

INSTRUCTIONS TO FILL IN THE ASSESSMENT QUESTIONNAIRE

The completed *Assessment Questionnaire* shall describe the current state of implementation and performance of a large research infrastructure.¹ It represents the main resource, which is submitted by the management of a large research infrastructure for the international peer-review assessment, to be carried out by the respective scientific panel of international assessment committee.

Please fill in the *Assessment Questionnaire* in English language and do not use any other language, even when attaching annexes. Please do not change the structure of the *Assessment Questionnaire* in any way and do not modify any question. It is possible to add any relevant information beyond the scope of the determined questions, but always within the limited extent of envisaged answers.

If it is necessary to exceed the maximal extent of an answer please use annexes. Any annex enclosed to the *Assessment Questionnaire* shall be prepared in English language. If you refer to the document or other information resource (e.g. video, etc.), which may be reached publicly, you may also use the direct link (i.e. website address, etc.), but the information resource shall be English written/spoken.

The maximal extent of the filled in *Assessment Questionnaire* is 100 pages at the most including the annexes. Please keep in mind that annexes attached to the *Assessment Questionnaire* shall be only of accompanying nature and shall not be meant as substituting the answers, to be provided within the *Assessment Questionnaire*.

If an answer to a partial question of the *Assessment Questionnaire* shall be either negative or “not relevant” please specify your answer in more detail and provide reviewers with comments. By doing so you will help the reviewers to comprehend the actual context of your answer and thus prevent any undesirable misunderstanding during the international peer-review assessment procedure.

The electronic version of filled in *Assessment Questionnaire*, including the annexes, is supposed to be prepared using the “DOC” (Microsoft Office Word) and “PDF” (Portable Document Format) and submitted to the address of electronic correspondence velkevyzkumneinfrastruktury@msmt.cz no later than by deadline stipulated by the call. Please refrain from using any password protection and/or access restrictions on reading, copying or printing of the documents.

At the same time, 1 signed and stamped hard-copy of filled in *Assessment Questionnaire*, including the annexes, is supposed to be sent to the postal address: “Ministry of Education, Youth and Sports, Department of Research and Development (31) – Unit of Research Infrastructures (311), Karmelitská 529/5, 118 12 Prague 1, Czech Republic” no later than by deadline stipulated by the call. Please make sure that the envelope is sent by the post office services on the date of the deadline at the latest.

You are kindly asked to entitle the file according to the following template in order to facilitate the administration process: “Assessment Questionnaire_[Acronym of Large Research Infrastructure]”.

¹ In the *Assessment Questionnaire*, the “large research infrastructure” term is abbreviated as the “LRI”.

Should you have any queries, please do not hesitate to contact the Ministry of Education, Youth and Sports at the address of electronic correspondence velkevyzkumneinfrastruktury@msmt.cz.

GENERAL INFORMATION

Acronym of LRI:

Full name of LRI:

Scientific domain: Physical sciences and engineering / Energy / Environmental sciences / Health and food / Social sciences and humanities / e-Infrastructures (*please choose one scientific domain*)

Website of LRI:

Leading host institution:

Address:

Website:

Legal representative of the leading host institution:

Position:

Tel.:

E-mail:

Signature and stamp:

Place and date:

Organisational unit responsible for LRI at the leading host institution:

Address:

Website:

Contact person responsible for LRI:

Position:

Tel.:

E-mail:

Signature and stamp:

Place and date:

Partner host institution:²

Address:

Website:

² Please fill in all partner host institutions participating in the large research infrastructure jointly with the leading host institution, which, being the main coordinator thereof, acts on behalf of the large research infrastructure.

1. SCIENTIFIC AND TECHNOLOGICAL ROLE AND MISSION

- 1.1. Describe the typology (i.e. single-sited / distributed / virtual) and phase (i.e. design / preparatory / implementation ≈ construction / operation / decommissioning) of LRI, including the location of LRI either in the Czech Republic or abroad. (max. 1 page)
- 1.2. Describe the scientific and technological scope of LRI (i.e. knowledge expertise and technological devices) and characterise main services provided to user community. Describe the overall mission of LRI, including an executive summary of science and technology strategy / agenda of LRI. (max. 3 pages)
- 1.3. Describe how the importance of LRI fits into the strategy development of scientific / technological area in which the LRI is planned / constructed / operated and the LRI's compliance with R&D trends in the respective scientific field. (max. 1 page)
- 1.4. Describe briefly the overall genesis, past development, actual state of play, major upgrades and most remarkable milestones reached by the LRI, including the actual status of delivery of the LRI's services for user community. (max. 2 pages)
- 1.5. Describe in more detail the overall progress of LRI in the course of the period 2016 – 2020 in terms of development of knowledge and technology expertise, delivery of R&D services to user community, main achievements reached, etc. (max. 2 pages)

(Fill in the text here)

2. GOVERNANCE AND MANAGEMENT STRUCTURE

- 2.1. Describe the formal position of LRI inside the legal entity of host institution and overall governance mechanisms of LRI within the host institution. In the case of distributed LRI describe the relationships between the leading host institution and partner institutions participating in the LRI management. (max. 1 page)
- 2.2. Describe (and insert) the organisation chart of LRI and management structure ensuring maintenance, operation and development of LRI, including the management, scientific and technical staff and administrative and other supporting offices, etc. (max. 2 pages)
- 2.3. Describe the involvement of LRI's management in governance bodies of international research infrastructure that the LRI participates in. Specify how the LRI influences the strategy-making procedures of the international research infrastructure. (max. 1 page)
- 2.4. Describe the internal quality assurance and assessment mechanisms of LRI in the form of an international scientific and technical advisory committee, etc. and the level of its involvement in the development of LRI's strategy approach / planning. (max. 2 pages)
- 2.5. Describe the human resources development strategy of LRI, including the employment strategy and recruitment policy, career procedures (rules) targeted at the professional development of employees, professional education and training, etc. (max. 1 page)
- 2.6. Describe the composition of LRI's personnel in terms of gender balance and diversity and the gender equality measures developed and applied by the management of LRI within the human resources development strategy in terms of equal opportunities. (max. 1 page)

(Fill in the text here)

3. RELEVANCE, IMPORTANCE AND SIGNIFICANCE

- 3.1. Describe the “uniqueness” of LRI as regards the knowledge and technology expertise provided by the LRI to its user communities in the Czech Republic, European Research Area and in the world. (max. 1 page)
- 3.2. Describe the position of LRI within the landscape of research infrastructures operated in the Czech Republic, European Research Area and in the world in terms of synergies and complementarities with other planned / existing R&D facilities. (max. 2 pages)
- 3.3. Describe how the LRI addresses the user needs of scientific and industrial community in the Czech Republic, European Research Area and in the world, and how it responds to user community demands. (max. 2 pages)

(Fill in the text here)

4. COOPERATION, NETWORKING AND CLUSTERING

- 4.1. Describe the cooperation, networking and clustering of LRI within the LRIs’ landscape in the Czech Republic, including the cross-sectorial and multidisciplinary collaboration with other LRIs operated in different scientific fields. (max. 2 pages)
- 4.2. Describe whether the LRI is listed on the ESFRI Roadmap (i.e. the Roadmap of European Strategy Forum on Research Infrastructures) as an “ESFRI Landmark” or “ESFRI Project”. If so, describe the mission and role of LRI in such consortium of the European research infrastructure partners and the current life-cycle phase and status. (max. 2 pages)
- 4.3. Describe any other form of the LRI’s cooperation, networking and clustering in the Czech Republic, European Research Area and in the world, may it be, e.g., the memberships in international legal entities such as ERIC (European Research Infrastructure Consortium), etc. (max. 1 page)
- 4.4. Describe the linkages of LRI to synergy / complementary international R&D initiatives other than the ESFRI, e.g. European Technology Platforms, Public-Public-Partnerships, Public-Private-Partnerships, EU Framework Programme Projects, etc. (max. 1 page)
- 4.5. Describe how the LRI implements joint strategy approaches and offers common open access-based services jointly with other relevant R&D facilities, with which the LRI has been networked or clustered at the inter-/national level. (max. 1 page)

(Fill in the text here)

5. SOCIO-ECONOMIC BENEFITS AND IMPACT

- 5.1. Describe the overall application potential of data and R&D results reached by the use of LRI in development of state-of-the-art technologies and introducing innovative products and services of high added value on the marketplace. (max. 2 pages)
- 5.2. Describe the socio-economic benefits and impact of LRI in terms of LRI's contribution to the international competitiveness of the Czech Republic in the European Research Area and in the world (i.e. strengthening of specific business area – e.g. suppliers of the LRI's technologies, etc.). (max. 2 pages)
- 5.3. Describe the socio-economic benefits and impact of LRI in terms of the LRI's contribution to the macro-/regional development (i.e. creation of new jobs, attracting of investments, development of public services such as transport, healthcare, education, entertainment, business development, etc.). (max. 1 page)
- 5.4. Describe the socio-economic benefits and impact of LRI in terms of application or use of data and R&D results reached by the use of LRI in the public strategy- and policy-making in the areas such as ensuring the energy security, environmental protection, biodiversity conservation, healthcare provision, development of social policies, digitisation of economy, cyber-/security, etc. (max. 1 page)
- 5.5. Describe how the LRI contributes to facing the so called “grand societal challenges” and the United Nations Sustainable Development Goals and/or any other relevant worldwide sub-/strategy such as the Paris Agreement on Climate Change, etc. (max. 1 page)

(Fill in the text here)

6. USER STRATEGY AND OPEN ACCESS POLICY

- 6.1. Describe the user strategy of LRI as regards the focus of LRI on specific user community in specific sectorial areas (e.g. universities, research institutes, public service providers, public administration bodies, businesses, etc.). (max. 2 pages)
- 6.2. Describe the open access policy of LRI, including organisational structure, arrangements for granting open access (i.e. methodology used for the capacity allocation based on the scientific excellence of submitted proposals, etc.) and embedding of open access policy within the international research infrastructure the LRI participates in. (max. 2 pages)
- 6.3. Describe the strategy of LRI for allocation of the LRI's capacity between the open access free-of-charge regime and commercial use regime (that goes beyond the free-of-charge open access mode), including the pricing policy and actual percentages of the allocated capacity for various user modes. (max. 1 page)
- 6.4. Describe the LRI's intellectual property rights protection policy, including the approach on dealing with R&D results reached by use of the LRI in the open access. (max. 1 page)
- 6.5. Describe if and how the LRI enquires the end users about their level of satisfaction with the LRI's services the LRI provides to user community and, if so, which measures the LRI puts in place to improve the portfolio of provided services. (max. 1 page)

(Fill in the text here)

7. E-INFRASTRUCTURE NEEDS

- 7.1. Describe the LRI's data management, data access and data security policies, including procedures for ensuring the sustainability of data – i.e. the way how the LRI complies with the requirements for ensuring the FAIR data principles (i.e. Findable, Accessible, Interoperable and Reusable data) and how is the LRI involved in the EOSC (European Open Science Cloud) initiative. (max. 2 pages)
- 7.2. Describe the technical design and operations of the e-infrastructure services of LRI, i.e. resources for networking, computing, data management and storage, remote analysis, data security, etc. (max. 2 pages)
- 7.3. Describe the LRI's use of external e-infrastructure resources and the LRI's relations to the external e-infrastructures (e.g. agreements on delivering the core e-infrastructure services for the LRI, etc.). (max. 1 page)

(Fill in the text here)

8. FEASIBILITY STUDY AND SWOT ANALYSIS

- 8.1. Describe the scientific, technological, political and financial risks and potential threats to the LRI and mitigation measures for the LRI's implementation and clarify to what degree they are in place. (max. 1 page)
- 8.2. Describe any ethical issues, legal questions and threats of other nature (e.g. with regard to the environmental protection, handling of genetic materials, personal data protection, security, etc.) that may affect the LRI's implementation and operation plan. Specify how high are the risks, which these issues may result in (e.g. suspension or decommissioning of the LRI, etc.) and how the LRI's management has considered and assessed these risks. (max. 1 page)
- 8.3. Describe the main challenges of LRI in the course of the period 2023-2029, particularly major upgrades, which are considered necessary to secure top-class level of knowledge and technology expertise provided by the LRI to user community, etc. (max. 1 page)

(Fill in the text here)

9. BENCHMARKING

9. Describe maximum of 3 foreign LRIs of the same or similar scientific and technological role and mission and scope in terms of the knowledge and technological expertise and open access services provided to user community for comparison. (max. 3 pages)

(Fill in the text here)

10. PUBLIC RELATIONS AND OUTREACH

10. Describe the communication strategy, public relations strategy and marketing strategy of LRI and add a list of most important events organised by the LRI in 2016-2020 and specify their public relations outcomes in media (e.g. magazines, radio, TV, etc.). (max. 3 pages)

(Fill in the text here)

11. CAPACITY USE AND R&D AND INNOVATION RESULTS³

- 11.1. Provide summary analysis of R&D and innovation results reached in 2016-2020 by the operator and users of large research infrastructure. Use the tables attached below and include brief explanatory narrative if necessary. (max. 2 pages)
- 11.2. Provide overview of top-class and most valuable R&D and innovation results reached in 2016-2020 by the operator and users of large research infrastructure. Use the Excel table enclosed to the Assessment Questionnaire. Include brief explanatory narrative if necessary. (max. 2 pages)

Table 1 – Summary analysis of R&D and innovation results reached by the operator.

Results / Year	2016	2017	2018	2019	2020
Excellent Science (publication)					
Applications (non-publication)					

Table 2 – Summary analysis of R&D and innovation results reached by the users (open access).

Results / Year	2016	2017	2018	2019	2020
Excellent Science (publication)					
Applications (non-publication)					

(Fill in the text here)

12. COSTS AND BUDGET

³ Fill the summary analysis of R&D and innovation results and overview of top-class and most valuable R&D and innovation results in the attached tables according to the guidance included in the *Methodology for International Peer-Review Assessment of Large Research Infrastructures of the Czech Republic* (Chapter 3). In the case that the large research infrastructure has been approved by the Government of the Czech Republic for public funding in the period 2019-2022, fill in only the columns for 2019 and 2020.

- 12.1. Describe the overall costs and budget necessary for the implementation / operation and further upgrades of LRI in the years 2023-2029 by using the table attached below, including the personnel costs, operation costs, membership fees and investment costs.
- 12.2. Describe the composition of personnel costs in terms of number of FTEs, the division of FTEs between specific personnel categories (i.e. management, scientists, technicians, administrators, etc.), including the salary grids for each individual category of LRI's staff. (max. 1 page)
- 12.3. Describe the rationale behind the membership fees planned by the LRI and explain the mechanism, on which the membership fees are calculated, including the beneficiaries of those membership fees (i.e. international research infrastructure networks and clusters, technology platforms and associations, etc.). (max. 1 page)
- 12.4. Describe the calculation methodology for setting the overhead costs of the LRI (i.e. flat rate or full-cost methodology). (max. 1 page)
- 12.5. Describe the investment costs planned by LRI as regards technological scope of newly planned experimental facilities, their necessity for further operation or development of the LRI and timeframe for their acquisition. (max. 1 page)

(Fill in the text here)

Table 3 – Expected costs of the LRI in the years 2023-2029. Please fill in the summary table and attach also partial table for each partner host institution that is involved in the LRI's operation jointly with the leading host institution (sums in thousands of CZK).

kCZK	2023	2024	2025	2026	2027	2028	2029
Personnel costs							
Operation costs							
– Travelling							
– Subcontract							
– Overhead							
Membership fees							
Operation costs (total)							
Investments < 1.000 kCZK							
Investments							

> 1.000 kCZK							
Investment costs (total)							

(Fill in the text here)

13. KEY PERFORMANCE INDICATORS⁴

13. Describe the target values of KPIs by using the table attached below and provide short narrative for each KPI, explaining the rationale behind the filled in target figures. In the case that a KPI is considered not relevant for the LRI's performance monitoring, insert "not relevant" and also add a thorough explanation. (max. 5 pages)

Table 4 – Portfolio of key performance indicators: target values proposed by the management of LRI.

KPI	2023	2024	2025	2026	2027	2028	2029
Number of user requests for access							
Number of users served							
Number of MA and Ph.D. student users							
Number of user R&D results							
Number of user publications							
Number of operator R&D results							
Number of operator publications							

⁴ Description of portfolio of key performance indicators (KPIs) and monitoring processes the KPIs will be used for is detailed in the *Methodology for International Peer-Review Assessment of Large Research Infrastructures of the Czech Republic* (Chapter 3).

Number of available data sets							
Number of commercial users							
Income from commercial users	kCZK or kEUR	kCZK or kEUR	kCZK or kEUR	kCZK or kEUR	kCZK or kEUR	kCZK or kEUR	kCZK or kEUR
Income from non-commercial activities	kCZK or kEUR	kCZK or kEUR	kCZK or kEUR	kCZK or kEUR	kCZK or kEUR	kCZK or kEUR	kCZK or kEUR

(Fill in the text here)

14. ANY OTHER RELEVANT INFORMATION

14. Add any other relevant information beyond the scope of the questions raised above within the *Assessment Questionnaire* while keeping the maximal extent of 100 pages at the most, including the annexes.

(Fill in the text here)