

Documents and procedure to come to IPAG for a Transnational Access (TA) visit

You have won a trans-national access to the “Cold Surface Spectroscopy Facility” in Grenoble, congratulations!

Now in order to come to Grenoble for your stay you will have mostly:

- about one month prior to your venue, to do a few administrative procedures to get your transport tickets, and to book your hotel.
- and after your stay, you will have to fill a form to get reimbursed for the extra costs, and provide a scientific report on your stay

As we are under CNRS rules we have to follow the CNRS procedure, in particular for plane, hotel and French train reservations that should be made **exclusively** by us through our travel agency. For all the other transportations (local trains and buses in your country, French buses, tramway, ...) you need to take yourself the tickets and you will be reimbursed after your stay.

• Before you come

At least one month before your TA visit you have to:

- Fill the administrative form: “[administrative-form-IPAG_fr-en.docx](#)” (only the yellow fields), except if you have already filled it for a previous visit/meeting paid by IPAG.
- Choose your transportation mode/date/time and your hotel and fill the transport / hotel request form: “[Europlanet_IPAG_transport-hotel.docx](#)”
 - o In case you need transportation by car you will need to justify its use (transport of heavy equipment to the facility,...)
- Ask your administration a **signed form or an official letter on the institute letterhead** stating that they will not reimburse this travel. It can be a simple letter, typically as below:

“Mr/Miss [full name] participated to an Europlanet Trans-National access program from [dd/mm/yy] to [dd/mm/yy] at IPAG, Grenoble. The entire living and travel expenses will be provided by the host (Institut de Planétologie et Astrophysique de Grenoble). There will be no other financial commitment on the part of [your lab name] for the above visit.

[date]

[Name + Signature of your institut/lab director or administrative manager]

- Send these forms by email to Bernard Schmitt (bernard.schmitt@univ-grenoble-alpes.fr) who will prepare the mission order and will send all documents to our secretary Fabienne Boucard (fabienne.boucard@univ-grenoble-alpes.fr)

Transportation

The main airport near Grenoble is Lyon St-Exupéry. There is a direct and regular bus (every hour or less) to Grenoble bus station, travel ~1 hour (OUIBUS: <https://fr.ouibus.com/trajets/grenoble-lyon-aeroport-saint-exupery>).

Geneva is an alternate solution but with less frequent (every 2:30 hours) and longer bus ride (2:15 hours) (<https://www.aerocar.fr/fr/>)

Tram B go directly from Grenoble bus station to the campus (stop: “les Taillées”).

Hotel

For the hotel you can choose either a hotel close to the tram lines B or C which go directly to the campus (there is no hotel close to the Campus in our travel agency!). Below is a list of hotels that we can book and that fits these criteria. Choose one and report it in the “hotel request form” (don’t book it by yourself !).

Close to train/bus station + tram B

- Hotel des Alpes **, 45 avenue Felix Viallet, 38000 Grenoble, www.hotel-des-alpes.fr
- Hôtel Suisse & Bordeaux **, 6 Place de la Gare, 38000 Grenoble, www.hotel-sb-grenoble.com

Close to tram B

- Hotel d’Angleterre Grenoble Hyper-Centre ***, 5 Place Victor Hugo, 38000 Grenoble, www.hotel-angleterre-grenoble.com
- Hôtel de l’Europe Grenoble Hyper Centre ***, 22 place Grenette, 38000 Grenoble, www.hoteleurope.fr
- Splendid Hotel ***, 22 Rue Thiers, 38000 Grenoble, www.splendid-hotel.com

Close to tram C

- Residhome Appart Hotel Caserne de Bonne ****, 21 rue Lazare Carnot, 38100 Grenoble, www.residhome.com/residence-hoteliere-aparthotel-grenoble
- Citadines City Centre Grenoble ***, 9-11 Rue de Strasbourg, 38000 Grenoble, www.citadines.com/en/france/grenoble/city-centre-grenoble.html

IPAG laboratory:

- The web site of the laboratory: <http://ipag.obs.ujf-grenoble.fr/>
- Map of campus near IPAG: <http://ipag.obs.ujf-grenoble.fr/contacts/Venir-a-l-IPAG>
- The building where the facility are situated is “IPAG (PhITEM D), the old one on the left when you arrive. We are at the 3rd (last) level of the building.
- The laboratory is open Monday to Friday from 7:30 am to 19:00 pm,
- No access is allowed outside these days and times.
- There is a cafeteria room in OSUG-D building 2nd level (free tea + coffee and a paying machine for coffee, chocolate, ...) and a paying machine at ground level.
- There are plenty of small restaurants and cafeteria on the campus

Samples:

It may be a good idea to send your samples prior to come, especially when they are special in some aspect (shape, size, composition, ...). This can help us to see if we need to prepare or build a special sample holder. We can also make a test on them to help fine tune the experiment parameters. This need to be discussed with us at least one month prior your visit.

• When you arrive

If you have a problem to found our building and office: call at +33 (0)607 622 505 (Bernard mobile) or +33 (0)476 635 277 (Pierre office) or +33 (0)616 943 257 (Pierre mobile).

You will get:

- An office with either a key or a code
- An internet connection with a password for the “wifi-campus” network if you do not have Eduroam (available in all the buildings). You will be able to print and access web.
- The code of access to the experimental setup

- **During your stay**

Experiment

We will first have a meeting to see your samples, explain you the facility (if you don't know it already) and to fine tune the experiment parameters, sample preparation and experiment protocol.

As the facility is complex it will be always somebody available to help.

Your main scientific and technical supports are:

- Bernard Schmitt (office PhITEM-D 304) <bernard.schmitt@univ-grenoble-alpes.fr>
- Pierre Beck (office OSUG-D 308) <pierre.beck@univ-grenoble-alpes.fr>
- Olivier Brissaud (office PhITEM-D 310) <olivier.brissaud@univ-grenoble-alpes.fr>

The facility is at PhITEM-D 313 (3rd ‘french’ level)

Its description can be found at <https://cold-spectro.sshade.eu/>

Preparation of the data for the SSHADE database

When using a European facility it is mandatory to provide all the recorded data freely to the public one year after they have been recorded. We will put them in a specific ‘CSS database’ in the SSHADE solid spectroscopy database infrastructure (www.sshade.eu) within the year after your stay.

During your stay, and after, we will have to prepare with you all the necessary files to ingest your data in the database. We first provide you with a template (“[TA_SSHADE_sample-form.xlsx](#)”) and examples (“[TA_SSHADE_sample_example.xlsx](#)”) where you will have to describe your samples (one per sample). We will assist you for this task that can be made during some “waiting parts” of the experiment.

Your data will be first ingested in SSHADE in a “private” state where you will be the only one (and the SSHADE managers) to see them, and after one year (a little bit more upon special request) we will push them in the public domain of SSHADE with hopefully a link to your paper(s) describing and interpreting your data.

We will explain you this procedure in more details when you will be in Grenoble.

- **Just after your stay**

- Fill the **travel reimbursement form** for your travel (“[Etat-de-frais_after-TA-travel.pdf](#)” (where there are 'XXX', only) and/or check the following information:
 - * p1, First table
 - check departure/arrival times at Grenoble/home ('heure') of both your global travels (without the connections)
 - * p1, second table: put the number of meals you had (no bill necessary)
 - * p2, Table C-2 – “Frais réels dus à l’agent”

- “Train ou train couchette”: cost of train ticket you may had to pay
- “carburant”: fuel for car, if transportation was by personal or rental car
- “péage autoroute”: highway cost by personal or rental car
- “Bus, métro, RER”: cost of local transport in Grenoble or in your departure town to go to train station or airport.
- print it, sign it
- send by postal mail to our secretary, Fabienne Boucard:
 - 1) the **travel reimbursement form** (signed),
 - 2) **your administration form** (signed)
 - 3) **all original travel tickets** (plane, train, bus, tram, ..., but lunch/dinner bills are not necessary), highway cost, fuel (if using personal or rental car), ...

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Note that the average maximum amount of reimbursement is 1500 € per week of TA (for 2 persons maximum). Special cases should be discussed with us.

- **Within one month after your stay:**

- Fill the report document “[Europlanet_TA_Report_Template.doc](#)” and send it to Bernard (bernard.schmitt@univ-grenoble-alpes.fr) and Pierre (pierre.beck@univ-grenoble-alpes.fr) to get it verified and approved. Do it **within 30 days** following our visit. The Europlanet committee has recently stated that travel reimbursement cannot be done before this report is received and approved. It is the main document certifying the TA visit was properly done from both sides.

- **Within one year after your stay:**

- During your visit and after we will prepare together the files necessary to upload your data in the CSS@SSHADE database (‘private’ status) and we will push them in the public domain after one year, with hopefully a link to your paper(s) using them (See above: “*Preparation of the data for the SSHADE database*”)

- **During the next 2 years after your stay:**

- Send us a copy of any conference or seminar abstract or paper submitted or accepted that use the data acquired during your TA visit. We need them at different steps of the program to justify that your visit was fruitful and productive. And you need also them for applying again to an Europlanet facility.

Have a fruitful TA visit with us!

Bernard, Pierre and Olivier