

Charter of Access for TransNational Access to the EU_FT-ICR_MS Research Infrastructure

1. PREAMBLE

The purpose of this Charter of Access for TransNational Access is to specify the operating and access procedures to the EU_FT-ICR_MS Research Infrastructure the purpose of which is to offer access to the European research community to FT-ICR mass spectrometry installations at very high field.

These rules of procedure must be given to each User, as defined hereinafter, and agreed by the User's Group Leader in behalf of the Users before she/he/they come(s) on the EU_FT-ICR_MS installation for Access. It does not replace the internal regulations in force on each of the installations but defines the minimal rights and obligations of the EU_FT-ICR_MS Research Infrastructure and of the Users.

2. DEFINITIONS

a) EU_FT-ICR_MS Research Infrastructure

The EU_FT-ICR_MS Research Infrastructure is a distributed infrastructure which includes: a sets of FT-ICR mass spectrometer, knowledge-based resources on sample handling and data processing, computing systems for acquisition and treatment and data archiving. Definitions:

- Installation: part or a service of a research infrastructure that could be used independently from the rest. A research infrastructure consists of one or more Installations.
- EU_FT-ICR_MS consortium: all the partners (academic partners, company, SMEs),
- EU_FT-ICR_MS network: the ten academic partners involved in TransNational Access and offering access to an Installation,
- EU_FT-ICR_MS installation: one of the FT-ICR MS academic team participating to the EU_FT-ICR_MS network.

b) Users

'Users' of EU_FT-ICR_MS Infrastructure can be individuals or teams from academia, business, industry and public services. They are engaged in the conception or creation of new knowledge, products, processes, methods and systems and also in the management of projects. Teams can include researchers, doctoral candidates, technical staff and students participating in research in the framework of their studies. A group of Users is led by a Group Leader.

c) User group nationality

A User group is eligible for Transnational Access support under the grant when the user Group Leader and the majority of Users work in countries different from where the installation is located. These rules does not apply for Users from SMEs (Small and Medium Enterprise).

d) Access

'Access' refers to the legitimate and authorized physical, remote and virtual admission to, interactions with and use of the EU_FT-ICR_MS Research Infrastructure and to services offered by the EU_FT-ICR_MS Research Infrastructure to Users. Such Access includes, amongst others, machine time, computing resources, software, data, trust and authentication services, sample preparation, archives, collections, the set-up, execution and dismantling of experiments, education and training, expert support and analytical services. Access includes also travels and accommodation.

e) Access Unit

The Access Unit to the EU_FT-ICR_MS Research Infrastructure is the working day (9 am, 6 pm) for a FT-ICR mass spectrometer performing acquisition in the presence of an operator. In case of a FT-ICR mass spectrometer working in stand-alone mode (infusion robot or LC-coupling) the Access Unit is the full day.

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3. EU_FT_ICR_MS installations involved in TransNational Access (TNA)

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EU_FT-ICR_MS Research Infrastructure TNA PI: Pr Carlos CORDEIRO; email: cacordeiro@fc.ul.pt

EU_FT_ICR_MS installations involved and task responsible:

EU_FT_ICR_MS installation	Principal investigator Operational Manager	or	Local scientific correspondent	Local administrative correspondent in charge of travels and housing
Short name	email		email	email
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4. ACCESS POLICY

a) Access procedure

In order to keep to a minimum the administration connected to requesting and granting Access to the EU_FT-ICR_MS Infrastructures the submission procedure is fully automated and managed using an interface on the site <https://www.eu-fticr.eu/>. This interface allows a continuous, simple and fast evaluation of projects according to the following procedure:

- Step 1: Submission of a project by a Group Leader through the web interface to an installation of the EU_FT-ICR_MS_network; automatic email notifications to the Group Leader himself and to the Operational Manager of the installation. If the Group Leader does not know to which installation her/his request should be sent, the TNA WP PI will transmit it to the best suitable installation.

- Step 2: Evaluation of the feasibility of the experience by the Operational Manager with regard to the FT-ICR MS equipment available on the requested installation and the specificities of the available ion sources, hyphenated chromatographies and software. The Operational Manager has three options: a) accepted project (sent for evaluation), b) project redirected to another installation, c) project refused. If the project is accepted, an automatic email notifications to at least 2 experts selected from the list of experts by the Operational Manager, and to the installation PI will be sent. If the project is refused an automatic email notifications will be sent to the TNA WP PI who will have the choice a) to transmit it to the best suitable installation or b) to confirm the refusal.

- Step 3: evaluation and validation of the project by one of the experts and the PI of the installation; automatic email notifications to the experts and / or PI (according to the chronology of the interventions) as well as to the Operational Manager and to the User's Group Leader, when the project is fully validated or refused.

To be accepted, a project must be validated by an external expert as well as by the PI of the hosting installation. Two external experts are systematically solicited for the evaluation of a project. When one of the two experts decides, the second expert is automatically informed that his opinion is no longer necessary for this project. A refusal (from the PI of the installation or an expert) takes precedence over a positive opinion: a pronounced refusal notice interrupts the evaluation chain and leads to the immediate rejection of the project. A rejected project may be resubmitted if necessary after taking into account the comments of the evaluators. The Group Leader of the rejected project may also appeal the decision as described in the Litigation procedure.

- Step 4: the installation local scientific correspondent activates intranet accounts with automatic transmission of login / password to users. These accounts are used to securely collect a certain amount of information that will be accessible to the local scientific correspondent. During the visit of the Users, the local scientific correspondent informs in the interface the dates of experiences and visits of the Users and asks the Users to complete a questionnaire. The User's Group Leader has the responsibility to afford the metadata of this samples for archiving purpose. The local scientific correspondent is

informed by automatic email as soon as the User's Group Leader has completed the satisfaction questionnaire.

- Step 5: when all the steps are accomplished the project is closed, the time spent on the project is integrated in the EU_FT-ICR_MS database and the project data along with the metadata deposited in the EU_FT-ICR_MS repository. The embargo period on the data starts at this date. The title of the project and the name of the Users and her/his or their affiliation(s) will be also displayed on the EU_FT-ICR_MS at this stage.

b) Quality assessment

At the end of each project an anonymous evaluation of the overall quality of the stay and of the experiments will be performed by the User's Group Leader under the supervision of TNA WP PI and of the PI. The evaluation will include:

- Evaluation of scientific data quality,
- Evaluation of the data treatment quality,
- Evaluation of the knowledge transfer,
- Evaluation of housing.

c) Litigation procedures

A two steps mitigation procedure will be established. In a first instance the TNA WP PI and the PI will try to find a solution to satisfy the User if possible. The User's Group Leader will have the possibility to challenge a decision of the referring system before the Steering Committee by sending a notification email to the PI. She/He may express her/his opinion in a written form or by videoconference.

d) Non-discrimination

The Steering Committee will examine carefully the success rate per categories of users (academic versus company), per gender (female, male) and per country. If necessary the Steering Committee will take actions to equilibrate the access to the EU_FT-ICR_MS infrastructure. The equal rights of access according to sex and gender or academic versus industrial and SME will be emphasized on all advertisements. Secondly the EU_FT-ICR_MS Steering Committee will try to reach the sex and gender equality, an equal weight of the EU countries among the reviewers. The EU_FT-ICR_MS Steering Committee will take strong measures to compensate any discrepancies.

5. MODALITIES OF ACCESS

a) Conditions of access

Access to the high field FT-ICR mass spectrometers of the EU_FT-ICR_MS network is open to all academic and industrial Users from the European Union countries not belonging to the country in which the Installation is implemented. The number of access projects filed by the same users is not limited.

Access for industrial Users is possible under the same conditions, but restricted to works that are not subject to confidentiality restrictions, which must therefore be intended for scientific publications. This restriction does not apply to SMEs.

Access for Third countries users is possible, up to 20% of the total access for the network.

b) User's liability

Users among the user's group planning to visit a EU_FT-ICR_MS installation must be covered by a health insurance including repatriation in the visited country. Visiting users must also have liability insurance for material or personal injury they may cause.

c) Travel and accommodation

The visited EU_FT-ICR_MS installation will provide free travel and accommodation to two Users per project at maximum. Travel will be funded at economic fare. An accommodation in individual rooms close to the EU_FT-ICR_MS installation will be provided.

6. Organizational Aspects - Use of Workstation Equipment and Computer Resources

a) Access to the infrastructure

The User, according to his training and his level of skills in relation to the experimental plan defined in the project and to the specific characteristics of the spectrometer used (magnetic field, high voltage, laser etc.), will benefit from personalized supervision by the staff of the installation for access and use of the machines, or relative autonomy. Unless otherwise stated, the presence of Users with spectrometers for the implementation of their experiments is from Monday to Friday, from 9 am to 6 pm. In all cases, access to equipment will be granted in accordance with the internal regulations in effect on the Installation concerned.

Depending on the Installation, access and use of a number of peripheral infrastructures (chemistry laboratory, biology, workshop, computer tools, internet access, etc.) are offered to visitors. Users are required to use this collective equipment in the respect of the host environment, taking care to maintain the cleanliness and storage of the equipment used and in strict compliance with the internal regulations and safety rules in force on the Installation. Visitors should immediately report to staff members who have problems with the use of the devices.

b) Use of Workstations and Computer Resources

Users should not install or uninstall programs on any computer of of the EU_FT-ICR_MS installation accessible to them. They undertake not to store any personal data on these workstations, except files related to the acquisition of FT-ICR data. The connection of a laptop on the computer network of the home installation is subject to authorization from the installation local scientific correspondent, who ensures compliance with the current IT resource usage policy.

c) Metadata

Before leaving the EU_FT-ICR_MS Installation the Users agree to give all the information necessary to document the metadata allowing the open utilization of their data.

d) Transfer and backup of data

When the visitor leaves the EU_FT-ICR_MS Installation before the end of the experiments in progress, the data are sent to him by the staff of the host installation within 48 hours after the end of the experiments.

The data and the metadata will be stored in the local EU_FT-ICR_MS Installation archiving system for the duration of EU_FT-ICR_MS Research Infrastructure (end December 31th 2021). The data along the metadata will be also stored by the EU_FT-ICR_MS network in

a centralized form for two times the duration of EU_FT-ICR_MS Research Infrastructure (end December 31th 2025).

e) Diffusion of the data and period of embargo on the data

The data and metadata will be kept confidential during eighteen months after their sending to the User's Group Leader. After this period the data and metadata will put in open access. This period may be extended for another period of twelve months by sending a justified request to the PI of the EU_FT-ICR_MS installation with copy to the PI of the EU_FT-ICR_MS Research Infrastructure. The User's Group Leader may contest the decision PI of the EU_FT-ICR_MS installation in front of the Steering Committee by contacting the PI of the EU_FT-ICR_MS Research Infrastructure.

The obligation of data and metadata does not apply when the principal User belongs to an SME.

f) Shipment and return of samples

Users are responsible for the shipment of their samples to and from the hosting EU_FT-ICR_MS installation, and assume the costs. In particular, shipments by express mail (DHL, FEDEX, etc ...) are supported by the Users. The Users are responsible that the invoice satisfy the EU and national safety and ethical procedure particularly in the case of biological materials.

g) Consumables

Standard use consumables (ESI solvent, MALDI matrix, nano-ESI needles, robotized injection nano-ESI chips, autosampler plates, ...) are provided by the host installation. The Users must provide specific consumables (whose use is not standard, such as unusual solvents, specific chromatographic columns, antibody depletion column etc.) related to the realization of their experiments. General purpose consumables are made available to Users and must, unless otherwise agreed, be made clean by the person responsible for the hosting installation at the end of the experiment campaign. The provision of these consumables concerns only a use on the installation of reception: the installations of reception do not assure any loan or sending of consumables for a use outside this installation, preliminary or posterior to the measurement campaign.

7. Health and safety; respect of ethical rules

a) Personal safety rules

The usual safety instructions, or specific to each installation, must be strictly respected by the Users. Due to the presence of very intense magnetic fields, access to certain devices with very high fields is strictly prohibited to people with a medical contraindications (pacemakers, ferromagnetic surgical implant, etc...). The above list is not exhaustive. In case of doubt, the Users will consult his doctor of prevention before access to the Installation. Nor the EU_FT-ICR_MS Installation nor the EU_FT-ICR_MS Research Infrastructure will be liable in case of infringement.

b) Collective safety rules

The Users are responsible for the good knowledge of the chemical and / or biological risks associated with the samples he brings to the Installation. They are obliged to inform the personnel of the Installation of the specific risks and security measures related to the handling of his samples, and must ensure, before their visit, of the availability at the

hosting Installation of the specific security equipment that may be needed (fume cupboard, laminar flow hood, glove box, etc...).

Access to any EU_FT-ICR_MS Installation is prohibited for samples containing infectious or pathogenic agents requiring containment, or for handling radioactive isotopes. For any manipulation of sample presenting a specific risk, the User will contact in advance with the correspondent of the installation, who can seek the advice of the staff in charge of prevention and safety of the installation.

Users will have to be informed and have to respect the specific instructions of the visiting installation for the disposal of waste (chemical waste, biological waste, etc...).

c) Respect of ethical rules

Users are responsible that all biological samples brought in a EU_FT-ICR_MS installation follow the ethical rules both in the EU and in their country of origin if they do not belong to EU.

Particularly, the Users must have appropriate agreements for performing experiments, collecting data on human or animal samples. For botanical samples originating from a not EU country the Users must have signed an engagement on property rights with the supplying country.

8. Valorisation / dissemination of results

The EU_FT-ICR_MS network provides state-of-the-art equipment for FT-ICR mass spectrometry at Very High Fields, combined with highly qualified scientific and technical support and expertise.

In accordance with the Consortium agreement, publication of the work and experiments carried out on one of the high-field spectrometers in the context of access to the EU_FT-ICR_MS network must mention the support granted by this program, including at least the following sentence in the acknowledgments:

"Access to a EU_FT-ICR_MS network installation funded by the EU Horizon 2020 grant 731077 and support for conducting research is gratefully acknowledged."

For publication requesting identification of funding the key words and number are:
EU Horizon 2020, EU_FT-ICR_MS, Call: H2020-INFRAIA-2017-1-two-stage, grant number 731077

EU_FT-ICR_MS network Installation staff must be associated (co-authors) with the corresponding publications as long as they make a significant contribution to the design, realization or interpretation of the project and the experiments beyond the recording of the FT-ICR MS spectra.

The User's Group Leader also agree to inform the PI of the hosting Installation of the publication of their results obtained on the FT-ICR TGE FTIC high-field spectrometers and to send them a digital copy of the corresponding articles as soon as they are published. Users are required to respect the confidentiality of any work or data that may come to their attention during their stay.

9. Amendment to Charter of Access for TransNational Access to the EU_FT-ICR_MS Research Infrastructure

Amendments to the rules of procedure are established by the Steering Committee of the EU_FT-ICR_MS Research Infrastructure in accordance with Article 11.4 of the founding Consortium agreement of the EU_FT-ICR_MS Research Infrastructure.

The PI EU_FT-ICR_MS Research Infrastructure will submit to the Steering Committee any amendment to the rules of procedure suggested by himself/herself, a Party or by Users. The Steering Committee, the PI of the EU_FT-ICR_MS Research Infrastructure or any Party may request that new rules of procedure be signed by all the Parties.