



CHARISMA

**Cultural Heritage Advanced
Research Infrastructures: Synergy
for a Multidisciplinary Approach to
conservation/restoration**

MOLAB WELCOME DESK ON LINE

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For more information on CHARISMA, its partners and contributors please see <http://www.charismaproject.eu/>

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1. EXECUTIVE SUMMARY

This report outlines the aims, the structure and the duties of the *Welcome Desk* for the MOLAB support activity within CHARISMA, as they are described and presented to users within the public pages of the project website. The section has been made available on the project website, within 4 months from the start of the project (January 2010).

The MOLAB *Welcome Desk* section, as ARCHLAB and FIXLAB ones, was led, implemented and updated within the access advanced facilities work packages (WP5, WP6, WP7) during the project access activity, and will be used to publish advertisements for all the activity related to the transnational access: calls for proposal (deadline, presentation, evaluation rules and Peer Review Panel public decisions), opportunity for new users related to each open infrastructure, events, Users', results of the access programmes, etc.. The MOLAB section allows the Application Forms of the access applications.

The design of the MOLAB *Welcome Desk* web-pages and their content are here synthesized to show how they fit with the purpose of rendering more effective and profitable the MOLAB campaign of the users.

2. INTRODUCTION

Within CHARISMA, MOLAB consists of a unique collection of *movable instruments* offered by three providers (UNIPG, CNRS-LC2RMF, CNR-INOA). The *mobile laboratory* is composed by a set of integrated portable equipment, capable of unique performances for *in-situ* measurements on unmovable or low-mobility objects, without any sampling or any contact with investigated surface.



Università di Perugia, Center
SMAArt, Perugia, IT



CNR, Istituto Nazionale di
Ottica, Firenze, IT



Centre de Recherche et de
Restauration des Musées de
France, Palais du Louvre, Paris,
FR

The activities and organisation of MOLAB, as well as the list of the instrumentation available and other information addressed to the users, are described within the pages of the CHARISMA website, <http://www.charismaproject.eu>. Within the site, the specific activities of the *MOLAB Welcome Desk* are presented with the aim to offer users the possibility to exploit at the best the MOLAB facility.

The *MOLAB Welcome Desk* consists of a service offered, for the whole duration of the project, both to potential and effective users of the MOLAB infrastructure. It responds to the user possible requests regarding:

- technical information,
- characteristics of the access facilities,
- potential risks,
- auxiliary equipment that could be provided,
- technical feasibility,
- other issues related to the service,

globally assisting users from the initial proposal preparation up to the final development and interpretation of the measurements, in order to favour the most profitable MOLAB investigation campaign.



The *MOLAB Welcome Desk* service is also providing the management of the MOLAB calls of proposals, Peer Review Panel's activities, and organisation of the biennial Users' Meetings.

All these activities (and opportunities offered to users) are described at the page:

<http://www.charismaproject.eu/transnational-access/molab/molab-welcome-desk.aspx>

3. OVERALL DESIGN

The pages of the CHARISMA website have been primarily conceived in order to guide potential users of the transnational access infrastructures (MOLAB, ARCHLAB and FIXLAB)

towards progressive deeper information, starting from the menu list on the left of the CHARISMA homepage. As a first step, through the transnational access "door" of the homepage menu, the navigator has the possibility to be quickly informed on the general characteristics of the three different types of access.

When the user is specifically interested to MOLAB, the first page with content dedicated to MOLAB can be easily accessed. This page is entitled: *MOLAB the mobile facilities for in situ non-invasive measurements*. Here the description of the MOLAB infrastructure is found, accompanied by several links to other pages where details on the accessible instrumentation and information on the access providers are found. In the main MOLAB page, the link for the access to the *MOLAB Welcome Desk* page is also found.

The *Welcome Desk* page has been designed in order to call immediately the users attention towards those issues that are thought to be of main interest for a MOLAB user, as:

- Current call for proposals.
- Modality of proposals' application.
- Funding offered to users and rules regarding insurance and liability.
- Modality of PRP evaluation and criteria.

3.1. Calls for proposals

In this paragraph, the announcement of the current Call for proposal with the relative deadline is put well in evidence.

The Call for proposal is followed by a summary description (with links for the deepening of the various topics) of the three providers and relative equipment:

- UNIPG, Università di Perugia, Centro SMAArt Perugia IT having access to X-ray fluorescence, fiber-optic mid- and near-FT-IR reflectance spectroscopy, fiber optic VIS

CHARISMA Cultural Heritage Advanced Research Infrastructures
Synergy for a Multidisciplinary Approach to Conservation/Restoration

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MOLAB the mobile facilities for in situ non-invasive measurements

ARCHLAB the archives of European Museums and Cultural Heritage Institutions
FIXLAB the platforms of European large and medium scale facilities
MOLAB the mobile facilities for in situ non-invasive measurements
ACCESS AREA General information for Users

MOLAB Infrastructures

- UNIPG Mobile equipment collection, Università di Perugia, Centro SMAArt, Perugia, IT
- CNRS-LC2EMF Integrated system for X-ray fluorescence and X-ray diffraction in the same area, Centre de Recherche et des Restauration des Musées de France, Palais du Louvre, Paris, FR
- CNR-INO Imaging systems (Scanning Vis 32 or 16-bands; Scanning IR 14-bands multispectral imaging), Istituto Nazionale di Ottica Applicata Firenze, IT

Public Reports and Deliverables

Here you can find a list of CHARISMA WP6 public deliverables. The deliverables are organized by period (M1-18; M19-36; M37-48), and for every period ordered by delivery month. After the due date, you can download the completed first period deliverables pdf by clicking on the deliverable name.

For information

- MOLAB Welcome Desk
 - Current call
 - How to apply
 - Funding & Insurance
 - Evaluation process and criteria

Program Leader Prof. Antonio Sgamellotti Centre SMAArt President
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reflectance spectroscopy, UV-VIS absorption and fluorescence emission spectroscopy, single-photon fluorescence decay-time spectrometry (picoseconds timescale), Raman spectroscopy (micro- and macro), NMR depth profiling, and others.

•CNRS-LC2RMF Centre de Recherche et des Restauration des Musées de France, Paris, FR having access to an integrated system for X-ray fluorescence and X-ray diffraction in the same area.

•CNR-INOVA, Consiglio Nazionale delle Ricerche, Istituto Nazionale di Ottica Applicata, Firenze, IT having access to an high resolution -16 or 32 bands- multispectral imaging scanner in the VIS range and an high resolution 14 bands multispectral imaging scanner in the IR range, from 800 to 2265 nm.

3.2. Modality of MOLAB application

The most relevant content of this paragraph is the *application form*, downloadable as a word document.

MOLAB TRANSNATIONAL ACCESS APPLICATION FORM

To be sent to: miliani@thch.unipg.it (by e-mail) and to CHARISMA Coordinator: Prof. Bruno G. Brunetti, Università degli Studi di Perugia, Dip. di Chimica, Centro SMAArt, Via Elce di Sotto, 8 06123 Perugia, IT (handwritten)

1) Project title: _____

2) Project Acronym (max 20 characters): _____

3) Group Leader (All correspondence concerning this proposal will be sent to the Group Leader)

Family Name	Nationality
First Name	Birth year
Gender (tick the appropriated item): <input type="checkbox"/> female <input type="checkbox"/> male	
Home Institution	
Legal Status of Home Institution Code ¹	Home Institution Country Code ²
Function / Job / Title	Position Code ³
Mailing address	
Phone (office)	Phone (cell)
Fax	E-mail

name	Gender M/F	Birth year	Nationality	Background (chemist, physicist, ...)	Function / Job / Title
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

4) Following experimental setup of interest (tick the item chosen):

- Fiber optic mid-FT-IR
- Integrated WDM/IRF
- UV-VIS fluorescence spectroscopy
- Non-multiplexed imaging
- Fiber optic near-FT-IR
- UV-VIS fluorescence spectroscopy
- Fluorescence imaging

The *application form* is the document that guides the Users' Group Leader for a correct and satisfactory presentation of the research project to be submitted for peer reviewing.

The addresses to which the proposed research project must be mailed are clearly indicated:

•by e-mail in .pdf format to the Contact of the *Welcome Desk* (miliani@thch.unipg.it);

•by regular mail - signed by the Group Leader - to the CHARISMA Coordinator: Prof. B. G. Brunetti Università degli Studi di Perugia, Dipartimento di Chimica, Centro SMAArt Via Elce di Sotto,8 06123

Perugia, Italy.

In the application, the User Group Leader is requested to describe the scientific background of project, the planned measurements, the objectives and the expected results, possibly highlighting their expected European impact. Relevant is also to justify the need of the portable equipment and to report the full list of the components of the Users' Group.

Together with the description of the modality of application, advices are given by the *Welcome Desk* with the aim to let users better exploit the *open* facility. Due to the specificity of MOLAB, errors or misunderstandings could be avoided checking preliminarily with the e-mail or telephone contact: (a) the proposal feasibility; (b) the local requirements; (c) the technical details of the mobile laboratory stay (daily time-schedule, security rules, etc.); (d) the possible dates. the following contact should be exploited:

MOLAB Welcome Desk - Università degli Studi di Perugia, Dipartimento di Chimica, Centro SMAArt Via Elce di Sotto, 8 06123 Perugia, Italy. Contact person: Dr. Costanza Miliani ; Phone: +39 075 585 5639; e-mail: miliani@thch.unipg.it.



3.3. Funding, insurance and liability

Concerning the EC general rules of users eligibility and duties, from the *Welcome Desk* page, the user is sent by an appropriate link to the general page of the *Access Area*. Here information can be found, which are valid for all the three transnational access services offered within CHARISMA, i.e. MOLAB, ARCHLAB and FIXLAB.

Regarding the funding, it is specified that MOLAB access is free of charge, provided that the project has been selected by the international and independent Peer Review Panel.

HOW TO APPLY

To be granted the MOLAB access, an **application by the Group Leader** is required, describing the scientific background of proposed project, the planned measurements, the objectives and the expected results, highlighting their European impact, as well as the justification of the need of the portable equipment.

Please note that a **User Group** is a research team composed by **one or more researchers** requesting access to the MOLAB set of instruments for the same project. A **Group Leader** leads each User Group.

Concerning the EC general rules of Users Eligibility and Duties see the [ACCESS AREA](#) for further information.

Considering the specificity of MOLAB field campaign, the proposal feasibility, the local requirements, the technical details of the mobile laboratory stay, as well the selected possible dates, can be discussed preliminarily to the presentation of the proposal by the user Group Leader with the Welcome Desk.

To better finalize the proposal, the submission procedure could encompass:

- **an abstract** of the planned work (optional) preliminarily sent by e-mail to the

MOLAB Welcome Desk - Università degli Studi di Perugia, Dipartimento di Chimica, Centro SMAArt Via Elce di Sotto, 8 06123 Perugia, Italy
contact: Dr. Costanza Miliani
Phone: +39 075 585 5639
e-mail: miliani@thch.unipg.it

- **a proposal** using the downloadable [MOLAB APPLICATION FORM](#) (word doc.), to be sent,

- by email in .pdf format (Costanza Miliani, e-mail: miliani@thch.unipg.it) and
- by regular mail - signed by the Group Leader - to CHARISMA Coordinator: Prof. B. G. Brunetti Università degli Studi di Perugia, Dipartimento di Chimica, Centro SMAArt Via Elce di Sotto, 8 06123 Perugia, Italy

The duration of the proposed project is expected to be from 3 to 8 days on the average and under all circumstances will never exceed one months.

The following costs are included:

- instruments transportation and travel insurance;

- MOLAB staff's travels and on-site logistic, technologic and scientific support.

However, the appointed Users should make their own local personnel and investigated artwork(s) insurance arrangements for the whole period for the MOLAB stay.

The users should also provide any local help in order to exploit the MOLAB equipment in the best conditions and security.

3.4. Evaluation of proposals

The MOLAB *Welcome Desk* has, among the various tasks, the duty to verify the formal compliance of the presented proposals with the EU regulations, undertaking a prioritizing of the applications based on available expertise, specific needed instrument, ongoing potential collaboration projects, available time etc.

After a further the pre-examination of the proposals by the concerned MOLAB providers to ensure the effective necessity/feasibility of the mobile facility, the applications are transferred by the *Welcome Desk* to the MOLAB-PRP (Peer Review Panel) that is in charge of the selection, evaluating the scientific content of the projects and ranking them according to the MOLAB specific selection criteria.

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MOLAB Welcome Desk

- ARCHLAB the archives of European Museums and Cultural Heritage Institutions
- FIXLAB the platforms of European large and medium scale facilities
- MOLAB the mobile facilities for in situ non-invasive measurements
- ACCESS AREA General information for Users

- [Current call](#)
- [How to apply](#)
- [Funding & Insurance](#)
- [Evaluation process and criteria](#)

MOLAB CALL FOR PROPOSALS IS CURRENTLY OPEN (deadline September 15th, 2010)

CHARISMA is calling for applications from researcher teams working in Europe or in Associated Countries to utilise a set of portable instrumentations (**MOLAB Transnational Access Service**) capable of exclusive performances for in-situ measurements on unmovable or low-mobility objects without any sampling or any contact with their surface.

MOLAB scientific staff will accompany the portable instruments, helping the User and giving tutorials on the use of the instrumentation.

The MOLAB unique collection of portable and innovative instrumentations, as well as the related know-how, is offered by three participating organization (providers):

- **UNIPG**, Università di Perugia, Centro SMAArt Perugia IT having access to X-ray fluorescence, fiber-optic mid- and near-FT-IR reflectance spectroscopy, fiber optic VIS reflectance spectroscopy, UV-VIS absorption and fluorescence emission spectroscopy, single-photon fluorescence decay-time spectrometry (picoseconds timescale), Raman spectroscopy (micro- and macro), NMR depth profiling, and others.
- **CNRS-CORME**, Centre de Recherche et des Restauration des Musées de France, Paris, FR having access to an integrated system for X-ray fluorescence and X-ray diffraction in the same area.
- **CNR-INO**, Consiglio Nazionale delle Ricerche, Istituto Nazionale di Ottica, Firenze, IT having access to an high resolution -16 or 32 bands- multispectral imaging scanner in the VIS range and an high resolution 14 bands multispectral imaging scanner in the IR range, from 800 to 2265 nm.

[How to apply](#)

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After the selection, the *Welcome Desk* is called to notify the applicant and the access provider(s) of the PRP conclusions.

As above mentioned, the selection is primarily based on the scientific quality; the originality of the scientific proposal, as well as the level of expertise (to conduct the proposed experiment, to analyse the final data and results, etc.) of the User groups. The applications should aim to increase the scientific output (qualitatively and quantitatively), optimize the use of local expertise of ongoing research activities and facilities, and foster lasting international science cooperation. Priority is given:

- to projects with a large European impact or artwork uniqueness, promoting new methodology, technology transfer and science advancement;
- to project that have a woman Group Leader and/or where the majority of the group members are women;
- to Users/groups have not previously used the MOLAB instrumentations;
- to Users/groups working in countries where no such research instrumentations exist;
- to experiments that pursue unique goals considering the level of the artwork object, the period, the materials etc.

4. MOLAB USERS' MEETINGS

Among the duties of the *Welcome Desk* is the organisation of the Users' Meetings that are scheduled to be held at the end of the first and second reporting period (M19, M36). The MOLAB Users' Meetings are planned in common with those of the other transnational access services of CHARISMA, as ARCHLAB and FIXLAB.

The participation to the Users' Meeting is strongly encouraged by the *Welcome Desk* although no funds are available to users for the participation in this event.

5. CONCLUSION

The tasks and duties of the *Welcome Desk* for the MOLAB Support activity are described within the specific pages of the CHARISMA website. The objectives are: to make users aware of all the opportunities that are offered them by the service organization; to help them in the proposal preparation avoiding misconceptions; to encourage first time applicants; to assist users groups of selected projects during and after the measurements. It is expected that the effective use of this *welcome service* will significantly favour the most profitable exploitation of the MOLAB facility.