



## Access Procedure

### DEFINITIONS

- “*YOUNG USER*”: early stage researcher either at the Master/PhD level or within 3 years from the PhD achievement.
- “*SENIOR USER*”: any user not eligible or requesting access under the young user category
- “*PRIVATE USER*”: a Company willingly to access the Infrastructure either for training or for own research.
- “*ACCESS BOARD*”: board including 1 representative from each Local Unit and the I-PHOQS coordinator OR WP10 leader, and approved by the Governing Board.
- “*EVALUATION PANEL*”: scientific panel external to the I-PHOQS consortium including international experts with different competences.
- “*HOSTING FACILITY*”: Local Unit providing access to the user.
- “*SCIENTIST IN CHARGE*”: personnel of the Facility responsible for the scientific execution of a specific user access.
- “*PHYSICAL ACCESS*”: access of the user “in presence” at the hosting facility.
- “*REMOTE ACCESS*”: the experiment is performed at the hosting facility by dedicated personnel, while the user interacts remotely on a regular basis.

### TYPE OF ACCESS

Four different types of access to the I-PHOQS infrastructure are foreseen, related either to “*Public Access*”, i.e. access from academic or research institutions, deemed to follow the spirit of Open Science (i.e. dissemination of results on open access journals, data management following the FAIR principles), and “*Company Access*”, dedicated to users from companies. Further, for each category, two additional modalities of access are foreseen:

#### ● Public Access

In this case a further distinction will be made between *young users* who use the facilities for their training, and *senior users* who instead propose experiments of scientific excellence using the state-of-the-art instrumentation present at the infrastructures.

#### ● Private Entity Access

Within I-PHOQS it is envisaged that users from *private companies* can be divided into two categories: users who carry out activities commissioned by companies and covered by intellectual property protection or those who use the facilities for training.

However, if the private company requests access to the facilities by voluntarily adhering to the spirit of the Open Science rules, then it can apply for Public Access by following the standard conditions including Open Science and IP protection rules. The evaluation panel will pay particular attention when judging the scientific merit of the proposal and may reject the application in case of incompatibility. In contrast, simplified access for young users does not apply to companies.

The present document rules procedures for *Public Access* and *Company Access* will be regulated in a companion subsequent document.



## I-PHOQS – Access procedures for “Public” access

### ACCESS PROCEDURES FOR YOUNG USERS

The access of a *young user* is simplified in order to provide a preferential and fast route to facilitate access to advanced training, promote the development of research proposals, and ease access to advanced instrumentation for researchers in their early stages. The access procedure is the following:

- The *young user* who wants to access I-PHOQS facility will have to submit a short proposal stating the objective of the training/visit, the selected topic/facility and the proposed timing. The I-PHOQS web portal will provide a template for the proposal and an online submission system.
- If already selected by the user, the *hosting facility* check the proposal for technical and logistic feasibility and add comments on suggested implementation of the training/experiment. The Facility can approve the proposal, request revisions, or reject the proposal. In this latter case, the proposal is directed to the Access Board.
- In case the Facility is not selected by the user or the chosen facility is unable/unwillingly to offer access, the proposal is directed to the Access Board which can decide to propose a different facility, request for a revision of the proposal or reject the proposal.

### ACCESS PROCEDURES FOR SENIOR USERS

The access of *senior users* is based on scientific merit of the proposal. The access procedure is the following:

- The *senior user* who intends to access I-PHOQS facilities will have to submit a proposal stating the objective and implementation of the experiment, the required instrumentation, the proposed timing, the composition and experience of the proposing team. The I-PHOQS web portal will provide a template for the proposal and an online submission system.
- The evaluation panel receives the proposal and decide on granting the access. The panel is required to carefully review the project in question, assign a grade and provide a brief comment. Then, the panel must make a considered decision between ACCEPTING the project, requesting a REVIEW or REJECTING it, based on the predetermined criteria and standards. After review of the projects by the Selection Panel, the report of the evaluation will be submitted to the Access Board. The latter, will make a considered decision about project acceptance, request for revision or rejection, referring to the predetermined criteria and standards, including a detailed review of the technical and logistical feasibility of the proposal.
- In case the user does not select a specific facility, or the selected facility is unable/unwilling to offer access, the Access Board can direct the proposal to another Facility, considering competences and optimal use of I-PHOQS Infrastructures.

### PHYSICAL ACCESS

Following a positive selection – either for a *young user* or for a *senior user* – the following steps are taken:

- The user contacts the host facility for clearing all scientific and logistic issues.



- During the access, each user signs an access form for the experimental days of operation, countersigned by the scientist in charge.
- At the end of each access period, a short summary signed by the user and the scientist in charge is drafted.
- Papers resulting from the access should acknowledge the I-PHOQS project.

## REMOTE ACCESS

Whenever physical access is not possible (e.g. pandemics) or convenient (e.g. repeated measurements distributed over time), the experiment can be directly performed by personnel of the hosting facility, with the user interacting remotely. If possible and effective, the user has direct access to real-time visualization of experiment monitors or to on-line analysis. Following a positive selection – either for a *young user* or for a *senior user* – the following steps are taken:

- The user contacts the host facility for clearing all scientific and logistic issues.
- For each day of operation of the facility for the user's experiment, the scientist in charge signs the Access Form.
- The online interaction with the user and the online visualization tools are documented on a regular basis, specifying the remote platform used and timing.
- At the end of each access period, a short summary signed by the user and the scientist in charge is drafted.
- Papers resulting from the access should acknowledge the I-PHOQS project.

## EVALUATION PANEL

- The *Evaluation Panel* is composed by experts covering multiple disciplines within the I-PHOQS offer. The number of members is decided by the Access Board on the basis of the foreseen number of applications to process and the need to cover different competences.
- The Panel has an international composition, with the majority of members affiliated to non-Italian Institutions.
- The Panel members are selected by the Governing Board on a yearly basis. The mandate of a member can be prolonged at every year.
- The Evaluation Panel elects a President who is ultimately responsible for interactions with the Access Board and for organizing and chairing Panel meetings whenever required.
- The Panel will act on behalf of I-PHOQS, but it will be fully independent in its scientific judgements. Selection will be primarily done on the basis of scientific quality, encouraging also access for new users and gender balance.



## I-PHOQS – Access procedures for “Private Entity” access

### ACCESS PROCEDURES FOR PRIVATE ENTITY ACCESS

The access of a Company falls outside the scheme of Open Science, being subject to more restricted and confidential conditions. The access is regulated by a specific contract between the Company and the Hosting Facility, which can foresee a fee related to the use of Instrumentation, Facility services (e.g. workshop) and support from expert personnel.

Particular conditions can apply and override these regulations in case a general scheme between the Company and the Facility for accessing the infrastructure is in place. In any case, the 20% rule on the total income from economic activities will apply.

The access procedure is the following:

- The user prepares a short proposal stating the objective of the activity, the selected topic/facility, the proposed timing, the requested workstations. The I-PHOQS web portal will provide a template for the proposal.
- The proposal is directed to the *scientist in charge* (if already known) or to the *hosting facility* for further evaluation.
- The *hosting facility* checks the proposal for technical and logistic feasibility and adds comments on how to implement the activity. It will then send the request and comments to the Access Board to approve the proposal, request revisions or reject it. If the proposal is approved, a specific contract following the standard rules of the hosting institution (and incorporating specific I-PHOQS conditions) is negotiated and signed.
- In case the Facility is not selected by the user or is unable/unwilling to offer access, the proposal is directed to the Access Board – pending preliminary consent by the Company – which can decide to propose a different facility, ask for a revision of the proposal or reject the proposal.

### ACCESS PROCEDURES FOR PRIVATE ENTITY TRAINING

The private user can request access to an I-PHOQS Facility for training one or more personnel on specific technologies. This kind of access has no original scientific or applicative value, therefore it is not subject to IP protection.

The access is regulated by a specific contract between the Company and the Hosting Facility, which can foresee a fee related to the use of Instrumentation, and training from expert personnel.

Particular conditions can apply and override these regulations in case a general scheme between the Company and the Facility for accessing the infrastructure is in place. In any case, the 20% rule on the total income from economic activities will apply.

The access procedure is the following:

- The user prepares a short proposal stating the objective of the training, the selected topic/facility, the proposed timing. The I-PHOQS web portal will provide a template for the proposal.
- The proposal is directed to the *scientist in charge* (if already known) or to the *hosting facility* for further evaluation.



- The *hosting facility* checks the proposal for technical and logistic feasibility and adds comments on how to implement the training. It will then send the request and comments to the Access Board to approve the proposal, suggest revision for a more appropriate training program or reject the proposal.
- If the proposal is approved, a specific contract following the standard rules of the hosting institution (and incorporating specific I-PHOQS conditions) is negotiated and signed.
- In case the Facility is not selected by the user or is unable/unwilling to offer access, the proposal is directed to the Access Board – pending preliminary consent by the Company – which can decide to propose a different facility, ask for a revision of the proposal or reject the proposal.

## REPORTING AND OBLIGATIONS

Within the framework of the specific contract signed by the user and the hosting facility, these procedures for private access and training access will be followed:

- The access or training proposal is stored centrally by I-PHOQS with minimal information not to violate confidentiality (e.g. unique ID of the proposal, Company, hosting facility, scientist in charge).
- During the access, each user signs an access form for the experimental days of operation, countersigned by the scientist in charge. These cumulative data (number of users / number of days) will be stored in a I-PHOQS database.
- Papers resulting from the access should acknowledge the I-PHOQS project.

The access/training can occur both in presence and remotely.