <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please provide details</i>	
Environment & Ethics	Did your research involve the use of elements that may cause harm to humans, including research staff? Please provide details. <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please provide details</i>	
Environment & Ethics - Dual use	Does your research have the potential for military applications? Please provide details. <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please provide details</i>	
Environment & Ethics - Misuse	Does your research have the potential for malevolent /criminal/terrorist abuse? Please provide details. <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please provide details</i>	



Environmental issues	Were any potentially dangerous substances (materials / gases etc.) released into the environment (atmosphere, water, or land)? Please provide details. <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>Please provide details</i>					
Ethics issues	Are there any other ethics issues that should be taken into consideration? Please specify <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>Please provide details</i>					
Overall impression of communication and interaction after finishing your TA and related work	1 (excellent)	2	3 (neutral)	4	5 (poor)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comment</i>					
Suggestions for facilities not included in RISEnergy which you would use for your research					
[Please provide suggestions for specific type of facilities missing (RI gaps) or measurement / experiments you would like to perform which can not be done on current RISEnergy facilities.]					
Suggestions how RISEnergy can improve future TA programme, how to make the TA more impactful and how to enable the achievement of high TRL levels					
<i>[Your suggestions]</i>					
<b>Feedback - Pro-active Innovation Support</b>					
Awareness	Did you know about the pro-active innovation support of RISEnergy? <input type="checkbox"/> Yes <input type="checkbox"/> No				





<i>[Please specify how you learned about the pro-active innovation support]</i>					
Personal experience	Have you taken advantage of or benefited from the pro-active innovation support? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>[Please provide details]</i>					
Information/service provided by the pro-active innovation support?	1 (excellent)	2	3 (neutral)	4	5 (poor)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>[Please provide details]</i>					

I declare that the above provided information and especially that information on the number of days visited the RI is correct.

I have read the [RISEnergy privacy policy](#) for participation in the RISEnergy TA and consent to participation and the associated data processing.

Your full name:

Your signature:



## ANNEX 11: RISENERGY POST-RESEARCH TA REPORT TEMPLATE- ACCESS PROVIDER (DRAFT)

After the RISEnergy Transnational Access stay or Virtual Access, RI providers are required to submit a *Post Research Report*. This should be done within 4 weeks after the Access is completed unless otherwise agreed. The *Post Research Report* form will be given to the RI Provider(s) by the WP2 leader of RISEnergy.

This document should be completed, signed, and sent by e-mail to [risenergy@for.kit.edu](mailto:risenergy@for.kit.edu).

Summary report form (exit questionnaire) for Research Infrastructures that had a TA under the RISEnergy Europe TA Scheme.

Please complete, sign, and send this form, together with the Cost claim by e-mail to [risenergy@for.kit.edu](mailto:risenergy@for.kit.edu) with title: *RISEnergy TAx.yy - reports*.

<b>General information about the TA project</b>	
Project title	
RISEnergy TA RI(s) accessed	
Name of lead (main) visiting researcher (User)	
Your name	
Your position	
Start date of access (first day at RI)	
Completion date of access (last day at RI)	
Days to commission / prepare RI before the visit	(State number of days before first access day)



Days to decommission RI after the visit	(State number of days after last access day)
Please give a short description of commissioning / decommissioning	
Number of days RI used during the above period	
Number of days RI not used during the above period	
Reason for not using RI those days - describe	(For example: weekend, RI not working, health and safety training, etc.)
<b>User(s)</b>	
Another group member (apart from the group leader above)	
Name Group member 1	
Name Group member 2	
Name Group member 3	
Name Group member 4	
Name Group member 5	
.....	
<b>Work performed</b>	



Did the User (/group) comply with your facilities / organisation's regulations?	Yes / No. If not, please, explain the problem. <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>[describe here]</i>	
Did the research project cause any damage to the RI? If yes, what was the estimated damage?	Yes / No. If yes, describe and estimate the damage? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>[describe and estimate here]</i>	
Did you need to contact directly the User's (/User group's) institution?	Yes / No. If yes, why? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>[describe here]</i>	
Where there any complaints from the User (/group)?	Yes / No. If yes, please, list them. <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>[list here]</i>	
Are you satisfied with how the research was performed and with the results achieved?	Yes / No. If not, please, explain why. <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>[explain here]</i>	



Difficulties during the User(s) TA visit or any problems with the RI during the research project?	
[List problems or inconveniences during the project: (access available to all the necessary equipment, facilities, databases, etc.?) If not, please specify the problems that occurred and list equipment not working or accessible. ]	
What would you suggest could improve the RISEnergy Transnational Access programme?	
[describe here]	
<b>Feedback about the research project</b>	
Could the research be performed as planned?	(Any RI upgrades required? If yes, please give an explanation.) <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please provide details</i>	
Problems with local regulations	Were there any issues regarding your facilities regulations (lab working hours, etc.)? If yes, please, specify <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please provide details</i>	
Health and safety issues	Did you or the researcher encounter any health or safety issue during your research? If yes, please provide details. <input type="checkbox"/> Yes <input type="checkbox"/> No



<i>Please provide details</i>	
Environment & Ethics	<p>Did the research involve the use of elements that may cause harm to the environment, to animals or plants? If yes, please provide details.</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<i>Please provide details</i>	
Environment & Ethics	<p>Did the research deal with endangered fauna and/or flora and/or protected areas? If yes, please provide details.</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<i>Please provide details</i>	
Environment & Ethics	<p>Did the research involve the use of elements that may cause harm to humans, including research staff? If yes, please provide details.</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<i>Please provide details</i>	
Environment & Ethics - Dual use	<p>Does the research have the potential for military applications? If yes, please provide details.</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<i>Please provide details</i>	
Environment & Ethics - Misuse	<p>Does the research have the potential for malevolent/criminal/terrorist abuse? If yes, please provide details.</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<i>Please provide details</i>	



Environmental issues	Were any potentially dangerous substances (materials / gases etc.) released into the environment (atmosphere, water, or land)? If yes, please provide details.  <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>[Please provide details]</i>	
Ethics issues	Were there any other ethics issues that should be taken into consideration? If yes, please specify  <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please provide details</i>	

I have read the [RISEnergy privacy policy](#) for participation in the RISEnergy TA and consent to participation and the associated data processing.

Date of submission to RISEnergy WP2 leader:

Your full name:

Your signature:



## ANNEX 12: RISEENERGY TA COST CLAIM FORM - USER (DRAFT)

[Choose date]

Travel and subsistence reimbursement for RISEnergy RI Users from EU, Associated States or approved other countries. More information on RISEnergy TA can be found in "General Rules" and in "Access Policy" which can be found on the [RISEnergy webpage](#).

*Please complete, sign, and send this form, together with the scan of all receipts by e-mail to [risenergy@for.kit.edu](mailto:risenergy@for.kit.edu).*

*Please send **all available original receipts** (tickets, vouchers, boarding passes and receipts for travel and accommodation) by post to the RISEnergy project management contact below.*

Karlsruhe Institute of Technology  
Olga Sumińska-Ebersoldt  
Geb 421  
Hermann-von-Helmholtz-Platz 1  
76344 Eggenstein-Leopoldshafen  
Germany

*For User Groups: Please provide a separate TA cost claim form for each person.*





TA project acronym:			
Your details		RI and visit details	
User Name		Research Project Title	
User e-mail		RI used	
User phone		Date of arrival	
User address (private)		Date of departure	
Home institution		Host institution	
Home institution address		Host institution address	
Private bank data for the transfer (name of the holder, bank name, IBAN, BIC)			

### Dates and time of installation use

I used the above RI during the following period for **x** days:

From:	<i>[First day of access]</i>
To:	<i>[Last day of access]</i>
Number of days using the RI:	<i>[State how many actual days you used the RI]</i>
Comments:	



Name and Surname | Street, Postcode, Town, Country (Private)

Karlsruhe Institute of Technology  
 Hermann-von-Helmholtz-Platz1  
 76344 Eggenstein-Leopoldshafen  
 RISEnergy project, GA No. 101131793  
 FIMA FE.yyyyyyyy  
 Germany

Name and Surname

Street, Postcode, Town, Country (Private)

Email:yyyy@xxxx.cc

Date day.month.year

**Reimbursement of travel expenses in the frame of RISEnergy Transnational Access  
 (number of call)**

**TAA.B Name of User Project**

**Project: RISEnergy, GA No. 101131793**

Dear Ladies and Gentlemen,

below I am sending you the breakdown of my travel expenses for my trip from TownA (Country) to TownB (Country) from day.month.year to day.month.year in the frame of RISEnergy Transnational Access (number of call).

Type	Details	Name of person for this item	Receipt currency	Amount in local receipt currency	Amount in € (use the rates at day of purchase if needed)
Air Fares					



Accommodation (type, name & town)					
Bus, train, others (incurred on the days of the onward and return journey per each RI visited)					
Per diem rates	Number of eligible days according to the General Rules (link)				
Sum					

Please transfer the amount of xxxxx € to the following account at bank name:

Account holder: Name and surname

IBAN: XXXXXXXXXXXXXXXXXXXX

BIC: XXXXXX

Reason for payment: Reimbursement travel expenses, RISEnergy TA (number of call),  
**Project number and acronym**

Invoicing is carried out without display of VAT in accordance with §19 UstG.



Herby, I confirm that the TA costs have not been paid in advance and will not be reimbursed by any organisation, project, programme or initiative other than RISEnergy.

Many thanks and kind regards

[Signatur]

---

Name and surname



## ANNEX 13: HORIZON EUROPE TA/VA COST TABLES

Filled by every RI Provider for every installation in the RISEnergy proposal phase. Only organisations that filled one of those templates (unit or actual costs) are listed as RI providers in the RISEnergy project. No new RIs will be accepted in the RISEnergy.

<b>Participant number</b>		<b>Organisation short name</b>		<b>Short name of Infrastructure</b>	TA
<b>Installation number</b>	1	<b>Short name of Installation</b>		<b>Unit of access</b>	Day

### Calculation of the Unit Cost (UC) for Trans-national Access<sup>[1]</sup>

Reference period		from:	to:	
<b>A. Direct eligible costs of providing access over the last two years<sup>[3]</sup> excluding personnel costs</b>	Describe the direct eligible costs <sup>[2]</sup> for providing access to the installation over the reference period (the last two closed financial years <sup>[3]</sup> preceding the current one). Capital investments (including depreciation costs of equipment, infrastructure or other assets) and internally invoiced goods and services are ineligible costs unless otherwise specified in the Work Programme.			<b>Eligible Costs (€)</b>
	<b>Total A</b>			<b>0,00</b>
	<i>of which subcontracting (A')</i>			
<b>B. Personnel direct eligible costs needed to provide access over the last two years<sup>[3]</sup></b>	<b>Category of staff <sup>[4]</sup></b>		<b>Person-Months</b>	<b>Personnel Costs (€)</b>



	<b>Total B</b>	<b>0,00</b>
C. Indirect eligible costs: 25% x ([A-A'] + B)		0,00
D. Total access eligible costs over the last two years <sup>[3]</sup> = A+B+C		0,00
E. Total quantity of access provided to all normal users of the installation (i.e. both internal and external) over the last two years <sup>[3]</sup>		
F. Unit cost = D/E		<b>#DIV/0!</b>
G. Unit cost charged to the project		<b>#DIV/0!</b>
H. Quantity of access offered under the project (over the whole duration of the project)		
<b>I. Access Cost on the basis of UC for the access offered under the project = G x H</b>		<b>0,00</b>

[1] See 'Decision authorising the use of unit costs for the costs of providing trans-national and virtual access in Research Infrastructures actions under the Horizon Europe Programme'. When access costs to the installation are reported on the basis of a unit cost, calculate the unit cost using the first part of this Excel sheet. When access costs are reported as actual costs, estimate these costs using the second part of this Excel sheet. When access costs are reported as a combination of unit costs and actual costs, both parts of the table must be used. In case of combination, all the cost categories and cost items reimbursed on actual costs basis must be excluded from the calculation of the unit cost.

- [2] Direct costs (other than personnel) for providing access can only include:
- Costs of contracts for maintenance and repair for the functioning of the installation (if not capitalised).
  - Costs of consumables specifically used for the installation and the research work of the users.
  - Costs of contracts for installation management, including security fees, insurance costs, quality control and certification, specifically incurred for the functioning of the installation.
  - Costs of energy power and water supplied for the installation.
  - Costs of general services when included in the provided access services (e.g. library costs, shipping costs).
  - Costs of software licence, internet connection or other electronic services for data management and computing when they are needed to provide access services,
  - Costs of specific scientific services included in the access provided or needed for the provision of access.

[3] In exceptional and duly justified cases, a different reference period can be agreed with the Commission

[4] Personnel costs for the provision of access can only include costs of administrative, technical and scientific staff directly assigned to the functioning of the installation and to the support of the users.

**If access costs are declared on the basis of actual cost or on the basis of a combination<sup>[5]</sup> of unit cost and actual costs, please use the following table to estimate the actual costs.**

<b>Access provision period</b> (usually the project life-time)			
<b>from:</b>	01.10.2023	<b>to:</b>	31.03.2028
<b>A. Direct eligible costs of providing access to the selected user groups, excluding personnel costs</b>	Describe the estimated costs that will be actually and solely incurred for providing access to the user groups selected for support under the action <sup>[6]</sup> . Capital investments (including depreciation costs of equipment, infrastructure or other assets) and internally invoiced goods and services are ineligible costs unless otherwise specified in the Work Programme.	<b>Eligible Costs (€)</b>	



		<b>Total A</b>	
	<i>of which subcontracting (A')</i>		
<b>B. Personnel direct eligible costs needed to provide access to the selected user groups</b>	<b>Category of staff <sup>[7]</sup></b>	<b>Person-Months</b>	<b>Personnel Costs (€)</b>
		<b>Total B</b>	
C. Indirect eligible costs: 25% x ([A-A'] + B)			
<b>D. Actual Access Cost for the access offered under the project = A + B + C</b>			<b>0</b>

[5] In case of combination of unit cost and actual costs, only cost categories and cost items that have not been used in the unit cost calculation above may be reimbursed on an actual cost basis.

[6] Notably, costs of consumables and supplies specifically incurred for the provision of access to the selected users, in particular for carrying out their research work, as well as costs of services included in or needed for the provision of access, that are specifically incurred for providing access to the selected users

[7] Personnel costs for the provision of access can only include costs of administrative, technical and scientific staff directly working for the provision of access to the selected users and their support. These costs will be charged to the grant as direct personnel costs (hours worked for the grant must be recorded).

