

**CONSORTIUM FOR THE CONSTRUCTION, EQUIPMENT
AND EXPLOITATION OF THE SYNCHROTRON LIGHT LABORATORY**

**RESOLUTION DATED 7th OCTOBER 2013, OF THE DIRECTOR OF THE
CONSORTIUM FOR THE CONSTRUCTION, EQUIPMENT AND EXPLOITATION
OF THE SYNCHROTRON LIGHT LABORATORY APPROVING THE PUBLIC
CALL FOR PROPOSALS OF THE RESEARCHERS ACCESS TO THE ALBA
SYNCHROTRON EXPERIMENTAL BEAMLINES, BEAMTIME ASSIGNMENT
AND CORRESPONDING FINANCIAL SUPPORT**

Given that the Consortium for the Construction, Equipment and Exploitation of the Synchrotron Light Laboratory ALBA (hereinafter "CELLS"), is in full exploitation phase of the seven present experimental beamlines.

Given that at this stage of exploitation, one of the uses for the experimental beamlines is their utilization by external researchers to conduct research projects.

Given the benefit to society and the development of science and knowledge.

In response to the increasing number of demands for using the ALBA synchrotron facility.

By virtue of the powers contained in the Statute of CELLS, published in the BOE number 81, April 4, 2003 and DOGC number 3858, April 4, 2003 and delegated to the figure of the Director by Resolution of the Governing Council, dated June 12, 2003.

IT IS RESOLVED:

1. Approving the rules for the public call for proposal written in the annex, which gives researchers access to experimental beamlines at ALBA synchrotron, beamtime allocation and its corresponding financial support.
2. Opening the aforementioned call for proposals in order to submit applications.
3. Informing that the financial support associated with this call will be funded through CELLS budget.

Against this Resolution, which puts an end to the administrative procedure, you can bring further appeal before the administrative courts of Barcelona, within two (2) months from the day following the notification of this Resolution, in accordance with the provisions of Article 46.4 of Law 29/1998, of 13 July, regulating the administrative jurisdiction, without prejudice to the possibility of an optional administrative reconsideration appeal (“*Recurso potestativo de reposición*”), before the same authority dictating this Resolution, within a maximum of fifteen (15) working days from the day following receipt of the notification of this Resolution.

Cerdanyola del Vallès, October 7, 2013.

A handwritten signature in dark ink, appearing to read 'Caterina Biscari', with a stylized flourish at the end.

Caterina Biscari
CELLS Director
P.D. Resolution June 12, 2003

ANNEX

I.- GENERAL DEFINITIONS AND RULES

1.- Personal scope of the call

- a) Access of researchers to the ALBA synchrotron of CELLS , as regulated in this call for proposals, is based on criteria of scientific excellence. In addition to scientific excellence, may be taken into account:
 - i. The commitment that the group proposing the proposal has the financial, technical and human resources to carry out the experiments during the proposed period.
 - ii. Promoting access of young researchers in the field of synchrotron light experiments. To this end, all researchers (co-proposers users) who submit the proposal need to be considered 'early career researcher' (less than ten years after obtaining his Ph.D). In this case, under no circumstances will be accepted new co-proposers when the experiment starts.
- b) This call for proposal regulates access to the synchrotron for public research (public research defined as those where the results are published in the scientific literature). If the researcher uses the research findings in a confidential manner and they are not published in scientific literature due to business purposes, then his access is not governed by this call. Instead, he must sign a specific commercial agreement.

2.- Access cycle

An access cycle is the access period to the facilities of ALBA synchrotron covered by this call for proposals which in this case extends from April 2014 to December 2014, both months included.

3.- Experimentation shift

The experimentation shift has a duration of 8 hours.

4.- Personal data protection

Pursuant to the Organic Law on Personal Data Protection (LOPD), it is hereby stated that the personal user details, gathered by CELLS under this call, are incorporated to a file property of same for the purposes of communication, selection process and management of issues which may be in the interest of the user. The user may at any moment exercise his rights of access, rectification, cancellation and opposition provided for in the Law, by writing to: *CELLS, Ref. Personal data protection. Carretera BP 1413, Km 3,3. 08290 Cerdanyola del Vallès, Barcelona (Spain).*

(According to the LOPD these rights are called ARCO: access, rectification, cancellation and opposition).

5.- Storage of experiment data

CELLS undertakes to keep the experiment data stored and available to researchers for a warranted period of thirty (30) days following the end of the experiment. Researchers must transfer and store their data within this thirty-day period.

6.- Health and Safety Rules

- a) It is the responsibility of the main researcher of the proposal to identify and explain in detail in the said proposal any danger due to samples or equipment brought to the ALBA synchrotron for the performance of the experiment as well as the safety measures which shall be applied. The Safety Service of CELLS shall check these measures and reserves the right to deny access for safety reasons.
- b) Sufficient notice must be given of the samples and the equipment external to the ALBA synchrotron and belonging to the group of researchers performing the experiment, which may have any implication on safety, as well as of the safety measures that shall be taken. Any failure to comply with this rule may lead to the cancellation of beamtime for safety reasons.

II.- SUBMISSION OF APPLICATIONS FOR BEAMTIME

7.- Temporal scope of the call

This call governs the access of researchers to the ALBA synchrotron experimental beamlines during the "2014 cycle" which runs from April 2014 to December 2014, both months included.

8.- Period for the submission of applications for beamtime

- a) Applications for the access of researchers to the ALBA synchrotron during the 2014 cycle (as defined in paragraph 7) must be submitted, only electronically, between **7th October 2013** and **4th November 2013** before 23:59 h (Spanish peninsular time, GMT+1) in the electronic portal of the Alba User Office (<https://useroffice.cells.es>).
- b) Any proposal received beyond the date and time set forth in the previous paragraph shall not be evaluated in this call.

9.- Publication of the call for proposals

This call is published in the website of CELLS: <http://www.cells.es/UserOffice>

10.- Resolution of the call for proposals

- a) The resolution of this call for proposals is planned to take place during the month of March 2014.
- b) The resolution shall specify:
 - i. Classification of the access proposals: "A+", "A" or "B" (see paragraph 15. d)).
 - ii. Number of experimentation shifts assigned.

11.- Place for submission of access proposals

- a) Researchers must submit their scientific proposal through the electronic portal of the ALBA synchrotron User Office: <https://useroffice.cells.es>
- b) To this end, all researchers taking part in the experiment must previously register in the electronic Portal.

12.- Submission of proposals

- a) The main researcher must fill in the electronic application stating the names of each and all of the users, the type of proposal submitted (see section 13), the description of the experiment, in which beamline he wants to perform the experiment, the samples and their implications for health and safety (if there were any) and any other compulsory information (or other additional information, if relevant) indicated in the forms to be filled in inside the said electronic portal.
- b) The proposal shall remain as a draft and may be edited until the main researcher decides to submit it. It is recommended its final submission as far in advance as possible before the deadline provided for in section 8.
- c) The proposal must specify the total number of experimentation shifts requested for this access cycle, according to the electronic form (although they can be distributed in several visits within the cycle).

13.- Types of proposals

Researchers may request access to the ALBA synchrotron in this access cycle only with standard proposal or BAG Proposal.

14.- Definitions of standard and BAG proposals

- a) Standard proposals
 - a.1) They are defined as proposals with only a principal investigator and all users (co-proposers) must be specified inside the application.
 - a.2) In these proposals, access is requested in order to perform experiments within an access cycle (which, in this call, is from April 2014 to December 2014). Beamtime shall be granted within the requested access cycle. Several visits can be applied within this cycle.
- b) Proposals BAG
 - b.1) They are defined as proposal with several principal investigators. A minimum of two research groups must collaborate and the principal investigators of the groups in collaboration, as well as users (co-proposers) must be specified inside the application.
 - b.2) They will be accepted only for macromolecular crystallography (beamline XALOC).
 - b.3) In these proposals, access is requested in order to perform experiments within an access cycle (which, in this call, is from April 2014 to December 2014). Several visits can be applied within this cycle.

15.- Proposal evaluation process

- a) The evaluation of proposals shall be based on the following criteria:
 - i. Technical criteria (whether the experiment is technically feasible in the proposed experimental beamlines or not).
 - ii. Scientific quality criteria.
 - iii. Availability of resources (number of effective hours in which the accelerator may run for users).
 - iv. Safety criteria.
 - v. In case that the users have previous records of experiments performed in ALBA, these records may be taken into account.
- b) Upon expiration of the deadline for submission of proposals, they shall be reviewed by the corresponding beamline scientist. Changes may be proposed in the number of experimentation shifts requested by the researchers for the experiment. The beamline scientist may also perform a prior safety evaluation.
- c) Then, proposals shall be globally evaluated by an Evaluation Panel in a procedure estimated to last about three months. The Evaluation Panel shall consist of well-renowned members of the international scientific community and it will consist of a chairman, a secretary and a number of delegates (minimum 4 delegates and maximum 14 delegates). At least one member of the Evaluation Panel shall be responsible for defending this evaluation in front of all the members of the Panel (to which end he may be helped by external advisors if he deems it appropriate). The Panel shall make a ranking of proposals for beamtime allocation (by scientific priority though other criteria specified in paragraph 1.a) could be taken into account) and finally the number of experimentation shifts should be recommended.
- d) After the evaluation of the Panel, proposals shall be divided in:
 - i. Proposals labelled “A”:

Proposals labelled “A” shall be entitled to beamtime and shall be numbered according to the order specified in paragraph 1.a). Depending on the availability of resources in each beamline (effective hours which the ALBA synchrotron may allocate to users), a cut-off number shall be established and proposals under such number shall be taken to a reserve list.

Depending on the cut-off number, we will qualify proposals as “A+” whenever they are above the said cut-off number and have been allocated beamtime, and “A” whenever they are in the reserve list, under the cut-off number. If there were no cancellations or changes in the circumstances allowing access to proposals labelled “A”, these proposals shall have to be submitted again to the ALBA synchrotron in the next call.
 - ii. Proposals labelled “B”:

Proposals labelled “B” shall not be allocated beamtime. The Secretary of the Evaluation Panel shall write the final comments of the Panel regarding the reasons for such classification, and they shall be notified to the corresponding users.
- e) After the scientific evaluation, a final evaluation on Safety shall be performed. The Safety Service of the ALBA synchrotron may deny access by safety reasons, as indicated in the general rules.

- f) Finally, the users shall be informed as follows:
- i. Whether their proposal is worthy of beamtime and they can perform their experiment, together with the corresponding safety evaluation (“A+” label).
 - ii. Whether their proposal is worthy of beamtime but has been placed in the reserve list (“A” label).
 - iii. Whether their proposal has not been allocated beamtime, together with the comments of the Evaluation Panel (“B” label).
- g) Once the researcher is given notice that his proposal has been allocated beamtime and that he may perform his experiment, a procedure shall start regarding the coordination of dates for the whole cycle together with all the groups which are to perform experiments in the same beamline. Once the dates of the experiment are set, an administrative procedure shall start in order to manage the financial support which may correspond. In case that the Safety Service of CELLS had required additional documentation, and this would have not been sent before the experiment or would have not been correct, access could be denied for security reasons.

III.- FINANCIAL SUPPORT

16.- Funding for access to the ALBA synchrotron

- a) Proposals labelled “A+”, whose researchers effectively stay in the ALBA synchrotron, will be entitled to funding for their travel expenses and their stay in the synchrotron.
- b) When researchers submit their scientific proposal through the electronic Portal of the ALBA Synchrotron “User Office”, proposals shall automatically enter the funding programme, without the need to submit an additional application.
- c) The maximum number of researchers that may be funded per experiment shall be three (3), subject to the available budget of CELLS. The days of experiment (plus the day before and the day after, to cover the travel from the city of origin of the institution to CELLS) will be funded.
- d) In exceptional cases, the preparation of the experiment will be funded if it is warranted that it needs to be compulsorily done in ALBA and its research group has no additional funding. This case needs User Office authorization and according to the available budget of CELLS, the number of funded researchers could be maximum two and for a maximum of 5 days for the samples preparation..
- e) Researchers from Spanish centres may receive support for their experiments in the ALBA synchrotron through CELLS budget. Researchers from foreign centres may receive support to perform experiments in the ALBA synchrotron through funding programmes within the current European programme, through specific cooperation agreements with their country or through any other means.

The researcher from a foreign centre must indicate in his proposal whether it may be funded through any programme that he may know of.

17.- Type and amount of financial support

Financial support for having access to the ALBA synchrotron facility covers the following items:

a) Travel expenses:

- i. Financial support shall be granted for travel by plane or train from the town of origin of the institution of the researcher to the ALBA synchrotron. Travel tickets shall be obtained through the travel agency with which CELLS maintains an agreement; the researcher must not pay for the ticket and, therefore, he will not be obliged to prove this expense, since the travel agency shall directly invoice CELLS.
- ii. Funding of travel expenses by CELLS shall cover the cheapest ticket of the means of transport being used. If the researcher uses another kind of ticket, the additional cost shall be payable by the researcher.
- iii. Taxis from the airport or train station of Barcelona to the ALBA synchrotron and back (at his arrival and at his departure).
They must be booked through "Vila Universitària S.L." and the researcher must not pay for the ticket, so he will not be obliged to provide proof of the expense.
- iv. If researchers travel by their own car, mileage shall be funded, and in case of rental car the cost shall be funded up to 300 euros (all researchers receiving financial support must use the same car; otherwise, appropriate justification must be provided).
Mileage shall be invoiced at 0.19 €/km (this amount corresponds to the officially valid allowance in the national territory; as soon as the allowance is updated, the amount in this call will also be updated).
In addition, all tolls will be funded and when using rental car, also petrol.
- v. Researchers from the metropolitan area of Barcelona shall be entitled to receive support for their travel expenses as previously described, but in this case, if they use public transport, they must prove the expense by providing the corresponding ticket.

b) Living expenses:

- i. Living expenses corresponding to the days of effective stay in the ALBA synchrotron for the performance of the experiment shall be funded (and in exceptional cases its preparation as indicated in paragraph 16.e)) and, if applicable, one additional half day if the date of arrival and/or departure do not coincide with one of the days of effective performance of the experiment.
- ii. From Monday to Friday, on working days, lunch will be funded in the cafeteria located within CELLS. Also, the dinner will be funded in Hotel Campus (located in Vila Universitària, Campus UAB, 08193 Cerdanyola del Vallès) or any other entity with which CELLS could have a future agreement.
- iii. For Saturdays, Sundays and holidays, meals will be funded in Hotel Campus (or any other entity with which CELLS could have a future agreement).

c) Accommodation expenses:

This allowance, which covers accommodation, including breakfast, shall not be paid to the researcher, but shall be directly invoiced to CELLS by "Vila Universitària S.L./Hotel Campus de la UAB" or any other entity with which CELLS has an agreement for the accommodation of researchers and which, for these purposes, may serve as Guesthouse of the ALBA synchrotron.

- d) The financial support described above shall be subject to the available budget of CELLS.

18.- Proof of expenses

The researcher must only provide proof of the following expenses, in all cases after his stay in the ALBA synchrotron:

- a) Travel to the ALBA synchrotron of a researcher if his town of origin is located within the Barcelona metropolitan area:
 - i. Travel by public transport:
Public transport tickets shall be sent to the ALBA synchrotron User Office, signed by the researcher.
 - ii. Travel by own vehicle:
If you have used your own vehicle, all toll tickets must be submitted (if applicable) and mileage declared, providing some map like “Google Maps”.
- b) Travel to the ALBA synchrotron by a researcher if the town of origin is not located within the Barcelona metropolitan area:

Travel by own vehicle:

- i. Toll tickets must be submitted (if applicable) and mileage declared, providing some map like “Google Maps”.
- ii. In this case, the provisions of paragraph 17.a).iv. must be taken into account.

Travel by rental car:

User must send to the User Office the rental car invoice and petrol and toll tickets, signed by the researcher.

IV.- COMMITMENTS UNDERTAKEN

19.- Commitments undertaken by researchers who have been allocated beamtime

All researchers must submit the following documents after the performance of the experiment:

- a) A quality questionnaire, through their account at Alba Office User Portal (<https://useroffice.cells.es/>), evaluating technical, administrative, scientific and computing assistance received. This questionnaire is available to researchers through the ALBA User Office electronic portal.
- b) A report on the performed experiment. These reports must be submitted within a maximum time limit of three (3) months after the performance of the corresponding experiment.
- c) The following sentence must be added to section ‘Acknowledgements’ of all publications resulting from data obtained in the ALBA synchrotron: ***These experiments were performed at the .. beamline of the Synchrotron Light Facility ALBA with the collaboration of ALBA staff.***
- d) All published papers relating to the data obtained in the ALBA synchrotron must be notified and entered through their account in the portal of CELLS User Office.

- e) Researchers authorise CELLS to publish their research topic. Additional documentation may be requested (such as images, graphics, presentations, etc.) in order to spread the results of the experiment in different ALBA synchrotron communication channels (annual report, newsletter, website, etc.).
- f) When this is so required, e.g. in cases of funding through European programmes, a signed satisfaction form must be submitted confirming that experiments have effectively been performed in the ALBA synchrotron.