



Deliverable 1.2 (M12)

Title

TNA Monitoring & Reporting online System

Version 1

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1. Objective

The purpose of this report is to describe how the information about the TNA applications and approved projects is being managed, how the monitoring and reporting web-based system for TNA applications is being implemented and provide the details about system features, functionality, and data flow.

The new ARIA platform substitutes the TNA application system used in AQUAEXCEL²⁰²⁰. ARIA simplifies the application process, speeds up projects evaluation and collects application and review information in a database. ARIA is platform independent and can be accessed by all TNA applicants. ARIA was developed by the RI INSTRUCT, to provide a robust solution with full technical support.

Where it hasn't been possible to implement in the ARIA system, records of information will be collected by email. Such information will primarily be logged in spreadsheets and stored at a SharePoint group by the University of Stirling's online services. Access is provided for the group of employees at Institute of Aquaculture working on the AQUAEXCEL3.0 project. For example, this applies to the form presented in section 5.4 'TNA Evaluator feedback' where the form will be completed by Selection Panel Members, Expert Reviewers and Ethics Adviser.

2. Background

Efficient management of TNA is underpinned by an application management system. We use the ARIA cloud-based platform developed by Instruct-ERIC (A European Research Infrastructure Consortium for structural Biology: <https://instruct-eric.eu/>).

This platform is already used for managing TNA applications for Instruct RI and also other Research Infrastructure projects. ARIA has been customized based on experience within AQUAEXCEL²⁰²⁰ to ensure it is easy for potential TNA users to apply for access and for the TNA management team and reviewers to process the received applications efficiently. This online application system will provide facilities for secure collaboration and basic checking for errors and missing information; submission processing and additional checks for eligibility, authorisations (e.g. by proposed host infrastructure) and completeness; allocation and monitoring of expert reviews (allocated by the moderator); allocation and monitoring of ethics review; presentation of applications to the Selection Panel and recording of decisions; feedback of decisions and recommendations to applicant and host organisations. The system conforms with the requirements of GDPR and is easy to update and adapt as any changes are needed to the forms or procedures.

3. Methodology

Several documents and forms have been created in order to collect the feedback from the host and the users for each of the projects. These are the host feedback, user feedback and impact plan (Appendix 1 to 3). Those will be collected by the ARIA system and the data analysed automatically to get outputs available for project reporting .

3.1. Host feedback

All host organisations involved in providing TNA will be asked to complete a feedback form for each project that they have hosted. The form is implemented in the ARIA system and the questions in the form attached in here as Appendix 1. This form has 3 different sections:

1. Project benefits
2. TNA experience
3. Future collaboration

Each section contains several questions related to the topic of the section in order to gather information from the host regarding the use of the TNA and the benefits of the project to the host institution/facility. This feedback is aimed to be completed by the TNA manager of each facility and the answers will be processed and disseminated.

3.2. User feedback

After completing the TNA project each TNA user will be asked to complete a feedback form which is implemented in the ARIA system. This includes information about key outputs and also views on their experience of TNA. The questions used for the feedback are in Appendix 2. The questions are grouped in different sections as for the host feedback. The sections are about:

1. Choice of infrastructure
2. Project Implementation
3. Project outputs and dissemination
4. Project impact (exploitation of Results)
5. TNA experience
6. Future Collaboration

This feedback is aimed to be completed by the TNA user and the answers will be processed disseminated during the annual meetings.

3.3. TNA Impact Plan

After the end of each TNA project, the users will be asked to complete the TNA Impact Plan. It will be used to collect knowledge outputs/project results, so that the Industry and Research Advisory Panel (IRAP) can analyse the research and promote the translation of the projects results onto the aquaculture sector. The TNA impact plan has been submitted as a deliverable for WP2 (Deliverable 1.2 Impact Plan Template). The same (editable) document has also been uploaded to the ARIA system for the TNA users to access.

3.4. Other feedback

Three other types of feedback will be implemented:

- 1) A note/feedback when a TNA project is completed (that's different from the user feedback). The TNA user will be asked via ARIA system the start and end dates of the project. We will use this information to report the length of TNA projects.

2) 'Long term feedback' (to cover scientific publications, etc.):

Participants (hosts and users) will be sent an automatic request a year after the project is ended.

3) Feedback from Ethical reviewer, Selection Panel and Reviewers:

In order to complete the Periodic and Final Evaluation of the Access Given (D1.5/ M16-M56) we will ask feedback from the TNA users, hosts reviewers and Selection Panel Members (SPM) to contribute to this final evaluation.

A report will be produced and circulated to all project partners and key issues will be discussed at project annual meetings so that specific actions can be taken where appropriate to further improve the value and effectiveness of TNA projects.

The ARIA system has a section that allows to create statistics in the shape of a Report at any moment on time and from the submission to the reviewer feedback as well as access the feedback from the TNA managers.

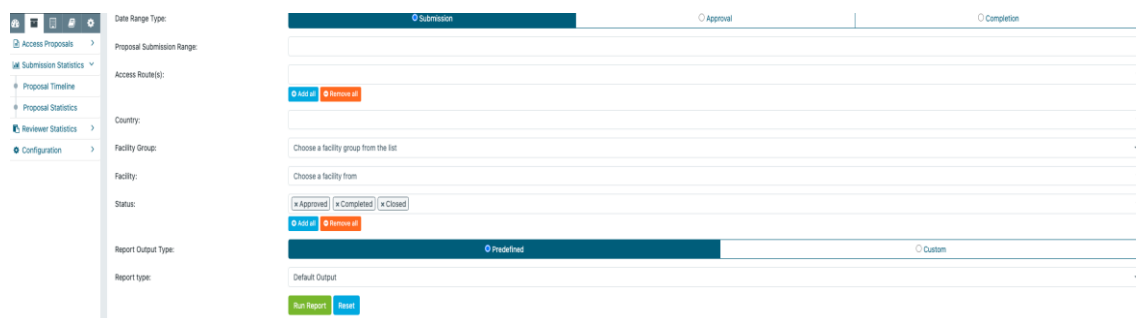


Figure 1. Proposal Statistics Report generation page within the ARIA system.

To help incentivize high quality feedback and facilitate deeper understanding of TNA user experiences, some users will be invited to contribute to the AQUAEXCEL3.0 annual meetings where feedback reports are due to be presented and discussed (10 person-meetings in total). The TNA evaluator feedback questions used are in Appendix 3.

4. Conclusion

Outputs from the monitoring will be made available to the project coordinator and partner organisations and summary information will be published on the project web site through close links with WP2 and WP3 mainly.

5. Appendix

5.1. Access feedback (by the facility: Host feedback)

PROJECT BENEFITS

1. Summarize any achievements, impacts or benefits of the project for your organisation
2. Summarize any issues arising in implementing the project such as difficulties encountered and/or how recommendations of the Selection Panel or Ethics Adviser were addressed

TNA EXPERIENCE

1. On a scale of 1 (poor) to 5 (excellent) how would you rate your experience of AQUAEXCEL3.0 Transnational Access with respect to the following criteria:

- 1.1 Coordination of TNA applications and evaluations:
- 1.2 Usefulness of feedback from Evaluators and/or Ethics Adviser:
- 1.3 Attitude of users and ability to integrate with work practices of host institution:
- 1.4 Quality of communication with visiting researchers prior to the first visit:
- 1.5 Quality of work carried out by visiting researchers:
- 1.6 Overall rating of your experience of AQUAEXCEL3.0 TNA:

Comment further on your scores, giving your recommendations for improvements in the future or any other comments not included elsewhere:

FUTURE COLABORATION

1. Do you expect to collaborate again with this user in the future? Yes/No
2. If yes, please give further details:
3. If yes, do you have funding and from what source?
4. Please add any further comments on the potential for future collaboration with the user:

5.2. Access feedback (by the user: User feedback)

CHOICE OF INFRASTRUCTURE

1. How did you become aware of the AQUAEXCEL 3.0 project and opportunities for TNA?
2. What were the reasons for selecting your host infrastructure?
3. Did you consider other infrastructures? If so, which ones?
4. Did you receive any advice on selecting and infrastructure? If so, who from?
5. Comment on the quality of any advice you received when selecting a host infrastructure.
6. If AQUAEXCEL 3.0 funding were not available, would you still have been able to carry out your work at this research infrastructure? Yes/No
7. Please give the reasons for your answer:

PROJECT IMPLEMENTATION

1. Give details of any issues arising in implementing the project such as difficulties encountered and/or how recommendations of the Selection Panel or Ethics Adviser were addressed:

PROJECT OUTPUTS AND DISSEMINATION

1. Have you completed a Knowledge Capture Template? Yes/No (AQUAEXCEL3.0 Project OUTPUT Impact Plan Template)

If no, please complete the AQUAEXCEL3.0 [AQUAEXCEL3.0 Project OUTPUT Impact Plan Template.docx](#)

and submit with this form. If yes but you have additional outputs now, please complete a new one.

2. Project OUTPUT Impact Plan Template captures information on all outputs from the project; however you can use the space below to draw attention to any notable publications, presentations or websites resulting from the project.
3. Add information on any planned (but not yet delivered) outputs
4. Describe the actions you have carried out to disseminate your project results to (a) the academic community, (b) industry, (c) government, (d) wider civic society, or (e) other (please specify):
5. Describe any future actions you expect to take to disseminate your project results.

PROJECT IMPACT (EXPLOITATION OF RESULTS)

1. Describe how the results of your project are being used, or how they are expected to be used in the future.
2. Comment on the main achievements of your project and whether these match original objectives

TNA EXPERIENCE

On a scale of 1 (poor) to 5 (excellent) how would you rate your experience of AQUAEXCEL3.0

Transnational Access with respect to the following criteria:

Publicity provided by the AQUAEXCEL3.0 project

1. Publicity provided by the infrastructure
2. Practical information provided on how to apply for access
3. The online application system
4. Usefulness of feedback from Evaluators and/or Ethics Adviser
5. Information provided, once your project was accepted, on how to use the facility
6. Quality and suitability of the facilities of the host institution
7. Scientific support to set up your experiments and interpret the results
8. Technical support to make best use of the installation(s)
9. Logistic support at the facility (office space, computing, libraries, accommodation)
10. Administrative support (including the reimbursement of travel & subsistence expenses)
11. The intellectual environment
12. Overall rating of your experience of AQUAEXCEL3.0 TNA

Please comment further on your scores, giving your recommendations for improvements in the future or any other comments not included elsewhere:

FUTURE COLLABORATION

1. Do you expect to collaborate again with this infrastructure/host organization in the future? Yes/No
2. If Yes, do you have specific plans?(Provide further details)

3. If Yes, do you have funding? (Provide further details)
4. Please add any further comments on the potential for future collaboration with the host organisation

OTHER COMMENTS

Please provide any further comments or suggestions concerning your access to the research infrastructure or the AQUAEXCEL 3.0 project in general.

5.3. TNA evaluator feedback (from the reviewers)

EVALUATION PROCESS

1. Please comment on the evaluation and selection procedure for AQUAEXCEL TNA projects, highlighting any problems and making recommendations for improvement.

EVALUATOR EXPERIENCE

On a scale of 1 (poor) to 5 (excellent) how would you rate your experience of evaluating AQUAEXCEL Transnational Access with respect to the following criteria.

1. Adequacy of information on which to base the evaluation/selection
2. Guidance and scoring system provided
3. Administration of application reviews (and selection)
4. Selection Panel members Only: communication to reach selection decisions
5. Management of workloads and timescales
6. Overall rating of your experience of evaluating AQUAEXCEL TNA

Please add any further relevant comment on your scores, or any other comment from previous sections

Document Information

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Lead Beneficiary	UoS, 3
Authors	Sonia Rey Planellas, UoS, Sonia.reyplanellas@stir.ac.uk
Reviewers	Adelino Canario, Marc Vandeputte

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