

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

**RESOLUTION DATED 5th JUNE 2014, OF THE DIRECTOR OF THE
CONSORTIUM FOR THE CONSTRUCTION, EQUIPMENT AND EXPLOITATION
OF THE SYNCHROTRON LIGHT LABORATORY ALBA 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 the notification of this Resolution.

Cerdanyola del Vallès, June 5, 2014



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 facility 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-proposer 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.
 - iii. For long term proposals, Management will take into account the added value to ALBA (experimental equipment left in the beamline, development of experimental techniques, additional personnel, etc.) and that it benefits the community of users.

- 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 facility of ALBA synchrotron covered by this call for proposals which in this case extends from January 2015 to mid June 2015 (the first four complete runs of the CELLS operations calendar in 2015).

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 of interest to 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 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. 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 "2015-I cycle" which is the first four runs from January 2015 to mid June 2015.

8.- Period for the submission of applications for beamtime

- a) Applications for the access of researchers to the ALBA synchrotron during the 2015-I cycle (as defined in paragraph 7) must be submitted, only electronically, between **5th June 2014** and **7th July 2014** before 23:59 h (Spanish peninsular time, GMT+2) 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 November 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 performing the experiment at ALBA, 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 aforementioned 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 with standard proposal, BAG proposal or long term proposal.

14.- Definitions of the different types of proposal

- a) Standard proposals
 - i. They are defined as proposals with only a principal investigator and all users (co-proposers) must be specified inside the application.
 - ii. In these proposals, access is requested in order to perform experiments within an access cycle (which, in this call, is from January to June 2015). Beamtime shall be granted within the requested access cycle. Several visits can be applied within this cycle.
- b) BAG Proposals
 - i. They are defined as proposals 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.
 - ii. They will be accepted only for macromolecular crystallography (beamline XALOC).
 - iii. In these proposals, access is requested in order to perform experiments within all 2015 year (from January 2015 to December 2015). Several visits can be applied within this cycle.
- c) Long term proposals
 - i. For these proposals, access is required in order to perform experiments within a longer period than an access cycle, not being the application longer than 2 years (in this call, for 2015 and 2016).
 - ii. At the end of the first year (two consecutive cycles), long term proposals shall be reevaluated based on an annual report, assigning beamtime for the next year. Management of CELLS reserves the right to cancel the beamtime for the next year, if deemed necessary, based on the annual report.

- iii. Only a maximum of one long term proposal per endstation shall be granted. Therefore, for the beamlines including techniques in more than one endstation, two long term proposals as maximum may be granted. If the proposal does not comply with the requirements or it is not elected for the endstation chosen, it shall automatically become a standard proposal.
- iv. Long term proposals must indicate the added value to ALBA (experimental equipment left in the beamline, development of experimental techniques, additional personnel, etc.). To this end, a letter of intent must be attached to the proposal. In case the proposal is elected, the added value provided to ALBA by the proposer group shall be formalized in a contract/agreement. The aforementioned agreement must be valid at the beginning of the experiment. If the agreement is not valid at the date of the beginning of the experiment, the proposal shall automatically become a standard proposal and if the interest persists the process must be started.

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 users have previous records of experiments performed in ALBA, scientific publications from these experiments and submitted reports shall 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). 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. CELLS 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 Health & Safety Office 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) 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. Proposals labelled “A+”, whose researchers effectively stay in the ALBA synchrotron, shall be entitled to funding for their travel expenses and their stay, based on the following rules.
- b) The maximum number of researchers from Spanish centres 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 researcher’s centre to ALBA synchrotron) will be funded. For experiments with special security measures, CELLS may consider to fund four (4) researchers from Spanish centres, subject to the available budget of CELLS. 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.
- c) 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 3 days for the samples preparation.

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:

1.) Travel expenses from researcher's centre to ALBA synchrotron.

- a) Travel from outside of Barcelona metropolitan area:
 - i. Public transport:
 - i.1) Financial support shall be granted for travel by plane, bus or train from the researcher's centre to Barcelona. 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.
 - i.2) 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.
 - i.3) For other travel expenses (taxis or public transport to reach ALBA synchrotron) and/or another expenditure which is difficult to substantiate, each funded researcher shall receive 50 euros.
 - ii. Rental car or own car:

In order to cover travel expenditures, each researcher shall receive the following amounts:

 - ii.1) Whether the researcher's centre is less than 400 km away: 80 euros per researcher.
 - ii.2) Whether the researcher's centre is between 400 and 650 km: 160 euros per researcher.
 - ii.3) Whether the researcher's centre is more than 650 km away: 200 euros per researcher.
- b) Travel expenses within the metropolitan area of Barcelona.

Funded researcher shall receive 15 euros per beamtime day for travel expenses and other expenditure which is difficult to substantiate.

2.) Living expenses:

- a) 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).
- b) For Saturdays, Sundays and holidays, meals will be funded in Hotel Campus.

3.) 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” which, for these purposes, serves as Guesthouse of the ALBA synchrotron.

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

18.- Application for expenses

After the performance of the experiment, funded researchers should apply for their financial support as stated in section 17.

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.
- 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.