

# User Guide

## canSERV Transnational Access Calls

### Summary of Application Process

Applications for transnational access (TNA)<sup>1</sup> to canSERV consortium installations must be submitted electronically using an application form. The canSERV calls for proposals are regularly published on the website: [www.canserv.eu](http://www.canserv.eu).

Proposals will go through eligibility and completeness check, Independent Scientific Review, Independent Ethical Review, and feasibility check, and final approval or rejection by the members of the Scientific Management Board (SMB). The evaluation process optimally takes 8-14 weeks.

Upon receipt, applications will be checked for eligibility and completeness by the TNA Manager. Applications that meet the eligibility and completeness criteria are sent to scientific review. Applications that do not meet the eligibility and completeness criteria are rejected. Applications that received the minimum threshold will be sent for Ethical review and technical feasibility check. The technical feasibility check is conducted by the TNA Manager and/or the Service Provider. Applications not reaching the minimum threshold after scientific review will be rejected and encouraged to re-apply in the next call.

Proposals that meet the feasibility check are then forwarded to the Scientific Management Board. The Scientific Management Board will consider the scientific review results, feasibility check results, ethics check results, and either approve or reject the application.

The rejections during the process and/or the final decision of the Scientific Management Board (“Accepted” or “Rejected”) regarding the application will be communicated to the applicants by the TNA Coordinators. The User will receive the scientific evaluation, anonymised reviewers’ comments, and the technical feasibility results.

For projects that are accepted for access, arrangements for the proposed work are made directly between the User and the host Service Provider (via – for instance - User Access Agreement<sup>2</sup>). The timing of the proposed work will be subject to the availability of the requested technologies and staff capacity at the proposed Service Provider. Discussions via online platforms and detailed support will be provided by the Service Provider as the project gets underway.

### I. Application

**1. Who can apply:** free open access is available for TNA for Users (individual scientists, academic institutes, biotech/pharmaceutical SMEs, also group of scientists/networks/consortia) from public and private entities in European and non-European countries. Scientists can only apply for TNA services outside of their home country (transnationality). Exceptions to this rule apply for access at ERICs, see call text for details. EC financial support requires that the results of the work carried out are intended for dissemination.

Please check further or call-specific Eligibility criteria in the call text.

**2. Timeline:** User can apply for access at any time during the submission period of any of the [canSERV calls for Service Provision](#): challenge-driven calls or open calls via the online application form. The evaluation process takes 8-14 weeks, based on the complexity of the services requested and depending on the call: the evaluation process can be continuous for open calls, or applications will be evaluated after the end of the submission period for challenge-driven calls.

---

<sup>1</sup> Please check criteria for transnationality and the exceptions in Annex 1 of the Call text.

<sup>2</sup> If you applied for multiple services, it may lead to User Access Agreements with multiple service providers.

## II. Online application

### 1. Check the list of canSERV Fields.

Define the work you would like to carry out, ensure that it is covered from the offered canSERV fields and services (<https://www.canserv.eu/services/>).

### 2. Select services.

In the Catalogue Platform (<https://directory.canserv.eu/#/>), you can browse services by selecting a filter, by using the search function or using both the filter and search function.

#### Example - Using search function.

Before using any search term, the search results will indicate all Service Providers and services available, as shown in the screenshot below:

The screenshot shows the search results page for the canSERV platform. At the top, there are several filter categories: Disease Models, Advanced Technologies for Personalised Oncology, Biomarker Research, Development, and Validation, New Therapeutic Solutions, Clinical trials and design, Open Digital Research Services, Access to human samples and data, Planning and design of complex clinical trials, Ethical, legal and socio-economic (ELSI) dimensions, and Training. A search bar is present with a search icon and a 'Request' button. Below the search bar, there are dropdown menus for Service Field, Service category, Service type, and Countries. The search results section shows 446 services and 132 service providers. The results are displayed in a table with columns for Request, Field, Name, Description, and Provider. The first few rows are highlighted in yellow.

Request	Field	Name	Description	Provider
<input type="checkbox"/>		<b>Target DNA sequencing: actionable genes</b>	Target sequencing of actionable genes in tumoral and non tumoral samples using next generation sequencing technologies	ARC-Net
<input type="checkbox"/>		<b>Biomedical imaging analysis (digital)</b>	Collection, curation and analysis of diagnostic images (MR, CT, PT) of cancer patients	ATMA Expert Center
<input type="checkbox"/>		<b>Electron Microscopy</b>	Different electron microscopy methods, particularly as CLEM in correlation with light microscopy. The offered methods include transmission, scanning, cryo, and volume EM, such as FIB-SEM and serial section TEM.	Advanced Light Microscopy Italian Node
<input type="checkbox"/>		<b>Advanced Light Microscopy</b>	Advanced Light Microscopy Imaging, including confocal, super-resolution microscopy through SIM or single-molecule localisation, functional imaging for protein dynamics and interactions (FRET, FRAP), TIRF, and live-cell imaging and high-speed imaging.	Advanced Light Microscopy Oslo - NORMIC
<input type="checkbox"/>		<b>Advanced Light Microscopy</b>	Advanced Light Microscopy Imaging, including confocal, super-resolution microscopy through SIM, STED or single-molecule localisation, functional imaging for protein dynamics and interactions (FRET, FRAP, FLIM, FCCS), TIRF, microdissection and two-photon microscopy.	Advanced Light Microscopy Node Poland
<input type="checkbox"/>		<b>Live cell fluorescent imaging</b>	Fluorescence microscopy imaging provided, both in spinning disk and confocal mode, on living cells. This also includes functional imaging to understand protein behavior. The facility specialises in tracking fast protein dynamics and interactions, particularly in DNA repair.	Advanced Light Microscopy Node Sofia Bulgaria
<input type="checkbox"/>		<b>Fluorescence Microscopy</b>	Service provides access and support for a variety of light microscopy methods, specifically functional imaging with fluorescence microscopy, super-resolution imaging via single molecule localisation microscopy (SMLM) and structured illumination microscopy (SIM), mesoscopic imaging via lightsheet, expansion microscopy and other specialised light microscopy methods	Advanced Light Microscopy and Medical Imaging Node Brno CZ
<input type="checkbox"/>		<b>EM 3D methods</b>	Volume EM methods are used to gain insights into ultrastructural organisation of biological samples at a sub-cellular level over a 3D volume of tissue. This can be applied to different tissues samples using various sample preparation methods. Specifically offered volume EM methods are serial-section TEM, serial blockface SEM, and FIB-SEM (Focussed Ion Beam Scanning Electron Microscopy).	Advanced Light and Electron Microscopy Node Prague CZ
<input type="checkbox"/>		<b>Drug testing by yolk or intravenous injection</b>	The service includes: drug preparation, animal anaesthesia, animal injection and monitoring.	Animal Model Core Facility

After using the term “omics” in the search function, 37 services were identified from 29 different Service Providers as marked in yellow in the screenshot below:

The screenshot shows the search results page for the canSERV platform with the search term 'omics'. The search bar contains 'omics' and there are buttons for 'Clear all filters' and 'Select all services'. The search results section shows 37 services and 29 service providers. The results are displayed in a table with columns for Request, Field, Name, Description, and Provider. The first three rows are highlighted in yellow.

Request	Field	Name	Description	Provider
<input type="checkbox"/>		<b>Robotein Automated Biomolecular Analysis, Liege, Belgium - canSERV</b>	Numerous high-throughput (HT) assays are offered, such as HT biophysical characterisation (conformational stability ( $\Delta G_0$ ) of proteins in the presence of chaotropic agents (e.g. urea, guanidinium chloride)); HT binding affinity measurements (enables real-time and label-free determination of binding affinity); HT protein quantitation from crude extracts (fast and accurate protein quantitation from crude extracts (cell extracts, culture media, etc.), with no required purification steps; particularly suitable to measure the concentration of full-length antibodies or various antibody fragments); HT enzymatic assays; HT screen of pH/buffer components (Protein formulation); HT screen of protein refolding conditions from inclusion bodies; Plasmaprofiling for metabolomics	Instruct Centre BE - Robotein for Instruct
<input type="checkbox"/>		<b>Native Mass Spectrometry and Molecular Biophysics, Vestec near Prague, Czech Republic - canSERV</b>	Services include various methodologies for the characterisation of protein structures, identification and quantification of proteins, precise determination of protein molecular mass, characterisation of post translational modifications, analysis of kinetic and thermodynamic parameters of biomolecular interactions, and biophysical characterisation of the structure, function and stability of biological macromolecules like proteins, nucleic acids, lipids and their complexes. The service provided includes data processing and reporting ready for publication.	Instruct Centre CZ - BIOCEV
<input type="checkbox"/>		<b>Proteomic Mass Spectrometry and Molecular Biophysics, Brno, Czech Republic - canSERV</b>	Complete mass spectrometry-assisted proteomics services from sample preparation/purification to qualitative/quantitative characterisation of proteins and their modifications by mass spectrometry and data processing. Services also comprise biophysical characterization of (bio)molecules and the study of biomolecular interactions (determination of affinity, kinetic and thermodynamic parameters). Techniques include analytical ultracentrifugation (AUC), isothermal titration calorimetry (ITC), surface plasmon resonance (SPR), bio-layer interferometry (BLI), microscale thermophoresis (MST), dynamic light scattering (DLS), differential scanning calorimetry (DSC), differential scanning fluorimetry (DSF), and analytical size-exclusion chromatography (SEC-MALS).	Instruct Centre CZ - CEITEC

You can read more about the service by clicking directly on the name of the service or can read more about the Service Provider by clicking directly on the name of the Service Provider.

Selecting a service:

You can select a service by ticking the box next to name of service as indicated in the screenshot below:

The screenshot shows a search interface with the following elements:

- Service categories: Disease Models, New Therapeutic Solutions, Access to human samples and data, Advanced Technologies for Personalised Oncology, Clinical trials and design, Planning and design of complex clinical trials, Biomarker Research, Development, and Validation, Open Digital Research Services, Training.
- Search bar with a clear button (X).
- Filter buttons: Service Field, Service category, Service type, Countries.

**Search results**  
 Services(s): 446  
 Service Providers: 132

Request	Field	Name	Description
<input checked="" type="checkbox"/>		<b>Target DNA sequencing: actionable genes</b>	Target sequencing of actionable genes in tumoral and non tumoral samples using next generation sequencing technologies
<input type="checkbox"/>		<b>Biomedical imaging analysis (digital)</b>	Collection, curation and analysis of diagnostic images (MR, CT, PT) of cancer patients
<input type="checkbox"/>		<b>Electron Microscopy</b>	Different electron microscopy methods, particularly as CLEM in correlation with light microscopy. The offered methods include transmission, scanning, cryo, and volume EM, such as FIB-SEM and serial section TEM.

Once the box is ticked the service is automatically added to the Request:

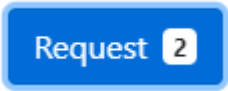
The screenshot shows the service selection interface with the 'Request 1' button highlighted. Below the search filters, the 'Request 1' button is visible. The search results table is updated to include the selected services:

Request	Field	Name	Description	Provider
<input checked="" type="checkbox"/>		<b>Target DNA sequencing: actionable genes</b>	Target sequencing of actionable genes in tumoral and non tumoral samples using next generation sequencing technologies	<a href="#">ARC-Net</a>
<input type="checkbox"/>		<b>Biomedical imaging analysis (digital)</b>	Collection, curation and analysis of diagnostic images (MR, CT, PT) of cancer patients	<a href="#">ATMA Expert Center</a>
<input checked="" type="checkbox"/>		<b>Electron Microscopy</b>	Different electron microscopy methods, particularly as CLEM in correlation with light microscopy. The offered methods include transmission, scanning, cryo, and volume EM, such as FIB-SEM and serial section TEM.	<a href="#">Advanced Light Microscopy Italian Node</a>
<input type="checkbox"/>		<b>Advanced Light Microscopy</b>	Advanced Light Microscopy Imaging, including confocal, super-resolution microscopy through SIM or single-molecule localisation, functional imaging for protein dynamics and interactions (FRET, FRAP), TIRF, and live-cell imaging and high-speed imaging.	<a href="#">Advanced Light Microscopy Node</a>

You can select as many services as you need for your project proposal.


## 2. Confirm services/technology

Check the research services you have chosen in the previous step. The list of selected services can be visualized by clicking on Request.



You can remove all services in the Request by clicking "Remove all" or can remove individual services by clicking on "x" next to the service.

Once you decided on the services that you would like to request for your research proposal, you can submit your proposal for the different calls by clicking on the button "Apply through...". For the open call you can apply by clicking on "Apply through Open Call" and for the Call for Early Career Researchers you can apply by clicking on "Apply through

Call for Early Career Researchers". You can read about the different calls by clicking on . Make sure you have read the call text before applying and that you understand the requirements of each call.

A screenshot of a web interface. At the top, there is a grey header bar with the text "ARC-Net - IT". Below it is a white box containing the text "Target DNA sequencing: actionable genes" and a small "x" icon on the right. Below this is another grey header bar with the text "ATMA Expert Center - IT". Below it is another white box containing the text "Biomedical imaging analysis (digital)" and a small "x" icon on the right. At the bottom of the screenshot is an orange bar containing several buttons: "Remove all" (dark grey), "2 services(s) selected" (white text on orange background), "Close" (dark grey), "Apply through Open Call" (blue with an info icon), and "Apply through Call for Early Career Researchers" (blue with an info icon).

### 2. Enter details

By clicking the apply button, a new tab will open to the ARIA login page.

Please login with one of the login options or create a new ARIA account:



Login to continue to ARIA

Email

Password

Show

Login with email

Remember me

[Forgot Password?](#)



Continue with LS Login



Continue with ORCID



Continue with Google



Continue with SoDaNet

OR

Login using your institutional account

Type your institution name



Don't have an account? [Create one](#)

After login, you will be directed to the application form with the desired services already selected. Please confirm that the service/technology selection is correct.

## Submit a Proposal for access

[Proposal Guidelines](#)

Your draft proposal has been assigned a PID: 31169

Please fill in the following fields describing your project and your needs. Fields marked with \* are mandatory

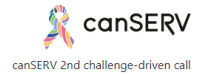


### Selected Service/technology(s)

#### Confirm Service/technology Selection

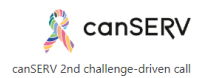
##### 1st Visit

Target DNA sequencing: actionable genes



##### 2nd Visit

Biomedical imaging analysis (digital)



[Continue Proposal](#)

Please continue the steps of the application form and submit your proposal.

Previous step completed and stored successfully.

## Submit a Proposal for access

[Proposal Guidelines](#)

Your draft proposal has been assigned a PID: 31169

Please fill in the following fields describing your project and your needs. Fields marked with \* are mandatory



### Selected Service/technology(s)

#### Proposal Details

Research Project Title (\*):

255 characters remaining

PART A. Registration: Administrative data of the applicant

#### 4. Add team

Add here other people involved in the group of your project. The persons in the “*research team*” can view and edit your proposal. “*Principal Investigator*” is the Project leader, so you as responsible of the project and the main user.

## 5. Check submission

Please review your proposal carefully before submitting it. Once you submit you can access your dashboard to check and follow its status.

## 6. Accept Terms and Conditions

You are about to finalise your proposal submission. Once this step is performed you will not be able to modify any aspect of the proposal. By submitting this proposal, you confirm that you have both read and have agreed to all the [terms of conditions](#)

## 7. Proposal submitted

You can view all your submitted proposals in your dashboard and view and track this proposal by selecting 'View Proposal' (green box).

The screenshot shows a web interface for submitting a proposal. At the top, it says "Submit a Proposal for access" with a "Proposal Guidelines" link. Below this, it states "Your draft proposal has been assigned a PID:" and "Please fill in the following fields describing your project and your needs. Fields marked with \* are mandatory". A progress bar shows seven steps: 1. Select Service/technology(s), 2. Confirm Service/technology(s), 3. Enter Detail, 4. Add Team, 5. Exclude Reviewers, 6. Check Submission, and 7. Accept Terms. The final step is marked with a checkmark. Below the progress bar, a section titled "Proposal Submitted" contains the following text: "Your proposal has been successfully submitted. A moderator will soon be assigned to choose relevant reviewers, who will score your proposal and give feedback as to potential changes to strengthen the proposal." "Please make a note of your proposal's PID number as it will be required if you need any future support or information relating to this submission." "You can view all of your submitted proposal(s) in [your dashboard](#)." At the bottom, there is a green button labeled "View Proposal – PID: xxxx".

You will be notified by email about the result of your application in expectedly 8 - 14 weeks.

If you have any question, please feel free to contact Helpdesk via [calls@canserv.eu](mailto:calls@canserv.eu)