How can we reduce stress when reporting?

Lessons learned from PR1

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Partners/Beneficiaries:

➢ check and complete data in the section ***Researchers involved in the project*** on the EC Portal:

STAFF, not users

Missing Contract duration and professional info

What we can do to prevent stress

Facility Coordinators:

➤ Check TA users' data files for all TAs completed in the period **01/09/2023 – 31/08/2024**. Complete/correct data **by the 15th of November.**

➤ **After the 15th November, do not change these data anymore** we start to fill the users' data on the EC portal (entering the data manually on the EC portal is a very time-consuming task).

➤ *EURO-LABS-TA-ApplicationData.xlsx*

All the templates in the Project Resources section of the EURO-LABS website: https://web.infn.it/EURO-LABS/project-resources/

Contact you Financial Officer or admin staff to ensure TA data are consistent with financial data

*Once the application is **completed**:*
- FCs keep the confirmation signed by PIs. Some FC prefer to keep the signed application file as confirmation of receiving TAs. Others prefer to use a dedicated confirmation file.
- FCs check and complete the TA data file, and upload them in the repository, so they don't go crazy rethinking and completing user data and files for reporting.

The form fits different needs:
- Eligibility under the Horizon E rules.
- Facility procedures to provide TAs and support users
- Periodic reports, including data to be entered manually on the EC portal

EURO-LABS Trans-national Access Application Data form

So, it is important to fill in and check the data carefully when the TA is completed:

Note :
In the project header data:
- cells in **red** should be filled by the facility coordinator
- celll in grey backround should be filled by the Group Leader/PI
- consult the **Help** sheet for information on how to fill some of the fields
- use **dd/mm/yyyy** for the date format

- the **Project Code** is a generated value - do not change!

Note :
In the User Data list below:
- **add rows (using copy) according to the team size**
- columns in **red** should be filled by the facility coordinator
- columns in **black** should be filled by the Group Leader/PI before the experiment takes place
- columns in **green** should be filled at the start or end of experiment once the days are validated
- consult the **Help** sheet for informaiton on how to fill some of the fields
- use **dd/mm/yyyy** for the date format

N. UAs actually provided
User group membership (EU/Non-EU)
Reimbursed (or to be reimbursed) user
Users' data complete and correct

If you wish to include members of the research group, e.g. for USP assessment, please separate them from USERS with an empty line and clear indication (e.g "members of the research group"). Our script fails to correctly process red-coloured or strikethrough characters

In case of a multi-visit TA, it is up to the FC to decide if it should be considered one project or different ones, and ensure to avoid duplication of users making multiple visits in the same experiment

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Facility Coordinators:

All the templates in the Project Resources section of the EURO-LABS website: https://web.infn.it/EURO-LABS/project-resources/

➢ For Tas completed after 31/08/2024: check and complete the data files and keep the files ready for uploading (*EURO-LABS-TA-ApplicationData.xlsx*). Upload the files continuously, when TA is completed (not after **7th of March**).

➢ Fill in the with TAs objectives and achievements for all your completed TAs and keep the file ready (*EURO-LABS-TA-ExperimentReport.xlsx*). Upload the files as soon as possible, not after **7th of March**

EURO-LABS Trans-national Access Experiment Report form

Project Data	
Experiment	
Project Title	
Facility internal code	XXXXXX
Project Code	
Project Execution Period	dd/mm/yyyy-dd/mm/yyyy
Date	

Report	
	(maximum 1200 words)
Scientific justification of the experiment:	
Objectives for this run:	
Main achievements:	
Difficulties encountered:	
Beam types used:	
Other information wrt your visit to the facility which you wish to share with the Facility Coordination	

Facility Coordinators, Task Leaders:

➢If you have Publications not already reported in RP1, fill in the with TAs Publications and keep the file ready (*EURO-LABS-FacilityPublicationList.xlsx*). Upload the file as soon as possible, not after **7th of March**.
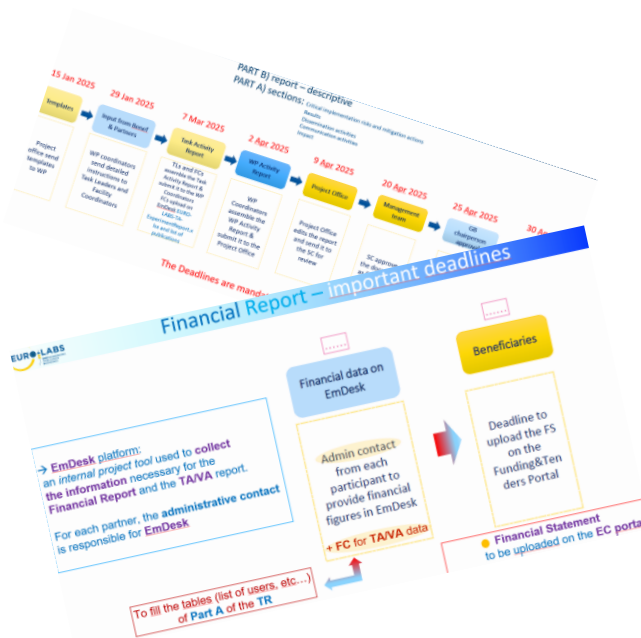
All the templates in the Project Resources section of the EURO-LABS website: https://web.infn.it/EURO-LABS/project-resources/

EURO-LABS Trans-national Access Application Data form

List of Publications

Periodic Report	TA Project Code	Publication Year	Authors	Title	References	Publication type	Peer reviewed(yes/no)	DoI (Digital Object Identifier)	Open Access (Y/N)	Link
(select)							(select)		(select)	

Please, Meet the Deadlines!

Prevention is better than cure:
if you need any help or have any questions, please don't hesitate to contact us

Thanks for your time, cooperation and patience

Barbara Pezzotta - INFN

✓ economically supported

All agree

✓ who visited the facilities (even without remboursement)

✓ who received a direct benefit from the project (beam, technic support, etc.)

It could be interpreted in different ways

If you are in doubt, ask your WP Coordinator

In our view it's important:

✓ Consistency with the HORIZON rules and EURO-LABS project

✓ users are those whose data we have to count and enter (manually!!) on the EC portal (not all the wider research group)

✓ Do not make us investigate or psychoanalyze your user data files trying to interpret them correctly

They are Bill&Billa

EURO-LABS
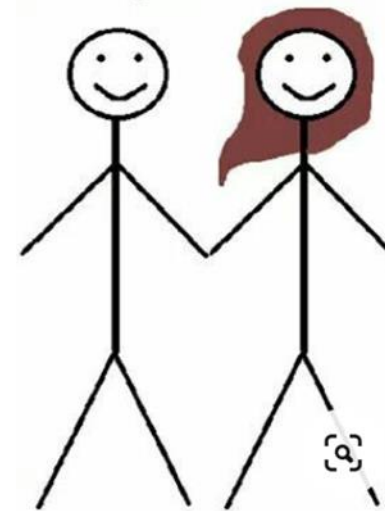**EUROPEAN LABORATORIES**
FOR ACCELERATOR
BASED SCIENCES
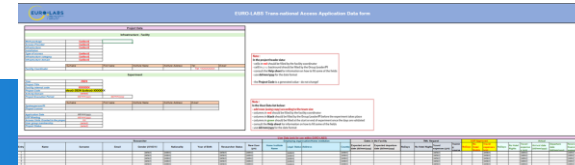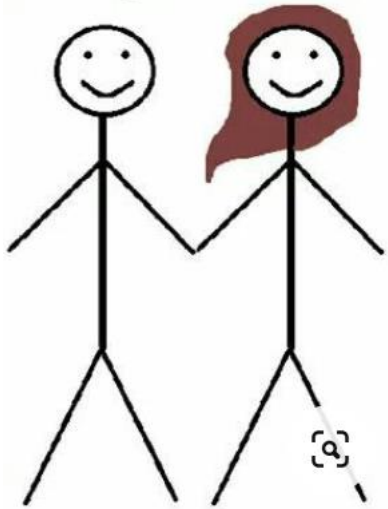
They are EURO-LABS TA Users

They want to participate:
- ✓ They follow the RI instructions
- ✓ They give all the informationand documents required
- ✓ They enjoy their transnational access experience
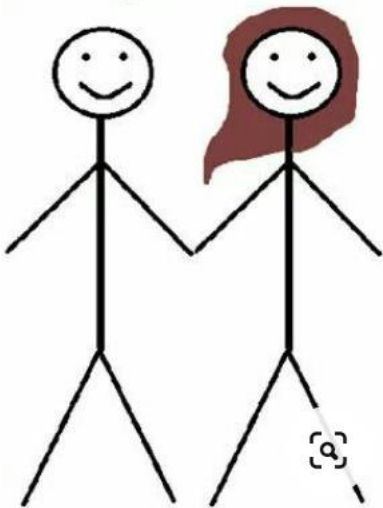
They are EURO-LABS TA Spokespersons

They are submitting an application:
- ✓ They fill carefully all TA data in the forms
- ✓ When the TA is completed, they check, correct complete all data before signing that they have received TA and send all documents required by the FC

They are Facility Coordinators
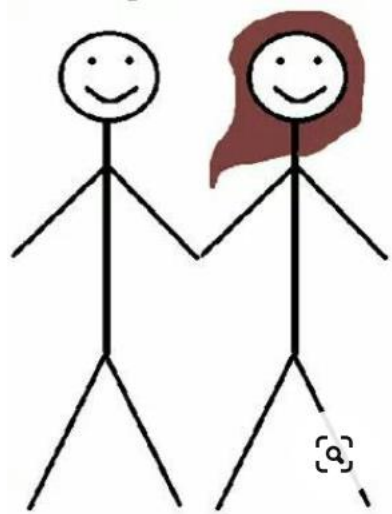
They are involved in EURO-LABS TAs

They receive and manage an application:
- ✓ They check all data is complete and consistent. Request to be completed if necessary.
- ✓ Submit the application to USP (according to the procedures established in every WP)
- ✓ When the TA is completed they check / complete / correct data files and do everything necessary (for example, for reimbursement procedures)
- ✓ They upload the data files
- ✓ **They respect all the DEADLINES**

- ✓ By 15/11/2024 Complete and correct TA data files for all TAs made up to 31/08/2024

- ✓ Provide Report 2 information the on time

- ➢ **For any doubts, they contact their WP coordinator and / or us**

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Be like Bill&Billa!