

## TERMS AND CONDITIONS OF USE OF THE RESEARCH INFRASTRUCTURE OF THE NATIONAL SYNCHROTRON RADIATION CENTRE SOLARIS

28/02/2018

### §1

#### General Provisions

1. The present detailed terms and conditions of use of the research infrastructure define a set of standards and good practices to be obligatorily followed by all Users of the National Synchrotron Radiation Centre SOLARIS (hereinafter: SOLARIS).
2. Selecting the option "I accept Terms and Conditions" while creating an account on the User Platform – Digital User Office SOLARIS (DUO) is equivalent to declaring oneself familiar with the terms and conditions of use of the research infrastructure.
3. While accepting the present terms and conditions of use of the research infrastructure, the User declares that all his/her scientific and research activities comply with the generally accepted principles of good scientific practice.
4. SOLARIS is entitled to change these rules and conditions. The User is obliged to make himself/herself familiar with the current release of the document every time he/she submits an experimental time proposal.
5. Please, share all your comments and doubts concerning the rules and terms of access to SOLARIS with us by sending an e-mail to: [user.solaris@uj.edu.pl](mailto:user.solaris@uj.edu.pl).

### §2

#### Research Infrastructure

1. The research infrastructure covered by these conditions and rules of access includes:
  - a. PEEM end-station,
  - b. XAS end-station,
  - c. UARPES end-station,
2. The detailed manuals and rules of operating the end-stations can be provided by the beamline managers:

PEEM end-station	Marcin Zajac, Ph.D.	+48 12 664 41 59 <a href="mailto:mar.zajac@uj.edu.pl">mar.zajac@uj.edu.pl</a>
XAS end-station	Marcin Zajac, Ph.D.	+48 12 664 41 59 <a href="mailto:mar.zajac@uj.edu.pl">mar.zajac@uj.edu.pl</a>
UARPES end-station	Natalia Olszowska, PhD	+ 48 12 664 41 72 <a href="mailto:natalia.olszowska@uj.edu.pl">natalia.olszowska@uj.edu.pl</a>

3. SOLARIS offers **free access to the research infrastructure** to the Users whose proposals, filled out in DUO, have been positively evaluated by the Scientific Committee (see the

paragraph "Open Call for Proposals and Evaluation of Proposals"). The actual results of the call are registered and published by SOLARIS.

4. To get more detailed information about the research infrastructure accessibility, please contact:

SOLARIS User Office	+48 12 664 41 99 +48 571 445 045 user.solaris@uj.edu.pl
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### §3 Call for Proposals

1. SOLARIS announces an open call for proposals twice a year:

- The spring call (deadline for proposal submission 1<sup>st</sup> of April) is for experiments to be performed from September till February the following year.

- The autumn call, (deadline for proposal submission 1<sup>st</sup> of October) is for experiments to be performed from March till August.

2. The Director of SOLARIS may take a decision to change the open call dates.

3. The information about an on-going call for proposals shall be published on the SOLARIS website: [www.synchrotron.pl](http://www.synchrotron.pl).

4. The open call for proposals is addressed to everyone who meets the following conditions:

- have created an account on the DUO platform ([www.solaris-duo.edu.pl](http://www.solaris-duo.edu.pl)),
- have their affiliation verified by the SOLARIS User Office,
- have accepted the present terms and conditions.

5. The proposals for the grant of experimental time may be sent through the DUO platform only while the call for the proposals is open. The option to create an account on the DUO platform, edit the account and edit the proposal in DUO is available regardless of the open call dates.

6. We suggest that you should consult your project with the Beamline Manager before sending a proposal.

### §4 Evaluation of Proposals

1. Only the proposals which have been sent to SOLARIS through the DUO platform during the open call for proposals may be evaluated.

2. The proposals shall be subject to:

- a. Technical evaluation – it defines whether the experiment may be performed using the accessible research infrastructure – Beamline Manager;
- b. (Sample) safety evaluation – it defines whether the sample being the object of the experiment meets the JU safety criteria - the JU Safety Inspectorate;
- c. Substantive evaluation – it determines the scientific value of the experiment to be performed and determines the amount of the research time to be granted.

3. However, only those proposals for which the outcome of the technical and safety evaluation has been positive shall qualify for the substantive evaluation.

4. The proposals shall be substantively evaluated by the Scientific Commission, members of which are appointed by the NSRC SOLARIS Director.

5. Proposal substantive evaluation criteria:

- Innovative range of research areas
- Precise scientific hypotheses
- Clearly defined methodology and anticipated research results
- Convincing grounds for purposefully using the synchrotron radiation
- Proposer's scientific achievements
- Timely presentation of reports on the earlier measurements performed at SOLARIS.

6. The user may obtain the following substantive evaluation of the proposal:

Description	Rank
<b>Outstanding Proposal</b> The proposal is outstanding: well-written, involving innovative research into exciting science, the scientific case is compelling and the proposal is timely. A successful outcome would have a significant impact on the research field in question and will be done at the SOLARIS during the current proposal round.	A*
<b>Excellent Proposal</b> Excellent proposal which is complete, scientifically compelling and timely, and should be done at the SOLARIS during the current proposal round.	A
<b>Good Proposal</b> Good Proposal. A good proposal with a relevant scientific case which fully deserves beam time but is of lower priority in a competitive environment, or a potentially excellent proposal which is lacking some information, e.g. preliminary results, further explanations. In this case the Panel should specify the additional information required in the comment. Those proposals can be allocated according to beamtime availability based on the ranking list.	B

<p><b>Sound Proposal</b></p> <p>The proposal is based on a sound scientific case but is considered scientifically less compelling or less timely than competing proposals, or the need for SOLARIS is not obvious.</p>	C
<p><b>Rejected Proposal</b></p> <p>The proposal is technically or scientifically flawed and cannot be done, or the scientific case is not worthy of synchrotron time, or the scientific case cannot be evaluated due to poor writing of the proposal.</p>	X

7. SOLARIS reserves the right to refuse the access to the research infrastructure to a User if the information contained in the proposal or a sample form turns out to be outdated or untrue (including a change of the sample, research team or scientific objective).

## §8

### Co-financing of Research

1. SOLARIS shall undertake constant efforts to arrange co-financing for the travel and accommodation of the Users coming to the centre to carry out their research. The information about available support is accessible on the website of SOLARIS and shall be announced during every open call for proposals.

## §9

### Preparation for Experiment

1. The User Office shall provide the experiment organisation process with administrative support. The Office can also provide you with information about accommodation and catering available in Krakow. To get more information about the arrangement of your stay, visit the "Users" section at [www.synchrotron.pl](http://www.synchrotron.pl).

2. If there are any questions or doubts related to the way in which the User's arrival is arranged, the User is requested to contact the User Office by e-mail. The response waiting time shall not exceed two working days.

3. Before coming to SOLARIS, the User shall be obliged to get familiar with the safety training accessible on the DUO platform.

4. The User acknowledges that SOLARIS shall not be liable for any likely technical problems.

5. When unexpected technical problems occur, SOLARIS shall have the right to change the time of using the research infrastructure. SOLARIS shall be obliged to immediately inform the User about changes in the way the experimental time is arranged.

6. If the User is not able to use the experimental time granted to him/her, he/she shall be obliged to inform the User Office about this fact as soon as possible. The User acknowledges that, in

such circumstances, his/her time may be shifted but it may also be deleted from the relevant call schedule.

7. If the User has frequently cancelled his/her arrival or failed to observe the mandatory rules while staying at SOLARIS, SOLARIS has the right to deny him/her further access to the research infrastructure.

8. The User should inform the beamline manager sufficiently in advance about which configuration of the accessible research infrastructure he/she needs in order to carry out the experiment.

9. Once you have begun using the research infrastructure, it means that you have accepted the initial configuration of the beamline.

## §10

### Arrival at SOLARIS

1. The User shall be obliged to inform the User Office about the planned time of arrival at SOLARIS at least a week before the arrival.

2. Before launching an experiment in SOLARIS, the User shall be obliged to:

- register himself/herself at the SOLARIS main building reception desk and present an identification document or a passport in order to get an access card to access the building;
- complete a beamline operation training supervised by the beamline manager.

## §11

### Experiment

1. The User shall be subject to the administrative and technical supervision and control of SOLARIS.

2. The User shall follow the SOLARIS personnel's instructions and the research apparatus operation manuals available from the research station supervisors.

3. The User shall have the right to use the research infrastructure only within the time window granted to him/her by SOLARIS and according to the pre-determined schedule.

4. The User shall be obliged to keep the beamline supervisor informed about any failures and disorders of the apparatus.

5. The research group must include an adequate number of persons for the experiment to be performed safely.

6. The User of the research infrastructure must not use it for a purpose that is contrary to the present terms and conditions, particularly:

- a. use the infrastructure in a way which might damage or destroy the equipment,

- b. make changes to the research infrastructure configuration that have not been approved by the beamline supervisor; this also includes installing software that is different from the pre-installed software,
- c. repair damaged research infrastructure in any way on one's own.

7. The User must not use the research infrastructure for a purpose other than intended.

8. The User should have appropriate knowledge and should have been trained to carry out measurements using synchrotron radiation. If this condition cannot be fulfilled, you should inform about this in the proposal for the grant of research time.

9. Users may obtain permission to use their own equipment, materials and auxiliary research instruments while carrying out an experiment at SOLARIS:

- a. A request of such nature can be submitted in the DUO system while submitting a proposal for the grant of experimental time.
- b. Instruments brought by the User must comply with the safety requirements that are applicable in SOLARIS; they must be formally registered and accepted by the research station supervisor. It particularly concerns the devices powered from the electric grid and connected to the IT system.
- c. Additional equipment shall be transported at the User's cost and through his/her efforts.
- d. The User shall be obliged to remove his/her equipment from SOLARIS at the latest within 30 days following the day when the experiment was ended.

10. Within the area of the SOLARIS building, waste is obligatorily segregated into the following type categories:

- mixed
- plastic
- glass
- paper
- metal
- alkaline batteries.

To remove other types of waste and contamination produced during the experiment, ask the User Office for help.

12. SOLARIS shall not be liable for any property of the User, including its loss or damage.

13. Before finishing to use the research infrastructure, the User should save the obtained results on his/her own carriers, particularly data files which he/she has created, and collect other materials produced while using the research infrastructure.

14. Time and rules for the storage of data on carriers belonging to SOLARIS:

- a. The data related to the experiment are stored in the centre for 30 days following the experiment completion day;
- b. The User may save the data to his/her own carrier or download them from his/her own account during 30 days following the experiment completion day.
- c. SOLARIS shall not be liable for keeping the User's results and data.

15. SOLARIS allows the User to connect with the Internet by means of a Wi-Fi network.
16. The User must not reveal his/her login and password to third persons.
17. The access can be blocked if the IT infrastructure of SOLARIS is used illegally.
18. SOLARIS shall have the right to stop an on-going experiment if the User has violated any of the rules which are obligatorily applicable in the facility.

## §12 After the Experiment

1. On the day of the User's departure, the User is obliged to return the access card to the SOLARIS building reception desk.
2. The User is asked to fill out the evaluation questionnaire on the DUO platform. It will support SOLARIS in the process of technical, administrative and scientific self-improvement.
3. The User is asked to fill out the post-experiment report available on the DUO platform. The report must be delivered to SOLARIS at the latest within 6 months following the day when the experiment was finished.
4. Failure to deliver the report may result in a lower rating of a proposal during another open call to SOLARIS or, in extreme cases, a proposal may not even be released for substantive evaluation.
5. The User shall be obliged to publish the results of his/her research and inform the User Office about this fact.
6. Following the good international practice, we encourage the Users to offer co-authorship of the publication to the SOLARIS employees who have contributed to the achieved results of the experiment through their work.
7. Every publication must contain the following sentence:
  - a. In Polish "Niniejsze badania zostały wykonane na linii ....., w Narodowym Centrum Promieniowania Synchrotronowego SOLARIS. Eksperyment został wykonany dzięki współpracy z Zespołem SOLARIS."
  - b. In English: "These research took place at the National Synchrotron Radiation Centre SOLARIS, at the ..... beamline. The experiment was performed thanks to collaboration of the SOLARIS Team."

§13  
Documents

SOLARIS shall provide the User with the following documents:

- 1) Rules of access to the research infrastructure,
- 2) Detailed conditions of use of the research infrastructure,
- 3) Operation manual for the accessible research infrastructure,
- 4) Safety rules to be followed while using the research infrastructure.