Instructions:

Please fill in the form in English. Only the RI summary, its name, acronym and research area (the following page) are to be filled in Czech.

The deadline for submission of the form for RI evaluation is 12th October 2014 at 12.00 a.m. (midday).

Please do not use any password protection or access restrictions on reading, copying or printing of the sent documents. Any appendices shall be sent in English (at the same time they can be sent in Czech as well). The form structure must not be changed. Further explanations of defined questions are specified directly in relevant sections. If you refer to a document or another source, you can also use a direct link (an internet address).

Please, use specialized language in such a way that it can also be understood by experts in other scientific disciplines. Please explain specialist terms briefly and provide a legend for any abbreviations or acronyms.

If your answer to a partial question/item of the form shall be negative, please specify it in detail and give comments. By doing so, you will help evaluators understand the context.

At the same time it is possible to add any relevant information to the respective section beyond the defined points/questions.

Unless otherwise stated, items concerning future outlook refer to the entire financial period
(5 or 7 years).

Unless otherwise specified, in the case of a new or planned RI, give such information at individual items according to your expectations and presumptions.

If it is necessary to exceed the recommended extent of the text, please use an appendix.

Applicants shall provide an electronic version in a .doc (Microsoft Word) as well as PDF format. Please upload the documents to the data storage according to the instructions that we will send you electronically. We kindly ask you to entitle the file according to the following template in order to facilitate the administration of the process: FormB\_acronym of RI.pdf.

If you have any questions, please write to the address given above or call +420 234 811 154.

Acronyms used in the text:

PR – public relations

RI – research infrastructure

**Basic information about the research Infrastructure**

|  |
| --- |
| **Name of RI** (Czech part):       |
| **Jméno VI** (české části):       |
| **Acronym of RI**:       |
| **Akronym VI**:       |
| **Research area/s** (6 pre-defined areas, indicate major and minor areas)**:**       |
| **Výzkumná oblasti/i** (6 definovaných oblastí, uveďte hlavní a případně minoritní oblasti)**:**       |

|  |
| --- |
| **Hosting Institution:**      Legal address:      Postal address (if different from above):      Website:      **Indicate Partner Institutions:**       |
| **Legal representative**:      Position:      Phone No.:      E-Mail:      **Signature, stamp:**      Place, Date:       |
| **Department or other unit administrating RI:**      Address:      Website of RI:       |
| **Responsible scientist/infrastructure director**:      Position:      Phone No.:      E-Mail:      **Signature:**      Place, Date:       |

**B1. DESCRIPTION OF THE RESEARCH INFRASTRUCTURE**

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| --- |
| **B1.1. Description of research focus and RI technologies**1. Describe the research focus of the RI in detail and characterize the needs of the research community in the Czech Republic and at the international level.

*(max. 2 pages, charts and figures can also be used – can be added as an appendix)*1. Describe in detail the technologies the RI uses, develops and provides, and its impacts on research and innovation in the Czech Republic.

*(max. 2 pages, charts and figures can also be used – can be added as an appendix)* |

(fill in the text here)

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| **B1.2. Maturity, history and size of the RI***Specify the following characteristics:***Existing RI:**1. A description of the current user community, its historical development since 2008 or since the establishment of the RI (for RIs established later), numbers of users (history, presence, outlook).

*(max. 2 pages, charts and figures can also be used – can be added as an appendix)*1. A description of the RI service development and the structure of the RI’s own research, their relationship and the ratio between its own and supported research including cooperation.

*(max. 2 pages, charts and figures can also be used – can be added as an appendix)*1. RI personnel structure: technical staff, scientific staff; indicate also the numbers of people.

*(max. 1 page, charts and figures can also be used – can be added as an appendix)*1. Describe the knowledge transfer towards the commercial sector and its history since the establishment of the RI.

*(max. ½ page)***New and planned RI (additionally):**1. Describe the current state of preparation and planning.
2. Map out users in the Czech Republic and abroad according to their needs (specify particular institutions, research groups or individuals). Describe ongoing cooperation.
3. Describe how the use of the RI was discussed with potential users from the commercial sector and what the results are.

*(max. 2 pages, charts and figures can also be used – can be added as an appendix)* |

(fill in the text here)

**B2. SIGNIFICANCE OF THE RESEARCH INFRASTRUCTURE**

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| **B2.1. Compliance of the RI activities with the portfolio of research disciplines and institutions and their development / development plan, application potential**1. Describe how the RI matches the composition and general strategy of the research area, i.e. does this area develop in our country/abroad, and what is the character of the research community using the RI / that will use the RI?

*(max. ½ page)*1. How does the RI correspond to the research priorities of the Czech Republic? (See the National priorities of oriented research, experimental development and innovations.)

*(max. ½ page)*1. Does the capacity of the RI meet the needs of the user community? Describe how.

*(max. ½ page)*1. Are there any overlaps with other RIs or institutions? What are advantages/disadvantages in the case of overlap? Are there / are there going to be any synergies?

*(max. 1 page)*1. How does the research infrastructure contribute to the competitiveness of the Czech Republic?

*(max. ½ page)*1. Describe the cooperation between the RI and the commercial sector.

*(max. ½ page)* |

(fill in the text here)

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| **B2.2. Added value the RI creates in its field, in the Czech Republic and globally**1. What kind of added value does the RI create – how does it support research and its results in the Czech Republic / abroad? (Distinguish between the two categories.)

*(max. 1 page)*1. What technical and instrumental capacities does the RI bring and who uses them in the Czech Republic and abroad? (Distinguish between the two categories.)

*(max. 1 page)* 1. How does the given RI support visibility and attractiveness of the Czech Republic as a place for research in the international / European context?

*(max. ½ page)*1. What kind of added value does the RI create – how does it support education of university students in the Czech Republic / abroad? (Distinguish between the two categories.)

*(max. ½ page)* 1. Where can similar infrastructure be found in the Czech Republic / abroad? Give a list of institutions in the Czech Republic and elsewhere in the European Research Area, specify their expertise, services, access conditions and main differences in relation to your RI. Highlight the uniqueness of your RI in relation to these institutions.

*(max. 2 pages)* |

(fill in the text here)

**B3. LINKS TO THE INTERNATIONAL RESEARCH AREA**

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| **B3.1. RI’s linkage to the European Research Area**1. If the RI participates in any activities of the ESFRI infrastructure, please describe the form of its engagement. Specify whether the RI is engaged as a full or associated member or whether there is another mode of cooperation. If the RI represents a national node, specify its position in the ESFRI infrastructure. If it is not a national node, describe its relationship to the ESFRI infrastructures. State whether there are more RIs in the Czech Republic connected to the same ESFRI infrastructure and specify the form of their engagement and their mutual relationships. Describe the financial demands for the participation of the RI in the ESFRI infrastructure, including membership and other fees.
2. In the case of participation in an ESFRI infrastructure, describe the main activities of the RI within the given ESFRI infrastructure. Are there any supportive programmes, scientific networks or consortia and active international cooperation in the framework of the ESFRI infrastructure activities that the RI participates in?
3. Indicate other international programmes, networks or consortia within the European Research Area (outside ESFRI) that the RI participates in. For each type of participation, specify the role of the RI, its potential and financial demands.
4. Describe the potential of the RI for users in the European Research Area.

*(max. 3 pages)*  |

(fill in the text here)

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| **B3.2. International cooperation outside the European Research Area**1. Describe the RI potential for partners outside the European Research Area. Is the RI involved in any global consortia or networks, or consortia and networks outside the European Research Area? Specify the interests of users from third countries in cooperation with the RI, its services and common projects.

*(max. 1 page)*  |

(fill in the text here)

**B4. UTILISATION AND OUTPUTS OF THE RI INCLUDING ITS SIGNIFICANCE FOR NEW TECHNOLOGY DEVELOPMENT**

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| **B4.1. Use of the RI capacity: number and structure of users**1. Indicate the numbers of user accesses in categories/portfolio of the provided services (in relation to the portfolio of services given in form A). Distinguish between users of the Czech node and international RI and users from the Czech Republic and foreign countries.

**Existing RI:** * the number of users in categories of access/services (a list of names must be provided upon request)
* the number and the list of institutions that used the RI in the previous calendar year;
* a plan or an estimate of the development / accesses and needs;
* indicate users from universities, public research institutions, industry and other users of the RI (numbers as well as percentages).

*(max. 2 pages plus an appendix: a list of users)***New and planned RI:** * the plan of accesses reasoned by a mapping of needs on the national (or international) level;
* indicate users from universities, public research institutions, industry and other sectors using the RI (numbers as well as percentages).

*(max. 2 pages plus an appendix: a list of users)*1. Indicate the representation of international users in numbers and percentages. What is their motivation to use the RI within the open access?

*(max. ½ page)*1. Does the commercial sector use / is it interested in the use of the RI? Are there any plans in this field? Describe these plans. Specify the capacity of the RI used by profit/industrial sector/companies; give specific activities and indicate the overall sum that the RI earns on these activities.

 *(max. 1 page)*1. PR and services to the research community: specify the number of conferences and specialized seminars organized by the RI; specify the number of participations on conferences and seminars organized by other organisations; specify other PR outcomes of the RI (e.g. articles in magazines for the public, broadcasts on the radio and TV etc.)

*(max. 1 page)* |

(fill in the text here)

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| **B4.2. Scientific results – publications and other outcomes****Existing RI:**1. Publications produced by external users with the use of the RI (not older than 5 years):

Include the number of publications in scientific journals, books/book chapters, and other professional publication outputs; specify the numbers of publications where the author(s) are from the Czech Republic. Provide a list of the 10 most important publications.*(max. 1 page; can be supplemented with an appendix)*1. Provide a list of the 10 most important publications produced by the team of the RI, using the resources of the RI, in the previous 5 years. The number of publications in scientific journals, books/book chapters, and other professional publication outputs.

*(max. 1 page; can be supplemented with an appendix)*1. Specify international patents, utility designs and other scientific outputs of applied research involving the RI in the previous 5 years. Provide a list of the 10 most important outcomes.*(max. 1 page; can be supplemented with an appendix)*
2. Specify grants from sources in the Czech Republic obtained in the previous 5 years related to the RI activities in which the RI team members participated. Provide a list of the 10 most important grants.*(max. 1 page; can be supplemented with an appendix)*
3. Specify international grants obtained in the previous 5 years related to the RI activities in which the RI team members participated. Provide a list of the 10 most important grants.

*(max. 1 page; can be supplemented with an appendix)*1. Specify the volume of contractual research and services provided to the commercial sector per year in percent of the RI capacities as well as the RI budget.

*(max. ½ page)***New and planned RI:**1. Specify current scientific publications related to the RI preparation.

Specify areas of expected outputs (specified in as much detail as possible) and their numbers – e.g. publications, applied research outputs etc.*(max. 1 page)* |

(fill in the text here)

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| **B4.3. Contribution of the RI to the development of new technologies, innovations and application in practice**1. Describe the RI potential for partners from the commercial sector.
2. Is the RI connected to international consortia including participants from industry or other entities from the commercial sector?
3. Specify the interests of industry and other entities belonging to the commercial sector in RI results or services.

*(max. 1 page)* |

(fill in the text here)

**B5. BENCHMARKING OF THE RI**

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| **B5.1. RI cooperation**1. Identify 2–3 foreign RIs/institutions for comparison: describe them briefly and give available information on their volume of financing.
2. Comparison: give a portfolio of activities/services, accesses and compare it with selected foreign RIs/institutions.

*(max. 3 pages; can be supplemented with an appendix)* |

(fill in the text here)

**B6. RESEARCH AND OTHER COOPERATION OF THE RI**

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| **B6.1. Cooperation of the RI**1. Describe and document the cooperation with research institutions, industry or other entities using RI results within the Czech Republic.
2. Describe and document the cooperation with research institutions, industry or other entities using RI results at the international level.

*(max. 2 pages plus an appendix; e.g. Memorandum of Understanding, cooperation agreement, applications etc.)*  |

(fill in the text here)

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| **B6.2. Cooperation between RIs**1. Describe in detail and document the cooperation with other infrastructures in the field ("clustering").

*(max. 1 page plus an appendix)*1. Give a list of the 10 most important grants you have been cooperating on in the present and document them in an appendix.

*(max.1 page; can be supplemented with an appendix)* |

(fill in the text here)

**B7. FEASIBILITY AND MANAGEMENT**

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| **B7.1. Host institution**1. Describe the interaction with the host institution. Attach a letter defining the support of the host institution to the RI.

*(max. ½ page plus an appendix)*1. How is the RI related/connected to the long-term scientific strategy of the host institution? Does the host institution show a high level of support to the RI (commitment)? Has the host institution provided the RI with any means for the establishment (construction investment) and operating costs? Specify what kind.

*(max. 1 page)*1. Does the host institution have enough personnel for the maintenance and operation of the RI, including technological personnel and scientific specialists? If not, is there any conception of recruiting personnel and specialists?

*(max. 1 page)* |

(fill in the text here)

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| **B7.2. Technological equipment of the RI**1. In relation to B1.1.2. (description of technologies), describe how the RI is technologically equipped and set in relation to the quality of operation and provision of services and specify potential future challenges for the RI development (e.g. due to the state of development of the field, technologies), describe strategies of RI technological development and the re-financing of instrumentation and technologies, specify the requirements for additional equipment.

*(max. 2 pages; can be supplemented with an appendix)* |

(fill in the text here)

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| **B7.3. Risks of RI**1. Describe possible technical risks associated with the RI.

*(max. 1 page)*1. Describe permissions for activities and other issues such as licenses, accreditations etc. related to the activities of the RI.

*(max. 1 page, document in an appendix)*1. If the RI forms part of a scientific network, consortium or a project-oriented scientific association, what is their influence on the RI operation?

*(max. 1 page)*1. Ethical and legal questions: Describe how the problems of intellectual property protection are addressed with regard to the implementation of the project and activities of the RI as well as other ethical and legal questions or problems, e.g. with regard to the protection of the environment, the handling of genetic material, personal data protection, national security etc. What is the risk that these problems may result in the suspension/cancellation of the RI? Have these problems been sufficiently considered and assessed? What is the official statement of the host institution (document with an official letter)?

*(max. 1 page, document in an appendix)* |

(fill in the text here)

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| **B7.4. RI management concept and the strategic management of the development** 1. Describe the RI management concept (in relation to the stage of RI development).
2. Specify the main characteristics of the RI scientific strategy, including plans for upgrading of the used technology. Is there a international scientific board? Is it planned?
3. Specify the strategy of feasibility of the RI.
4. Describe the utilisation of financial resources and the sources of financing. New RIs shall specify the concept of financing.

*(max. 3 pages; can be supplemented with an appendix)* |

(fill in the text here)

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| **B7.5. Development outlook of RI**1. Describe the outlook of the RI development in the future 5 (short-term) and 10 years (long-term); take into consideration the national and international framework and the development of the scientific discipline the RI is intended for.

*(max. 2 pages; can be supplemented with an appendix)* |

(fill in the text here)

**B8. RI’s EXPENSES AND BUDGET**

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| --- |
| **B8.1. Budget of the RI**1. podklad 2Briefly and densely describe all the major expected costs for upcoming financial period (personnel costs, investments, fees etc.). *(max. ½ page)*
2. Describe and justify individual items, including expected resources in the detailed RI budget for 5 or 7 years (describe the personnel structure and corresponding personnel costs, expenses and any other requirements and provide calculations or justifications of the requirements). Fill in Table 1. Comment on any change in amounts of individual items between adjacent years.*(max. 3 pages; can be supplemented with an appendix)*
3. Specify membership fees paid to international consortia or networks and other fees. Specify and document the method(s) used to calculate overhead costs.

*(max. ½ page plus an appendix)* |

(fill in the text here)

Table No. 1 – Expected costs of the RI in 2016–2020 (2022); fill in the summary table and attach partial tables for individual participating institutions in an appendix.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Data in CZK thousands* | **2016** | **2017** | **2018** | **2019** | **2020** | **(2021)** | **(2022)** |
| **Personnel costs** |  |       |       |       |       |       |       |
| **Investments** |       |       |       |       |       |       |       |
| **Membership fees** |       |       |       |       |       |       |       |
| **Operating costs, classified at least into the following categories**  |       |       |       |       |       |       |       |
| **- overhead costs** |       |       |       |       |       |       |       |
| **- services** |       |       |       |       |       |       |       |
| **- travel allowances** |       |       |       |       |       |       |       |
| **Total costs** |       |       |       |       |       |       |       |

**B9. PORTFOLIO OF INDICATORS**

The RI shall define the types and values of its outputs on the basis of the following requirements. Every RI shall fill in the "Obligatorily defined outputs". In the "Indicators specific for RI" category, the RI shall define, upon its discretion, at least 5 other indicators relevant to the activities and focus of the given RI. Please take note that the indicators specified in this table in the field of specific indicators are only illustrative examples.

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Type of outcome** | **present** | **planned** |
| **Obligatorily defined outcomes** |  |  |  |
|       | Financial income from national resources (public/private) | *amount (million CZK/year) / amount (million CZK/year)* | *amount (million CZK/year) / amount (million CZK/year)* |
|       | Financial income from foreign resources (public/private) | *amount (million CZK/year) / amount (million CZK/year)* | *amount (million CZK/year) / amount (million CZK/year)* |
|       | Financial income from the activity and services providing | *amount (million CZK/year)* | *amount (million CZK/year)* |
|       | Financial income from contractual research | *amount (million CZK/year)* | *amount (million CZK/year)* |
|       | Publications from the RI activities the RI team members participated in(annually) | *number* | *number* |
|       | Publications from the RI activities created by the RI users (annually) | *number* | *number* |
| Main outcome | User access in categories of offered services (specify in detail) | *number* | *number* |
| Main outcome | Publications produced by users of the international infrastructure in which the RI participates (annually) | *number* | *number* |
| Main outcome | Other outputs created by users on the basis of using the RI | *number* | *number* |
|       | Foreign users of the RI | *number/percent* | *number/percent* |
| Main outcome | Users from universities | *number/percent* | *number/percent* |
| Main outcome | Master students educated within the RI / subset from foreign countries | *number/number* | *number/number* |
| Main outcome | Ph.D. students trained within the RI/ subset from foreign countries | *number/number* | *number/number* |
| **Indicators specific for the RI** |  |  |  |
|       | The applied research outcomes (specify in detail) | *number* | *number* |
|       | Scientific meetings organized by the RI (specify in detail)  | *number* | *number* |
|       | Information days / attendance | *number/number* | *number/number* |
|       | Articles about the RI in the media (print, radio or TV | *number* | *number* |
|       | Foreign institutions the RI cooperates with | *number* | *number* |
|       | Others – define |       |       |

*Present = data for the previous calendar year*

**B10. OTHER RELEVANT INFORMATION**

|  |
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| **B10.1 Other information**1. Provide other relevant information which has not been addressed in Part B.

*(max. 5 pages)* |

(fill in the text here)