Dear Sir or Madam,

We address you as the representative of the institution that belongs to a group of leading users of research infrastructure listed in the Roadmap for Large Research, Development and Innovation Infrastructures, May 2011 update or is aspiring to be listed in a subsequent update of this document, with a kind request for completion of this user survey. Please, fill the survey carefully with the help of staff members that are aware of the mode and measure of utilisation the research infrastructure named bellow by your institution. The answers shall represent the attitude of your institution, as a whole.

Research infrastructures (hereinafter referred to as “RI”) carry distinctive importance for securing the requirements enabling excellent research and development, competitiveness of Czech research and its interconnection within the European research area and on the broader international scale. RIs are unique facilities or virtual platforms that provide resources or services leading to realisation of excellent research in different fields of the research community. RIs are established to serve research organisations under predefined and transparent terms. Research infrastructures might be “single-sited”, “distributed”, or “virtual” (the service being provided electronically), Czech participation within international research infrastructures is also included.

For purpose of strategic planning, development and financing of research infrastructures in the Czech Republic, the Ministry of Education, Youth and Sports prepares and regularly updates the above mentioned Roadmap for Large Research, Development and Innovation Infrastructures. Listing in this document is a necessary, though not sufficient, condition for receiving financial support for research infrastructures. Projects listed or aspiring to be listed in the Roadmap are currently undergoing the evaluation process based on the assessment of quality by international evaluators. The main purpose of RIs is to serve the scientific community, reflect its needs and support top-quality research and development in long-term scale. Therefore the views of RI users (or potential users in case of new RI or RI under construction) represent an important part of the evaluation. That is why we kindly ask you to complete this user survey.

Please complete the form in English. We would appreciate if an informed person and statutory representative might confirm that the given attitude represent the position of the institution. The completed form shall comprise source materials for international evaluators. Please, send a completed and signed form electronically to the section at the Ministry of Education, Youth and Sports, who are entrusted with the organisation task of the evaluation. The contact is listed below. In case of any questions do not hesitate to contact the same officer: Mgr. Hana Dlouhá, hana.dlouha@msmt.cz, +420234811154.

We kindly ask you to entitle the file according to the following template in order to facilitate the administration of the process: FormC\_acronym of RI\_ Your institution.pdf.

Thank you in advance for your cooperation and provided information and opinions.

Yours Sincerely

*PhDr. Lukáš Levák, Director of Research and Development Department*

 The Roadmap for Large Research, Development and Innovation Infrastructures, see [http://www.msmt.cz/vyzkum-a-
 vyvoj/ceska-roadmap](http://www.msmt.cz/vyzkum-a-vyvoj/ceska-roadmap)

**C2.1. Evaluated research infrastructure (RI) – to be filled by the RI representative**

|  |
| --- |
| **C2.1.1 Name and acronym of the RI** |

*(fill in the text here)*

|  |
| --- |
| **C2.1.2 Hosting institution** |

*(fill in the text here)*

|  |
| --- |
| **C2.1.4 Life phase of the RI**  |
|  | [ ]  | running, in operation |
|  | [ ]  | preparatory phase or under construction |

**In case of already existing RI, please, describe actual state of utilisation. In case of RI in preparatory phase or under construction, please, indicate potential usage/ your relevant needs.**

**C2.2. User institution**

|  |
| --- |
| **C2.2.1 Name of institution** |

*(fill in the text here)*

|  |
| --- |
| **C2.2.2 Address and website** |

*(fill in the text here)*

|  |
| --- |
| **C2.2.3 Type of institution***Mark just one option, in case of need specify.* |
|  | [ ]  | university (public, state or private), |
|  | [ ]  | public research institution, |
|  | [ ]  | other government or public organisation, specify:...................................................................... |
|  | [ ]  | other private organisation, specify:...................................................................... |

|  |
| --- |
| **C2.2.4 Number of employees in research and development area***Mark just one option.* |
|  | [ ]  | none, |
|  | [ ]  | 1–9, |
|  | [ ]  | 10–49, |
|  | [ ]  | 50 or more. |

**C2.3. Mode of utilisation of RI**

|  |
| --- |
| **C2.3.1 Who is / will be the user?***Mark all options that correspond.* |
|  | [ ]  | institution as a whole or its organisational parts, |
|  | [ ]  | singular researchers, employees, |
|  | [ ]  | students. |

|  |
| --- |
| **C2.3.2 Purpose of utilisation***Mark all options that correspond. If needed, specify.* |
|  | [ ]  | primary research, |
|  | [ ]  | applied research, |
|  | [ ]  | education of undergraduate students, |
|  | [ ]  | post graduate education, |
|  | [ ]  | other education or training, |
|  | [ ]  | support by IT infrastructure, |
|  | [ ]  | support for project activities, |
|  | [ ]  | other, specify:...................................................................... |

|  |
| --- |
| **C2.3.3 Indicate the scientific fields that correspond to the services RI provides/ will provide to you.** |

*(fill in the text here)*

|  |
| --- |
| **C2.3.4 Indicate the sources and/ or services of the RI that you use/ will use and the way of their utilisation.***(max. 1 page)* |

*(fill in the text here)*

|  |
| --- |
| **C2.3.5** **Indicate your institution’s utilisation of the RI’s outputs and/or services. If unable to provide detailed information, please provide an estimate. In case of new RIs, please indicate your expectations.** *(max. 1 page)* |

*(fill in the text here)*

**C2.4. Assessment of benefits**

|  |
| --- |
| **C2.4.1 Indicate the main contributions that utilisation of services and/or resources provided by the RI brings / will bring to your institution.***(max. 1 page)* |

*(fill in the text here)*

|  |
| --- |
| **C2.4.2 Evaluate the importance of utilisation of services and/ or resources provided by RI to the activities of your institution in the field of research and development and/or education.** *(max. 1 page)* |

*(fill in the text here)*

|  |
| --- |
| **C2.4.3 Are the resources and/or services provided by the RI to your institution unique? Are there any other possibilities to attain them?** *(max. 1 page)* |

*(fill in the text here)*

|  |
| --- |
| **C2.4.4 Please assess in general terms the international and national importance of the evaluated RI for the field/(s) your workplace operates in.***(max. 1 page)* |

*(fill in the text here)*

|  |
| --- |
| **C2.4.5 Please assess the quality of resources and services provided by the RI, including conditions of access.***(max. 1 page)* |

*(fill in the text here)*

|  |
| --- |
| **C2.4.6 Indicate your potential requirements regarding the improvement or broadening of services scope.***(max. 1 page)* |

*(fill in the text here)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C2.4.7 Please grade the assessed RI according to the following scale. You can give a grade between whole numbers (e.g. 3.5) if the RI does not fully meet some criterion of a higher value or if it exceeds some criterion of a lower value.**

|  |
| --- |
| **Evaluation scale** |
| 5 | The RI is of excellent quality compared to leading actors worldwide with respect to originality, importance, quality and impact on the user community. The RI is highly relevant for the Czech research environment and inevitable for the accomplishment of priorities of the national strategies of support to R&D&I and for the competitiveness of Czech research. |
| 4 | The RI shows high quality and research potential but does not reach the top standards of international excellence. The RI is highly relevant for the Czech research environment, substantially contributing to the competitiveness of Czech research. It is crucial for accomplishment of priorities of the national strategies of support to R&D&I. |
| 3 | The RI’s quality and research potential enable good quality services to be provided in the given sphere. The RI shows significant usage possibilities and is relevant for the Czech research environment, however, it is not crucial for the competitiveness of Czech research. |
| 2 | The RI’s quality and research potential enable it to contribute to the provision of sufficient quality services in the given sphere. The use of the RI is significant, particularly on the national level. The RI is relevant for the Czech research environment; however it lacks crucial strategic importance. |
| 1 | The RI’s quality and research potential enables it to contribute to the provision of services in the given sphere. The RI is of minor use or has only a limited relevance for the Czech research environment and it lacks any strategic importance. |
| 0 | The RI does not attain the level required for provision of relevant services at the national level or it lacks sufficient potential for use in national strategies of support to R&D&I. |

**Grade:**  |

**C2.5. Other**

|  |
| --- |
| **C2.5.1 Other relevant information, comments or ideas concerning the activities of the assessed RI which you did not specify above and want to share.***(max. 1 page)* |

*(fill in the text here)*

**C2.6. Information on the completion of the form and confirmation that the provided information represents the official statement of the organisation**

|  |
| --- |
| **C2.6.1 Who completed the form** |

**Name:**

**Phone No.:**

**E-mail:**

**I am not in any employment relationship with the assessed RI or its host institution, nor am I related to any RI employees.**

**Signature:**

|  |
| --- |
| **C2.6.2 Characterize your relationship to the addressed institution***(E.g. an employee, a manager, a specialist, a researcher, an administrator. Max. ½ page)* |

*(fill in the text here)*

|  |
| --- |
| **C2.6.3 Characterize your relationship towards the RI***(E.g. I am a regular user of the RI; I lead a team of users etc. Max. ½ page)* |

*(fill in the text here)*

|  |
| --- |
| **C2.6.4 Statutory representative** |

**I confirm the provided information about the use of the assessed RI by our organisation.**

**Date:**

**Name:**

**Signature:**