

## Information required and instructions for submission of a MOSBRI TNA proposal.

**Step 1:** In the first stage of the proposal submission you will be asked to enter your name, email address, affiliation and country (of work place). You are also asked which type of proposal you would like to submit. Select from:

- **Pipeline**
- **Instruments/Methodologies**
- **Product** (If available)
- **Project Maturation**

Submitting this information will create a proposal entry in the database and *you will receive an email indicating that it has been created*, along with a link for you to proceed to the next stage of the submission. This same link is included in the web browser and if you choose to proceed immediately with submission, you can do so by following this link.

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**At each of the following stages**, a “Save” button is included at the bottom of the page which allows the current content of the form to be saved to the database.

☐ Save and Continue to next Proposal step

Checking the tick box next to the button saves the content and takes you to the next stage of the submission.

☒ Save and Continue to next Proposal step

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**Step 2:** Depending on the type of proposal submission chosen.

Entries marked with (\*) are required, and must be filled before saving

### **Instrumentation/Methodologies**

Select the TNA site you want to apply for and include:

- **Instruments/Methodologies (\*)** max. **2000** characters including spaces  
A description of what instruments and/or methodologies in the chosen MOSBRI TNA site you wish to have access to.

### **Pipeline**

Select the pipeline and a TNA site.

### **Product**

Select the product.

## Project Maturation

- **Project Title (\*)** max. **200** characters including spaces
- **Project Details (\*)** max. **2000** characters including spaces  
Please describe your project, including the scientific background and previous results for the project. What scientific question do you want to answer?
- **Relevant publications**  
Publications of direct relevance may be uploaded, more than one file (of type DOC, DOCX, PDF). can be uploaded, with a maximum file size of 5Mb.
- **Files and Figures**  
Other files and figures of direct relevance may be uploaded here, a single file (of type DOC, DOCX, PDF). can be uploaded, with a maximum file size of 5Mb.

**Step 3:** For proposal types **Pipeline, Instruments/Methodologies** and **Products** the following information is required:

Entries marked with (\*) are required, and must be filled before saving

- **Project Title (\*)** max. **200** characters including spaces
- **Scientific Background (\*)** max. **2000** characters including spaces  
The scientific background should be written in broad terms understandable for non-specialists in the project research area. Remember to give clear objectives.
- **Motivation (\*)** max. **1000** characters including spaces  
Motivate your project with background information, own lab results and other recent results. If previous results come from an earlier proposal under MOSBRI please include the proposal number (MOSBRI-YYYY-nn).
- **Project description and experiment plan for visit (\*)** max. **2000** characters including spaces  
Provide a plan for the research to be performed and for **products** explain what the product will be used for, e.g. training, research, calibration etc.
- **Results expected (\*)** max. **1000** characters including spaces  
Outline what your research project expects to gain from the proposal including possible tangible results.
- **Impact (\*)** max. **1000** characters including spaces  
What impact does the project have, e.g. to a specialized vs broad audience.
- **Sample Quality (\*)** max. **1000** characters including spaces  
Provide any evidence supporting that your achievable sample quality matches your proposed experiment(s) (e.g. SDS-PAGE, gel filtration, UV-visible absorbance spectrum, mass spectrometry, dynamic light scattering, ...). Final sample quality requirements will be addressed in a discussion between you and the TNA site after proposal approval. You may upload files to support the sample quality under Files and Figures below. *[Not required for a **products** application]*
- **Additional Information** max. **1000** characters including spaces  
Please add additional information, including links to websites, publications etc.
- **Preferred Access Type (\*)**  
Chose between an on-site visit, sample mail in or no preference. Note that each MOSBRI TNA sites have different available options: see list at <https://www.mosbri.eu/services/tna/>. *[Not required for a **products** application]*

- **Requested Period (\*)** max. **200** characters including spaces  
 For an instrument/methodologies or pipelines project: Please state how long you envision the TNA access should be to fulfil the Project plan and indicate whether you have a strict deadline for the realization of the proposed project. If you have any date preferences or exclusions, please also indicate them here. *Please keep in mind the typical access offered at the TNA site you are applying for, by checking the “Access modality” details for the partner.*  
 For a products project: Please state when you need the product and indicate whether you have a strict deadline. If you have any date preferences or exclusions, please also indicate them here.
- **Relevant publications**  
 Publications of direct relevance may be uploaded, more than one file (of type DOC, DOCX, PDF). can be uploaded, with a maximum file size of 5Mb.
- **Files and Figures**  
 Other files and figures of direct relevance may be uploaded here, a single file (of type DOC, DOCX, PDF) can be uploaded, with a maximum file size of 5Mb.
- **Ethical concerns (\*)** max. **1000** characters including spaces  
 Are there any Ethical concerns in connection with this proposal, for example does your project require the use of samples submitted for approval from an ethical committee? If yes, then a brief description should be included of the ethical concerns. *[Not required for a products application]*
- **Safety concerns (\*)** max. **1000** characters including spaces  
 Are there any Safety concerns in connection with this proposal, for example infectious material requiring BSL-2 or higher containment and/or samples containing hazardous substances? If yes then a brief description of the safety concerns should be included. *[Not required for a products application]*

**Step 4: Add Team Members:** For all proposal types you may add details (Name, affiliation, country) for up to five team members directly involved in the proposal.

**Step 5: Check Proposal Details and Submit:** For all proposal types the details you have entered are summarised on this page. Near the bottom of the page you will find links to the previous steps of the submission process, which allow you to return and change/update the information entered.

You can print out (and save to pdf) using the print button at the bottom (right) of the page. Use this button to call the print dialogue rather than CTRL-P as this will allow a better layout of the resulting pages.

Print

When you are satisfied that the information is correct and you have no other changes to make, you are ready to submit the proposal.

Submit Proposal

After submission, you will receive an email confirming the submission of the proposal. The proposal is now locked from further changes, but you can view the submitted information and the current status of the proposal at any time by following the link included in the confirmation email.

If you have any problems or questions associated with proposal submission, please contact the TNA Manager via [tna@mosbri.eu](mailto:tna@mosbri.eu).