

Laser System VEGA

TERMS AND CONDITIONS OF USE for Public Research Access (Competitive Access)

1. Type of Access

1.1. These Terms and Conditions (T&Cs) apply to access through competitive access¹.

2. Submission of an Experimental Proposal

2.1. Applications for access to Laser System VEGA shall be submitted through the FARO application (<https://faro.clpu.es/facilities/servicerequest/>). Applicants must provide all information required to enable a comprehensive evaluation of the proposed experiment, including, but not limited to, information regarding potential risks, any equipment or materials to be provided either by the CLPU or by the applicant for use during the experiment, and the participation of experienced scientists capable of ensuring the successful execution of the experiment. Applicants are encouraged to include as much information as possible in the proposal description in order to facilitate its proper evaluation. If, after the proposal has been authorized, the applicants modify any of the declared conditions or equipment, the procedures set out in Sections 3.3 and 4.1 shall apply.

2.2. The proposal shall include an abstract of the experiment. This abstract may be disclosed and published openly by the CLPU and shall therefore not be considered confidential.

2.3. The processing of personal data included in experimental proposals complies with the provisions of the General Data Protection Regulation (GDPR)² and shall be carried out in accordance with the provisions set out in the Transparency Portal: <https://www.clpu.es/portal-transparencia/usuarios-colaboradores/>

2.4. If the experimental proposal is carried out within the framework of a research project (whether or not specific funding has been awarded for access to Laser System VEGA), the project code and title shall be included in the application.

2.5. Researchers are encouraged to contact the CLPU Local Coordinator in advance via: vegaservice@clpu.es to discuss the suitability of our facilities for the experiment they intend to propose.

2.6. Applicants undertake to provide any additional information that may be requested during the evaluation process of the proposals submitted.

¹ Competitive Access: Procedure for access to the VEGA Laser System through an open-call selection process. Proposals shall be selected by the Access Committee on the basis of scientific excellence.

² Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

2.7. If the experimental proposal is approved, the applicant shall, within the deadline specified by the CLPU, confirm acceptance or rejection of the experimental sessions and access dates allocated for Laser System VEGA, and shall sign the initial budget. Failure to do so shall be deemed a waiver of the granted access.

3. Before the Experiment

3.1. From the date on which the experimental proposal is approved and scheduled, all communications between the Research Team³ and personnel from all areas of the CLPU shall be conveyed through the CLPU Link Scientist⁴ assigned to the experiment. The Link Scientist shall act as the liaison between the Research Team and the CLPU. Any official communication between the user team and CLPU shall take place only through such channel.

3.2. At least six (6) months⁵ prior to the start of the experimental campaign, the CLPU Link Scientist shall convene a kick-off meeting, which shall be attended by both the Research Team and CLPU personnel in order to prepare the experiment, establish the work plan, define the technical requirements, identify the equipment to be used, and address any other relevant organisational matters.

3.3. The Principal Investigator (PI)⁶ of the Research Team shall notify the CLPU of any proposed modification to the approved experimental proposal at least fifteen (15) days before the start of the experimental set-up. Such modifications shall be evaluated by the CLPU Internal Committee, which shall assess their feasibility and appropriateness and decide which modifications, if any, may be implemented. If the Internal Committee considers that the proposed changes constitute major modifications (including, but not limited to, significant variation in the objectives, potential risks, technical requirements or conditions set out in the original proposal), the PI shall decide whether to conduct the experiment in accordance with the originally approved proposal or to cancel the experimental campaign. In the latter case, the Research Team may submit a new experimental proposal including the proposed modifications through the FARO application for new evaluation.

3.4. The PI shall submit a declaration of all equipment and materials to be brought to the CLPU for use during the experiment, together with the corresponding risk assessment, at least fifteen (15) days before the start of the experimental set-up. The CLPU shall not be responsible for arranging transportation, customs clearance, receipt or handling of any equipment or materials shipped to the CLPU by the Research Team. The CLPU shall not be liable for any scientific equipment owned by the Research Team and stored on its premises.

3.5. The Research Team shall appoint a Group Leader in Matters of Safety (GLIMOS) who shall be responsible for environmental protection, health and safety matters. In the absence of such appointment, this role shall automatically be assumed by the PI.

³ *Research Team: The applicant submitting the experimental proposal and all persons external to the CLPU who are invited to participate in the experiment.*

⁴ *Link Scientist: Person appointed by the CLPU to act as the liaison between the Research Team and the CLPU for the organisation and coordination of the experimental campaign and for the exchange of information between both parties.*

⁵ *Except for CALL-4 of 2026.*

⁶ *Principal Investigator (PI): Leader of the Research Team, acting as its representative and having overall responsibility for the planning and execution of the experimental campaign. The PI may be assisted by one or more Co-Principal Investigators (Co-PIs).*

3.6. The CLPU shall not be required to provide complex adaptations, additional consumables, spare parts, or equipment that is not available at the CLPU or included in the relevant Access Call (CALL). In case such additional resources are requested by the Research Team, the Internal Committee shall evaluate the request and, where appropriate, prepare the corresponding budget, which shall be submitted to the PI for approval.

3.7. The list of collaborators forming part of the Research Team shall be finalised and updated at least fifteen (15) days before the start of the experimental set-up. The expected arrival schedule of all team members shall also be provided so that the CLPU can organise the corresponding reception arrangements.

3.8. All collaborators participating in the experiment shall accept the applicable Terms and Conditions of Use before the start of the experimental campaign. In addition, collaborators attending the experiment on site shall submit the required documentation and complete the mandatory training before arriving at the CLPU, in accordance with the instructions provided. Authorisation to access the CLPU facilities and, where applicable, the experimental data generated during the campaign shall be subject to full compliance with these requirements.

4. During the Experiment

4.1. The experiment shall be conducted in accordance with the approved experimental proposal or, where applicable, with any modifications authorised by the CLPU pursuant to Section 3.3 during the preparation phase. The CLPU shall not be required to accept any further modifications once the experiment has commenced. Any changes proposed by the Research Team during the execution of the experiment shall be subject to prior assessment by the CLPU and may affect the continuation of the experimental campaign.

4.2. Each granted access session shall include a minimum of three (3) hours of effective use of the Laser System VEGA beam, together with the assistance of one technician and one specialized scientist. In addition to the allocated access sessions, the Research Team shall be granted sufficient time prior to the scheduled start of the experiment to prepare and install the experimental set-up.

4.3. The CLPU does not guarantee that the Research Team will obtain the expected experimental results and shall not be required to extend the number of access sessions granted for the purpose of achieving such results.

4.4. If an experimental campaign cannot be completed for reasons beyond the reasonable control of the CLPU (including, but not limited to, system failures, the complexity of the experimental set-up, or similar circumstances), the CLPU shall bear no liability and shall not be responsible for any costs or expenses incurred by the Research Team.

4.5. The CLPU is the holder of the Authorised Radioactive Facility License (IRA-3254). Members of the Research Team shall receive the applicable safety documentation, including, among others, the Emergency Plan and the Operating Regulations of the Authorised Radioactive Facility (IRA), and shall comply with all such rules at all times.

4.6. Members of the Research Team shall receive the rules governing the use of the infrastructure and shall comply with them throughout their stay at the CLPU. They also undertake to follow all instructions issued by authorised CLPU personnel.

4.7. The removal from the CLPU of any equipment or materials belonging to the CLPU is strictly prohibited.

4.8. Access cards shall be issued to members of the Research Team, provided that the requirements set out in Section 3.8 have been fulfilled. Each card will be personal, not transferable and each holder will be responsible for its use.

4.9. Any photographs or video recordings taken by the CLPU in which members of the Research Team are identifiable shall be subject to the prior, voluntary and informed consent of the individuals concerned.

4.10. Where applicable, members of the Research Team undertake to complete any documentation required by the institution funding the access or the research project (for example, attendance records or additional administrative documentation).

4.11. Failure to comply with any provision of these Terms and Conditions, particularly those relating to health, safety or security, may result in the partial or total cancellation of the experimental campaign and/or the withdrawal of access authorisation for the individual responsible for the breach.

5. After the Experiment

5.1. The Research Team shall be responsible for dismantling the experimental set-up, with the assistance of CLPU personnel. The final day of the experimental campaign shall be allocated to dismantling activities, ensuring correct data/metadata saving (see 5.4) and storing in the appropriate server locations and a debriefing meeting shall be held in order to share the main highlights of the experimental campaign with the facility team. In case the dismantling process is expected to require more than one working day, the PI shall inform the Link Scientist of the estimated duration in advance.

5.2. The Research Team shall be responsible for preparing the shipment of any equipment or materials brought to the CLPU for their return to the home institution and, where applicable, for arranging collection by the courier or transport company and bearing the corresponding transportation costs. If activated material is involved, such material shall not leave the CLPU until its radiation levels have decayed to the authorised limits and the Radiation Protection Service (SPR) has approved its release.

5.3. Equipment or materials belonging to the Research Team may remain temporarily at the CLPU only in exceptional circumstances and subject to prior authorisation. Such equipment or materials shall be removed in accordance with the provisions of Section 5.2 before the expiry of the authorised storage period. The CLPU shall not accept any liability for equipment or materials stored on its premises.

5.4. The Research Team undertakes to leave at the CLPU a full and consistent copy of the full data and metadata set generated by any equipment or instruments brought to the CLPU and used during the campaign that constitutes and allows for the complete reconstruction of the experiment.

5.5. The Principal Investigator (PI) undertakes to submit a preliminary report on the results of the experimental campaign to the Link Scientist within three (3) months of the completion of the experiment. This report shall include a brief abstract of the experimental results, which may be publicly disclosed and published by the CLPU and shall therefore not be considered confidential.

5.6. The CLPU may request additional information or images from the PI or the Research Team for the purpose of disseminating the content referred to in the abstracts described in Sections 2.2 and 5.5 through its communication channels.

5.7. Members of the Research Team undertake to complete the final documentation related to access requested by the CLPU and/or by the institution funding the access or the research project (including, but not limited to, surveys, expenditure justifications and similar documentation) within twenty (20) days of the request being made by the CLPU.

5.8. The PI undertakes to provide the Link Scientist with details of any publications, doctoral theses, conference presentations or other documents containing data obtained at the CLPU during the experimental campaign, and to provide either a printed or electronic copy of any publication containing the acknowledgement referred to in Section 5.9.

5.9. Members of the Research Team undertake to acknowledge the contribution of the CLPU, its personnel and the use of its facilities in all publications reporting results obtained from experiments carried out at the CLPU, using the following statement or an equivalent acknowledgement:

"The author(s) acknowledge(s) the Centro de Láseres Pulsados (CLPU) and the expert support provided by its staff in carrying out the experiment and obtaining the reported results through the use of Laser System VEGA".

5.10. Failure by members of the Research Team to comply with the commitments and obligations set out in these Terms and Conditions may result in the refusal of future services, exclusion from future experimental campaigns and/or denial of access to the CLPU's research infrastructures.

5.11. Should the CLPU wish to make use of the results obtained during the experiment in scientific communications, it shall first obtain the prior authorisation of the PI. In all cases, the CLPU shall duly acknowledge the authorship of the Research Team.

6. Generated Data

6.1. All data generated during the experiment, including data initially recorded on equipment owned by the Research Team, shall be appropriately stored on the CLPU's designated servers.

6.2. The management of data generated during the experiment shall be governed by the CLPU Data Policy.