

inspired RIs

Access Policy

(for users)

version 1.1

Athens, 12 January 2022

Inspired-RIs Access Policy (for users) version 1.0

This document has been prepared by NHRF/Instruct-EL hub, coordinator of Inspired-RIs jointly with ATHENA-RC/Inspired-RIs e-hub and reflects the views of the Inspired-RIs partners as they were discussed with partner-coordinators in the past months.

We would like to specially acknowledge our colleagues from ATHENA RC, Dr Lukas Kavouras for his hard work on the implementation of the catalogue of services who was challenged to capture the requirements of the Inspired-RIs partners, supported by Dr Thanasis Vergoulis and the scientists in charge Dr Theodore Dalamagas and Prof. Yannis Ioannidis (partner coordinator).

Should you require any additional information on Inspired-RIs services, please contact us at info@inspired-ris.gr

We are looking forward to cooperating with you.

On behalf of the working team,

Dr Evangelia Chrysina
Scientist in charge of Instruct-EL hub/NHRF
Coordinator of Inspired-RIs

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1. Introduction

Inspired-RIs aim is to provide high quality services to users from academic/research organizations, public organizations and the private sector i.e. industries, SMEs. The access policy (Figure 1) has been formulated with the consultation of all Inspired-RIs partners with individual meetings that were organized by NHRF (coordinator) and “Athena” Research Center.

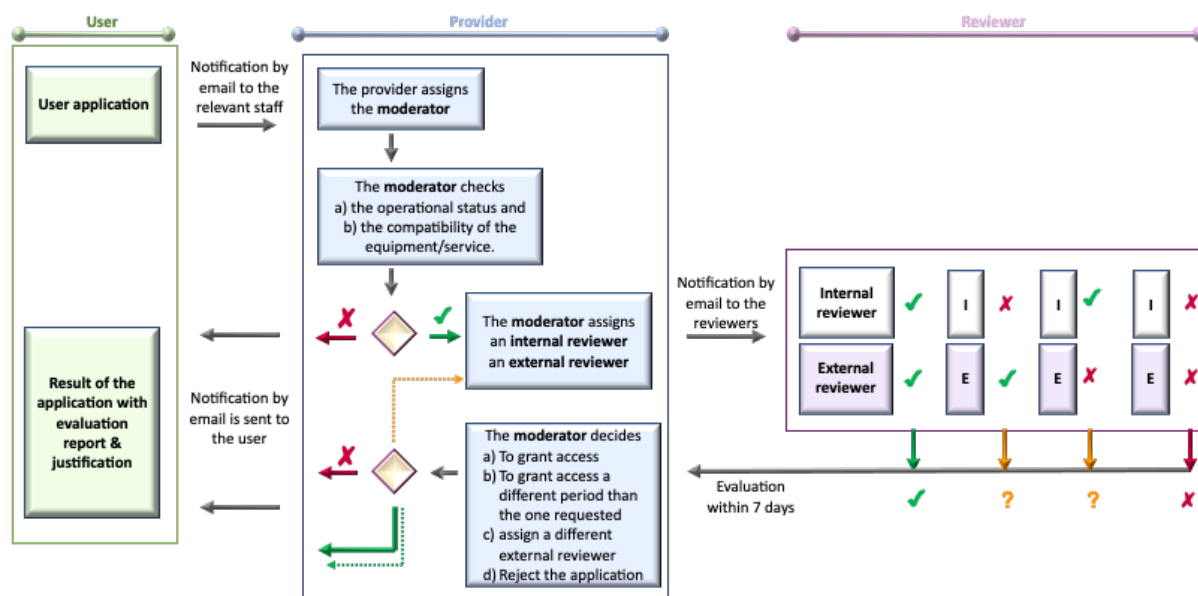


Figure 1. The evaluation process of the user’s applications is presented. The individual steps from the stage that the application is submitted until the result of the application and the user notification are shown. The roles allocated include the **user**, the **moderator**, the **internal** and the **external reviewer**.

A catalogue of services has been developed by “Athena-RC”, jointly with NHRF using the information provided by Inspired-RIs partners. The catalogue is available to users from: <https://inspired-ris.catalogue.athenarc.gr/>. The user has the option to view the catalogue information grouped “**by platform**” with the services offered or “**by provider**”.

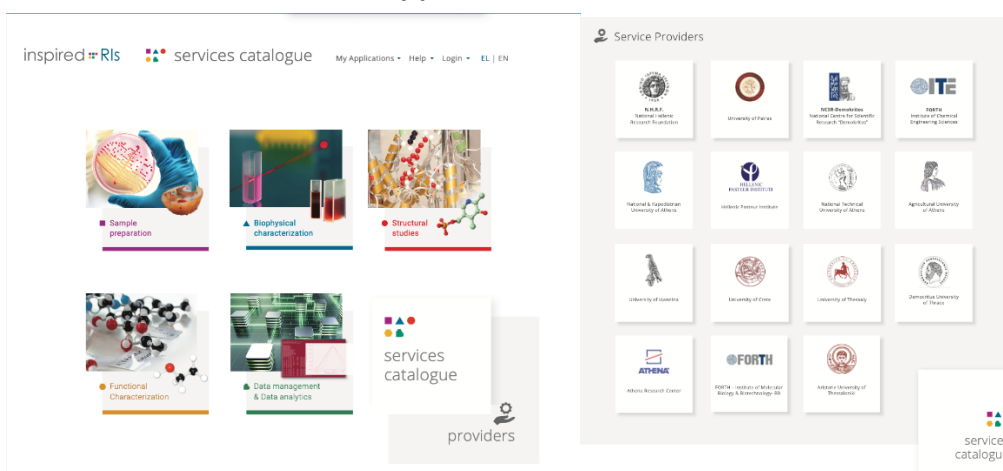


Figure 2. Preview of the front page of the catalogue of Inspired-RIs services grouped by platform and by provider.

2. Applying for access to Inspired-RIs services

Potential users of Inspired-RIs services may apply for access through the Services catalogue from the following website: <https://inspired-ris.catalogue.athenarc.gr/>. The user (applicant) may be either internal (from the same organization as the host or a partner organization of Inspired-RIs) or external. For each platform, the user has the option to see a [General description](#) and then to find information on the individual services from [Service Description](#), [Equipment units](#), Relevant expertise related to the specific service. The contact details of the [Relevant staff](#) appear on the platform if more information is required. Inexperienced users are encouraged to contact the Relevant staff before submitting their application. Once the required service is decided, the user may submit an **Application** to the provider. A form has been designed for this purpose that comprises four sections, a) the contact details and affiliation of the applicant or the visitor coordinator if different, b) the profile of the user based on the experience that has gained and whether (s)he comes from academic/research organizations or the private sector, c) information on the service requested and the proposed activity and d) the schedule of the visit as it is proposed by the user (Table 1).

Table 1: Data included in the application form that the user completes for access to Inspired services

Contact details of the applicant	Name	
	Affiliation	
	Visitor coordinator if different from applicant	
	E-mail / Telephone number	
User profile	Level of experience	New
		Regular
		Experienced user
	User type	External / Internal from academic organizations External / Internal from the private sector
Information on previous use of similar facility		
Information related to the service requested and the proposed activity	Service provider	
	Title of the activity	
	Description of the activity that should address	Scientific background, significance, goals and objectives
		Background in the applicant's lab/team/company and current results (if any)
		Results expected
	Relevant publications (if available)	
Whether there is an established industrial collaboration or contract		
Type of sample & possible safety issues		
Visit schedule	Desired dates for access (from, to)	
	Unacceptable dates within the requested period for access	
	Number of shifts requested (1 shift equals 8 hours)	

Once a user submits the application, a unique ID number is provided. The evaluation process begins, and in the meantime, the user may monitor the status of the process. The workflow for this process from the stage of the application submission until the notification of the user about the result is shown in Figure 1.

PLEASE NOTE: Users are advised to save the application prior to submission. If they proceed submitting and there is required information missing then they need to fill again most of the fields that appear in the form.

All users are expected to acknowledge the support received by Inspired-RIs as follows:

https://inspired-ris.gr/access_policy.html

3. Evaluation of submitted Applications

As soon as an application is submitted all **Relevant personnel** as defined by the provided for the service, receives a notification to assign a **Moderator**. The role of Moderator is assigned to a member of the relevant staff and takes over the communication with the user and the Reviewers. The Moderator then selects an Internal and an External Reviewer who will assess the submitted application. All submitted applications are assessed by the Evaluation Committee which is composed by the Moderator and the two Reviewers, Internal and External. In case there is not consensus between the assessment of the Internal and the External Reviewer, the Moderator is authorized to either introduce an additional Reviewer in the Evaluation process or make the final decision (Figure 1).

All members of relevant staff are included in the catalogue of Internal Reviewers while the External Reviewer’s catalogue comprises relevant staff from partner organizations other than the host. The providers may ask for additional external evaluators to be included in the list of the evaluators, for example outside Greece. The selected Internal and External evaluators receive a notification by email that they have been selected to evaluate the submitted proposal and are prompted to accept or reject their role. Emphasis is given on the confidentiality of the evaluation process and potential conflict of interest.

Table 2. Messages – the info in Green is extracted from the platform

<p>1. Acknowledgment of application submission</p>	<p>From: inspired-ris-no-reply@athenarc.gr To: User Subject: Proposal ID:XXXX submitted to Inspired-RIs for access to Service name</p> <hr/> <p>Message: Dear User(s),</p> <p>Thank you for choosing Inspired-RIs services. Your proposal entitled “Title of Activity” for access to service Service Name (ID: XXXX) has been received and is currently under revision. You may view the status of your proposal evaluation on Inspired-RIs catalogue from “My Applications”.</p> <p>If you encounter any problems, please get in touch with the service provider info@inspired-ris.gr</p> <p>Best wishes, Inspired-RIs</p>
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2. Announcement of proposal rejection – without assessment by the Reviewers sent by the Moderator

From: inspired-ris-no-reply@athenarc.gr

To: User

Subject: Decision on Proposal ID: XXXX submitted to Inspired-RIs for access to Service name

Message:
Dear User,

Thank you for choosing Inspired-RIs services. Your application entitled “Title of activity” with proposal ID: XXXX has not proceeded to the evaluation process by the Reviewers because:

(Suggested feedback to the user)

- *The requested service is not currently available for maintenance reasons. You will be notified when the service is again available.*
- *The requested service/equipment is not suitable for the type of proposed work. (possibly redirect the users to other RIs or give advice)*

Best wishes,
Inspired-RIs

3. Announcement of proposal rejection – after assessment by the Reviewers

From: inspired-ris-no-reply@athenarc.gr

To: User

Subject: Decision on Proposal ID: XXXX submitted to Inspired-RIs for access to Service name

Message:
Dear User,

Your application for the Inspired-RIs services entitled “Title of activity” with proposal ID: XXXX has been evaluated by the Inspired-RIs Evaluation Committee decided not to grant access to the Service name

The decision of the Evaluation Committee is based on: *The Moderator’s feedback to the user on the final decision will appear here by using the Internal and External reviewer’s comments*

Suggested feedback to users:

- *The requested service is not available during the requested dates. Please reapply following the link to retrieve your application, by changing the dates in the application form. (possibly provide specific dates)*
- *Comments on the quality of the activity described (see also Table 3.)*

Best wishes,
Inspired-RIs

4. Announcement of proposal acceptance – after assessment by the Reviewers

From: inspired-ris-no-reply@athenarc.gr

To: User

Subject: Decision on Proposal ID: XXXX submitted to Inspired-RIs for access to Service name

Message:
Dear User,

Your application for the Inspired-RIs services entitled “Title of activity” with proposal ID: XXXX has been evaluated by the Inspired-RIs Evaluation Committee and access to the Service name is granted on the requested dates

From - To

The Moderator’s feedback on the final decision will appear here by using the Internal and External reviewer’s comments

You will be shortly contacted by the Provider for the following actions and possible organizational questions.

Best wishes,
Inspired-RIs