



Transnational Access Visits – Policy Document

Work package 3: **COORDINATE TRANSNATIONAL ACCESS VISITS - Policy Document**

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Abstract

This document provides an executive summary of the policy of the transnational access visits (TAV), as part of the COORDINATE project. The purpose of the transnational access visits is to facilitate improved access to international birth cohort panel and cross-sectional survey data across Europe. This document will be available on the COORDINATE website. The purpose of the document is to provide both host institutions and applicants with an understanding of the award programme, as well as the terms & conditions of the TAV award.



CONTENT

1 Executive Summary	5
2. Terms and Conditions	6
2.1 Application	6
2.2 Obligations	7
2.3 Related Costs	7
2.4 Selection	9
2.5 Access Modalities	10
2.6 Access Rights and Confidentiality	10
2.7 Requirements during the visit	10
2.8 Link to other coordinate networking activities	10
2.9 Presenting/Reporting on visit	11
2.10 Publish Results and Post on COORDINATE Website	11
2.11 Acknowledgement and Publicity	11
2.12 Maternity or Paternity Leave	12
2.13 Dispute Agreement	12
2.14 General Data Protection Regulation	12
2.15 Appendix 1	13



Executive Summary

The COORDINATE Transnational Access programme offers researchers in Europe, working in the area of *child and youth wellbeing*, the opportunity to visit and gain access to international birth cohort, panel and cross-sectional survey data residing in participating countries. This programme is part of work package 3 of the EU Horizon2020 COORDINATE project. Visits will be covered by *bursaries of €1,250 per week* that will be managed by each host institution, to cover travel, accommodation, and subsistence. The programme is open to academic researchers from PhD students to full professors, policy practitioners, and other researchers or analysts working in the EU countries and associated states.

The programme funds collaborative *research visits of five working days (one week) to fifteen working days (three weeks)* in duration. One unit of access is equal to one week, therefore applicants may visits for one, two, or three weeks. Applicants may split the visit across different weeks where appropriate. The consortium partners and research infrastructures participating in the Transnational Access Visits are:

- Centerdata, Tilburg, The Netherlands: Longitudinal Internet Studies for the Social Sciences (LISS)
- European Centre, Vienna, Austria: Survey of Health, Ageing and Retirement in Europe (SHARE)
- Institut National d'Études Démographiques Paris, France: ELFE (Etude Longitudinale Française depuis l'Enfance), Pandora
- IPSOS, Berlin, Germany: EU Kids Online (EUKO).
- Manchester Metropolitan University, UK: Children's Worlds (ISCWEB), National Child Development Survey (NCDS), British Cohort Survey (BCS70), Millennium Cohort Survey (MCS), Next Steps (LSYPE), IPPR Tax-benefit Module
- Netherlands Interdisciplinary Demographic Institute, The Hague: Generations and Gender programme (GGP)
- University College Dublin, Ireland: Growing up in Ireland (GUI) & Children's School Lives (CSL)
- University of Essex, UK: British Household Panel Survey (BHPS), Understanding Society (UKHLS), Cross National Equivalent Files (CNEF), German Socio-Economic Panel Study (SOEP) and UK Data Service (UKDS)

A dedicated, transnational access visit (TAV) team led by researchers at the Geary Institute for Public Policy, University College Dublin, as well as COORDINATE project members, will be responsible for coordinating the transnational visits.

This policy document describes how the TA visits will work in practice, as well as the terms and conditions of the programme. The COORDINATE webpage <https://www.coordinate-network.eu/transnational-visits> provides further information for applicants, accepted visitors, and hosts.

Terms and conditions

These terms and conditions have been formulated by the TAV team on the relevant provisions of the EU Horizon 2020 Grant Agreement. In case of any conflict, the provisions of the Grant Agreement take precedence. COORDINATE will adhere to the principles and guidelines of the European Charter for Access to Research Infrastructures, which includes and expands on the principles of the European Code of Conduct for Research Integrity.

1. APPLICATION

Access to a particular host institution will be offered through the call process until that institution's transnational access funding allocation has been used up. An updated list of available host institutions and research infrastructures will be published as part of each call.

1.1 Eligibility

To be eligible to benefit from access to the COORDINATE research infrastructures and host institutions, an applicant must satisfy the following conditions:

- the subject of the research proposal is related to the fields-of-interest of the COORDINATE project e.g., child and youth well-being,
- the applicant must work in a country other than the country where the access visit will take place,
- the applicant must have a contract with a recognised academic or public institution, a not-for-profit organisation, or a registered company in an EU member state or in an associated country,
- applicants not working in an EU or associated country are permitted to apply but are limited to 20% of the total amount of TAV's across all host institutions,
- Researchers from Coordinate partner institutions who are not involved in the Coordinate project **are eligible to apply** for transnational access visits. However, as the objective of the project is to widen the network of researchers using child well-being data, a limited number of grants will be awarded to applicants from Coordinate partner institutions
- PhD students are eligible to apply. However, masters or bachelors students are not eligible.

A list of eligible countries is provided in Appendix A.

The applicant can be an academic researcher (including PhD students), a policy practitioner, or another researcher or analyst active within the domains of COORDINATE. The total number of visit days awarded range from a minimum of 5 working days to a maximum of 15 working days. One unit of access is equal to one week, therefore applicants may visits for one, two, or three weeks. Applicants may split the visit across different weeks where appropriate, but eachtrip should be for a minimum of 5 working days.

1.2 Application process

Calls for applications for transnational visits are launched every 6 months on an online portal on the COORDINATE project website and will be open for one month. Applications for access visits received before the deadline of the call will be taken into account in the selection procedure. Applications received after the deadline of the call will not be reviewed. However, the applicant can submit their application in the next round. Each applicant is required to complete the [online application form](#) which requires applicants to state the research infrastructure and host institution they wish to visit, describe the work they wish to carry out,

as well as their name, nationality, home institution, desired time and duration of visit, and anticipated outputs.

2. OBLIGATIONS

- Applicants shall abide and adhere to the normal working practices, working hours, COVID regulations, and health and safety regulations of the host institution while present onsite.
- Before accessing the host institution, the applicant may (at the discretion of the access provider) be requested to sign a contract with the access provider outlining access terms to the dataset, agreement to be bound by the provisions of the Grant Agreement, liabilities of the access provider and the applicant towards each other, rights with regards to Foreground (information and results generated under COORDINATE) and Background (information held prior to COORDINATE) and consequences of a breach of these obligations by the applicant.
- Applicants shall abide by the post-access requirements detailed below.

3. RELATED COSTS

3.1 Cost of access

The host institution (the COORDINATE partner that is responsible for providing access to the chosen dataset) shall provide access to the dataset(s) free of charge to the selected applicant. This includes all the logistical, technological, and scientific support and any specific training that is normally provided to external researchers using the dataset. Moreover, for each applicant, the host institution will reimburse travel costs, accommodation, and subsistence to a maximum value of **EUR1250 per week** (and a maximum of **EUR3750 for 15 working days**). The local subsistence rules of the host institution will apply. This allowance may be used to provide child support for those who travel with dependents as long as the total allowance is not exceeded. For more information on travelling with your children for a TAV, please contact the host institution. Any costs exceeding the total allowance will be at the expense of the applicant.

3.2 User reimbursement procedure

Before the access visit takes place, the host institution shall inform the visitor on the reimbursement procedure for the travel and subsistence allowance (if applicable), as well as any costs associated with the visit which cannot be reimbursed by the hosting institution. Claims will be reimbursed in Euro (€) or the local currency of the host institution. Claims will be reimbursed following the submission of reports (detailed below) following completion of the visit.

Awardees must submit the reimbursement form to the host institution with complete details, original signatures and original receipts/invoices/boarding pass within 60 days after the end of the access visit. In some cases, the host institution may be able to reimburse travel and accommodation expenses ahead of the visit, this is at the discretion of the host institution.

3.3 Travel cancellation

In the event that an awardee has booked his/her travel arrangements and accommodation and is subsequently unable to visit the host institution, the following policy shall apply: in the event of any cancellation or a change in itinerary for any reason, costs for accommodation and travel arrangements cannot be claimed to the host institution. Only in case of “force majeure” (particular event or inevitable and unforeseeable situations) costs incurred may be considered eligible. Awardees are expected to take all the necessary steps to limit any damage due to force majeure (e.g., cancel travel ticket, use cancellation insurance etc.). Personal reasons (e.g. sickness) are in general not considered as cases of force majeure.

3.4 Insurance

Full health and travel insurance is recommended to cover the full period of the visit from arrival to departure, cover pre-existing medical conditions, and include world-wide travel assistance and emergency air transportation services. This cost may be covered by the COORDINATE award, as long as the total allowance is not exceeded.

4. SELECTION

4.1 Selection Panel

The Selection Panel comprises 50% members of the TAV team and representatives from the hosting institutions and 50% independent representatives drawn from the COORDINATE International Advisory Board.

4.2 Selection priorities

The Selection Panel shall base its selection on the scientific merit of the proposal, taking into account that priority should be given to applicants who:

- a) are working on projects promoting scientific advancement and align with the goals of the COORDINATE project;
- b) have submitted proposals that are feasible for the host institution and dataset.

Priority will be given to early career researchers, those from low GDP countries, and countries with limited experience of longitudinal data collection and analysis. Gender balance will also be prioritised.

Awardees who were previously awarded a TAV award may not apply for a second award.

Awardees must use their allocated 15 working days within 1 year of the award; exemptions are allowed for maternity and paternity leave.

4.3 Selection Process

The selection panel will assess all proposals received and recommend a ranking of applicants that would benefit from a transnational access visit to their institution of choice. Principles of transparency, fairness, and impartiality will be applied throughout the selection process. The selection panel will rank applications and will assign them to one of the following categories:

- a) Access granted
- b) Access not granted
- c) More suitable institution/dataset identified by the panel for the applicant to visit

- d) Request to resubmit to next call.

Based on their ranking score, a final decision will be made regarding the award, taking into consideration practicalities and other specific requirements for the access visit.

The selection process will take place approximately one month after the closing date for each call round. The applicant will be notified of the outcome of the selection process when a decision has been made.

5. ACCESS MODALITIES

Following selection for the transnational access visit, the awardee will be supported in preparing for the access visit by TAV team and the hosting institution. The awardee and the hosting institution, with the support of the TAV team, will decide a schedule of access and discuss other details, such as the organisation of travel and accommodation. The awardee will sign an access agreement which includes the necessary formalities for the visit, and in which the awardee agrees with the terms and conditions of the transnational access visit.

6. ACCESS RIGHTS AND CONFIDENTIALITY

The hosting institution will ensure that the awardee will be able to access the chosen dataset. The hosting institution will inform the awardee of any restrictions and information regarding confidentiality of the data which may affect the granting of access rights.

7. REQUIREMENTS DURING THE VISIT

A timesheet should be maintained throughout the visit. When complete, awardees are asked to complete a short activity survey detailing a summary of the visit (template available on the website) and submit to the TAV team. This should also include any upcoming/planned publications resulting from the visit.

8. LINK TO OTHER COORDINATE NETWORKING ACTIVITIES

Where possible, visits will be scheduled to take place when other awardees with similar research interests are taking place at the host institution. The awardees will be afforded opportunities to network with members of the research team at the host institution. The awardees will also be invited to attend seminars/workshops taking place at the host institution and may be invited to present their work at future COORDINATE events.

9. PRESENTING/REPORTING ON VISIT

At the end of their visit, the awardee will be asked to provide a summary of their visit (e.g., general outcomes, satisfaction with visit) in a survey organised by the TAV team.

10. PUBLISH RESULTS AND POST ON COORDINATE WEBSITE

The awardee must aim to disseminate the results of the research emanating from the visit to the scientific community via conference presentations and publications in international peer reviewed journals. Furthermore, the awardee must agree that any results, resulting from their

transnational visit, be highlighted on the COORDINATE website, including direct links to conference presentations/journal articles.

Open access to scientific publications by the awardee: It is recommended (not compulsory) to ensure open access (free of charge online access) to all peer-reviewed scientific publications supported by the COORDINATE transnational access visits. The standard approach adopted in the COORDINATE project is to follow the 'green' route to open access, i.e. copies of publications will be deposited before, alongside or after their publication.

Any dissemination of the results must reflect the author's own opinions and beliefs.

11. ACKNOWLEDGEMENT AND PUBLICITY

Dissemination activities following from the visit to a COORDINATE host institution shall be compatible with the protection of intellectual property rights, confidentiality obligations and legitimate interests of the owner(s) of the Foreground.

The financial support of COORDINATE and the European Commission shall be acknowledged by at least including the following sentence in any publication or other output (including websites, reports...) generated by the work supported by the COORDINATE project: "The research leading to these results has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 101008589, COORDINATE – COhort cOmmunity Research and Development Infrastructure Network for Access Throughout Europe)". Also, the EC logo (available on https://europa.eu/european-union/about-eu/symbols/flag_en) shall be shown (if possible) on any publication. Other acknowledgement requirements which are specific for any of the COORDINATE research infrastructure shall be reported to the awardee by the access provider before the access.

The Commission shall be authorised to publish, in whatever form and on or by whatever medium, including the Internet, the list of the successful awardees.

12. MATERNITY OR PATERNITY LEAVE

Grants sponsoring the transnational visits allow for the postponement of visits related to maternity or paternity leave. This must be discussed with the hosting institution, and an agreement must be met. The postponement of a visit cannot exceed the duration of the project.

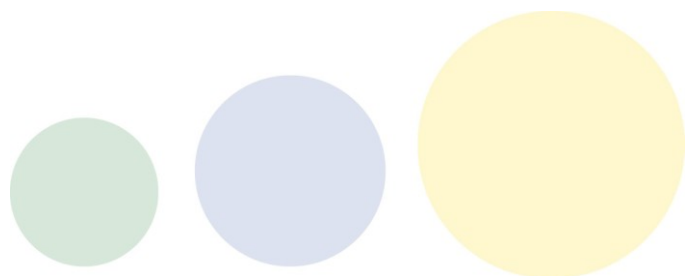
13. DISPUTE AGREEMENT

If a dispute arises between the applicant and the host institution in relation to/resulting from the transnational access visit, the parties should seek settlement of the dispute by mediation of the TAV team.

If the dispute is not settled after mediation within 30 days of the commencement of mediation, the dispute will be referred to and resolved by the Selection Panel. If one of the parties involves a member of the selection panel, they will not be part of the panel for arbitration.

14. GENERAL DATA PROTECTION REGULATION

By applying for a TA grant, the applicant's e-mail address will be added to the COORDINATE mailing list. This mailing list will only be used for the dissemination of newsletters and events and will not be disclosed to any third parties. Unsubscribing from this mailing list is possible on the COORDINATE website.



Appendix 1
List of EU Member States and Associated Countries

EU Member States	Associated Countries
Belgium	Albania
Bulgaria	Bosnia & Herzegovina
Croatia	Faroe Islands
Cyprus	Iceland
The Czech Republic	Israel
Denmark	Former Yugoslav Republic of Macedonia
Estonia	Montenegro
Finland	Norway
France	Serbia
Germany	Switzerland
Greece	Turkey
Hungary	Moldova
Ireland	United Kingdom
Italy	Ukraine
Latvia	Tunisia
Lithuania	Georgia
Luxembourg	Armenia
Malta	
The Netherlands	
Poland	
Portugal	
Romania	
Slovakia	
Slovenia	
Spain	
Sweden	