# ARIA Guidelines for AQUAEXCEL3.0 TNA Research Facility Managers

This document is to support your role as research facility managers when using ARIA. At the University of Stirling, we have collected links which are already available on ARIA together with a few explanations of the terminology ARIA uses.

On ARIA's website you'll find the link **Help Guides for Service/Technology Operator**. ARIA's use of **Service/Technology Operator** equals the role as research facility manager or installation manager. The link is an overview of functions in ARIA containing links with screenshots for different actions. You can explore the different sections and add more information to your profile. Also, it will tell how to perform different tasks. For example, under the section **Help for centres and service operators**, under **Visits**, there is a link to **Performing a technical evaluation**. This is your first step when a TNA application is submitted for your research facility (also sometimes called **centre** in ARIA).

**The pathway in ARIA:**

**Application**

When a TNA applicant has submitted a TNA application to your research facility, you will receive an email generated from ARIA asking you to complete the technical evaluation: **Performing a technical evaluation**. Not until the technical evaluation is completed, can we continue the application process involving two expert reviewers, selection panel members and ethical advisor.

We kindly ask you to pay attention especially to the **units of access** and that the **dates for visit** is correct in the TNA application. You can also use the booking system if you believe it is beneficial and adequate for your specific service within the facility.

If you need further information about the project, you can contact the applicant(s) by using the 'send email' to the applicants or contact proposal team or to the contact service/technology administrators on the right-hand corner (when you are in the technical evaluation form). You can also add users to the project if necessary (TNA facilitators or scientific advisers) - please ask them to register on ARIA if they are not already in the system https://apply.aquaexcel.eu

When your Technical Evaluation is completed you (and us at the UoS) will not receive a notification from the ARIA system, but you can check the status of the project in ARIA.

It is advised to the **TNA applicant** to contact you as TNA research facility manager before the preparation of the application so you should already have some information about the application and planned the visit together with the TNA applicant.

### Confirming

After you have completed the technical evaluation, at UoS we can proceed with the TNA application process. You will receive an email with the decision of the TNA application. When a TNA application is accepted, you will receive a notification to confirm the dates for a visit (**Confirming a booking Visit)** and to insert the Units of Access in ARIA.

### During the TNA project

We encourage you to keep in contact with the TNA user in case some changes occur, for example any changes regarding the availability of fish, technologies, labs and the facility itself, tanks, etc. Also, if the TNA user works with another contact person or group at your facility it's advisable to keep updated with the TNA project. If there are changes at your facility or you want to add people as administration at your facility you can do that via:

https://instruct-eric.eu/help/servicetechnology-operator-9/guide/editing-an-existing-centre-182/

### After completion of TNA project

After completion of the TNA project following a successful application, you will receive a notification by email to fulfil a TNA Host evaluation **(Providing visit feedback (service)**.