

**HUMAN TECHNOPOLE NATIONAL FACILITIES
CALL FOR ACCESS
APPLICATION GUIDELINES**

Table of Contents

1. FIND YOUR CALL OF INTEREST AND LOG IN TO THE APPLICATION PORTAL..... 4

2. START YOUR APPLICATION..... 6

3. PROJECT: ABSTRACT AND PROJECT PROPOSAL 9

4. APPLICANT’S CV AND INSTITUTIONAL ENDORSEMENT LETTER..... 10

5. TECHNICAL INFORMATION 12

6. VALIDATE AND SUBMIT YOUR APPLICATION..... 17

7. WITHDRAWAL OF THE APPLICATION..... 19

8. NEED SUPPORT WITH THE APPLICATION PORTAL?..... 19

1. FIND YOUR CALL OF INTEREST AND LOG IN TO THE APPLICATION PORTAL

The complete list of open calls for Access can be found in the “Open Calls” section of the National Facilities dedicate webpage ([link](#)).

Download the call and read it carefully.

If the service of interest is available and your application fulfils the eligibility criteria as well as the technical requirements, select the “APPLY” button.

Deadline: 31 December 2024

24-SB-PILOT - National Facility for Structural Biology

The pilot call for Access for the National Facility for Structural Biology (Call ID: 24-SB-Pilot) will be open from the 10th of June 2024 to the 31st of December 2024 and will involve 2 rounds of evaluation (September 2024 and January 2025).

Download the [24-SB-PILOT open call in pdf](#).

APPLY

DETTAGLI:

For general enquiries about the call: national.facilities@fht.org

For technical enquiries about the services:

nf.structuralbiology@fht.org

DOWNLOAD:

- 24-SB-Pilot.pdf (427 KB)

LINK:

- National Facility for Structural Biology

You will be redirected to the application portal. Applications are managed through the [Piattaforma Integrata Concorsi Atenei \(PICA\)](#).

Select “GESTISCI LE DOMANDE/ MANAGE YOUR APPLICATION”

The screenshot shows the application portal interface. At the top, there is a blue header with the Human Technopole logo and a 'Login' button. Below the header, the main content area is titled '24-SB-PILOT - NATIONAL FACILITY CALL FOR ACCESS' with the subtitle 'NF FOR STRUCTURAL BIOLOGY'. A central box contains an information icon and text: 'Applications are accepted throughout the year and assessed in regular evaluation rounds during the year. Application submitted between 10th of June 2024 and 31st of August 2024 will be evaluated starting in September 2024. Applications submitted between 1st of September and 31st December will be evaluated starting in January 2025.' Below this, it says '24-SB-PILOT Call available here: [24-SB-PILOT](#)' and 'More information on the services offered by the National Facility for Structural Biology is available here: [National Facility for Structural Biology - Human Technopole](#)'. At the bottom, there are two clock icons: '10-06-2024 13:00' and '31-12-2024 13:00'. A dark blue button with white text reads 'GESTISCI LE DOMANDE / MANAGE YOUR APPLICATIONS' with a right-pointing arrow. A red arrow points to this button from the right.

PICA allows access to content only after registration and user authentication. If you are accessing PICA for the first time, you must register and enter all the requested data in the form. After registration, PICA requires you to authenticate.

The only available method of authentication for the NF calls for Access is login via PICA account. Please note that authentication via SPID is not permitted.

LOGIN

Italiano **English**

È possibile autenticarsi con il proprio account LOGINMIUR, REPRIS, REFEREES scegliendo dal menu a tendina "Credenziali" la voce corrispondente. Se non si è in possesso di alcun account effettuare una nuova registrazione su questo portale utilizzando il link in basso a sinistra.

SPID è il sistema di accesso che consente di utilizzare con un'identità digitale unica, i servizi online della Pubblica Amministrazione e dei servizi di identità. Se sei già in possesso di un'identità digitale, accedi con le credenziali del tuo gestore. Se non hai ancora un'identità digitale, richiedila ad uno dei gestori. In alternativa è possibile accedere al servizio utilizzando le credenziali istituzionali trasmesse dal gestore.

NOT AVAILABLE

Accedi con SPID o Credenziali Istituzionali

Credenziali
PICA / REPRIS

Username
[input field]

Password
[input field]

Ricordami

Login

Nuova registrazione Credenziali dimenticate?

2. START YOUR APPLICATION

Once logged in, you will be redirected to the call page where you can start filling in your application by going to **Compila una nuova domanda/New submission**.

24-SB-PILOT - NATIONAL FACILITY CALL FOR ACCESS

NF FOR STRUCTURAL BIOLOGY

Apertura / Opening date: 10-06-2024 13:00

Chiusura / Closing date: 31-12-2024 13:00

Cod: 24-SB-PILOT

! Applications are accepted throughout the year and assessed in regular evaluation rounds during the year. Application submitted between 10th of June 2024 and 31st of August 2024 will be evaluated starting in September 2024. Applications submitted between 1st of September and 31st December will be evaluated starting in January 2025.

Domande in bozza / Draft applications: 0

Domande presentate / Submitted applications: 0

[Compila una nuova domanda / New submission](#)



The application form is divided into pages and sections. Fill in every single page in all its sections.

Indice/Index

1	Personal data
2	Applicant's general information
3	Project: Abstract and Proposal
4	Applicant's CV and Letter of endorsement
5	Technical information - service selection
6	Technical information - technical detail

After completing a page press the **Salva e Prosegui/Save and Proceed** button at the bottom of the page.



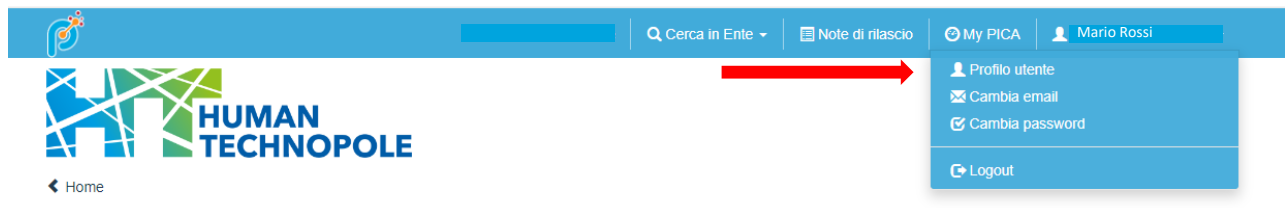
If the entry was successful, the system passes to the next page; otherwise, error messages/warnings will appear and the user will have to correct the data already entered or insert the missing data.

ATTENZIONE: Ci sono messaggi di errore bloccanti che impediscono di salvare i dati / Notice: your data could not be saved, due to errors in some of the fields

To view the contents of the pages only, use the two buttons **Successiva/Next** and **Precedente/Previous** available on the top and bottom of each page.



Some personal information in Personal Data and contact details will already be pre-filled. If there are errors in the personal data entered during registration, the user can modify them by accessing the "User profile" at the top right.



It is important to fill in all mandatory fields,

Applicant's general information

Applicant's Institution

Applicant's host Institution category

Universities

Istituti di Ricovero e Cura a Carattere Scientifico

Public Research Entities

- Dato obbligatorio / Mandatory field

Applicant's career stage and NF User

I declare that I am a Principal Investigator as defined in the paragraph 2.3 of the call for Access.

- Dato obbligatorio / Mandatory field


Applicant's status

Junior PI (up to 6 years from their first appointment in an independent group leader position)

Established PI (more than 6 years from their first appointment in an independent group leader position)

- Dato obbligatorio / Mandatory field

and press the **Salva e Proseguì/Save and Proceed** button at the bottom of each page.

Salva e prosegui / Save and proceed 

[← Precedente/Previous](#) [→ Successiva/Next](#)

If mandatory information is missing, a warning will appear:

ATTENZIONE: I dati inseriti sono stati salvati ma sono presenti delle segnalazioni / Notice: your data have been saved, but some warnings are still present

3. PROJECT: ABSTRACT AND PROJECT PROPOSAL

In this section you are requested to provide the project abstract and to upload the project proposal. Please note that, **based on the type of application you want to submit, the maximum length of the proposal varies. Rename the file as indicated.**

Project Proposal

Please describe your proposed project including:

- a. Significance.
- b. Innovation.
- c. Approach, including aims, preliminary data in support of the proposed experiments, experimental design and anticipated results.
- d. Environment, including facilities and resources available to support the aspects of the project to be performed elsewhere (i.e., outside the NF).

Type of application

Standard

Proof of Concept

- Dato obbligatorio / Mandatory field

Upload Standard application

Carica

No file chosen

Standard application: Max 3 pages (Page format: A4, Font type: Arial, Font size: at least 11, Line spacing: single, Margins 2 cm side/ 1.5 bottom) figures included, references excluded. Accepted file formats: PDF. Max size: 30MB - Name the file as APPLICATION ID_PROPOSAL_Surname

Project Proposal

Please describe your proposed project including:

- a. Significance.
- b. Innovation.
- c. Approach, including aims, preliminary data in support of the proposed experiments, experimental design and anticipated results.
- d. Environment, including facilities and resources available to support the aspects of the project to be performed elsewhere (i.e., outside the NF).

Type of application

Standard

Proof of Concept

- Dato obbligatorio / Mandatory field

Upload Proof-of-Concept application

Carica

No file chosen

Proof-of-Concept application: Max 2 pages (Page format: A4, Font type: Arial, Font size: at least 11, Line spacing: single, Margins 2 cm side/ 1.5 bottom) figures included, references excluded. Accepted file formats: PDF. Max size: 30MB - Name the file as APPLICATION ID_PROPOSAL_Surname

4. APPLICANT'S CV AND INSTITUTIONAL ENDORSEMENT LETTER

Please note that applicant's CV shall be submitted **using the NIH Biosketch**. Applications including other CV formats will be considered not eligible and will be rejected at the administrative review stage. **Rename the file as indicated.**

Applicant's CV

Upload Applicant's CV

Carica

No file chosen

Max 4-5 pages using the NIH Biosketch (Page format: A4, Font type: Arial, Font size: at least 11, Line spacing: single, Margins 2 cm side/ 1.5 bottom) - Ref for support <https://grants.nih.gov/grants/forms/biosketch.htm> - Accepted file formats: PDF. Max size: 30MB - Name the file as APPLICATION ID_CV_Surname

- Dato obbligatorio / Mandatory field

Please note that the template available in the **Annex II** of the call for Access **shall be used** for the letter of institutional endorsement. Applications including other formats will be considered not eligible and will be rejected at the administrative review stage. **Rename the file as indicated.**

Letter of institutional endorsement

Upload Letter of institutional endorsement

Carica

No file chosen

Template available in the call (Annex II) shall be used. Accepted file formats: pdf. Max size: 30MB - Name the file as APPLICATION ID_ENDORSEMENT_Surname

- Dato obbligatorio / Mandatory field

Read carefully and confirm the Applicant's declarations before proceeding.

Applicant's declarations

Check user statements (all mandatory)

- I confirm that all relevant authorisations, declarations and accreditation from the competent authority(ies) have been obtained in order to process the above-mentioned samples and data through the National Facilities, for the requested purposes, in full compliance with the applicable EU and National laws.
- When applicable, samples were obtained with approval from the Bioethics Committee and appropriately signed "informed consent", both for their collection and their use, including conservation, manipulation, derivation and processing to be carried out by the National Facilities.
- If the project requires official ethical review and approval (according to EU and National laws and guidelines), I will provide HT with the official documents approving the samples and study to be performed.
- I confirm that if samples were obtained from subjects who signed an "informed consent", said informed consent allows that sequencing data and results are included in secure controlled Access databases and accessed / utilized by third parties.
- All protocols, data and results obtained through the National Facilities will be made available to the scientific community following FAIR principles, with respect to the principle "as open as possible, as closed as necessary".
- I understand that the non-compliance to the FAIR principles will cause my ineligibility to apply to future National Facility calls for Access.
- I confirm that I have not received funding to perform the submitted project elsewhere (limited to the aspects for which I am requesting Access to the National Facility).
- I confirm the economic and scientific feasibility for the parts of the project to be performed at the host Institution.
- I agree to sign an Access Agreement ([link](#)) covering technical and legal aspects including but not limited to mode of Access, rights and obligations of National Facility and User, intellectual property rights, data protection, confidentiality and liability.
- I agree that HT may use the information of my application, including title and abstract, for reporting purposes (respecting confidentiality of application's specifics) as provided for by the Convenzione, Art 5, Comma 5.
- I confirm that I will submit a short report (Convenzione Art 6, comma 5) on the results in terms of analysis performed by the National Facility (no unpublished data requested) and the impact of the service on my research, to be published on the National Facility website, no later than three months after the completion of the Access.
- I agree that at the end of the Access, I will fill in a short survey regarding my experience as User and will provide suggestions for further service improvement.
- I agree to acknowledge National Facilities in any publication which included data generated during by the National Facility using the following sentence: "We acknowledge the Access and services provided by the National Facility for [...] Fondazione Human Technopole, Milan, Italy."
- I confirm that I will communicate to the National Facility Users Access Office by sending an email to national.facilities@fht.org any publication of data produced by the National Facility during the Access.
- I confirm that I have read and agree to all the terms of submission of the call for Access and to the terms included in the National Facilities Access rules ([link](#)).

5. TECHNICAL INFORMATION

In this section you will find some examples for the technical information session of the available calls. Please refer to the application portal for the relevant information.

In the last two pages of your application, you will be requested to:

- a. Select the service of interest (mandatory) and additional services (when available)

Same examples below:

24-SB-PILOT

Services available

Please select requested service(s) (MULTIPLE SELECTION AVAILABLE)

- SB-IU1-A - Negative Stain EM Screening
- SB-IU1-B - Cryo-EM Screening
- SB-IU1-C - High-resolution Cryo-TEM Imaging
- SB-IU1-D - Volume Electron Microscopy
- SB-IU1-E - Cryo-FM Imaging
- SB-IU2-A - Protein expression in insect cells
- SB-IU2-B - Protein expression in mammalian cells in suspension
- SB-IU2-C - Protein Expression in yeast and bacteria cells
- SB-IU3-A - Characterisation of Macromolecular Samples
- SB-IU3-B - Measurement of affinity constants
- SB-IU4-A - Crosslinking MS acquisition of purified protein complex without crosslinking reaction optimisation
- SB-IU4-B - Crosslinking MS acquisition of purified protein complex with crosslinking reaction optimisation
- SB-IU4-C - Crosslinking MS acquisition of immunoprecipitate from tagged overexpressed bait
- SB-IU4-D - Crosslinking MS acquisition of immunoprecipitate from endogenous material or of cellular fraction
- SB-IU4-E - Integrative modeling with crosslinking MS and cryo-EM data
- SB-IU5-A - Experimental design and pilot experiment
- SB-IU5-B - Assay Development
- SB-IU5-C - Data Acquisition

• Dato obbligatorio / Mandatory field

24-GEDM-PILOT

Services available

Please select requested service

- NF20.001 - Reprogramming of PBMCs
- NF20.002 - Reprogramming of Fibroblasts
- NF20.004 - Knock-out hPSCs
- NF20.005 - Knock-in/Point Mutations hPSCs
- NF20.007 - Knock-out Cell Lines
- NF20.008 - Knock-in/Point Mutations Cell Lines
- NF20.CustomEditing - Custom Gene Editing Project

NF20.004 - Knock-out hPSCs: select additional services (optional)

- NF55.003/004/005 - Extracellular electrophysiology - Microelectrode Array (MEA) assays
- NF53.001- Flow Cytometry Cell Sorting Services
- NF53.002/003 - Flow Cytometry Analysis/ Assisted Flow Cytometry Analysis
- NF53.004 - Consultation session: Sample Preparation/Panel Design/Data Analysis
- G-001 - Whole Genome Sequencing (WGS)
- G-006 - totalRNA sequencing from standard input

24-G-PILOT

Services available

Please select requested service

G-006 - totalRNA sequencing from standard input
▼

- Dato obbligatorio / Mandatory field

Select subservices

- G-006-A - totRNAseq for for studies on diseases
- G-006-B - totRNAseq for differentiation studies
- G-006-C - totRNAseq in plants studies
- G-006-D - totRNAseq in infection studies

NF62.001 - Bioinformatic analysis

- Yes
- No

b. Select the access modality (when available)

24-SB-PILOT

SB-IU4-A - Crosslinking MS acquisition of purified protein complex without crosslinking reaction optimisation: select access modalities

- Simple Access
- Access with Training

• Dato obbligatorio / Mandatory field

c. Provide technical information required for evaluating the technical feasibility of the proposed project. Upload the preliminary data **when requested**.

Same examples below:

24-SB-PILOT

SB-IU4-A – Crosslinking MS Acquisition of Purified Protein Complex without Crosslinking Reaction Optimisation

Uniprot ID(s)

• Dato obbligatorio / Mandatory field

Buffer composition

• Dato obbligatorio / Mandatory field

Amount available for single experiment (in µg)

• Dato obbligatorio / Mandatory field

Can the experiment be repeated, if needed?

• Dato obbligatorio / Mandatory field

24-GEDM-PILOT

NF20.004 - Knock-out hPSCs

Please provide further technical information useful for analysing the technical feasibility of the submitted request.

In particular:

1. Has your genome engineering strategy already been published? If so, please add the reference(s).
2. Do you need to target a particular region within the locus of interest? Provide relevant information (e.g., exon 1/2, IVS, etc.) including coordinates in the genome (current major release of the human reference assembly).
3. Has your gene(s) of interest nearly identical paralogs?
4. Is the gene of interest expressed in the required cell line?
5. Do you need bi-allelic and/or mono-allelic engineered cells?
6. Are genome integrity data available for the target cell line?

- Dato obbligatorio / Mandatory field

24-G-PILOT

Sample technical information

Do your samples fulfil the technical requirements as described in the call?

- Yes
 No

- Dato obbligatorio / Mandatory field

Is the entire sample set already available or indicate the date of availability of the entire sample set.

- Yes
 No

- Dato obbligatorio / Mandatory field

Indicate the date of availability

d. Provide information regarding Institution's capacity to receive and store the generated data.

Institution's capacity to receive and store the generated data (to be provided independently from the service selected)
Please note that data will only be retained at Human Technopole for 1 month after the finalization of the project.

What data transfer technologies are available to you at your Institution?

- Direct Download
- S3
- Globus
- FTP
- Cloud provider (specify)
- Others (specify)

• Dato obbligatorio / Mandatory field

How much storage capacity do you have access to?

- 0-1 TB
- 1-10 TB
- 10-100 TB
- > 100 TB

• Dato obbligatorio / Mandatory field

e. Describe your research data management plan. Remember that all protocols, data and results obtained through the National Facilities shall be made available to the scientific community following FAIR principles, with respect to the principle “as open as possible, as closed as necessary”.

If you have not requested the bioinformatic analysis to be performed by the National Facility for Data Handling and Analysis, describe here how the analysis will be performed.

Research data management plan (to be provided independently from the service selected)

Research data management plan (MANDATORY) and bioinformatics support for data analysis (if applicable)

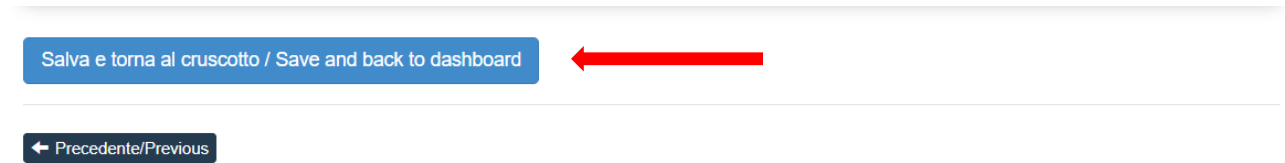
Please include:

- How the bioinformatics analysis of the data generated by the NF will be performed (if such analysis is not provided by the NF for Data Handling and Analysis).
- How the data generated by the NF will be handled during and after the end of the project.
- Whether and how the data will be shared/ made Open Access.
- How data will be curated and preserved, including after the end of the project.

• Dato obbligatorio / Mandatory field

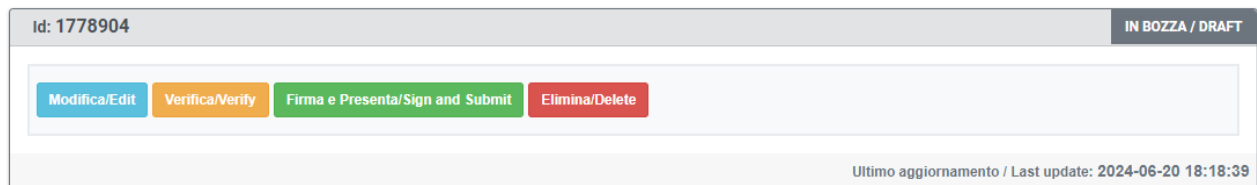
6. VALIDATE AND SUBMIT YOUR APPLICATION

Once you reach the last page of the announcement, click on **Salva e torna al cruscotto/Save and back to dashboard**



Once all the pages/sections have been completed, you will see the application on the dashboard, with the status "in bozza / draft".

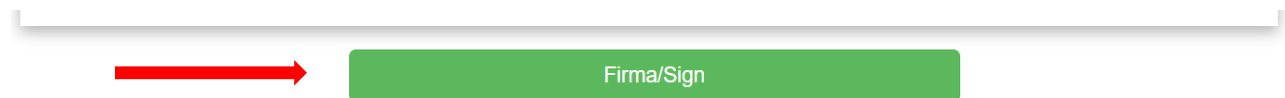
Applications in "in bozza / draft" status can be modified and verified through the special keys.



When the system detects that the application has been correctly filled in, it allows the next step and you must click on the "Firma/Submit" button at the bottom of the page.

By clicking on the **Firma e Presenta/Sign and Submit** button, the system generates a preview of the application file.

You must confirm your intention to submit the application again by clicking on "**Firma/Sign**" at the bottom of the page.



The system generates the PDF of the application and offers the different signature methods (manual, digital or via the "ConFirma" service).

MODALITÀ DI FIRMA / SIGNATURE METHOD

Cruscotto/Dashboard

Domanda/Application Id: 77226

Il sistema supporta le seguenti modalità / The following options are available:

Firma il documento sul server ConFirma / Sign the application on the server using ConFirma service

Per firmare digitalmente il documento è necessario avere una dotazione hardware (ad esempio smart card o dispositivo USB con certificato digitale di sottoscrizione rilasciato da un Certificatore accreditato) compatibile con il servizio ConFirma. Dopo la firma sarà possibile scaricare il PDF firmato / In order to sign digitally the application it is necessary to have an hardware (e.g. smart card or USB with digital signature certificate issued by an approved certification authority) compatible with ConFirma service. After signing, applicants can download the signed pdf application

Firma digitalmente il documento sul tuo personal computer / Sign the application digitally on your pc

Per firmare digitalmente il documento è necessario avere una dotazione hardware (ad esempio smart card o dispositivo USB con certificato digitale di sottoscrizione rilasciato da un Certificatore accreditato) o software di firma digitale con cui generare, a partire dal file PDF del documento scaricato da questo sito, il file firmato in formato pdf.p7m da ricaricare sul sito stesso / In order to sign digitally the application it is necessary to have an hardware (e.g. smart card or USB with digital signature certificate issued by an approved certification authority) or a software for digital signatures in order to create a pdf.p7m file from the pdf file downloaded from this site. The pdf.p7m file must be uploaded in the website again

Firma il documento manualmente / Handwritten Signature

Per firmare manualmente il documento è necessario scaricare il PDF del documento sul proprio computer, stamparlo, firmarlo manualmente, effettuare la scansione in un file PDF e caricare quest'ultimo sul sito. / To sign manually the document, you need to download the pdf file of the application, print it, sign it in original, scan it in a pdf file and upload it again on the website.

ATTENZIONE: la scansione, oltre alle pagine della domanda, dovrà contenere nell'ultima pagina la copia di un documento di identità in corso di validità (questo passaggio non è necessario se la copia del documento di identità è stata inserita tra gli allegati alla domanda) / WATCH OUT: the copy of a valid identity document must be included as the last page of the scanned pdf, after the application form pages (this step can be dispensed with if a copy of the document was uploaded as an attachment of the application form)

You must select the desired option and carefully follow the subsequent instructions in order to correctly complete the submission of the application.

If you choose **Firma il documento manualmente / Handwritten Signature**, follow the steps described on the portal.

Once the application has been submitted, which must take place within the deadlines set by the call, the system will confirm the correct sending of the application reporting a unique identifier for the submitted application. You will also receive an e-mail confirming the submission.

La domanda con identificativo 1780586 di CNCLM911 per il bando 24-G-PILOT - NATIONAL FACILITY CALL FOR ACCESS è stata caricata con successo/Application with id 1780586 by CNCLM911 for call 24-G-PILOT - NATIONAL FACILITY CALL FOR ACCESS has been successfully uploaded.

Domande in bozza / Draft applications: 0

Domande presentate / Submitted applications: 1

Id: 1780586 PRESENTATA / SUBMITTED

[Modifica/Edit](#) [Visualizza/View](#)

PDF

[PDF domanda/Application PDF](#) [PDF domanda firmata/Signed PDF](#)

Ultimo aggiornamento / Last update: 2024-06-25 14:18:43

7. WITHDRAWAL OF THE APPLICATION

If you have submitted the application and received the submission confirmation email, it will no longer be possible to access this application to modify it, but it will only be possible to withdraw it by clicking on the "**Ritira/Withdraw**" button on the home page (Dashboard).


Even in the case of Withdrawal, you must fill in the relevant page and click on **Salva e torna al cruscotto/Save and back to dashboard**.

You will receive an email in which you will see your request to withdraw the application

8. NEED SUPPORT WITH THE APPLICATION PORTAL?

For technical support with the application portal, you can contact CINECA using the available link on the bottom of the page.

In collaborazione con **CINECA**

Per problemi tecnici contatta il [supporto](#) 

[Informativa privacy](#) | [Informativa cookie](#)



GOOD LUCK WITH YOUR APPLICATION!