

Participation Form in the FCT call for a National Roadmap of Research Infrastructures of Strategic Relevance

A - Characterization of the Research Infrastructure (RI)

1. Identification

1.1 Name

To facilitate the identification of the RI, this field must be filled in English and Portuguese.

1.2. Acronym

1.3 Website

Provide the URL of the RI's website. If the website is not yet available, indicate the expected date for its creation. **Dates after 30/06/2014 are not accepted.**

1.4 Type

You are able to select one of the three types available: Distributed; Single sited; Virtual.

1.5 Institutional Partner(s) / Node(s)

Identification of the institution(s) holding the research infrastructure, i.e. that is (are) responsible for the acquisition, installation and/or operation of the resources available.

In the case of distributed RI's it must be indicated the various nodes that comprise it.

In the case of applications that include more than one institution, a copy of the consortium contract or equivalent collaboration agreement is compulsory.

1.6 Research Unit(s)

Identification of the Research Units that use and/or give scientific support to the RI.

Selection from the given list of FCT's Research Units.

1.7. Main thematic area

Each application selects a main thematic area of activity within the seven given options. The main thematic area, in articulation with the complementary scientific area(s) determine the choice of panel members who will evaluate the scientific merit, so the selection should be made with special care.

Thematic areas available:

- Social Sciences and Humanities;
- Physical sciences and Engineering;
- Environmental Sciences;
- Biological and Medical Sciences;
- Materials and Analytical Facilities;
- Energy;
- E.infrastructures.

1.8. Complementary scientific área(s)

To complement the characterization of the range of skills and competences of the RI, and in order to assist the selection of panel members who will evaluate the scientific merit, up to three complementary scientific areas may be chosen.

2. Description

In this section, it is intended a detailed description of the R, focused on the hereafter described components.

2.1 General description

Please include a clear and concise description of the RI, it(s) line(s) of action, related goals and strategic relevance, namely, where the infrastructure is in relation to the state of the art of the field and how relevant it is to the development of excellent research in Portugal in the given scientific domain(s).

This description will be used as a summary of the infrastructure, able to be used for the purposes of public disclosure, so please complete this field in English and Portuguese.

2.2 Keywords

In order to briefly characterize the scope of operation of the RI, in order to allow an adequate selection of the experts who will evaluate the scientific merit, it should be indicated up to six keywords, in english and portuguese.

2.3 Status

Operational ? Yes / No

In case the RI is operational it must indicate:

- Starting year of activity (*between 1970 and 2013*);
- Year of last major upgrade (*between 1970 and 2013*).

If it is not yet operational, indicate:

- The year that is expected to be operational (*between 2013 and 2019*).

2.4 Resources available at the RI

Describe the most relevant equipment and /or other resources available at the RI and identify it's location.

2.4.1 List of locations where the resources are available

List to identify the location(s) of the available resources. *Without completing this list it is not possible to complete Point 2.4.2.*

Required fields for each new entry in the list:

- Institution name;
- Municipality;
- Zip code;
- Address (street, avenue, n.º, floor);
- GPS coordinates (optional).

2.4.2 Most relevant resources list

Equipment and/or other resources to be included must correspond only to those which are integrated in the infrastructure and are managed directly by the management team, that impact the activities of R&D developed and can be made available to the scientific community. It is not necessary to make an exhaustive list of all equipment/resources of the infrastructure.

If Section 2.4.1 is not filled in, you can not save any element in the list of available resources.

For each resource, please indicate:

- Type;
- Designation;
- Year of acquisition;
- Brief description;
- Location.

2.5 Services provided

Identification and brief description of the research services provided by the RI: access to a technology, a lab facility, data or collections, user support, training, other.

For each service, please indicate:

- Designation;
- Brief description.

2.6 Integration in International Research Infrastructure

This information aims to assess the current and / or future alignment of the RI with other international initiatives in this area (e.g. within ESFRI, or other).

For **RI's that are already member of international RI's**, please specify:

- Designation of the international RI;
- Description of the role and the category of the national node in the international RI;
- Identification of the implementation status of the international RI.

If the RI is **not yet member of any international RI**, please specify if there is an intention of becoming a member of an international RI in the following years;

- If the answer is Yes, identify the international RI.

2.7 Average number of users per year

The number of users of an Infrastructure is one of the indicators of its ability to attract external users and provide services, as well as the ability to generate revenue.

For infrastructures that are not yet operational, provide the number of users expected in the first years of operation:

- National users;
- European Union users;
- International non-european users.

2.8 Access conditions

The conditions that guarantee access to the infrastructure by external users, must be explained. **If available, indicate the URL of the website** where access conditions and services provided are published.

3. Management Structure

3.1 Identification of the management team

A maximum of 10 members are allowed in the management team.

The integration of each member is subject to confirmation of individual data entered by the PI for each member.

For each member the following data is requested:

- FCT-SIG Registration code;
- Role in the management team;
- Confirmation of availability of curriculum vitae for evaluation;
- Institutional affiliation;
- Time allocated to the management of the RI.

3.2 Brief description of management structure

Describe the management structure, clearly indicating responsibilities and governance rules. In the case of distributed infrastructures, it is important to describe the form of articulation between the parties, including clear identification of responsibilities of each member of the management team.

Optionally, can be uploaded a pdf document with illustrative diagram(s) of the management structure (e.g. an organizational chart).

4. SWOT Analysis

The SWOT analysis should be the basis for the definition of the action plan through which the implementation of the proposed infrastructure will be carried out.

For RI's that are not yet operational, this analysis should be developed based on the existing context at the moment that the decision was made to create it.

Optionally can be uploaded a pdf document with the SWOT diagram.

4.1 Strengths

4.2 Weaknesses

4.3 Opportunities

4.4 Threats

B - Research Infrastructure Proposal – Strategic Action, diagnosis of future investment needs and potential funding sources

5. Scientific Aims

Clearly state what are the scientific aims of the RI for the next 6 years (2014-2019).

Justify your reasoning considering your departure point (considering the current competencies of the infrastructure) as well as the results and impact you hope to achieve by the end of the period.

6. Action Plan

Describe the Action Plan to be implemented in the next six years, starting in 2014, as detailed as possible. It is important to **clearly relate your action plan to the SWOT analysis, the scientific aims and the impact to be achieved**, taking into account the role and capacity of each institution, if more than one.

The action plan can be split in parts to make it more clear and structured, by using, for example, lines of action with specific activities and/or projects associated.

Compulsory actions to be included in the action plan, are: training (articulation with PhD and post-doc training; specific technical and professional training); dissemination actions of access conditions for attracting external users; support services of the RI to research and innovation activities, namely, services to industry.

Improvements to existing equipment or the need for new equipment should be specified in relation to the aims proposed and the path defined in the action plan to achieve them.

Optionally, a pdf document can be uploaded with illustrative diagram(s) of the activities planned and their respective schedule (e.g. PERT diagram or GANTT chart).

7. Identification of the team responsible for the implementation of the proposed action plan

7.1 Identification of the implementation team

A maximum of 10 members are allowed in the implementation team.

A minimum of 10% of allocated time for each member is required. The percentage of time indicated here does not accumulate to the percentage indicated in other activities supported by FCT in which the person may be involved (eg Projects).

The integration of each member is subject to confirmation of individual data entered by the PI for each member.

The following data is requested to each team member:

- FCT-SIG Registration code;
- Responsibilities in the implementation of the action plan;
- Affiliation;
- Time allocated to the implementation of the proposed action plan.

8. Expected results and impact

8.1. Training indicators

Provide concrete data and indicators about past impact (if available) and future impact expected to be achieved through the implementation of the training actions described in the Action Plan.

Examples: Creating new areas of specialization; improvement of student access to "state of the art equipment" and "new techniques", allowing in particular the increase in the number of PhD students and post-doctoral (quantify).

8.2. National/regional socio-economic impact

Among other impact indicators considered relevant, you may:

- indicate relation with regional industrial and regional administration partners in the phase of construction or operation (services offered to or bought from);
- describe in what way the research conducted at the RI is complementary to R&D carried out by industrial partners and how it contributes to innovation;
- describe in what way is the RI integrated in the relevant regional innovation strategy, if already defined;
- provide employment and other direct and indirect indicators.

Always provide concrete data and indicators, whenever pertinent and /or possible.

8.3 Other relevant impact indicators

Briefly provide complementary and pertinent potential impact information, including:

- scientific capacity indicators;
- participation in international projects, particularly in Horizon 2020;
- integration into a national node of an international RI.

9. Multi-annual financing plan

9.1 Budget

Regarding the budget, please consider four categories of costs:

- Human Resources;
- Scientific and technical equipment;
- Travel costs;
- Acquisition of services.

Budget items are filled per institution and per year.

For each item, the justification of amount is requested, being able to add new lines in order to detail the nature of the expenses included and the respective cost.

The justification must be clear and objective about the relevance and the articulation of the appointed need with the action plan of the applicant RI.

Example of the Budget table per institution

Categories of costs	2014	2015	2016	2017	2018	2019	Total
Human resources							
Travel costs							
Acquisition of services							

Total Current expenses	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Scientific and technical equipment							
Total Capital Expenses	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Grand Total	0,00	0,00	0,00	0,00	0,00	0,00	0,00

9.2 Identification of funding sources

Funding sources available:

- Services provided;
- Other own revenues;
- Structural Funds;
- Framework Programme of the EU;
- Other sources;
- Requested funding to FCT.

Based on the budget required to implement the proposed action plan, it should be identified, per institution and per year, the sources of funding and their respective contributions.

In the item "*Funding requested to FCT*", indicate the amount of funding needed, after deduction of the remaining sources.

In case you have filled in the item "*Other sources*", you should explain in the field "observations" which sources were taken into consideration and their respective amounts.

Example of the Funding sources table per institution

Funding sources	2014	2015	2016	2017	2018	2019	Total
Services provided							
Other own revenues							
Structural Funds							
Framework Programme of the EU							
Other sources							
Requested funding to FCT							
Total Geral	0,00	0,00	0,00	0,00	0,00	0,00	0,00