



## **H<sub>2</sub>FC** European Infrastructure Project

Integrating European Infrastructure to support science and development of  
Hydrogen- and Fuel Cell Technologies towards European Strategy for Sustainable,  
Competitive and Secure Energy

# USER GUIDELINES FOR TRANSNATIONAL ACCESS

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## 1. Introduction

**H2FC European Infrastructure** is a European Research Infrastructure funded as a 4-years project by the European Commission within the frame of FP7 “Capacities”. In first instance, **H2FC European Infrastructure** integrates the scientific and technological skills of 19 research organizations and industry from 11 European countries to create a pan-European consortium for research on hydrogen as an energy carrier and fuel cells technology.

**H2FC European Infrastructure** is open to external users from industry and academia on a proposal base. It offers open access to 49 installations subdivided in three main categories:

- Fuel Cells Technologies
- Hydrogen Production and Storage
- Safety Issues

**H2FC European Infrastructure** aims at lowering barriers often faced by small and medium-sized enterprises, which – for several reasons – tend to be reluctant in exploiting the promises of emerging technologies concerning a comprehensive use of hydrogen and fuel cells technologies.




In the midterm the consortium develops advanced access modes to state-of-the-art technologies and offers also specific technical solutions to its users, thus representing a new route to open innovation. The EC supports the transnational access to **H2FC European Infrastructure** installations by reimbursing access costs of the installations up to an amount of 2.375 Mio € as a maximum.

The **H2FC European Infrastructure** consortium is coordinated by:

1	KARLSRUHER INSTITUTE OF TECHNOLOGY	KIT	
and consists of the following partners:			
2	COMMISSARIAT A L ENERGIE ATOMIQUE ET AUX ENERGIES ALTERNATIVES	CEA	
3	UNIVERSITY OF ULSTER	UU	
4	INSTITUTT FOR ENERGITEKNIKK	IFE	
5	HEALTH AND SAFETY EXECUTIVE	HSE	
6	JRC -JOINT RESEARCH CENTRE- EUROPEAN COMMISSION	JRC	
7	FORSCHUNGSZENTRUM JUELICH GMBH	Jülich	

8	PAUL SCHERRER INSTITUT	PSI	
9	NATIONAL CENTER FOR SCIENTIFIC RESEARCH "DEMOKRITOS"	NCSR	
10	UNIVERSITA DEGLI STUDI DI PERUGIA	UP	
11	AGENZIA NAZIONALE PER LE NUOVE TECNOLOGIE, L'ENERGIA E LO SVILUPPO ECONOMICO SOSTENIBILE	ENEA	
12	BUNDESANSTALT FUER MATERIALFORSCHUNG UND - PRUEFUNG	BAM	
13	FUNDACION TECNALIA RESEARCH & INNOVATION	TECNALIA	
14	UNIVERSITA DI PISA	UPI	
15	PRO-SCIENCE - GESELLSCHAFT FUR WISSENSCHAFTLICHE UND TECHNISCHE DIENSTLEISTUNGEN MBH	PS	
16	NPL MANAGEMENT LIMITED	NPL	
17	STIFTELSEN SINTEF	SINTEF	
18	TEKNOLOGIAN TUTKIMUSKESKUS VTT	VTT	
19	EIDGENOESSISCHE MATERIALPRUEFUNGS- UND FORSCHUNGSANSTALT	EMPA	

Applications for access to **H2FC European Infrastructure** must be submitted electronically using the application form available via [www.H2FC.eu](http://www.H2FC.eu). Proposals may be sent directly from the web address or by email to [olaf.jedicke@kit.edu](mailto:olaf.jedicke@kit.edu). The first out of 7 calls for proposals will be launched in April 2012 and following calls will be published at six monthly intervals. Proposals may be submitted at any time during open calls and will be handled at the earliest opportunity, even before the close of the call. Experiments requiring repeated access to a single installation may be applied for in a single proposal. Proposals may request the use of one or more than one installation. The three categories of access (*see section 2.2 Application*) use the same application form:

-  Standard proposal
-  Long term proposal
-  Proprietary proposal

Upon receipt the proposals will be checked for eligibility for transnational access to **H2FC European Infrastructure** and sent to the proposed host facility for a technological feasibility check, the host facility will also be asked to comment upon the scientific ambition of the proposed work and estimate the time required. If further clarity in the proposal abstract is required a discussion between the proposer and host institutions must be initiated. Proposals are then forwarded to the peer review board (international expert level) where they are rated for access. Track record in science and technology of the applicants can also be included in the considerations of the peer review board. The peer review board may ask the applicants for clarification of particular points. After acceptance arrangements for the proposed work are made between the proposer and the host organization.

The timing of the proposed work will be subject to the availability of installation. Approval of a proposal and assignment of user time at an installation under **H2FC European Infrastructure** is accompanied by an obligation to publish the results obtained in due time most preferably in ISI refereed journals (*see 2.5.4 Conditions of Access*).

**H2FC European Infrastructure** offers its analytical and testing services also for proprietary projects, mainly from industry. In case of proprietary work **H2FC European Infrastructure** offer is on a full cost recovery basis only. Proprietary applications will not be subject to the peer review process. Sensitive technical details will be kept strictly confidential between the parties involved in the particular project.

## 2. Applying for Access

### 2.1 Who can apply for Access

No fee open access is available for transnational access for users from industry or research institutions located in EU member states and associated states. EC financial support requires that the results of the work carried out are intended for publication. Proprietary research may be a suitable option for results which are not intended for publication.

For more details see section 2.5.4 Conditions of access as detailed on the Application Form (*Annex 1: Template for a project application form*) and in section 2.5.3 Peer review.

It is also possible to apply as a group of users from several organizations. This is called a "User group". User groups need to nominate a User Group leader (UGL) (*see section 2.3 User Groups*).

### 2.2 Application

You can apply for access to [H2FC European Infrastructure](#) installations at any time via the online application form [www.H2FC.eu](http://www.H2FC.eu). [H2FC European Infrastructure](#) will publish two regular calls for proposals each year in order to stimulate additional awareness of [H2FC European Infrastructure](#) offer throughout the European stakeholders. There will be additional and thematically (e.g. concerning scientific bottlenecks) or regionally dedicated calls for proposals throughout the project duration, published on the website.



The application form may be completed and submitted on-line or downloaded and sent by email to [h2fc@iai.fzk.de](mailto:h2fc@iai.fzk.de). Please save a copy of the proposal on your own computer. Attachments to support the application of up to 14 MB may be added to the email sending the proposal (some users find this helpful but supplementary material is not essential. The receipt of the application will be acknowledged. If you do not receive an acknowledgement by email within one week please contact the main contact for the project. Upon receipt you will receive user account details: user name, password and application number. In case of on-line proposal submission details will be sent immediately to your email address. In case of proposals submitted by email the account details will be sent as soon as possible however there may be a delay of a few days.

The status of proposals can be tracked online by using the account details. It is recommended that you discuss your proposal or even your idea with our particular [H2FC European Infrastructure](#) experts before submitting your proposal via the online system.




A list of technical experts and short technology descriptions are displayed at the [H2FC European Infrastructure](#) website.

When a proposal is submitted by a user group (*see above or section 2.3 User Groups*), the "user group leader" (UGL) will receive all correspondence associated with the project. The user group leader is expected to act as the spokesperson and coordinator of the user group taking all responsibilities regarding the adherence to the present guidelines.

Each public proposal (i.e. not proprietary work) is evaluated by an international peer review board. Members of this board are experts in relevant areas of science and technology and are appointed by the [H2FC European Infrastructure Consortium](#). Two essential aspects apply for each proposal:

-  Proposals will only be accepted if written in English language
-  Proposals will be processed as soon as possible after receipt






[H2FC European Infrastructure](#) offers three types of access to the users and/or user groups:

-  Standard proposal
-  Long term proposal
-  Proprietary proposal

The same application form is for each type of proposal.

### 2.2.1 Standard Proposals





An application for access to the [H2FC European Infrastructure](#) installations requires the submission of an Application Form. An example form can be found in Annex 1. Please adhere to the following guidelines:

-  All sections of the form must be completed
-  Work requiring access to more than one installation at different partner sites it should be requested using a single application
-  The units for measuring access to [H2FC European Infrastructure](#) are hours, days, weeks and months of equipment and laboratory use, depending on the individual technologies and installations
-  The maximum amount of access for the individual installations which may be granted in a standard proposal is given in section 4.1 Installations sorted as to technology type
-  For repeated visits related to a single experiment only a single application is needed, the time span should not exceed a period of three months

A report on previous [H2FC European Infrastructure](#) access must be available before any additional access to [H2FC European Infrastructure](#) installations can be approved. The relevant document is the Template for a final [H2FC European Infrastructure](#) user report (*Annex 2: Template for a project report*).

### 2.2.2 Long Term Proposals

Long term proposals are specially intended for work which requires repeated use of a single or several installations over a period of time. Long term proposals require longer access times than the maximum time allowed for standard proposals, see section 4.1 Installations sorted as to technology type for the maximum user time allowed for standard proposals. The need for long term access is often first recognized during the discussion with technology experts or during the feasibility check stage. The criteria for long term proposals are stronger than for standard proposals because they place more demand on installation and expert time. They will be reviewed with a special emphasis on the scientific or technological excellence. Previous experience and results at [H2FC European Infrastructure](#) will be considered. This type of projects will additionally require:

-  A high degree of scientific and/or technological excellence
-  Extended availability of the involved installation(s)
-  Consideration of the level of demand for the installation(s)
-  An interim report submitted to [H2FC European Infrastructure](#) coordinator after the first stage (subject to a review by the peer review board)

The long term projects might be terminated if the interim review does not reveal sufficient evidences for a successful advancement. Decisions relating to proposals particularly demanding in installation time might be held back until the end of the call period, when the requested time and proposed scientific work can be compared with the level of demand on installation time form shorter term proposals. The reason for this is to avoid the blocking of an installation by a single request.

### 2.2.3 Proprietary Research

[H2FC European Infrastructure](#) offers access for proprietary work of user groups from industry and academia under full cost recovery conditions (not recovered by the access budget of the consortium). Proposals may follow the scheme of Standard or Long Term Proposals but can be also submitted in any other adequate way. Proposals on proprietary work will be kept strictly confidential and will be only reviewed by the responsible technology experts at [H2FC European Infrastructure](#). Reports on the results of these proposals will not be published and the work will make no demand on the EC funding provided for [H2FC European Infrastructure](#).



## 2.3 User Groups

In **H2FC European Infrastructure** researchers from one or more organizations can apply for user group status. This is particularly suitable for groups with complementary skills which require access to one or more of our installations to complete their technology portfolio. Applying for user group status requires the permission of the European Commission. The European benefit of the group formation must be clearly explained in the proposal. Members who have access to the installations benefit from the user group status by not having to submit additional applications. The maximum amount of access to be allowed, within a defined period of time, and the installations on offer will be specified for each individual user group. Exact records of visits, experiments and results must however be kept and the user group status will be periodically reviewed. To apply for user group status you should first contact [olaf.jedicke@kit.edu](mailto:olaf.jedicke@kit.edu).

**General Definition of a User Group:** A research team of more researchers (research organizations) given access to the infrastructure under the **H2FC European Infrastructure** project.

The user group leader and majority of the users must work in an institution established in a Member State or Associated State. This does not exclude the participation of users coming from non Member States or Associated States.

(Example: a user group composes 4 partners, three from Members States or Associated States one from a non Member States or Associated States. The user group leader nominated (proposal presenter) should be from a Member State or Associated State)

The user group leader and majority of the user group should work in a country other than where the installation to be visited is based.

(Example: a user group composes 3 partners, all from Members States or Associated States. The user group applies for access at an institution placed in Great Britain. The majority must be from outside Great Britain and the user group leader (proposal presenter) should be also from outside Great Britain.)

The user group leader and majority of the users must be from outside the project consortium.

(Example: a user group composes more partners, all from Members States or Associated States but one from the H2FC project consortium. The user group applies for access at an institution placed in Germany. The majority must be from outside the project consortium and additionally from outside Germany. The user group leader (proposal presenter) should be also from outside the consortium and also outside Germany.)

A mixture of given definitions is allowed and eligible if majorities get not injured. Concerning access of user groups to the installations, the European Commission has the right to offer a veto against.

## 2.4 Technologies and Installations

The technologies, instruments, processes and installations in **H2FC European Infrastructure** are operated in different locations in three different categories. They are subject to continuous improvement. Please check the detailed descriptions of the technologies on the **H2FC European Infrastructure** website.

**Important:** Please mark the requested installations on the application form. Applications will be forwarded to the technology experts for these installations and other installations with similar capabilities. We highly recommend that you contact the experts of the **H2FC European Infrastructure** laboratories relevant to your work prior to a proposal submission. Contact details of the experts are given on the respective webpage.

## 2.5 Online Application





Please use the **H2FC European Infrastructure** entry point to submit proposals.

### 2.5.1 How to Apply

The application form can be completed and submitted online. Click “submit via web” at the end of the application form and it will automatically be submitted. Attachments can be uploaded later at the Project-User-Area, which will be created for document exchange regarding your project.















If the transmission doesn't work, simply save the form and email it to [olaf.jedicke@kit.edu](mailto:olaf.jedicke@kit.edu).

In either case please make sure you save a copy of the application form on your computer. There are simple steps to submitting and application:

-  Define the work you want to carry out
-  Select the technologies most appropriate for your needs
-  Discuss your ideas with the technology expert beforehand
-  Complete the application form and submit

### 2.5.2 What Happens after Submitting the Proposal

Soon after receipt of your application an email confirming receipt will be sent. If you do not receive this acknowledgement within one week please contact main contact of project. The following stages in the proposal handling are indicated in the system:

-  The application is checked for completion and eligibility for transnational access
-  Notification of receipt of application sent, if necessary missing information is requested
-  The application form plus any other supplementary information is sent to the technology experts of the requested installations. This information is also sent to the technology experts of installations with similar capabilities
-  In the case of complex proposals a “expert” is nominated, who is responsible for coordinating the feasibility check between the requested installations
-  The application is returned to the user office along with the feasibility report and an estimate of the time required for the work
-  The user office forwards the collected information and application to the peer review board
-  The peer review board assesses the proposal according to scientific excellence and gives a recommendation
-  The user office is informed of the recommendation. The peer review board may request more information or the clarification. In this case the user office acts as “go between” between the user and the peer review board
-  The users and technology experts are notified of the results of the peer review board
-  The users and technology experts make technical and practical arrangements for the access
-  Work should start within three months of issue of the go ahead. If for any reason longer is needed the user office should be informed and an application to delay the start made to the user office
-  Complete user feedback questionnaire and travel claim form (if needed), submit both to the partner visited
-  The visited partner refunds the travel costs if it appears necessary (decision will be made by technology expert), that the proposal presenter attends the test or experiment. The visiting should be minimized to the demand
-  Publish results by the user and/or user group

### 2.5.3 Peer Review Criteria

The peer review board follows standard guidelines for peer review processes. The work is assessed on the main criteria of scientific and technological excellence. In the cases of strong competition, proposals from the new member states of the European Union are given priority. This is in accordance with the EC guidelines for FP7 Grant Agreement Annex III. The degree of demand for individual installations and previous use by the user are also considered.

#### 2.5.4 Condition of Access

No fee access is only available for transnational access i.e. not in the country of origin of the user. Users (leaders of user groups) must be from organizations in EU member or associated states. Intellectual property generated within the projects belongs to the user.

However only user and user groups with the right to publish results are entitled to access free of charge. For the requirement of an acknowledgement in the publication (*see section 3.4 Acknowledgements*). The user should note that the EC has the right to publish the list of users. Project reports to the EC will contain the names, home institutions and description of the work.

Access should start within three months of the “go ahead” being issued. If for any reason work cannot start within this time the user office should be informed and an application to delay the start be made to the user office.

#### 2.6 Online Application Form



The details requested in the application form are necessary for our reporting duties to the EC and for the assessment of your proposal. Please read the conditions of EC support before submitting your application (*see section 2.5.4 Conditions of Access*).

##### **Special notes for completion of a successful application:**

*Country of home institution:* The countries in the drop down list of the online application form are EC member states and associated states. The EC supports transnational access to [H2FC European Infrastructure](#) of researchers working in organizations based in these countries. Please check that the desired installation is not located in the country of your institution.

*Project code:* This will be completed by the user office. Short title of the project is for easy reference, it is helpful for us if you give basic details of the technology, materials, and tasks in hand.

##### 2.6.1 Project Summary

State clearly the aim of the proposed application together with the general and specific scientific background; give results of preliminary work.

### *2.6.1.1 Standard Applications*

For a normal application please explain the scientific importance and originality of your proposal. Especially for scientists who are new in the field they apply for, the following questions might be helpful when writing an application for access at [H2FC European Infrastructure](#):

- ✓ Tell us what you want to measure, why it is new or interesting?
- ✓ Why do you need the particular installations for your measurements?
- ✓ Roughly estimate the instrument time required if possible
- ✓ Do you have experience in the measurements / technologies proposed?
- ✓ Please give references, preferably own publications

**Method:** The suitability and necessity of the proposed methods and equipment for the proposed application should be clearly described. Queries concerning the feasibility (technical or safety aspects) of a proposed application should be clarified with [H2FC European Infrastructure](#) staff before the proposal is submitted. The [H2FC European Infrastructure](#) User Office can assist you to find the most appropriate person.

**Results expected:** Describe the results expected from the application to [H2FC European Infrastructure](#), their scientific or technical relevance.

### *2.6.1.2 Long Term Application*

Long term application means access is necessary for longer than the maximum possible for a standard proposal. This maximum time is given respective to each installation in section 4.1 Installations sorted as to technology type.

In a long term proposal the aim of the proposed experiment and its high standard of scientific and/or technological importance should be clearly stated together with the general and specific background. Please include a time table for your work and give detailed reasons why the project needs a long term commitment, rather than a series of consecutive applications.

### *2.6.2 Safety*

Ensuring safety of our users and staff is the highest priority at [H2FC European Infrastructure](#). Therefore, any information relevant to safety has to be disclosed in the proposals. Safety comprises everything from toxic materials, radioactive samples, potentially hazardous biological materials, dangerous equipment, and others. Failure to provide this information in the correct format will automatically void the application.

### *2.6.3 References*

Include any references most relevant to your proposal. References can be yours, your co-workers or from other sources.

## 2.7 Time Allocation

The Peer Review Board (PRB) reviews the proposals and ranks them according to scientific and technological merit.

**H2FC European Infrastructure** assigns an in-house expert to each project, who serves also as contact to the User group leader of the approved proposal. Time at specific equipment / installations is allocated according to the recommendations of the peer review board by a group of **H2FC European Infrastructure** -technical experts and the **H2FC European Infrastructure** management, and is based on the estimated access time in the feasibility check. If at any point during the work longer time is needed the user office should be informed in writing. The time allocation process is based on a close interaction between users and **H2FC European Infrastructure** experts following the peer review process.

## 2.8 Safety Requirements

Prior to your visit at any **H2FC European Infrastructure** infrastructure / partner it is necessary to read the general safety regulations of the access provider inside the **H2FC European Infrastructure** consortium.

Users who carry potentially dangerous materials and/or equipment must notify the user office and host organization. Any additional equipment installed by the user has to meet the national (and in special cases the **H2FC European Infrastructure** partner's) safety regulations which will be checked by our safety officers.

### 3. Assistance and Collaboration

#### 3.1 Technology Experts

A **H2FC European Infrastructure** -expert will be assigned to your project and serves as your local contact. It has proved helpful to contact the expert of the technology of interest before completing your application. Details of the local technical experts are given on the respective chapters.

#### 3.2 Local Contact

When your project is given the go ahead a local contact will accompany you to reach the goals stated in your proposal. This support may include conducting processes at the **H2FC European Infrastructure** access provider laboratories or organizing an overall workflow for the project.

#### 3.3 Collaborations

**H2FC European Infrastructure** encourages collaborations between users, groups of users (i.e. user groups) and **H2FC European Infrastructure** staff. Such collaborations are especially relevant in cases, where researchers from **H2FC European Infrastructure** access providers are expected to develop techniques or processes that are beyond the current state-of-the-art. Collaboration should be agreed on before a proposal is submitted but in any case well before the work on a project commences.

#### 3.4 Acknowledgements

Irrespective of special arrangements such as those under point 3.3 Collaborations, publications resulting from work at the **H2FC European Infrastructure** have to contain an acknowledgement according to the following pattern:

This work (part of the work) was carried out with the support of the European Community. We appreciate the support of the European Research Infrastructure **H2FC European Infrastructure** (funded under the FP7 specific program Capacities, Grant Agreement Number 284522) and its *partner xyz*.

A similar acknowledgement should be included during conference presentations, including the proceedings, and at other public presentations. The name of the installation and technology expert may also be given in the acknowledgement.

### 3.5 Publications

Notify the user office [olaf.jedicke@kit.edu](mailto:olaf.jedicke@kit.edu) of all publications relating to work in **H2FC European Infrastructure**. A “pdf” file and reference details of a publication as soon as it has been accepted or published are necessary. Please indicate the type of publication: Scientific Journal, Book, Patent, Proceedings, article on www, other. These publications should also carry the acknowledgement given above. We need this information in order to monitor the success of our open access and are required to report this information in our regular project reports. Please bear in mind, that your publication record will also be made available to the peer review board and will impact the success of future applications.

### 3.6 Importing Equipments

All visitors bringing material, including samples or equipment to one of the **H2FC European Infrastructure** partner organizations, installations or laboratories are advised that such equipment or material remains entirely in the responsibility of the visitors concerned.

## 4. Details of Access Providers

Details of all infrastructures and capabilities of the installations accessible under **H2FC European Infrastructure** are given on the **H2FC European Infrastructure** web site in the download section “*Experimental Installation Book*”.

## 5. Reporting after Access Completed

### 5.1 Project Follow Up

After your visit to one or more of our partners there are several tasks which may seem minor but are quite important to us. The information required is essential for our project reporting to the EC and recovery of the access costs from them, it is also important for improving our services therefore we are most grateful for the time you spend completing the forms.

The first is a post project report form, the second a user feedback questionnaire, and the third the travel claim form. These will be send to you automatically at a specified phase of the project and should be completed within four weeks of your visit. A travel claim form for each trip to each partner is required with all original receipts. A single report form and questionnaire are required. These should be sent to your contact at the organization visited and he/she will forward them to the user office.



### 5.1.1 Standard Proposals

If you have been allocated time for a project at **H2FC European Infrastructure** you are required to submit a project report together with the travel and subsistence claim form. The template of the report will be send to you automatically. Please complete the report as soon as possible and in any case within four weeks of completion of the work. The completed report should be sent alongside the user feedback questionnaire and travel claim form to the host organization. In the case of access to several partner sites, please send the report form to each partner site. If you are submitting a proposal for a new project or for continuing a project for which you have previously been allocated time, you must submit a report or, if necessary, a preliminary report.

Please note our EC funding for the access activities is dependent upon our reporting of this information. Therefore we are grateful for the completion of these reports.




### 5.1.2 Long Term Proposals

The **H2FC European Infrastructure** peer review board will monitor the progress of long term proposals. For this purpose is needed:

- ✓ an interim report is required after the first year, and
- ✓ a final report at the end of the project.

The peer review board has the authority to recommend termination of a long term project at any time.

### 5.1.3 General Instructions

-  Use the templates you receive via Email
-  Results worthy of publication should be mentioned in the report as should any difficulties encountered in the work
-  Send within four weeks to the local contact at the installation visited along with the feedback questionnaire and travel expenses claim

## 5.2 Preparation and Submission of the User Feedback Questionnaire

The European Commission requests that users complete their questionnaire to be found under the link [http://cordis.europa.eu/fp7/capacities/questionnaire\\_en.html](http://cordis.europa.eu/fp7/capacities/questionnaire_en.html). The comments are confidential to the Commission. We are continually looking to improve our services and therefore appreciate your feedback in this questionnaire. Project reports (see section 5.1 Project follow up) are to be submitted as an email attachment along with a completed user feedback questionnaire.

You could refer in future applications to these reports together with the corresponding project numbers. The template of the feedback questionnaire will be send to you automatically including your project numbers.

## Annexes (1-4)



www.h2fc.eu

# H2FC Application Form

You should give sufficient detail in the project summary to enable a technology feasibility check and the assessment of the proposal by the Peer review Board. Details as to the required content can be found in the [User Guidelines](#). You are also encouraged to discuss your proposed work with our user office or technology experts before completing the proposal.

## I apply as:

- single user       user group

### Single user

---

**Family name:**

**First name:**

**Gender:**       male       female

**Date of birth:**

**Nationality:**

**Institution:**

**Department:**

**Position:**

**Email:**

**Telephone:** +

**Postal address:**

**Postcode / city:**

**Research status:**

### Scientific background of the applicant:

**Scientific field 1:**

**Scientific field 2:**

**Scientific field 3:**

**Home institution type:**

**Country of home institution:**

## Project Summary and Description

Should include work to be performed, reasons for selecting each technology, critical dimensions to be reached.

---

Project scientific field

Short title of the project

Describe your project here

## Project Summary and Description

I apply for open access and agree to the EC conditions for transnational access.

Yes

No

## Technologies (optional)

Select one or more technologies which you prefer.

### Fuel cell installations

- CDS, SOFC, MCFC [\(UP-01\)](#)  
FCLab
- DurSOFC [\(FZJ-01\)](#)  
Durability SOFC
- EDIP [\(CEA-02\)](#)  
operating PEMFC
- Electrochem Test [\(NPL-03\)](#)  
Electrochemical Testing
- H2Purity [\(JRC-01\)](#)  
Gas chromatography
- H2QF [\(HSE-01\)](#)  
Hydrogen fuel and air Quality test Facility
- HYKA-PZ [\(KIT-05\)](#) [\(ENE-04\)](#)  
Hydrogen properties and safety issues
- PEMFC, SOFC, MCFC [\(ENE-04\)](#)  
Fuel cell testing Laboratory
- Single PEFC Test [\(NPL-02\)](#)  
Single Cell PEFC Test Stand
- SINQ [\(PSI-01\)](#)
- SOFC [\(KIT-04\)](#) [\(STF-02\)](#)
- STF-2 [\(STF-02\)](#)  
PEM durability diagnostics lab

### General

- ETC [\(JRC-02\)](#)  
Environmental Test Chamber
- H2PF [\(NPL-01\)](#)  
Hydrogen production Performance characterization Facility
- STF-1 [\(STF-01\)](#)  
Laboratory (MMRL)
- X-ray [\(UP-02\)](#)  
Small and wide angle x-ray diffractometers

### Hydrogen production & storage installations

- COMEDHy [\(CEA-04\)](#)
- GasTeF [\(JRC-05\)](#)  
High-pressure hydrogen tank testing facility
- HYKA-A8 [\(KIT-11\)](#)  
Hydrogen properties and safety issues
- HYKA-HyJet [\(KIT-06\)](#)  
Hydrogen properties and safety issues
- HYKA-HPEB [\(KIT-14\)](#)  
Hydrogen properties and safety issues
- HYMAT [\(ITCN-01\)](#)
- HYSORB [\(NCSRD-01\)](#)  
Hydrogen storage lab
- Lady [\(EMPA-01\)](#)  
Laboratory for the Development of Materials for Hydrogen production
- Lasy [\(EMPA-02\)](#)  
Laboratory for Solid Hydrogen Storage Materials
- MH life [\(KIT-03\)](#)
- MH syn [\(KIT-01\)](#)
- MH test [\(KIT-02\)](#)
- MOSE [\(ENE-01\)](#)  
Molten Salt Experiments
- NANO Lab [\(ENE-05\)](#)  
Nanoparticled, nanostructured and high surface
- PARR-PCT [\(ENE-06\)](#)  
Parr Stirred Hydrogenation and PCT Systems
- PCS [\(ENE-02\)](#)  
Prova Collettori Solari
- PRETHy [\(CEA-03\)](#)
- JEEP II [\(IFE-02\)](#)  
PUS, ODIN, SANS
- SIH2Loop [\(ENE-03\)](#)  
SIH2 cycle Laboratory
- SolTeF [\(JRC-04\)](#)  
Solid-state Hydrogen Storage Testing Facility

### Safety issues installations

- BlaTun [\(HSE-03\)](#)  
Blast Tunnel
- ExCell [\(HSE-04\)](#)  
Explosion Cell
- FLOREAL [\(CEA-01\)](#)  
Safety and risk assessment infrastructure
- HiPress [\(JRC-03\)](#)  
High Pressure H2 facility
- HYKA-A1 [\(KIT-07\)](#)  
Hydrogen properties and safety issues
- HYKA-A2 [\(KIT-08\)](#)  
Hydrogen properties and safety issues
- HYKA-A3 [\(KIT-09\)](#)  
Hydrogen properties and safety issues
- HYKA-A6 [\(KIT-10\)](#)  
Hydrogen properties and safety issues
- HYKA-PET [\(KIT-12\)](#)  
Hydrogen properties and safety issues
- HYKA-ST [\(KIT-13\)](#)  
Hydrogen properties and safety issues
- PROFLAM I & II [\(KIT-15\)](#)  
Hydrogen properties and safety issues
- Sens [\(BAM-04\)](#)
- SenTeF [\(JRC-06\)](#)  
Sensor Testing Facility
- Trib [\(BAM-02\)](#)
- TTS [\(BAM-01\)](#)

Have you got experience in any of them?

Yes

No

## Relevant Publications

---

To facilitate the selection process, please give a list of relevant publications from your group directly related to the work to be performed in the proposed project.

## Safety Issues

Should include all information about hazardous material (toxic, radio active, biological or other details) and if required any other material / equipment which you will mount / carry to the H2FC access provider.

---

Describe all relevant issues here.

## Other Issues

---

Any other EC/national project related to this proposal?  Yes

No

### How did you hear about H2FC?

- personal contact
  - web page
  - conference
  - newsletter article
  - Enterprise Europe Network Partner
  - Other
- 

**I have attachments with further information.**

If you want to provide additional information (e.g. CAD designs, reports etc.), you will have occasion to do so later in the process.

**I agree to the conditions of EC support for transnational access:**

Funding is for transnational access i.e. not in the country of origin of the user.

Intellectual Property generated belongs to the User, however, only users and user groups with the right to publish results are entitled to access free of charge. Collaboration with the technology providing partners is possible and agreement should be made beforehand. Publications which result from transnational access at H2FC should contain the acknowledgement "This work/Part of the work was carried out with the support of the European Community. We appreciate the support of the European Research Infrastructure H2FC (funded under the FP7 specific programme Capacities, Grant Agreement Number 284522) and its partner xyz." The name of the installation and technology expert may also be given.

Users should also note that the EC has the right to publish the list of users and that project reports to the EC will contain the names, home institutions and description of the work of the users.

Submit via web

Print

Delete

Save

#### Submission notes:

Submit via web: To submit your data **via web** you need only internet connection and you have to accept the connection alert pop-ups.

Save: To save your filled form you need Adobe Writer Software on your computer.

# Project report



www.h2fc.eu

Application No.

---

Short title   
(This file will sent to you by email after finishing realisation of project)

Technology Expert

Host partner

Name of User

Home Institution

Dates of visit

Installation used

Amount of access

---

## Objectives: short, medium and long term (<250 words)

## Brief summary of work carried out:

## Main achievements intended for publication <250 words



**Difficulties encountered <250 words**

**Further comments:**

Submit via web

Print

Delete

Save

**Submission notes:**

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Save: To save your filled form you need Adobe Writer Software on your computer.

# User questionnaire

Application No

## User Guidelines Annex 3 User Feedback Questionnaire

The European Commission requests that users complete their questionnaire to be found under the link [http://cordis.europa.eu/fp7/capacities/questionnaire\\_en.html](http://cordis.europa.eu/fp7/capacities/questionnaire_en.html) . The comments are confidential to the Commission.

We are continually looking to improve our services and therefore appreciate your feedback in this questionnaire.

Short title

EXAMPLE - PLEASE ONLY USE YOUR INDIVIDUAL VERSION  
(This file will sent to you by email after finishing realisation of project)

Name of User

Home Institution

Technology Expert

Host partner

Dates of visit

Installation used

Amount of access

### Please provide ratings: (scale: 5 best, 1 worst)

Publicity on the offer of FP7 funded access to H2FC	<input type="text"/>
The layout of the website	<input type="text"/>
The information technologies available	<input type="text"/>
Assistance in choice of technologies	<input type="text"/>
Quality and willingness of Technology Expert	<input type="text"/>
Assistance in experiment design	<input type="text"/>
Content and layout of application form	<input type="text"/>
Content of user guidelines	<input type="text"/>
Relevance of Peer Review Board comments	<input type="text"/>
Administrative support	<input type="text"/>

Logistic support: provision of desk space, internet access, accomodation	<input type="text"/>
Time from application to experiment	<input type="text"/>
Overall services provided	<input type="text"/>
Would you recommend H2FC to others?	<input type="text"/>

**Suggested improvements/ further comments:**

[Submit via web](#)

[Print](#)

[Delete](#)

[Save](#)

**Submission notes:**

Submit via web: To submit your data **via web** you need only internet connection and you have to accept the connection alert pop-ups. If you want to submit further documents, send them as email to [h2fc@iai.fzk.de](mailto:h2fc@iai.fzk.de) with the application no. in the subject.

Save: To save your filled form you need Adobe Writer Software on your computer.

# Travel Claim Form

Application No

## Conditions for refund of travel and subsistence costs

In accordance with Annex 3 of the Grant Agreement Number FP7-226460; travel and subsistence costs incurred solely in carrying out work relating to transnational access to the installations following an approved application to H2FC may be reclaimed.

Funding for travel claims is limited and therefore it is in the interests of both users and host organisations to keep costs to a minimum.

It is recommended that air travel should be economy class and tickets purchased in good time.

Hotels: a list of hotels in the vicinity of each access partner will soon be available in the user area of the H2FC web page.

H2FC understands that users' home organisations have different methods of dealing with travel and subsistence of employees on business trips.

- For travel claims submitted by individual users which have not been processed by the home organisation all original receipts should be submitted with the claim form.
- Home organisations of the users can recover costs of travel and subsistence that they have met for the purpose of users travelling to use H2FC's facilities, in such cases the original receipts are required alongside the calculation of the costs which have already been refunded by the organisation. Users should inform their home organisations of the possibility of claiming back travel and subsistence expenses.

Travel claims forms will be processed when all accompanying post project forms have been completed, i.e. Project Report Forms and User Feedback Questionnaire.

Travel claim forms should be sent to the responsible Technical Expert of the used installation, along with all eligible receipts.

## **Travel and Subsistence Reimbursement for Users from EU or Associated States**

( Each traveller should complete a separate form for each visit )

Please complete and send this form, including original receipts, by post to the host organisation (for names and addresses see "Conditions for refund of travel and subsistence costs")

User Name

User e-mail

User phone

Home institution

EXAMPLE - PLEASE ONLY USE YOUR INDIVIDUAL VERSION (This file will sent to you by email after finishing realisation of project)

Town

Country

Host institution

Installation used

Date of arrival

Date of departure

Dates and time of installation use

from ... to ...

Other installations visited in this project

Transport costs incurred <sup>1</sup>

Accommodation & subsistence costs incurred <sup>2</sup>

Comments to costs (attach separate sheet if necessary)

Flight details

Train fare details

Hotel name, town

Bank name

Bank address

SWIFT code

Account holder

IBAN Code

Private address <sup>3</sup>

Date of signature

Signature of traveller

Signature of supervisor

Reimbursement

Yes

Date of receipt

No

Signature of H2FC partner

<sup>1</sup> Please attach all receipts for costs incurred. In the case that the expenses are first paid by the user's home institution according to their normal procedures a copy of the travel claim summary from the home organisation, with the original receipts should be attached.

<sup>2</sup> Accommodation and subsistence costs: In the case that the expenses are first paid by the user's home institution according to their normal procedures a copy of the travel claim summary from the home organisation, with the original receipts should be attached. In the case of users claiming costs which have not already been covered by the home organisation original receipts should be provided.

<sup>3</sup> For users claiming costs which have not been incurred by the home organisation