

## INTERACCESS APPLICATION MANUAL

### APPLICANT USER GUIDE

To access the Application form for an Open Call, click on “APPLY” button at the bottom-right corner of the Call window.

## Consequatur non.

expire in 12 days  
status open

Open on **October 24, 2016** close on **November 9, 2016**

Officia aperiam voluptatum quae eaque voluptatem. Qui harum dolorum et autem doloribus est nihil. Totam provident consequatur error et aspernatur.

#### Available stations

-  Kajbasovo (Russia) 
-  Oulanka Research Station (Finland)  
-  Kilpisjärvi Biological Station (Finland)  
-  Sonnblick Observatory (Austria) 
-  UK Arctic Research Station (Svalbard/UK) 
-  Research Station Samoylov Island (Russia) 
-  Rif Field Station (Raufarhöfn substation) (Iceland) 

APPLY

## INTRO

A Disclaimer appears.

Please read it carefully. You have to accept it before continuing the application.

✓	✓	✓	✓	✓	✓	✓	✓
INTRO	PROJECT	GROUP	TIMING	TRAVEL	PUBLICATIONS	APPENDICES	REVIEW

### Disclaimer

Travel arrangements to INTERACT Transnational Access sites are the responsibility of the applicant. Should technical or logistical problems arise, the user groups should first contact the relevant Station Manager/Logistics Manager. Only in exceptional situations where the local personnel cannot help, should the INTERACT co-ordination be contacted. In these exceptional circumstances, the first contact will be Dr Kirsi Latola, head of the Transnational Access Workpackage.

INTERACT shall not be responsible for any injuries, damages, or losses caused to any user group member in connection with any Transnational Access given at the INTERACT Transnational Access sites. Transnational Access users shall be responsible for their own travel arrangements, have appropriate travel and health insurance and assume complete and full responsibility for any and all passport, visa, vaccination, currency exchange or other entry requirements of each destination, and all safety or security conditions at the Transnational Access sites during the length of their travel and stay.

All user group members must have an appropriate travel and health insurance, and be clear about the legal responsibilities of their employers. INTERACT has no liability to cover the extra costs of unforeseen circumstances related to travel (e.g. delays or cancellations), customs, shipment and logistics, nor has it legal responsibility for the health and welfare, including emergency and accident situations, of those who are awarded INTERACT Transnational Access.

Agreement

I accept the Terms of Service

[NEXT >](#)

## PROJECT

✓	✓	✓	✓	✓	✓	✓	✓
INTRO	<b>PROJECT</b>	GROUP	TIMING	TRAVEL	PUBLICATIONS	APPENDICES	REVIEW

### Project

Have you already received INTERACT TA to your project?

Are you applying for the continuation of a project already supported by INTERACT TA (No)

Project Acronym \*  
**SAMPLE**  
Your project shortname 6 / 10

Project Title \*  
**Sample application to potential TA applicants**  
Your project title 45 / 1350

[< PREV](#) **SAVE >**

Provide an Acronym (shortname max. 10 characters) and a Title for your project.

**Are you applying for the continuation of a project already supported by INTERACT TA?**

Select this option if you have been previously granted INTERACT Transnational Access for a project as a Group Leader (main applicant). In this case you have to select the Project acronym from a list of previous application that will be shown.

Have you already received INTERACT TA to your project?

Are you applying for the continuation of a project already supported by INTERACT TA (Yes)

Select project acronym do you want to continue \*




Required

## GROUP

Enter the required info about the Group Leader (Main applicant) and other Group Members, if any.

✓ **INTRO** ✓ **PROJECT** ✓ **GROUP** ✓ TIMING ✓ TRAVEL ✓ PUBLICATIONS ✓ APPENDICES ✓ REVIEW

### Group Members

 **(Group Leader) Member 1** ✕

Name of group member *	Email *	Nationality *
Gwyneth Groupleader	gwyneth.groupleader@testuni.org	Finland
<small>Please insert "Name Surname"</small>	<small>Group leader email address</small>	

Work address of the user group leader \*

University of Test, P.O. Box 000, FI-00000, Test City, Finland

type address

Country of work *	Place of work *
Finland	University of Test
	<small>Ex "University of Yuppi"</small>

Country of residence *	City of residence *
Finland	Test City
	<small>Ex "Helsinki"</small>

Field of research *	Young scientist applicant (No)
Life Sciences & Biotech	<input type="checkbox"/> (less than 5 years from PhD degree, PhD student)

Has user previously visited any INTERACT stations?

**Has user previously visited any INTERACT stations?**

Select this option if you have previously visited any INTERACT station, and then specify the station(s) and years (yyyy) of visit.

Has user previously visited any INTERACT stations?

Station \*  
Cairngorms (Scotland, UK) ▼

Year \*  
2011  
Ex "2016"

+

ADD PAST VISIT

Add any other Group Member: click on the blue row "Add Member" at the bottom of the page, enter all the required fields.

## Member 2 ✕

Name of group member *	Email *	Nationality *
Erica Example	erica.example@anotheruni.se	Sweden
<small>Please insert "Name Surname"</small>	<small>Group member email address</small>	

Country of work *	Place of work *
Sweden	▼ Another University
	<small>Ex "University of Yuppi"</small>

Country of residence *	City of residence *
Sweden	▼ Another
	<small>Ex "Helsinki"</small>

Field of research *	Young scientist applicant (Yes)
Earth Sciences & Environment	<input checked="" type="checkbox"/> (less than 5 years from PhD degree, PhD student)

Has user previously visited any INTERACT stations?

+ ADD MEMBER

< PREVSAVE >

### Less than 5 years from PhD degree, PhD student

Select this option for those group member who are young scientist (less than 5 years from PhD degree, or a PhD, Msc or BSc student).

Young scientist applicant (Yes)

(less than 5 years from PhD degree, PhD student)

### TIMING

After describing the Group, you'll be asked to identify the Station(s) you are interested to visit and the timing of your visit.

Select one or more Station from the list (Station available for that Call).

If you want to know more about the stations, visit Interact website by clicking on the link in the yellow row.

Note: icons person settings remotenext to the Station's name indicate type of Access provided by the Station: Physical and/or Remote

✓ INTRO    ✓ PROJECT    ✓ GROUP    ✓ TIMING    ✓ TRAVEL    ✓ PUBLICATIONS    ✓ APPENDICES    ✓ REVIEW

## Duration and description of the visit and planned research

Station(s) where access is applied to

Research Station Samoylov Island (Russia) X     Rif Field Station (Raufarhöfn substation) (Iceland) X

Search for stations

**i** If you want know more about the stations, please visit [Interact](#) website



- For each chosen Station, select the Access type you are applying for (for some Stations only one type of Access could be available).
- Specify the Physical Access separately for each group member. Choose the From/To date for the station and the number of days.
- Add a row for each person (only for Physical Access) or Remote Access.

## Research Station Samoylov Island (Russia)

### Access 1

Group member \*

**Gwyneth Groupleader** ▼

Member that require access

Access type

Remote Access

Physical Access

Date From

▼

Date To

▼

Days applied \*

Number of days

### Access 2

Group member \*

**Erica Example** ▼

Member that require access

Access type

Remote Access

Physical Access

Date From

▼

Date To

▼

Days applied \*

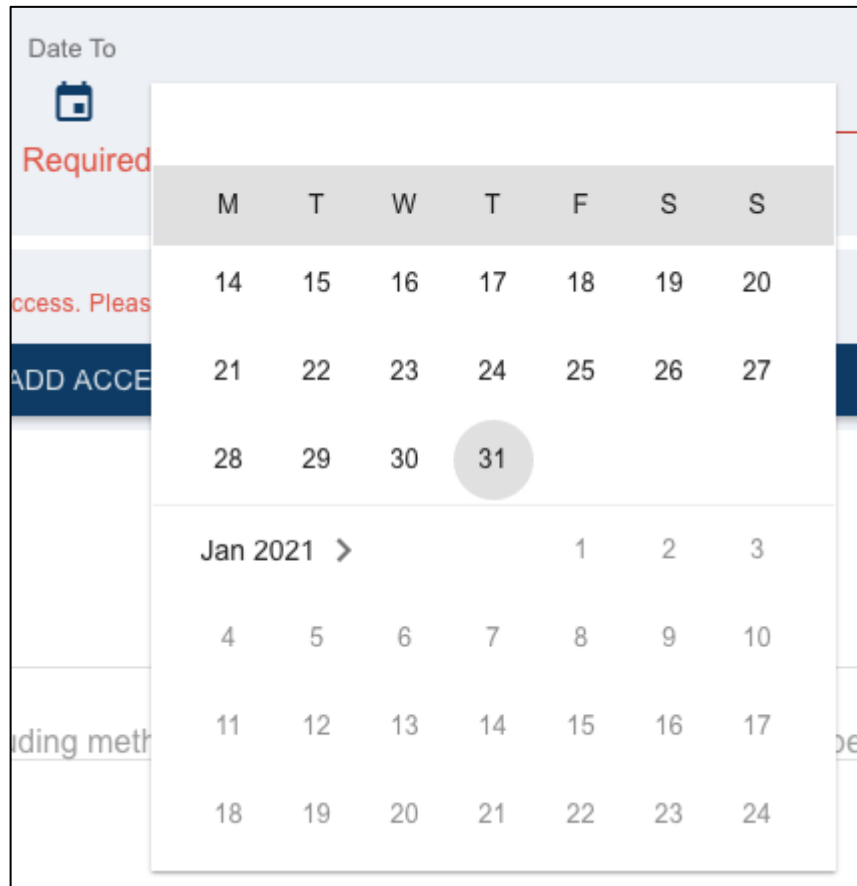
Number of days

Days applied is intended by person or remote access. Please add a row for each person or remote access

+ ADD ACCESS

For Remote Access, you only need to specify the dates and the duration of your study.

The dates when the station is available (open) are shown in black in the calendar view, whereas the dates when the station is not available for access are marked with light grey.



Complete this step, providing a short summary (max. 250 words) of your project, including the aims, methodology and locations.

Provide also a short justification (max 250 words) why support from INTERACT Transnational Access is needed to conduct your study. Why don't you conduct your project at similar infrastructure of your own country?

[+ ADD ACCESS](#)

## Total number of days applied 38

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A brief summary (max 250 words) of the intended research project, including methodology and locations where the research is to be conducted. \*

Our project will be conducted at... stations. The main idea of the project is... The method used will be...

---

Describe on the row above 107 / 2250

A brief justification on why the researchers do not conduct their project at a similar infrastructure in their own country

We currently do not have any infrastructures in our country that have this special equipment (infrared imaging device) for use in the infrastructure. In addition, our study focuses solely on glacier environments, and we do not have any infrastructures located nearby glaciers in our country. Therefore, transnational access is critical to conduct the study.


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Describe on the row above 358 / 2250


< PREVSAVE >

## TRAVEL

- Specify travel route and costs between the home institution and the station where you apply TA.
- Add the specification for each group member and each station where you apply for access, separately.
- Indicate possible co-funding cover for travel and logistic costs (if you have any) from other funding sources.

 **Gwyneth Groupleader**

 **To: Rif Field Station (Raufarhöfn substation) (Iceland)**

 **from March 15, 2017 to March 20, 2017**

Route, means of travel and associated costs in EUR \*

Return flights Test City-Helsinki-Reykjavík 500 EUR

Accommodation en route on Reykjavík a 120 EUR x 2 nights = 240 EUR

Car rental and fuel, 5 days, 500 EUR

---

Describe on the row above

Do you have any cofunding available? \*

Estimate Travel Cost (€) \*


Costs applied

500.00 1240.00 **€3,240.00**

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Provide cofunding in EUR, e.g. 0000.00 Provide cost estimate in EUR, e.g. 0000.00

Logistic cost item \*

**Freight** 


Select a cost item or click on the plus icon to add a new one

Estimate Logistic Cost (€) \*

2000.00

Provide cost estimate in EUR, e.g. 0000.00


Logistic cost item \*



Select a cost item or click on the plus icon to add a new one

Estimate Logistic Cost (€) \*

Provide cost estimate in EUR, e.g. 0000.00



ADD LOGISTIC COST

- Read “instruction” from your INTERACCESS account for detailed information about budgeting, including eligible and non-eligible costs. Information about the TA call can also be found on the [INTERACT website](#)
- In case of Remote Access, you only need to indicate estimate of the possible freight costs and if any co-funding from other sources is available to cover those.

## Remote Access

 **To: Oulanka Research Station (Finland)**

 **from February 15, 2017 to February 22, 2017**

Do you have any cofunding available? \*

Costs applied  
0.00 **€1,500.00**

Provide cofunding in EUR, e.g. 0000.00

Logistic cost item \*

**Freight** ▼

Select a cost item or click on the plus icon to add a new one

Estimate Logistic Cost (€) \*

**1500.00**

Provide cost estimate in EUR, e.g. 0000.00



ADD LOGISTIC COST



## APPENDICES

Here you have to upload specific mandatory documents.

Click on “Download the instructions for Research Plan”, read them carefully and follow the guidelines.

Research Plan that fail to follow the format or extend to maximum length will be not evaluated.

Research Plan and User Group Leader’s CV are compulsory attachments of the applications.


Letters of Recommendation are only required for PhD, Master’s degree or Bachelor level students if they are applying TA as Group Leaders (Main applicants).

✓ INTRO	✓ PROJECT	✓ GROUP	✓ TIMING	✓ TRAVEL	✓ PUBLICATIONS	✓ APPENDICES	✓ REVIEW
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### Appendices


**i** Each of the following files must be different from others


[Download the instructions for Research Plan](#)

 **Research plan**  
(see instructions above)

Please attach your file, this field is required!




**SELECT FILE**



 [Letter of Recommendation](#)

 [Letter of Recommendation](#)



For each document you want to upload, click on "Select File".

You will access the File Manager of INTERACCESS, where all your files will be uploaded and stored. Select one on the already uploaded files and click on "USE SELECTED" bottom.

  **Media** Only word files are allowed! 

Search Extention  
word  

---

 **Research Plan** 

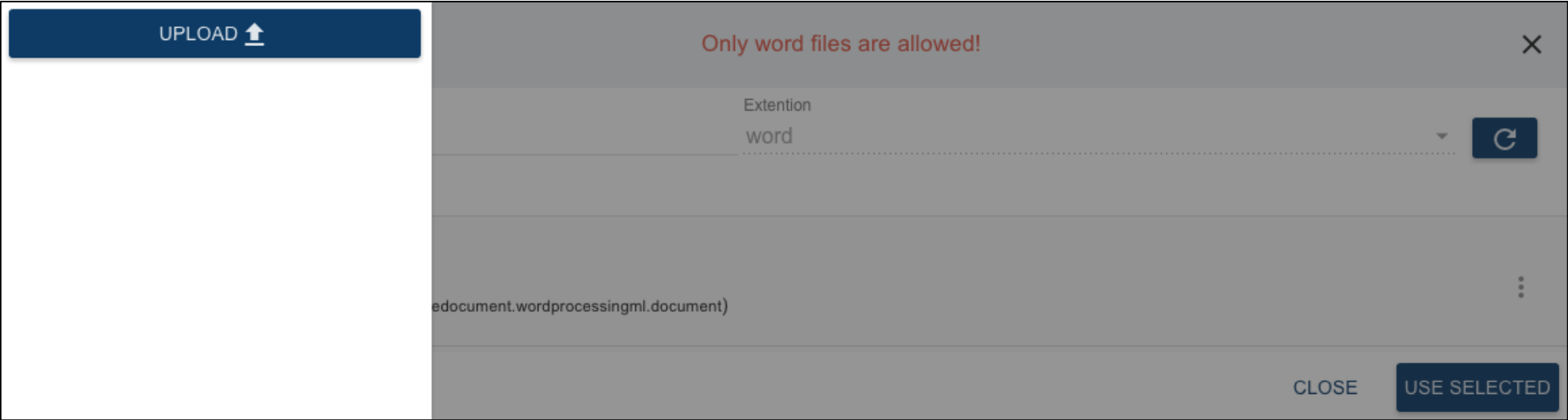
**21.64 kB** - docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document)

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CLOSE USE SELECTED



If you want to upload a new file, click on menu(a menu on the left will appear) and then click "UPLOAD".  
Be sure the file you are uploading has the extension (doc/pdf) required for that kind of document.




Once all your appendices have been uploaded, click on "Save"

 **Research plan**  
(see instructions above)

### Research Plan

21.64 kB - docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document)


[CHANGE FILE](#)

 **Letter of Recommendation**  
(only required for non-PhD applicants)


### Letter of Recommendation

26.58 kB - pdf (application/pdf)

[CHANGE FILE](#)

 **Letter of Recommendation**  
(only required for non-PhD applicants)

[SELECT FILE](#)

 **User Group Leader's CV**

### Leader CV

24.12 kB - pdf (application/pdf)

[CHANGE FILE](#)

[< PREV](#)

[SAVE >](#)

## REVIEW

Review your application carefully before submitting it!  
After submission changes are not possible anymore.

**Consequatur non.** expire in 12 days  
status open

Open on **October 24, 2016** close on **November 9, 2016**

✓ INTRO	✓ PROJECT	✓ GROUP	✓ TIMING	✓ TRAVEL	✓ PUBLICATIONS	✓ APPENDICES	✓ REVIEW
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### Review



## (SAMPLE) Sample application to potential TA applicants

Call  
Consequatur non.

Project Summary

Our project will be conducted at... stations. The main idea of the project is... The method used will be...

Group Members

-  **Gwyneth Groupleader (Group Leader)**  
gwyneth.groupleader@testuni.org
  
-  **Erica Example**  
erica.example@anotheruni.se

NOTE: You can work in several sessions with your application and save the application in-between the sessions.

## My Applications

By Clicking “My Application” in the left menu you can see a list of your applications in INTERACCESS, and edit ones that have not been submitted and view those that have already been submitted.

**INTERACCESS**

★ My Applications 1-3 in 3 < 1/1 >

**INTER = ACT**

Applicant User  
applicant@cluweb.com

- Available Calls
- My Applications**
- Instructions for Applicant

**TEST Another test project**  
current status **draft** at October 28, 2016 (Et rerum rem.) [EDIT APPLICATION](#)

**SAMPLE Sample application to potential TA applicants**  
current status **draft** at October 28, 2016 (Consequatur non.)  
Our project will be conducted at... stations. The main idea of the project is... The method used will be... [EDIT APPLICATION](#)