AnaEE Eric
ANALYSIS AND EXPERIMENTATION ON ECOSYSTEMS

User's Guidelines for Access to the AnaEE Distributed Research Infra-structure

VERSION 0.1
20/03/2025

DOCUMENT INFO

Name of document	User's Guidelines for Access to the AnaEE Distributed Research Infrastructure
Status	Published
Approved by	
Version	1.0
Dissemination level	Public

REVISION HISTORY

DATE	VERSION	COMMENT
20/03/2025	0.1	The first draft version of "Guidelines for User's Guidelines for Access to the AnaEE Distributed Research Infrastructure". Written by DG Michel Boër.
15/04/2025	1.0	The first version of "User's Guidelines for Access to the AnaEE Distributed Research Infrastructure". Written by DG Michel Boër, revision by Amanda Ölander

Table of Contents

1. Introduction: Purpose of this document

In AnaEE, a series of Open-air and Enclosed experimental facilities covers major biomes and ecosystems of Europe. Compared to other continents and other European research infrastructures, the AnaEE Research Infrastructure (RI) has a greater density of highly instrumented research installations, offering opportunities for studies requiring sophisticated experimental designs, high geographic resolution and/or state of the art instrumentation. National and transnational access (TNA) will be used to benefit global change studies, which could include de novo manipulation of aquatic and/or terrestrial ecosystems, coupling of Enclosed and Open-air experimentation, and/or access to samples from long-term Open-air experimentation platforms for assessment of biodiversity and ecosystem functions and services. These include e.g. carbon regulation and sequestration, water quality, soil quality as well as associated abiotic parameters across multiple scales and in response to multiple drivers of change. As many of the AnaEE research installations have been operated over decades, AnaEE also offers VA (virtual access) to comprehensive background data for better long-term temporal resolution. The integrated set of AnaEE platforms, including also Analytical and Modelling platforms, provides a unique combination of opportunities for structuring European experimental research in ecosystem responses to drivers of change, and advances global change ecology significantly.

This document provides the user guidelines for the direct access to the AnaEE Research Infrastructure. For an overview of AnaEE, the reader is referred to the material available on our web site anaee.eu. This document has been derived from the Scientific and Technical Description of AnaEE-ERIC, version 7.2, 16/10/2020. It has been adapted to reflect the evolution of the infrastructure.

AnaEE will help users and facilitate their access to single facilities, as well as to wider ensembles of installations, to allow EU-wide studies along natural gradients of, for example, climate, nitrogen deposition and/or land use. In addition, users may have interest in adding to their projects, services from the two additional types of AnaEE facilities, i.e. the Modelling and/or Analytical platforms.

NOTA BENE: This guide focusses only on access requested directly through AnaEE-ERIC. Access requested using other pathways, such as Horizon Europe INFRA-SERV projects, is subject to the specific rules of these projects. A complete list of projects with involvement of AnaEE-ERIC is available on our web site.

Photo 1: To the left: Bojurishte Open Air facility, AnaEE Bulgaria. To the right Lamella minispheres at the Bílý Kříž station, AnaEE Czech Republic.

2. Applicable and reference documents, definitions, and preliminary remarks

1.1. APPLICABLE DOCUMENTS

AD1: AnaEE-ERIC statutes (link)
AD2: AnaEE-ERIC Rules of Operation (RoO, link)

1.2. REFERENCE DOCUMENTS

RD1: AnaEE-ERIC Scientific and Technical Document, V7.2, (link).
RD2: European Charter for Access to Research Infrastructures, European Commission, Directorate General for Research and Innovation, Publications Office of the European Union, 2024, (link).
RD3: The European Code of Conduct for Research Integrity, 2023, ALLEA, DOI 10.26356/ECOC
RD4: The AnaEE Data Management Plan, 2020 (link).

1.3. DEFINITIONS

Throughout this document we will use some definitions. Though a full index of acronyms and a glossary are available in appendix of this document, we remind here some useful definitions. Useful definitions are also provided in RD2.

- **Access Manager (AM)**: the person in charge to manage the access to a given facility (or services), and to advice the user as to the use and access of the services.
- **AnaEE-ERIC:** the legal entity (ERIC) that provides trans-national and virtual access to the distributed AnaEE Research Infrastructure.
- **AnaEE-RI:** is used to mention the distributed infrastructure, i.e., the network of experimental facilities.
- **Central Access Manager**: the person in charge, at the level of AnaEE-ERIC, i.e. for the entire network of installation, of providing advice to the user, and to follow proposals and projects along their entire life cycle in AnaEE-RI.
- **Data Management Plan (DMP):** a formal document that outlines how data are to be handled during a research project, and after the project has been completed (Wikipedia).
- **Eligible**: a set of conditions that a proposal shall fulfil for subsequent examination.
- **Facility (or installation):** the place where services are delivered on behalf of AnaEE.
- **FAIR data:** data that meets the FAIR principles of findability, accessibility, interoperability, and reusability (Wikipedia). How the data will follow these FAIR principles is described in the DMP.
- **Feasible:** a set of technical and logistical conditions that a proposal should fulfil for the work to be performed by AnaEE-RI facilities.
- **Open access:** access to a publication without paying a fee. In the case of data, free access to data (see FAIR).
- **Scientific review:** a review performed by an independent expert committee to evaluate the scientific value and impact of a given proposal and provide a recommendation to AnaEE-ERIC.

- **Service (or Research service):** Instrumentation, experimental or digital tools and processes, models, measurement platforms, in general any tool managed by AnaEE-RI to perform a specific research task. A service is provided by a facility (installation)
- **Trans-National Access (TNA or TA):** by construction, all access provided through AnaEE-ERIC is trans-national. Note that TNA means an access that is granted upon evaluation of the application by an independent expert review committee. If access to a database or tools to process data is provided upon evaluation, then it is considered as TNA.
- **User (or user team):** the external committer of the resources of AnaEE, i.e. the external individual, or group, that intends to conduct research using the facilities provided through AnaEE-ERIC. In the following the term *user* names both an individual user or a group of users (user team).
- **Virtual Access (VA):** Open access, through the Internet, to data or models that does not require an evaluation by AnaEE-ERIC (e.g. free access to a database).

At the root laboratory in Joensuu, Finland you can study the effects of environmental conditions on above- and belowground plant and soil processes, especially in the context of climate change. Photo: © Eetu-Ahanen.

1.4. PRELIMINARY REMARKS

- These user guidelines are compliant with RD2.
- AnaEE-ERIC does not fund your projects. AnaEE RI facilities are at the top level, and costly to maintain. However, AnaEE-ERIC and its partners participate to several EU projects in the Horizon Europe that fund the access to our infrastructure. The user can apply to one of these projects to access free of charge to AnaEE RI facilities. Many EU projects also support the access to EU Research Infrastructures such as AnaEE-ERIC (ERC, Pillar II of Horizon Europe, etc.). AnaEE-ERIC can help users in identifying the appropriate calls.
- Users that do not belong to institutions located in AnaEE-ERIC member states will be applied an overhead fee, according to the article 1.6 of our statutes.
- Access to AnaEE is not restricted to a single platform. Projects involving several facilities, such as open-air platforms along a climate gradient, or different ecosystems, or a combination of open-air, enclosed, modelling and analytical facilities are welcomed. A single application can describe an integrated access to several AnaEE-RI facilities.
- It is recommended that the user contacts the access managers of the AnaEE-RI facilities whenever she/he intends to apply. We can advise you to find the appropriate facility or set of facilities and initiate the contact with their manager.
- AnaEE-ERIC organizes several conferences, workshops, webinars, where you can gather information, exchange ideas, and present your projects or results. More on our web site.

At the core of AnaEE RI are the distributed experimental facilities that can impose multiple global change drivers to quantify the role of each of these drivers of change and to identify their interactions.

This is the Open Air research facility Domanínek, AnaEE Czech Republic. Here they conduct studies of the influence of increased CO2 concentration on controlled ecosystems in combination with the effects of drought stress, UV radiation and nutrition. Research into the effects of CO2 on physiological (photosynthesis, water regime) and biochemical processes in plants.

You can also investigate the relationship between water balance and nutrition on substance fluxes in crops and fast-growing tree species.

On this site researchers also develop and apply ecosystem models, remote sensing methods and other agroclimatological tools and applications.

Photo: © CzechGlobe

Open-air facilities operate in several modes:

- **Standalone Sites:** For physical access to plots and ecosystem analysis or remote access to historical samples and data.
- **Global Network:** Coordinated in situ experiments, lab analyses, and meta-analyses of historical data.
- **Scenario Testing:** Providing data on long-term global change scenarios compared to model predictions using independent observational or experimental data.

3. Overview of the main steps for a successful access to AnaEE RI

1. Attend the various webinars, workshops, conferences, organised by AnaEE-ERIC.
2. Go to the AnaEE-ERIC portal and have a look to the catalogue of services.
3. As soon as you have a precise idea of your project, contact the facility managers to discuss your project. They will help you to formulate your application and contact the facilities. You can also contact the AnaEE-ERIC Central Access Manager (CAM) for advice.
4. Write your application. Please, pay attention to the eligibility criteria, as well as to the feasibility. Feasibility will be assessed by AnaEE-ERIC and the facilities that you have requested.
5. Your application will be first evaluated for eligibility, feasibility, and for the science. If accepted, we will provide you with a preliminary acceptance report and quotation. We will help you as much as we can to find funding. Don't forget the possibility to get money from INFRA projects, or from the other Horizon Europe channels.
6. When accepted and funded, we recommend passing an agreement with each service provider, according to their specific rules.
7. Perform your experimentation and research. If longer than one year, you will be asked to provide a short status report every year. At the end of your project, you will write a report and also tell us about the quality of your access.
8. When publishing (open), don't forget to send us the link to your publications, and to mention in the acknowledgements AnaEE-ERIC and the specific installations you have accessed. It is a good practice also to mention the persons that helped you. If you got some scientific input from the personnel of the platforms, complying with RD2, it is good practice to associate them to the publications.
9. Open access and FAIR data is the rule for AnaEE-ERIC: after an "embargo period", the data you will have acquired will become public.
10. We need you! Contribute to our workshops, webinars and conferences.

Meso-scale Ecotron, UAntwerp (Belgium)

This Ecotron facility, operational since summer 2022, features 12 medium-sized units for ecosystem monoliths of 1 m² area and 1 m deep. This makes it suitable for grassland and small to medium-sized crops, complementary to the Macroscale Ecotron. Photo: © AnaEE-ERIC

4. Step by step guide

1.5. STEP 1: WRITING YOUR PROPOSAL

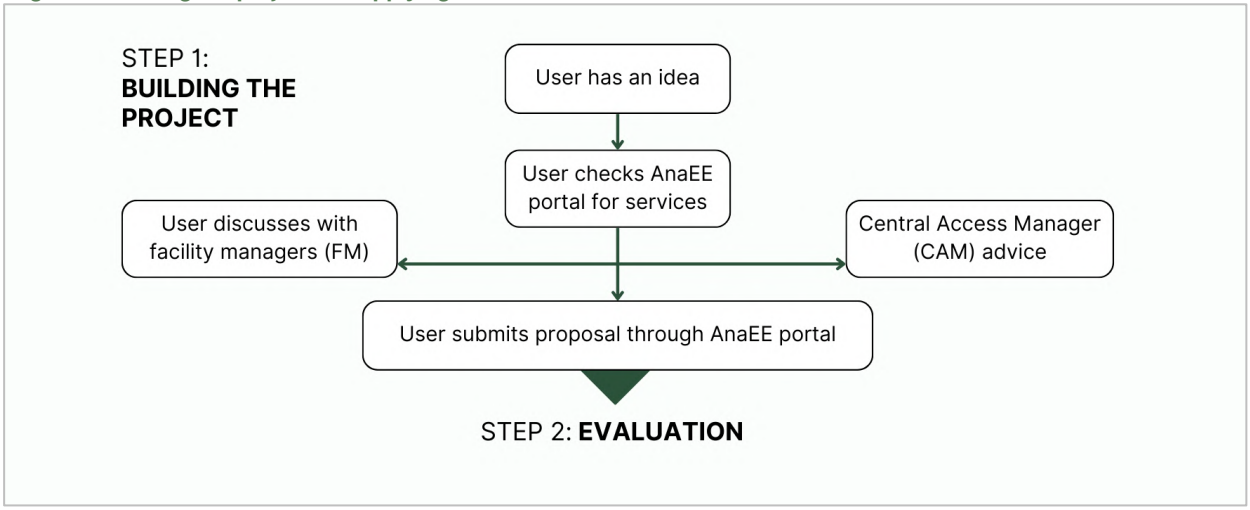
AnaEE platforms will be open to user projects that comply with the long-term integrity of the on-going experiments in the involved facilities and/or to de novo experiments in the involved facilities that comply with the technology and number of replicates available. This means that project acceptance and granted access will require both a scientific evaluation and confirmation of the technical feasibility by the platform owner(s). The proposal stage is illustrated on .

First go to our web page, check the information provided for access (guidelines, recommendations, etc.), and go to the ISIA catalogue[1], on the service pages. On ISIA you can access the description of all our installations and services and use several filters.

Once you have selected the services relevant for your project, contact their managers. This step is very important to make sure that your project is feasible. Should you need further advice (e.g. if you have some difficulties to identify the proper service, or the installation can't accept your proposal and you are searching for another one), you can contact the Central Access Manager (CAM) at access@anaee.eu.

Once you have chosen the services you want to access, you are ready to write your proposal.

Figure 2: Building the project and applying to AnaEE-ERIC.



FILLING OUT THE PROJECT PROPOSAL FORM

To fill out the project proposal form, use the form provided on our site. In this form, you need to fill out the following details[2] (marked with * are mandatory):

1. **Enter a project title and contact details***
2. **Approve our eligibility rules and GDPR policy*:** Details about them available in the annex.
3. **Principal Investigator*(PI):** Administrative details about PI (and Co. Investigators). All team members must belong to a legal entity (research institution, university, or private business) that approves the research.
4. **Add an acronym for the project***
5. **Enter an abstract for the proposal***

[1] The ISIA catalogue software has been developed by the CNRS. If you access directly to ISIA (i.e. not through our web pages), make sure to select the *AnaEE network*.
[2] For a detailed step-by-step guide, refer to the annex.

6. **Add Keywords***
7. **Select the requested service(s) in the Service Request Form***
8. **Provide key project descriptions*:**
    a. *Scientific Case:* Describe the research in enough detail for evaluation.
    b. *Implementation & Feasibility:* Outline how the project will be carried out. Significant deviations from discussions with the installation managers may lead to rejection.
9. **Bibliography:** List relevant publications with DOI and links.
10. **Figures:** Upload any visuals supporting your case.
11. **Describe any previous use of AnaEE infrastructure** if applicable, including any related publications.
12. **Data Management Plan***: Approve the AnaEE-ERIC's DMP guidelines or ensure compliance with them before submitting your own.
13. **Approve our Ethics Form:** If your research involves ethical considerations, an independent ethics committee will review them.
14. **Specify the embargo period*** (default is six months). If requesting a different duration, provide justification—final approval is made by AnaEE-ERIC.
15. **Complete a short Quality Report questionnaire**: to help improve the access process.
16. **Submit your proposal to the ISIA server for an eligibility check***: If approved, all team members will be invited to create an ISIA account to track the proposal process.

1.6. STEP 2: EVALUATION OF THE PROPOSAL

Once the proposal has been submitted, the evaluation process starts. The user can follow the various steps of the evaluation thanks to the ISIA interface. Figure 3 displays an overview of the evaluation steps.

After the eligibility checks have been performed, and the whole user team invited to open an account on ISIA, AnaEE-ERIC send the proposal to the facility managers (FM) for the feasibility evaluation, under the coordination of the Central Access Manager (CAM). As discussions between the user and the FMs took place when elaborating the proposal, we do not expect many problems, unless some departure from what was discussed, or some unexpected event such as a technical failure. The CAM will make every effort to find a solution should such circumstances happens.

In case of potential ethical issues, the proposal will be reviewed by an independent expert, and the user should agree on the recommendations.

After this step, the proposal is reviewed by an independent expert committee appointed by AnaEE-ERIC. The criteria used by the review committee will be based on the following:

- Scientific excellence and novelty
- Expertise of the project consortium members
- Potential impact of expected results
- Access usage
- Scientific feasibility

The result of both the feasibility, ethical, and scientific reviews will be sent to the PI.

In case the proposal is rejected, the user is invited to follow the recommendations and to resubmit a proposal.

In case we receive several proposals competing for the same services, the highest ranked proposal(s) will be selected. The CAM will try to find a solution by accessing similar services at a different

installation, should be this feasible. If not, or if the user disagrees, then the proposal will be rejected and the user invited to resubmit.

FUNDING AND PRICING

Finally, if the proposal is accepted, AnaEE-ERIC will ask each facility for a quotation which will be sent to the user. Unfortunately, AnaEE-ERIC can't fund user access, however, we will provide an acceptance report that can be used by the user to request funding by third parties. AnaEE-ERIC will also help the user to identify appropriate programs for funding. However, unless decided otherwise, AnaEE-ERIC will not be part of these projects. A quotation of the price to use the facility will be given by the access manager.

Note: There will be an additional access fee for teams from non-member countries.

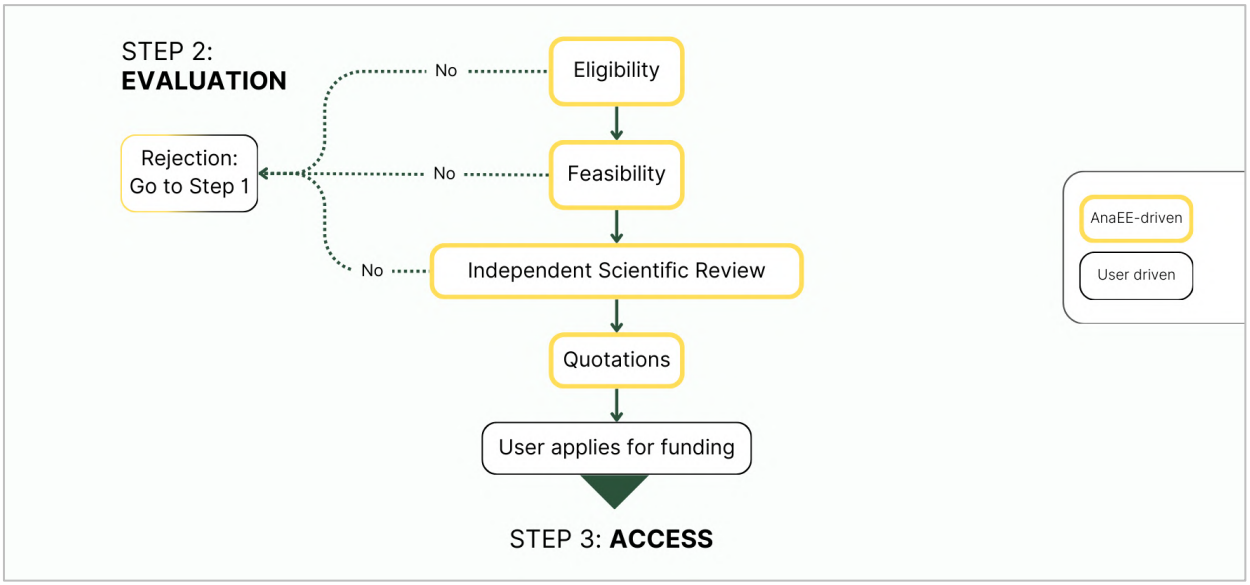


Figure 3: Overview of the evaluation process.

1.7. STEP 3: ACCESS TO THE INFRASTRUCTURE.

When the user proposal has been accepted and funded, access to the infrastructure can start. At this stage most of the discussion takes place between the user and the service managers. Figure 4 presents an overview of the access process to the infrastructure. The main issues are the following:

- It is the responsibility of the user, and of the service owner, to pass an agreement for access to the specific installation(s).
- If the project lasts more than 1 year, the user is requested to send a short status update every year, using the template provided by AnaEE-ERIC. The non-confidential part of these statuses may be used by AnaEE-ERIC for its communication purposes (e.g. in its annual reports).
- At the end of the project, the user is requested to send a short report, using the template provided by AnaEE-ERIC. The non-confidential part of this report may be used by AnaEE-ERIC for its communication purposes (e.g. in its annual reports).
- These reports will include a confidential questionnaire to enhance the overall quality of access to AnaEE.
- The data obtained by the facilities will remain the property of these facilities. Unless prior agreement, it shall be made public 6 months after acquisition through the AnaEE-ERIC Data and Modelling Centre (DMC).

- As agreed in the eligibility conditions, if the user has acquired data with its own material, it shall be made public with the licence mentioned in the DMP, 6 months after acquisition at the latest, unless agreed otherwise.
- The publications based totally or partially on data and on work performed at AnaEE RI facilities should acknowledge AnaEE-ERIC and its facilities with the text provided in annex. Failure to do so shall result in a ban for further access to AnaEE, and in actions directed to the editor of the journal and to the employer(s) of the user(s).
- Any public communication such as press releases, or any other means should be made in agreement with AnaEE-ERIC and the facility owners.

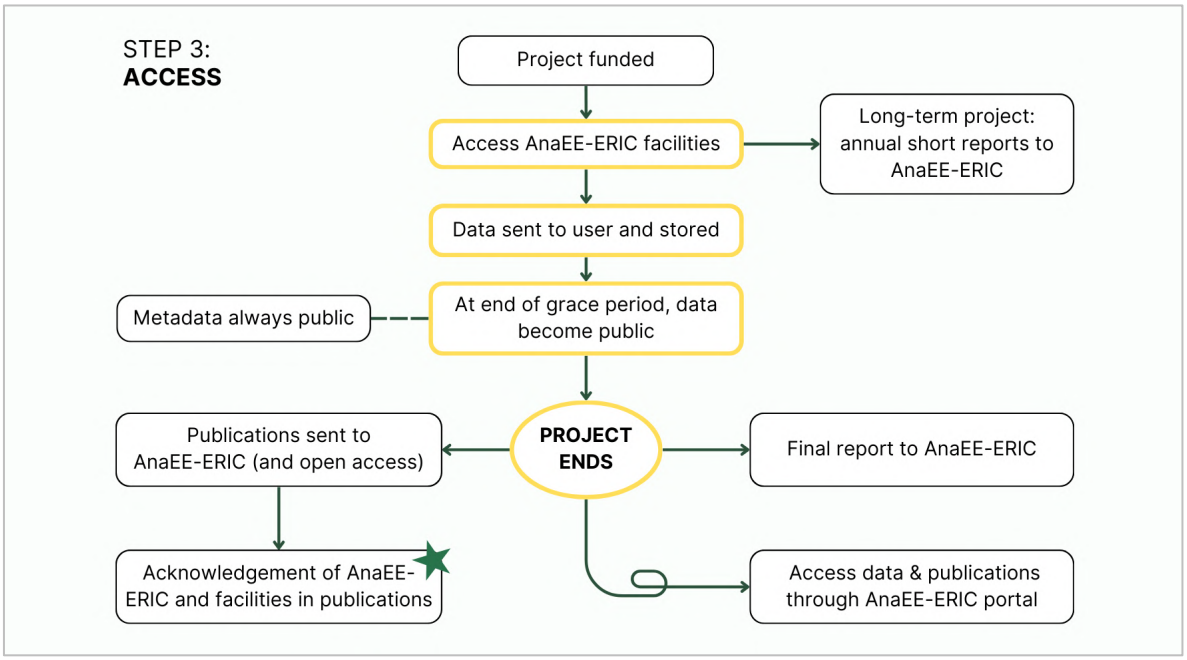


Figure 4: Overview of the access to the infrastructure.

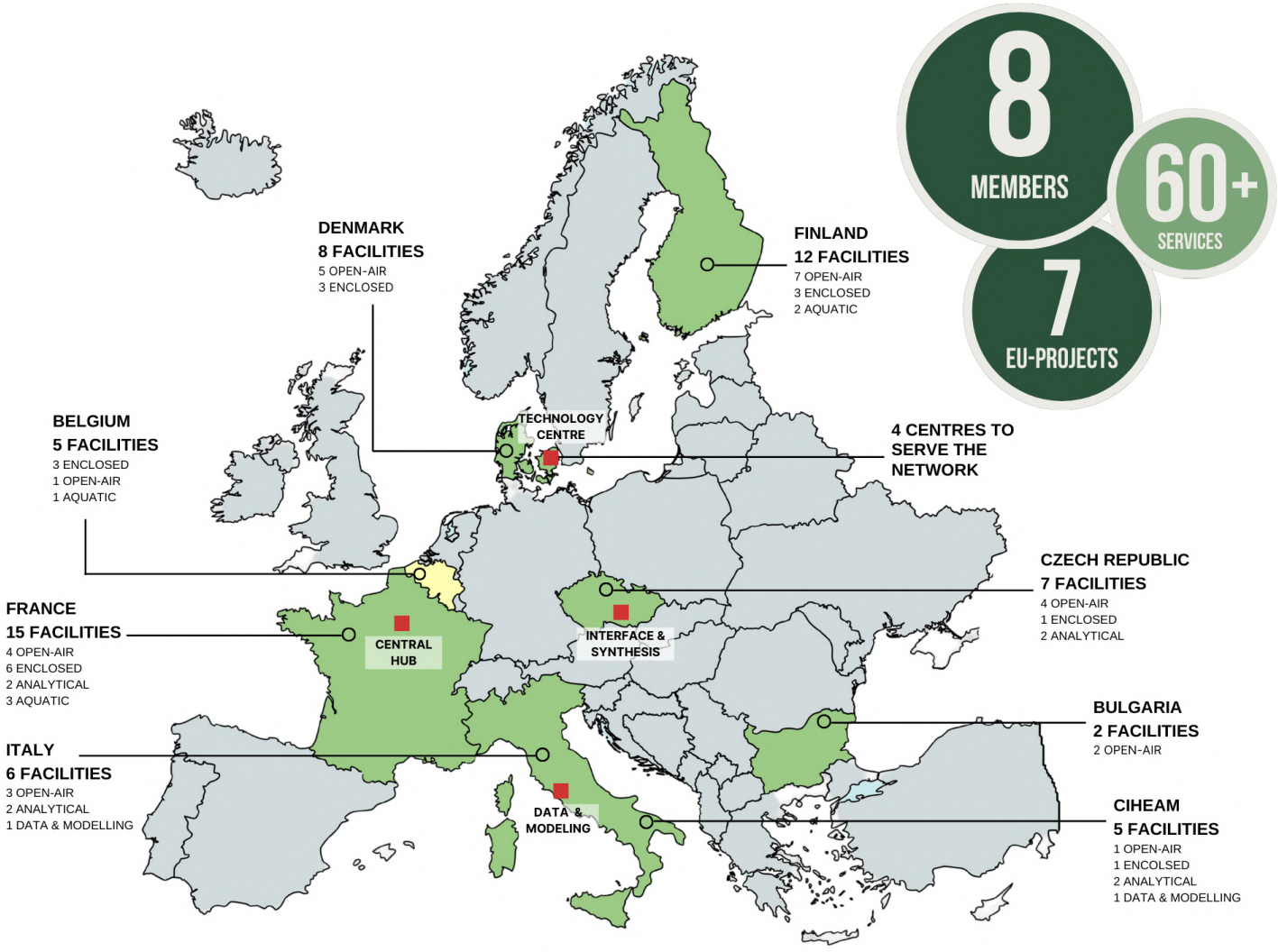
5. Final remarks

We hope that these guidelines are helpful. AnaEE-ERIC is committed to provide the best services to the research community. Note that AnaEE added value relies on the vast network of facilities that features all type of ecosystems and climate in the EU and abroad. To enhance our services to the scientific community we welcome new members that will provide new possibilities of research in global ecology.

In case you have any further question or remarks on this document or on AnaEE-ERIC, please, contact us:

General inquiries on AnaEE-ERIC: contact@anaee.eu

Questions on access to AnaEE-RI: access@anaee.eu



Annex 1: Acknowledgement text in publications

The author(s) acknowledge(s) the use of [facility name] from [institution owning the facility] part of the distributed AnaEE-ERIC Research Infrastructure network.

Annex 2: Eligibility rules

The user, and every user in case of a team, agree:

- All users of the team accept that the Principal Investigator represents the entire team.
- Acceptance of the Open Access policy for publications.
- Acceptance of the embargo period for data, in principle 6 month after the end of the access, unless prior agreement by AnaEE-ERIC (justification by filling the relevant field in the proposal form).
- Acceptance of the data open access policy and FAIR data management. A Data Management Plan will be requested at the proposal stage, compliant with AnaEE-ERIC DMP and specific rules for each of the installations requested.
- Acceptance of the general AnaEE principles of IPR and data embargo periods, part of the DMP. All metadata shall be public from the beginning.
- In case of a project involves private partners or for some reason needs a departure from the open access rule, a prior agreement should be made with AnaEE-ARIC, which defines the rules for scientific and technical evaluation, access to the data, and IPR.
- Acceptance by the PI to send a report to AnaEE-ERIC following the format established, and to send any publication made using data acquired thanks to AnaEE facilities. In case of access lasting longer than 1 year, a short report will be required every year, providing an update on the access and research performed with AnaEE services.
- Compliance with the rules defined in European Charter for Access to Research Infrastructures (https://data.europa.eu/doi/10.2777/8299402).
- Acceptance of the specific rules for physical, remote, and virtual access defined by each facility accessed, especially the rules of safety and integrity.
- Acceptance by the user/ team that in any publication, based partially or totally on data acquired at AnaEE and its platforms, a specific acknowledgment will be written, following the rules defined by AnaEE-ERIC, and provided in the document “Guidelines for User Access to the AnaEE-ERIC Distributed Infrastructure (LINK).
- In case the research made by the user results in a public communication (press release, press conference, web or social network advertisement), prior agreement should be made with AnaEE-ERIC and the facility owners on the form and content of the communication.
- The user/team agrees that the title of the proposal, the name and institution of the co-investigators are used by AnaEE-ERIC and the facility owners for their own communication purposes.

Annex 3: GDPR Statement

GDPR Privacy Statement for Analysis and Experimentation on Ecosystems - European Research Infrastructure Consortium (AnaEE-ERIC). Applies to AnaEE-ERIC Facilities Open Call.

1. **Data Controller**

AnaEE-ERIC is the data controller for personal information collected through this application process.

2. **Personal Data Collection**

We collect personal data including: names, contact information, professional affiliations, qualifications, and research proposal details necessary to evaluate your application.

3. **Purpose and Legal Basis**

We process this data for the legitimate interest of evaluating applications for AnaEE-ERIC facilities access. The legal basis is Article 6(1)(b) of GDPR - processing necessary for the performance of a contract or to take steps at the request of the data subject prior to entering into a contract.

4. **Data Retention**

Your personal data will be retained for 3 years after rejection of proposal, or project completion for accepted proposals.

5. **Data Subject Rights**

You have the right to: access your data, request rectification, request erasure, restrict processing, data portability, and object to processing. To exercise these rights, contact contact@anaee.eu

6. **Data Sharing**

Your personal data may be shared with AnaEE-ERIC facility administrators and reviewers for application evaluation purposes. We implement appropriate safeguards for all data transfers.

7. **Data Security**

We implement appropriate technical and organizational measures to protect your personal data against unauthorized access or disclosure.

8. **Questions or Concerns**

For any questions regarding this privacy statement, please contact us on contact@anaee.eu

Annex 4: Self- ethical assessment questionnaire

Is the project concerned by one or more of the following Ethics & security issues? (Yes/No) Use the HORIZON Europe Ethics Self-Assessment Guide for advice.

#	Section	Answer
1	**Personal Data - complience with the General Data Protection Regulation (GDPR)**	
	Does this activity involve processing of personal data?	Yes☐ No☐
	Does it involve the processing of special categories of personal data (e.g.: genetic, biometric and health data, sexual lifestyle, ethnicity, political opinion, religious or philosophical beliefs)?	Yes☐ No☐
	Does it involve profiling, systematic monitoring of individuals, or processing of large scale of special categories of data or intrusive methods of data processing (such as, surveillance, geolocation tracking etc.)?	Yes☐ No☐
	Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	Yes☐ No☐
	Is it planned to export personal data from the EU to non-EU countries? Specify the type of personal data and countries involved	Yes☐ No☐
	Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? Specify the type of personal data and countries involved	Yes☐ No☐
	Does this activity involve the processing of personal data related to criminal convictions or offences?	Yes☐ No☐
2	**Animals and microorganisms: Does this activity involve animals or microorganisms?**	
	Animals: Are they vertebrates?	Yes☐ No☐
	Animals: Are they genetically modified?	Yes☐ No☐
	Animals: Are they endangered species?	Yes☐ No☐
	Microorganisms: Are they hazardous microorganisms or quarantine organisms (plant pathogens)?	Yes☐ No☐
3	**Non-EU countries**	
	Will some of the activities be carried out in non-EU countries?	Yes☐ No☐
	In case non-UE countries are involved, do the activities undertaken in these countries raise potential ethics issues?	Yes☐ No☐
	Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	Yes☐ No☐
	Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.	Yes☐ No☐
	Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.	Yes☐ No☐
	Does this activity involve low and/or lower middle-income countries, (if yes, detail the benefit-sharing actions planned in the self-assessment)	Yes☐ No☐
	Could the situation in the country put the individuals taking part in the activity at risk?	Yes☐ No☐
4	**Environment, Health and Safety**	

	Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants e.g. genetic erosion, habitat destruction or harm to endemic species (during the implementation of the activity or further to the use of the results, as a possible impact)? Compliance with the Convention on Biological Diversity (CBD) and the Nagoya Protocol on Access and Benefit Sharing (ABS) is essential.	Yes☐ No☐
	Does this activity deal with endangered fauna and/or flora / protected areas?	Yes☐ No☐
	Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity.(during the implementation of the activity or further to the use of the results, as a possible impact) ?	Yes☐ No☐

The user (user team) declares that they do not have any other ethical issue arising from their project. In case the user has answered yes to one of questions above, an ethical eligibility check will be performed prior to approval. The user will have to answer further questions on how the ethical issues are handled.

Annex 5 Filling out the Project proposal form

1. **Project title and contact information about yourself:** The user will provide a title (max 80 characters), and an abstract of the proposal. The title and short title will be public. Unless requested otherwise, the abstract will be made public after the end of the embargo period.

   Add administrative details about the user and the entire team should be provided. All team members should belong to a legal entity (research institution, university, private business) who agrees that the user performs the requested research.

   If the intended project is performed within the context of a thesis work, this should be mentioned, together with the relevant investigator.

2. **Approve our eligibility rules and GDPR policy:** The user is asked to approve the eligibility rules for access to the AnaEE-RI network, as well as to the GDPR policy. The eligibility conditions and GDPR policy is provided in annex of this document.
3. **Principle Investigator:** Enter administrative details about you (and your team). All team members must belong to a legal entity (research institution, university, or private business) that approves the research.
4. **Add an acronym/short title for the project** (max 10 characters)
5. **Enter an abstract for the proposal** (max 1000 characters)
6. **Add Keywords**
7. **Select the requested service(s) in the Service Request Form**
8. **Provide key project descriptions:**

   a. Scientific Case: Describe the research in enough detail for evaluation.

   b. Implementation & Feasibility: Outline how the project will be carried out. Significant deviations from discussions with the installation manager may lead to rejection.

9. **Bibliography:** List relevant publications with DOI and links.
10. **Figures:** Include any visuals supporting your case.
11. **Figures:** Include any visuals supporting your case.
12. **Describe any previous use of AnaEE infrastructure:**If applicable user should provide details on the previous use of the AnaEE infrastructure, either through transnational access, projects, or national access. Publications resulting from this access should be mentioned including any related publications.
13. **Data Management Plan:** Approve the AnaEE-ERIC's DMP guidelines or ensure compliance with them before submitting your own.
14. **Approve our Ethics Form:** The user will fill the specific form for ethics. In case the research involves specific ethical aspects, AnaEE-ERIC will take the advice of the independent ethical committee to assess whether these aspects are handled properly. Note that the institutions running the facilities might have specific ethic procedures.
15. **Specify the embargo period (default is six months):** The embargo period for the data is by default 6 month after the end of the access of all services involved in the user period. Should another duration for the embargo period be requested the user must justify it. The final decision on the duration of the embargo period will be made by AnaEE-ERIC.

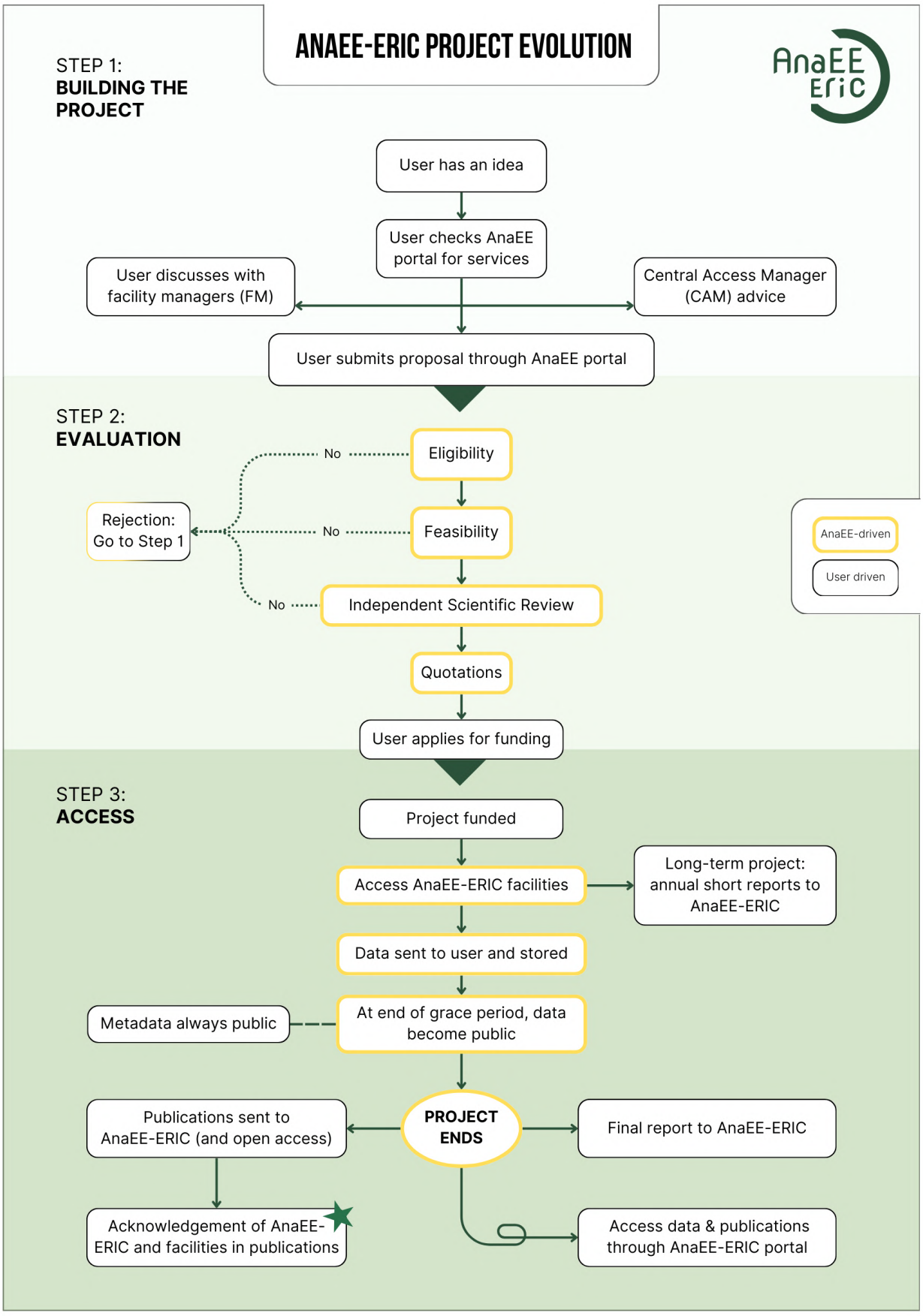
    If requesting a different duration, provide justification—final approval is made by AnaEE-ERIC.

16. **Complete a short Quality Report questionnaire:** We ask our user to fill a short form to report your evaluation of the quality of the proposal stage for access. While this

is not mandatory, your evaluation and suggestions will be used to help improve the access process.

17. **Submit your proposal to the ISIA server for an eligibility check:** Once the proposal is ready, upload it on the ISIA server. At this stage, and eligibility check will be performed. If approved, all team members will be invited to create an ISIA account to track the proposal process.

APPENDIX 1: LIFE OF A PROJECT IN ANAEE.



APPENDIX 2: GLOSSARY

Agro-ecosystem: Managed ecosystem with agriculture (cf. *ecosystem*).

AnaEE-ERIC: The legal structure of AnaEE (an ERIC) that includes the Central Hub, the Technical, Interface and Synthesis, and Data and Modelling Centres.

AnaEE-RI: The overall AnaEE distributed research infrastructure, that includes AnaEE-ERIC, the national nodes, and the network of experimental, analytical and modelling plat

Analytical platform: Facility that offers advanced biological, physical and chemical analyses for a deeper insight into processes.

Anthropic stress: Pressure of human origin that reduces ecosystem state and/or ecosystem functioning below optimal

Aquacosm: aquatic mesocosm that allows manipulations (cf. *mesocosm*). In AnaEE, all aquacosms are in freshwaters.

Ecosystem: A system that includes all living organisms (biotic component) in an area as well as its physical environment (abiotic component)

Ecotron: A set of enclosed experimental units hosting replicas of a given ecosystem (from few dm^3 to several m^3) where environmental conditions are tightly controlled and multiple ecosystem processes are automatically monitored. Ecotrons allow ecologists to run for several months to years experiments with controlled environmental factors such as temperature, rainfall, greenhouse gases, pollutants, etc. Cf. *ecosystem*, *experiment, enclosed platform*.

Enclosed facility: Controlled environment facility where replicas of a given ecosystem (from few dm^3 to several m^3) can be experimentally exposed to tightly controlled environmental conditions in enclosed units

Experiment: A test, trial, or tentative procedure; an act or operation for the purpose of discovering something unknown or of testing a principle, supposition, etc. (Collins English Dictionary). Cf. *manipulation*

Experimentation: The act, process, practice, or an instance of making experiments (Collins English Dictionary). In AnaEE manipulation of the conditions or environment of the ecosystem under study (either open-air or enclosed) to explore its behaviour.

Macrocosm: Large experimental object physically representing an ecosystem in enclosed platforms, consisting of for example several m^3 of soil with vegetation or a water body with aquatic organisms. Macrocosms are simplified ecosystems used to simulate and predict the behaviour of real ecosystems under controlled conditions.

Manipulation: A manipulation of the environment or conditions of an ecosystem in order to simulate environmental pressures such as climate warming, changes in rainfall regime, elevated atmospheric CO_2, different management practices, etc. Cf. *experiment*.

Mesocosm: Medium-sized experimental object physically representing an ecosystem in enclosed platforms, consisting of for example several dm^3 of soil with vegetation or a water body with aquatic organisms. Mesocosms are simplified ecosystems used to simulate and predict the behaviour of real ecosystems under controlled conditions.

Microcosm: Microscale experimental object physically representing an ecosystem in enclosed platforms, consisting of for example a test tube with microorganisms in soil or water. Microcosms are simplified ecosystems used to simulate and predict the behaviour of real ecosystems under controlled conditions.

Modelling facility: A user interface allowing to run numerical models in ecology to compute the behaviour of a simulated ecosystem under several initial conditions and measured (or simulated) experimental parameters. A modelling platform can host the models on its own computers or elsewhere.

Observation: Observation is the action or process of carefully watching someone or something (Collins English Dictionary). In the context of AnaEE and more generally environmental sciences, the process of monitoring or surveying objects or phenomena on Earth or in the Universe without direct intervention on them (e.g. measuring the greenhouse gases over time).

Open-air facility: An experimental platform in open-air conditions (*in natura*) allowing the manipulation of several environmental pressures (e.g. rainfall, heating, management practices, etc.). The platforms can be installed in several ecosystem types (forest, grassland, peatland, fields, unmanaged land, etc.), as well as several climate types (Mediterranean, sub-arctic, alpine, etc.).

Facility (or installation): In the AnaEE context the unit where the activity (experimental, analytic or modelling) is performed; platforms are not belonging to AnaEE, but linked to it thanks to a Service Level Agreement. Cf. *enclosed platform* and *open-air platform*

Service (or Research Service): Instrumentation, experimental or digital instrumentation and processes, models, measurement platforms, in general any tool managed by AnaEE-RI to perform a specific research task. A service is provided by a facility (installation).

Service Centre: one of the AnaEE-ERIC centres where additional services are provided to the users, stakeholders or to the platforms. The AnaEE-ERIC Service Centres are the Data and Modelling Centre (DMC), the Interface and Synthesis Centre (ISC), and the Technology Centre (TC).

Service Level Agreement: A legal agreement binding AnaEE and a (group of) platform. Services, such as experiment accommodation, data and metadata production and open access, are provided by the platform to AnaEE and the users. In turn, AnaEE provides services to the platform such as visibility, open and FAIR access to the data, technological expertise, modelling, transnational access, link with other platforms and RIs, etc.

User: The external commissioner of services from AnaEE.

APPENDIX 3: ACRONYMS AND ABBREVIATIONS.

ACTRIS Aerosol, Clouds and Trace Gases Research Infrastructure
AKPI AnaEE KPI (cf. KPI)
AnaEE Analysis and Experimentation on Ecosystems
AoM Assembly of Members
APF Associated Platform
ARISE Atmospheric Dynamic Research in Europe
ASAP As Soon As Possible

CERN Chinese Ecological Research Network
CIHEAM International Centre for Advanced Mediterranean Agronomic Studies
CNR Consiglio Nazionale delle Ricerche
CORDEX Coordinated Regional Climate Downscaling Experiment
CREA Consiglio per la Ricerca in Agricoltura e l'Analisi dell'Economia Agraria
CzechGlobe Global Change Research Institute of the Czech Academy of Sciences

DG Director General
DMC Data and Modelling Centre
DMP Data Management Plan

EMB Extended Management Board
EMPHASIS European Infrastructure for Plant Phenotyping
ENRIITC European Network of Research Infrastructures and Industry for Collaboration
ENVRI Environmental Research Infrastructures cluster
ERA European Research Area
ERIC European Research Infrastructure Consortium
ESA European Space Agency
ESFRI European Science Forum for Research Infrastructures
EU European Union
EUPHORISC European Plant Health Open Research and Innovation Starting Community

FAIR Findable Accessible Interoperative Re-usable
FAO Food and Agriculture Organization of the United Nations., Finance and Accounting Officer
FTE Full Time Equivalent

GHG GreenHouse Gas
GSL Growing Season Length

HR Human Resources

ICOS International Carbon Observatory System
IEAC Independent Ethical Advisory Committee
IPBES Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services
IPCC Intergovernmental Panel on Climate Change
ISAC Independent Scientific Advisory Committee

KPI Key Performance Indicator

LTER Long-term Ecological Research

MB Management Board

NDACC Network for the Detection of Atmospheric Composition Changes
NEON National Ecological Observatory Network
NSF National Science Foundation (USA)

O3HP Oak Observatory at OHP: cf. OHP
OHP Observatoire de Haute Provence

PRC Proposal Review Committee

RCP Representative Concentration Pathway
RI Research Infrastructure

SDG Sustainable Development Goals
SHC Stakeholder Committee
SLA Service Level Agreement

TERN Terrestrial Ecosystem Research Network (Australia)
TWG Technology Working Group

UN United Nations
UWG User Working Group

WG Working Group

AnaEE Eric

ANALYSIS AND EXPERIMENTATION ON ECOSYSTEMS

1, Avenue de la Terrasse
91190 Gif-sur-Yvette, France
contact@anaee.eu

WWW.ANAEE.EU