User guide: IR Ecotrons call for projects

Users are welcome to submit their project in English or in French.

New on the web site

New users must register on the website http://www.ir-ecotrons.cnrs.fr/aap/register.php?lang=en.

Please indicate your login and password which will be used for future online applications. Your password *must contain minimum 6 characters, one number, one lower case and one capital letter*. The super-administrator of the website will have access to this password, which will be stored in an encrypted data base. Thus, **do not forget to generate a specific password for this application:** it is not recommended to use the password of mail, bank accounts or other private secured protocols.

Write clearly your first name, last name and institution since this will be used to confirm your registration. Once you have filled all fields, report the code from the random picture. If you have some difficulties to distinguish characters, you can reload a new picture. Then, click registration. You will then be able to submit an online application at http://www.ir-ecotrons.cnrs.fr/aap/.

The super-administrator will be noticed immediately by email and will be able to reject your registration.

Already registered

Do not hesitate to contact the technical director of the Ecotrons platform prior to submission of a new project. Do also consult our web pages and publications for more detailed technical information. Once you enter the application, you can edit your personal information or propose a new project. You will be able to view all your projects and edit them provided they are still in redaction. Submitted projects that are in review, accepted or rejected cannot be edited by users. You can also generate a pdf file of each project for you to share with colleagues or store on your computer.

You can use the word document OnlineApplication-ProjectForm.docx available at http://www.ir-ecotrons.cnrs.fr/docs/ to fill the form and store it on your computer prior to the online application. The submission and selection procedure is explained here: http://www.ir-ecotrons.cnrs.fr/spip.php?article92

Click on the yellow cross to propose a new project. The application requires you to fill:

1) the full title and short title (acronym) of your project

2) the name and contact details of the principal investigator - some fields are automatically filled with your personal information. If you change these pre-filled contact details, you will not receive automatic emails from the system.

3) main collaborators: you can list up to 4 main collaborators involved in this project. Please provide their first name, last name, institution and town.

4) information on the host platform: you can propose a host platform from a scrolling list of the 5 platforms currently functional of the IR Ecotrons. Check our website http://www.ir-ecotrons.cnrs.fr/ for updated technical information on each host platform and links to more detailed descriptions. Information on the technical specificities of each platform are provided as "data sheets" in each webpage. If you do not known which host platform would suits best your project, please indicate "Unknown" and the IR Ecotrons board will make a decision based on your project description and the availability of our equipments. You can also consult the technical director of the platform to help you make a decision.

5) information on funding: you can indicate if your project must be submitted for external funding (for example, a national grant program), has already obtained public or private funding, or will request funding from IR Ecotrons. In the first case, please indicate the funding agency, call name and application deadline. In the case public or private funding has been already obtained, please indicate funding body, grant name (acronym) and available budget. In the latter case, please indicate the available budget and the budget requested to IR Ecotrons. The fee policy is explained on the website of IR Ecotrons (http://www.ir-ecotrons.cnrs.fr/spip.php?article104). Do not hesitate to contact the technical director for further information on this issue.

6) information on the start date of the project.

7) short description of the project

a. state of the art and objectives of the proposal: a short introduction to the project

b. scientific and technical program: a short materials and methods description

c. reference lists: 10 relevant publications including publications from the consortium

d. short description of the proposed set-up of the proposed host platform including default environmental conditions and number of modalities (e.g., temperate climate with 2 treatments and a constant 4°C difference between treatments, 6 replicates per treatment), additional environmental conditions not listed in the data sheet of the platform (e.g., ozone concentration manipulation), key variables to be measured inside the facility (e.g., net primary production) and key variables to be measured on exported samples (e.g., soil microbial diversity).

e. duration of the design stage (implementation of protocols and design of specific equipments and instruments), test stage (e.g., simulation of environmental conditions or test of a new instrument) and running stage (experiment *per se*).

f. personnel dedicated to the experiment *per se*. It is very important to indicate the personnel who will be in charge of participating to the running of the experiment in Ecotrons, and analysis of samples and data.

g. free additional information

8) Once all fields are filled, please save your form. You will then be able to add documents (preferred file format = pdf). You can then save the application and return to it later on to modify it. Alternatively, you can submit the application. Once the application is submitted, you will not be able to modify it.

After project submission, you will be automatically notified by email about the state of your application. All accepted projects will be requested to conform to the User charters of the IR Ecotrons available at http://www.ir-ecotrons.cnrs.fr/spip.php?article94.