


Euro-BioImaging Standard Operational Procedure for User Project Entrance and Reimbursement through ISIDORe

Here is a brief description of the steps involved and in brackets the entity responsible at each point or who should be contacted

1. Application guidelines for accessing Euro-BioImaging services through ISIDORe, and the list of participating Nodes can be found [HERE](#).
2. Users requiring support in completing the application are invited to contact  (Euro-BioImaging ERIC Hub)
3. During the proposal preparation, the applicant is asked to consult with the Node/Nodes of interest about the project. The Node admin and respective facility managers are asked to support the applicant with the feasible project planning, and to provide an overall cost estimate covering the services which would be provided by the Node for the project (Imaging Services, Image Data Services). Cost estimates should be made in line with the [TNA calculators submitted](#) for [ISIDORe GA](#) / to the ISIDORe coordination (**Note:** changes on the GA TNA costs table might occur during the course of the project based on requests from the Nodes. However, changes to GA need to run through an amendment and be approved by the EC. First amendment will be prepared by ISIDORe project on month 16. The Euro-BioImaging Seat/Hub will be in contact with the Nodes regarding this procedure).
4. The user application undergoes scientific and technical evaluation and selection for ISIDORe funding through open ISIDORe TNA Calls via Euro-BioImaging user access and proposal evaluation procedures. (Central Euro-BioImaging access manager/administration within the ISIDORe project).

5. User gets access to the service requested (Specific Node or Nodes requested for access). Both user and Node are notified about the proposal evaluation outcome and the approved budget for the project.
6. The current model suggests a post-service reimbursement, meaning that the Node would receive the funding once the access has been completed. In case needed, pre-financing of the project costs may be considered.
7. User requests reimbursements for travel and accommodation costs using the [User Reimbursement Form](#). Euro-Biolmaging can at the moment cover **up to 1250 Euro for travel & accommodation** per user project (In special cases, a higher amount can be considered upon agreement and according to the availability of funds at ISIDORe). The user is asked to keep all original receipts (train tickets, hotel invoice etc.) for reimbursement. Costs for **sample shipment** can be also covered through ISIDORe. The reimbursement forms and tickets/receipts should be submitted by the user to [REDACTED] (Euro-Biolmaging Seat). The Euro-Biolmaging Seat will reimburse either the user directly or his/her home Institution, depending on who sustained the costs.
8. The Node(s) that provided the service will need to complete the attached form ([ISIDORe Node Reimbursements Form](#)) to request reimbursement for the costs of the access. Costs should be in line with the rules and agreements expressed in point 3 of this SOP. The request for costs reimbursement should be sent to [REDACTED] (Euro-Biolmaging Seat). The Euro-Biolmaging Seat will take care of sharing the reimbursement claims for the service provision with the ISIDORe coordination [REDACTED], and will reimburse the Node for the service provision.
9. Users will be asked to provide feedback about the ISIDORe service provision by filling up this [specific form](#). (Note: Nodes are also required to provide feedback but this is done only at specific time points of the project and at such time they will receive the corresponding form for this).