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

26/02/2024

§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 – Solaris User Network (SUN) 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.

§2
Research Infrastructure

1. The research infrastructure covered by these conditions and rules of access includes:

    a. ASTRA beamline,
    b. CIRI beamline,
    c. DEMETER beamline,
    d. PIRX beamline,
    e. PHELIX beamline,
    f. POLYX beamline,
    g. URANOS beamline,
    h. Cryo-EM microscope.

    Technical details on the available research infrastructure can be found on the SOLARIS website in the Beamlines and Cryo-EM section.

2. SOLARIS offers free access to the research infrastructure to the Users whose proposals, filled out in SUN, have been positively evaluated by the Scientific Committee (see §3 " Call for Proposals"). The actual results of the call are registered and published by SOLARIS.

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

SOLARIS User Office	Wiktor Kotlarz +48 12 664 41 85 +48 571 445 045 Patrycja Pakońska +48 12 664 41 99 **user.solaris@uj.edu.pl**

4. SOLARIS offers also the possibility to make available the scientific infrastructure apart from the open calls (paid research).

Details of cooperation are available at the website: https://synchrotron.uj.edu.pl/en_GB/industry.
In order to find out about the available offer, please contact:

SOLARIS Industry Liaison Officer	phone: 12 664 41 93 industry.solaris@uj.edu.pl

§3
Call for Proposals

1. SOLARIS announces an open call for proposals twice a year:
   - The spring call (deadline for proposal submission 1st of April) is for experiments to be performed from September of the same year till February the following year.
   - The autumn call, (deadline for proposal submission 1st of October) is for experiments to be performed from March till August of the following year.

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

3. The information about an ongoing call for proposals (dates and available infrastructure) shall be published on the SOLARIS website.

4. The open call for proposals is addressed to everyone who meets the following conditions:
   - have created an account on the SUN platform (https://sun.synchrotron.pl),
   - have their affiliation verified by the SOLARIS User Office (e-mail address related to affiliation must match the institution entered as affiliation),
   - have accepted the present terms and conditions.

5. By creating an account in the SUN system, the User acknowledges that his/her e-mail address will be visible to other Users who want to co-create an experiment with him/her. Consents can be edited on your SUN profile, in the "Manage Consents" tab.

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

7. The User can choose one of the three available types of proposals:
    - Standard proposal - the standard peer-reviewed access mode, offering beamtime to a single scientific project.
        - Long-term proposal - used for projects requiring repeated access for experiments over a longer time frame (max. 3 experimental periods), e.g. PhD thesis projects developing new methods or specific instrumentation. If you have suggestions for another subject for the long-term project please feel free to contact your beamline/infrastructure choice for further discussions. Detailed long-term project conditions are described at the SOLARIS website in the USERS/Applying for beamtime section.
    - Rapid access – possibility to receive the research time apart from the standard procedure but under very strict conditions:
        - the necessity to perform the experiment immediately because of the scientific value of potential test results,
        - the necessity to supplement previous experiment results to complete the research project and/or publication,
        - willingness to check the feasibility of the project through test measurements.

If none of the above cases apply, you should submit an application in the spring or autumn recruitment.

The Rapid Access procedure does not work for the Cryo-EM microscope.

Additionally, losing access to local research infrastructure as a result of force majeure (such as natural disasters, acts of terrorism, acts of war, or other events of a similar nature) enables you to pick the option of performing your rapid access experiment remotely on chosen beamlines (assuming it satisfies the rapid access conditions).

8. There is also a possibility to submit an application within the CERIC-ERIC Consortium using the platform operated by the Italian synchrotron Elettra (https://vuo.elettra.trieste.it). Information about calls organisation and instructions for submitting applications can be found on the website: https://www.ceric-eric.eu. The CERIC-ERIC consortium is reimbursing the cost of travel and stay in Krakow for the duration of the experiment.

9. We suggest that you should consult your project with the Research Infrastructure Manager before sending a proposal.

§4
Proposals evaluation

1. Only the proposals which have been sent to SOLARIS through the SUN platform during the open call for proposals may be evaluated.
2. The proposals are subject to:
    a. technical evaluation – this defines whether the experiment may be performed using SOLARIS research infrastructure; it is conducted by the beamline manager,
    b. (sample) safety evaluation – this defines whether a sample meets the safety criteria of Jagiellonian University; it is conducted by the JU OSH Inspectorate,
    c. radiological safety (samples) – the Radiation Protection Inspectorate (IOR) determines whether the sample being the subject of the experiment meets safety conditions;

d. substantive evaluation – this determines the scientific value of the experiment and determines the amount of beamtime to be allocated; it is conducted by an International Review Panel appointed by the Director of the SOLARIS NSRC.

3. Only those applications for which the outcome of the technical, safety and radiology evaluations have been positive will qualify for the substantive evaluation.

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

5. Proposal substantive evaluation criteria:
   - an innovative range of research areas,
   - precise scientific hypotheses,
   - clearly defined methodology and anticipated research results,
   - convincing grounds for purposefully using 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
Outstanding Proposal 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*

Excellent Proposal The excellent proposal is complete, scientifically compelling and timely, and should be done at the SOLARIS during the current proposal round.	A
Good Proposal 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, and 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
Sound Proposal 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.	C
Rejected Proposal 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.	X

7. SOLARIS reserves the right to refuse 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.

§5
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.

2. The possibilities of co-financing experiments may differ depending on the chosen research infrastructure (beamline or Cryo-EM microscope). We suggest following the details on the SOLARIS website.

§6
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/User guide" section at SOLARIS website.

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. The User is obliged to inform the User's Office and the infrastructure manager about the planned date of arrival at SOLARIS at least two weeks before the start of the experiment, by completing the *Final Member Declaration* form (actual template can be found at SOLARIS website in USERS/User guide section or at SUN platform). That form must be sent as a pdf. to SOLARIS User Office

(user.solaris@uj.edu.pl) no later than 2 weeks before the experiment is due to start.

4. The user has the possibility of adding samples that have not been previously included in the application for research time by completing the *Additional Samples Declaration* form (actual template can be found at SOLARIS website in USERS section or at SUN platform). That form must be sent as a pdf. to SOLARIS User Office (user.solaris@uj.edu.pl) no later than 3 weeks before the experiment is due to start.

5. All of the experimentalists need to read carefully the presentation about Safety and Health rules and procedures, which are obligatory at SOLARIS (*Safety Training*). Presentation is available on one's SUN account. There is no possibility of receiving an access badge without confirmation of reading Safety Training.

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

7. 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.

8. 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.

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

10. 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.

11. If the User needs to use liquid helium or liquid nitrogen as the cryogenic liquid to perform the experiment properly, he/she should put this information in the proposal. SOLARIS provides a maximum of 100 litres of liquid helium per experiment. For liquid nitrogen, there is no limited volume.

12. Once you have begun using the research infrastructure, it means that you have accepted its initial configuration.

13. 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/microscope operation training supervised by the beamline manager.
14. There is no possibility to start measurements without the presence of the line/microscope supervisor.

§7
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 user is obliged to provide sufficient staff to operate the experiment 24 hours a day. No more than four persons can work at the beamline/microscope at the same time.

6. After the measurements are completed, the research infrastructure should remain in the same condition it was in before are started.

7. The User of the research infrastructure must not use it for a purpose that is contrary to the present terms and conditions, particularly:
   - use the infrastructure in a way which might damage or destroy the equipment,
   - 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,
   - repair damaged research infrastructure in any way on one's own.

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 request of such nature can be submitted in the SUN system while submitting a proposal for the grant of experimental time.
   - 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 by the electric grid and connected to the IT system.

- additional equipment shall be transported at the User's cost and through his/her efforts.
- the User shall be obliged to remove his/her equipment from SOLARIS at the latest within 14 days following the day when the experiment ended.

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

11. The rules of collecting data:

a. Data related to the experiment are stored on the SOLARIS data server for a period of 6 months from the date of completion of the experiment in the case of the SOLARIS synchrotron and 30 days in the case of experiments performed on the Cryo-EM microscope.
b. SOLARIS is not responsible for the storage of the User's results and data.
c. The User may use a personal data storage tool to save the results.
d. In addition, the user can retrieve these data through remote access using a VPN-type connection and then through an FTP client by logging in with the appropriate data obtained from the Solaris User Network (SUN).

12. SOLARIS allows the User to connect to the Internet by means of a Wi-Fi network.

13. The User must not reveal his/her login and password to third persons.

14. The access can be blocked if the IT infrastructure of SOLARIS is used illegally.

15. SOLARIS shall have the right to stop an ongoing experiment if the User has violated any of the obligatorily applicable rules in the facility.

16. 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.

§8
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 Form (the link to the survey is sent by the User's Office each time after the end of the experiment). Thanks to the answers, SOLARIS will be able to refine our services.

3. The User is obliged to complete the report after the experiment, available on the SUN platform:
    - The Experiment Report must be submitted no later than 3 months (for the regular proposals) and 6 weeks (for the fast track proposals) after the end of the experiment.
    - The form is to be filled in by all users or groups of users who received the beam time for measurements at the SOLARIS.
    - To prepare the Report, please use the actual template that can be found on the SOLARIS website in USERS/User guide section or in SUN platform.
    - The Report should be submitted electronically via SUN platform
    - The Report can be done only by Main Proposer.
    - The Report should not exceed 3 pages.

4. Failure to deliver the report may result that in the next proposal may not even be released for substantive evaluation.

5. All reports are classed as confidential and will only be made available to the local contact, the Directors, the Peer Review Panel and the Communications team.

6. The User shall be obliged to publish the results of his/her research performed at National Synchrotron Radiation Centre SOLARIS and inform the User Office about this fact.

7. Any publication resulting from a SOLARIS beamtime project should include the beamline local contact or experiment supporters (also SOLARIS partner representatives) as co-author.

8. If managers of the beamline/microscope are not co-authors of the publication, its authors are obliged to mention the SOLARIS National Synchrotron Radiation Centre in their acknowledgments and the infrastructure used, using the following sentence:

   - In Polish: „Publikacja częściowo powstała w ramach przedsięwzięcia Ministra Edukacji i Nauki „Wsparcie prowadzenia badań naukowych i prac rozwojowych z wykorzystaniem infrastruktury badawczej Narodowego Centrum Promieniowania Synchrotronowego SOLARIS" na podstawie umowy nr 1/SOL/2021/2. Prezentowane w niej badania zostały wykonane w Centrum SOLARIS na linii badawczej [xxxx]/kriomikroskopie elektronowym. Chcielibyśmy podziękować XYZ za wsparcie."
   - In English: "This publication was partially developed under the provision of the Polish Ministry and Higher Education project "Support for research and development with the use of research infrastructure of the National Synchrotron Radiation Centre SOLARIS" under contract nr 1/SOL/2021/2. We acknowledge SOLARIS Centre for the access to the [xxxx] beamline / cryogenic electron microscope, where the measurements were performed. We would like to thank XYZ for assistance."

9. If SOLARIS employees are co-authors of the publication, the last task of the above statement can be omitted.

§13
Documents

SOLARIS shall provide the User with the following documents:

i. Detailed conditions of use of the research infrastructure,
ii. Operation manual for the accessible research infrastructure,
iii. Safety rules to be followed while using the research infrastructure (*Safety Training*).