



CHARISMA

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

FIXLAB WELCOME DESK ON LINE

D4.1-4

Document identifier	D4.1-4 - ver.0.2
Due Date of Delivery to EC	M4 (January 2010)
Actual Date of Delivery	M4
Document date	26/11/2010
Deliverable Title	FIXLAB Welcome Desk on-line
Work package:	WP7: FIXLAB
Lead Beneficiary:	CNRS-LC2RMF
Other Beneficiaries	SOLEIL, ATOMKI-HAS, RISSPO-HAS
Authors:	Lucile BECK, Claire PACHECO, Michel MENU
Document status:	Final
Document link:	http://www.charismaproject.eu



Changes

Version	Date	Comment	Authors
0.1	30.01.2010	Preliminary issue	L. Beck
0.2	26.11.2010	Final version	C. Pacheco

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

CHARISMA (Cultural Heritage Advanced Research Infrastructures: Synergy for a Multidisciplinary Approach to conservation/restoration) is a project co-funded by the European Commission in its 7th Framework Programme under the Grant Agreement n° 228330 began in October 2009.

The information contained in this document reflects only the author's views and the Community is not liable for any use that may be made of the information contained therein.



TABLE OF CONTENTS

1. EXECUTIVE SUMMARY	4
2. INTRODUCTION	4
3. OVERALL DESIGN.....	5
3.1. CALLS FOR PROPOSALS.....	6
3.2. MODALITY OF FIXLAB APPLICATION	6
3.3. FUNDING, INSURANCE AND LIABILITY	7
3.4. EVALUATION OF PROPOSALS.....	7
4. FIXLAB USERS' MEETINGS	8
5. CONCLUSION.....	8



1. EXECUTIVE SUMMARY

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

The FIXLAB *Welcome Desk* section as ARCHLAB and MOLAB ones, was leaded, 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 FIXLAB section allows the Application Forms of the access applications.

The design of the FIXLAB *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 FIXLAB campaign of the users.

2. INTRODUCTION



Within CHARISMA, **FIXLAB** (WP7) consists in two platforms (located in two European sites, one corresponding to the urban area of Paris, and the other one to the Hungarian scientific centres of Budapest and Debrecen):

Platform A (FR)

- (i) LC2RMF-AGLAE ion beam facility at the *Palais du Louvre*, Paris, completed by a wide and experienced range of additional techniques: TEM, ^{14}C dating, TOF-SIMS,...
- (ii) IPANEMA, the fully cultural heritage instrumental platform at synchrotron SOLEIL, Saclay, that will grant access to all the 24 beamlines of SOLEIL;

Platform B (HU)

- (i) the microPIXE facility at ATOMKI-HAS, Debrecen
- (ii) RISSPO-HAS, that will grant access to a dozen of instrumental neutron end stations.



The efficiency of the multiplatform access will rest on the joint structure of the FIXLAB *Welcome Desk* that will be in charge of proposing an integrated and relevant accompanying service capable to assess the whole programme relevance, to induce the unified selection process (one call of proposal, one Peer Review Panel), to envisage the expected results and to provide a dull service during the stay of the users. Focused technical information to users or user groups on experimental work, on feasibility aspects and other concerns will be provided, and, if required,



could suggest the most appropriate research installation, or even build, together with the proposer, the complete workplan for the stay.

The activities and organisation of FIXLAB, as well as other information addressed to the users, are described within the pages of the CHARISMA website, <http://www.charismaproject.eu>.

Within the site section, the specific activities of the FIXLAB *Welcome Desk* are presented with the aim to offer users the possibility to exploit at the best the FIXLAB facility.

The FIXLAB *Welcome Desk* consists in a service offered, for the whole duration of the project, both to potential and effective users of the FIXLAB infrastructure. It responds to the users' 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 FIXLAB investigation campaign.

The FIXLAB *Welcome Desk* service is also providing the management of the FIXLAB 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/fixlab/fixlab-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 FIXLAB, the first page with content dedicated to FIXLAB can be easily accessed. This page is entitled: *FIXLAB the platforms of European large and medium scale*

The screenshot shows the CHARISMA website interface. At the top, the logo 'CHARISMA' is displayed with the tagline 'Cultural Heritage Advanced Research Infrastructures Synergy for a Multidisciplinary Approach to Conservation/Restoration'. Below the logo is a navigation menu with links: Home, About the project, Transnational Access, Outreach programs, Joint Research, News & Events, and Library. The main content area features a large image of a laboratory facility. Below the image, the page title 'FIXLAB the platforms of European large and medium scale facilities' is shown. The content is organized into several sections: 'ARCHLAB the archives of European Museums and Cultural Heritage Institutions', 'MOLAB the mobile facilities for in situ non-invasive measurements', 'ACCESS AREA General information for Users', 'FIXLAB the platforms of European large and medium scale facilities', and 'FIXLAB Infrastructures'. The 'FIXLAB Infrastructures' section lists three facilities: CNRS-LC2RMF AGLAE (Ion Beam Accelerator, Centre de Recherche et des Restaurations des Musées de France, Paris, FR), Synchrotron SOLEIL IPANEMA platform for ancient material research, Gif-sur-Yvette, FR, and ATOMKI-HAS Laboratory of Ion Beam Applications, Institute of Nuclear Research, Hungarian Academy of Sciences, Debrecen, HU. Below this, there is a section for 'Public Reports and Deliverables' and 'For information' which includes a link to the 'FIXLAB Welcome Desk' and a list of sub-topics: Current call, How to apply, and Evaluation process and criteria. At the bottom, contact information for Program Leader Michel Menu is provided, including his title, address at the Palais du Louvre, and email address. A footer banner at the bottom of the page states 'Project co-funded by the European Commission within the action 'Research Infrastructures' of the 'Capacities' Programme GA No. FP7- 228333'.



facilities. Here the description of the FIXLAB 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 FIXLAB page, the link for the access to the FIXLAB 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 FIXLAB user, as:

- Current call for proposals.
- Modality of proposals' application.
- 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 four facilities:

- CNRS-LC2RMF AGLAE Ion Beam Accelerator, Centre de Recherche et des Restauration des Musées de France, Paris FR
- Synchrotron SOLEIL IPANEMA platform for ancient material research, Gif-sur-Yvette, FR
- ATOMKI-HAS Laboratory of Ion Beam Applications, Institute of Nuclear Research, Hungarian Academy of Sciences, Debrecen, HU
- RISSPO-HAS at Budapest Neutron Centre trough Institute of Solid State Physics and Optics, Hungarian Academy of Sciences, Budapest, HU

Multiple facility applications can be submitted to any two of these facilities at the same time by specifying this modality while submitting the proposals.

3.2. Modality of FIXLAB application

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

The image shows a preview of a Word document titled 'FIXLAB PLATFORM A - AGLAE TRANSNATIONAL ACCESS APPLICATION FORM'. The form includes sections for:

- Project Title / Titre du projet
- Acronym (max 20 characters)
- Group Leader (All correspondence concerning this proposal will be sent to the Group Leader)
- Personal information for the Group Leader: Family Name, First Name, Nationality, Birth year, Sex, Home Institution, Legal Status of Home Institution Code, Home Institution Country Code, Function / Job / Title, Mailing Address, Phone (office), Phone (cell), Fax, and E-mail.
- A table for 'Users' with columns: First Name, Surname, Birth year, Nationality, Birthplace (Country, Region, City), Position, and Function (use Title). The table has 5 rows.

 At the bottom, there are footnotes for country codes and a note about the application form version.

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
- by regular mail - signed by the Group Leader - to the Contact of the Welcome Desk

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 facility and to report the full list of the components of the Users' Group.

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.

HOW TO APPLY

To be granted the FIXLAB access, an **application by the Group Leader** is required, describing the scientific background of proposed project, the planned measurements and their objectives, the expected results, as well as the justification of the need of the specific provider access highlighting the European impact. An **User Group** is a research team composed by **one or more researchers** requesting access to FIXLAB for the same project. A **Group Leader** leads each User Group.

Concerning the EC general rules see the [ACCESS AREA](#) for further information.

Note that applications can be for access to, **one** FIXLAB facility or to both facilities of the **same platform** in France (Platform A) or in Hungary (Platform B) if the project so require.

Access to a single facility

The proposal must be addressed to the relevant **FIXLAB access provider** (specific contact and address in the following).

The submission procedure encompasses:

- **an abstract** of the planned project preliminarily sent by e-mail waiting the prescreening response (*recommended*);
- **the final proposal** using the specific (AGLAE-ATOMKI-HAS-BNC) downloaded FIXLAB application form, sent both by email in .pdf format and by regular mail - **signed** - by the Group Leader (*compulsory*). For SOLEIL IPANEMA, specific internal procedures have to be observed (to obtain related information refer to SOLEIL IPANEMA [web site](#)).

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

However, the appointed Users should make their own investigated artwork(s)' insurance and travel arrangements for the

whole period of stay at the facility.

3.4. Evaluation of proposals

The FIXLAB *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 pre-examination of the proposals by the concerned FIXLAB facilities to ensure the effective necessity/feasibility of the study, the applications are

The screenshot shows the 'FIXLAB Welcome Desk' interface. On the left, there are navigation links for ARCHLAB, FIXLAB, MOLAB, and ACCESS AREA. The main content area features a 'FIXLAB CALL FOR PROPOSALS CURRENTLY OPEN' with a deadline of 15 FEBRUARY 2011. It lists four facilities: CNRS-LC2RMF AGLAE, Synchrotron SOLEIL IPANEMA, ATOMKI-HAS, and RISSPO-HAS. Below this, it states that multiple facility applications can be submitted at the same time. A 'HOW TO APPLY' section is also visible, providing details on the application process, including the requirement for a Group Leader and the need to justify the project's European impact.

transferred by the *Welcome Desk* to the FIXLAB-PRP (Peer Review Panel) that is in charge



of the selection, evaluating the scientific content of the projects and ranking them according to the FIXLAB specific selection criteria.

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 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 FIXLAB 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. FIXLAB 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 FIXLAB 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 FIXLAB 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 FIXLAB facility.