

## External User Policy

The National Institute of Chemical Physics and Biophysics (hereinafter NICPB or the Institute) welcomes scientists from other institutions and organisations and from various disciplines, to stay at the Institute in order to carry out their own scientific research or research in conjunction with the in-house projects.

### § 1. Purpose of the Policy

Current Policy sets forth the regulations/general principles governing the access to the scientific facilities of the Institute by external users, including submission of research proposals, granting of access rights and general conditions during their stay at the Institute.

### § 2. General Provisions

- (1) An external user in the context of this Policy is an academic or non-academic researcher or a post graduate student preferably with experience with the installation to be used.
- (2) Access to the facilities is allocated on the basis of competitive research proposal review.
- (3) Access implies the use of the installation, the use of all available auxiliary equipment and, if necessary, support by local staff.
- (4) Proposals and time requests may be submitted at any time. Access to facilities is scheduled on a monthly request cycle, but can be allocated in advance to users who have scientific or practical requirements.

### § 3. Proposal and time request

- (1) A proposal is required for access time requests in all facilities. It must be uploaded as a single PDF file (not separate sections) and must include the following:
  - 1) Up to 3-page description of the proposed science and/or technology development, including broader impacts of the work;
  - 2) Up to 1-page description of the previous relevant work;
  - 3) A brief biographic sketch that should include: name, title, affiliation; academic and professional history; up to five (5) publications related to the proposed effort; and synergistic activities and/or accomplishments, if any, related to proposal.
- (2) In addition the applicant should provide time request with detailed information about the proposed experiment, including:
  - 1) The facility/facilities to be used;
  - 2) Funding source information;
  - 3) Sample(s) information;
  - 4) Experimental plan;
  - 5) Schedule request.

### § 4. Access rights

- (1) Access to one or more of the infrastructures will be given for research, provided that the research proposal is positively rated by a Selection Committee based on:
  - 1) scientific or technological quality and originality of the proposal (merit);
  - 2) broader impact of the proposal;
  - 3) past performance of the applicants.
- (2) Proposals are graded using the following scale:
  - 1) A – Proposal is high quality and access time must be given a high priority;
  - 2) B – Proposal is good quality and access time should be granted;

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- 3) C – Proposal is acceptable and access time should be granted at NICPB discretion;
  - 4) D – Proposal has minimal merit and granting access time should be a low priority;
  - 5) F – Proposal has little or no merit and access time should not be granted.
- (3) Considerations that increase prioritisation given to a particular proposal are:
- 1) PI is an early career researcher (7 years since receipt of PhD);
  - 2) PI is from an underrepresented group or from an institution serving underrepresented populations;
  - 3) PI is a first-time principal investigator.
- (4) Considerations in cases of oversubscription for a particular facility or instrumentation include:
- 1) The PI has not received access time recently, i.e. during the previous scheduling period;
  - 2) The PI has used past access time effectively;
  - 3) Data collected by the PI at the NICBP has been published in a timely manner.

### **§ 5. Acknowledgements and User Reporting**

- (1) Publications, presentations or other activities or products resulting from use of the Institute's facilities should include the following acknowledgement: „A portion of this work was performed at the National Institute of Chemical Physics and Biophysics“.
- (2) In case the Institute is specifically funded to render services as a National Laboratory, the acknowledgment should include reference to such funding agreement or grant.
- (3) The users are required to:
  - 1) submit brief research reports to the Institute at year-end;
  - 2) report to the Institute in a timely manner all publications, talks, books and other one-time publications, Ph.D. and Master degrees and other activities resulting from use of Institute's facilities.
- (4) Failure to comply with clauses 1 to 3 above will be considered as lowering prioritisation of future proposals of the applicant.

### **§ 6. Finance**

- (1) There is standard monthly fee for both academic and non-academic visitors for the use of the facilities according to Article 2 (3), unless the usage time can be reasonably measured or estimated and there is a valid price schedule for the respective installation.
- (2) In the latter case the fee will be calculated on the basis of usage time and prices of the services (instrument time, auxiliary equipment, chemicals, support staff, etc).
- (3) The amount of the named fee and the price schedules shall be set by the Ordinance of the Director of the Institute. The fees and prices shall be revised yearly and they can be changed without notice.