REGOLAMENTO ACCESSI ALL'INFRASTRUTTURA DI RICERCA BRIEF

RULES/REGULATION FOR ACCESS TO THE BRIEF RESEARCH INFRASTRUCTURE

BRIEF

Biorobotics Research & Innovation Engineering Facilities

Visto il finanziamento assegnato all'infrastruttura di ricerca BRIEF "B*iorobotics Research and Innovation Engineering Facilities*", CUP: J13C22000400007 e Codice di progetto: IR_0000036 all'interno del Piano Nazionale di Ripresa e Resilienza (PNRR),

CONSIDERATO CHE:

- come descritto nell'allegato tecnico del progetto, il Task 1.10 "*Access and Visiting Program for the whole BRIEF*" del "*WP1: Coordination, Access and Visiting Program and Training*" riguarda il coordinamento e la gestione degli accessi all'infrastruttura di ricerca BRIEF;

- i costi connessi a tali attività rientrano nelle spese ammissibili dal bando e riconducibili alla specifica voce di budget "*Open Access, Transnational Access, FAIR principle implementation*" del WP1;

- l'articolo 7 dell'Accordo ex art.15 l.7/8/1990 n.241 per il coordinamento delle attività progettuali e dell'attuazione del progetto dal titolo "*BioRobotics Research and Innovation Engineering Facilities*" - Acronimo BRIEF, prevede l'individuazione di un Comitato di Coordinamento al fine di monitorare la realizzazione del progetto, assicurando la continuità e la proficuità della collaborazione tra le parti, nonché il coordinamento degli apporti resi da ciascuna delle Parti nell'implementazione delle attività

SI RENDE NECESSARIO

disciplinare la gestione degli accessi e dei conseguenti adempimenti nell'ambito di un Regolamento dell'Infrastruttura di Ricerca BRIEF che rispetti le regole amministrative degli Enti partner con una procedura efficace ed efficiente anche in considerazione dell'orizzonte temporale di attuazione del PNRR.

Il seguente Regolamento è stato approvato dal Comitato di Coordinamento nella seduta del 24 novembre 2024 ed è redatto in lingua inglese con l'obiettivo di promuovere l'internazionalizzazione dell'infrastruttura di ricerca BRIEF.

Eventuali modifiche al presente Regolamento verranno deliberate dal Comitato di Coordinamento in sedute future.

BACKGROUND INFORMATION

As already described in the technical annex of the project (Task 1.10 - Access and visiting), one of the main activity of BRIEF - WP1 is the regulation of the "Access and Visiting Program".

Figure 1 illustrates how researchers can take advantage of the BRIEF infrastructures for achieving some steps forward in their research path. These are just examples of some of the possible access flows foreseen in BRIEF, but different combinations of WPs and access paths may take place.
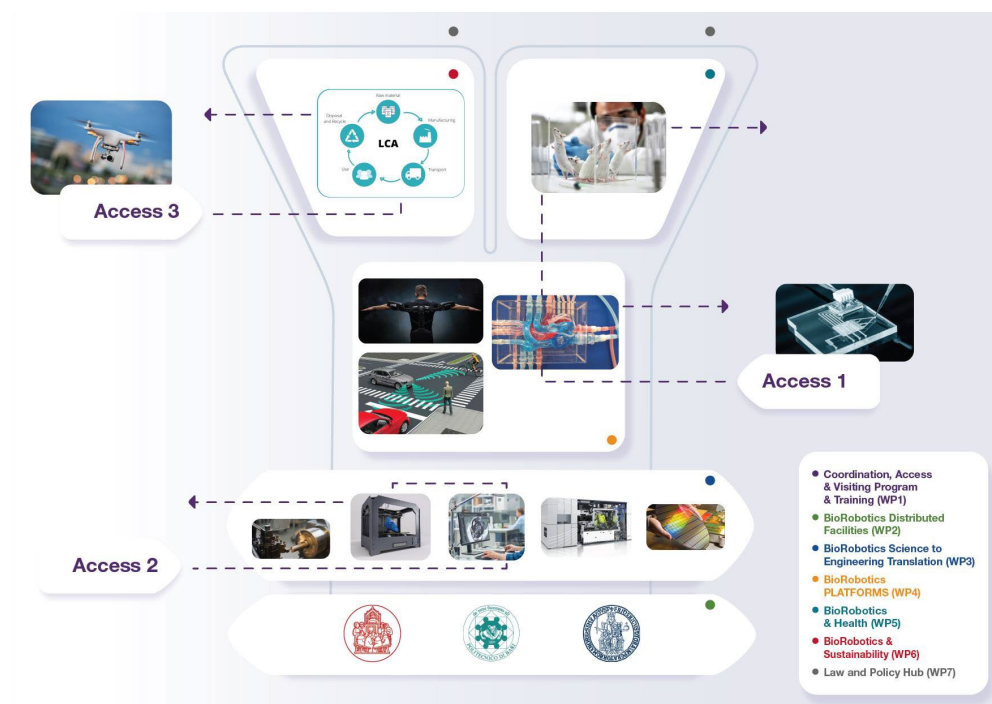
Figure 1: Researchers addressing different scientific and technological challenges can access BRIEF to use dedicated biorobotic platforms (Access 1), basic science technologies (Access 2) or application- and assessment- oriented arenas (Access 3).

This document defines the BRIEF **specific guidelines** for managing:

    1) the different modalities for accessing the infrastructures;

    2) the management of the financial support to visiting researchers (i.e., via " Open Access, Transnational Access, FAIR principle implementation" in the BRIEF budget breakdown).

ART. 1 ACCESS AND VISITING PROCEDURE

Within the entire project duration, two kinds of ACCESS procedures will be activated:

1. **CALL for BRIEF ACCESS**

2. **BRIEF INVITED RESEARCHER**

1.1. CALL FOR BRIEF ACCESS

Calls for **researchers** (either in academic and research centres or industrial researchers) will be regularly activated during the project lifetime.

As already defined during the proposal preparation, **dedicated calls for accesses and visits**, jointly issued by SSSA, UNINA and POLIBA, will be issued. Calls will be organized according to the procedure sketched in the proposal and properly updated for reflecting the status of the project activities.

Each call will stay open for at least 15 days. The time from the closing of the call to the starting of the visits will be 2 weeks at most. These weeks will be dedicated to the proposal evaluation (1 week) and to the organization of the visiting period, including support for lodging and laboratories/instruments preparation. If VISA sf needed, dedicated procedures will be immediately activated by the competent office of the university concerned.

The call announcement and application form will be available both on the web site of the project (https://biorob-hub.eu) and on institutional web sites of SSSA (https://www.santannapisa.it/it), UNINA (https://www.unina.it/home) and POLIBA (https://www.poliba.it/).

1.2. BRIEF INVITED RESEARCHERS

By exploiting the excellent **networks** of the BRIEF partners, a dedicated procedure for widening the access procedure to well-recognized professors/researchers (either in academic and research centres or industrial researchers) or PhD/master students active in research fields that could establish synergies with the BRIEF labs and already in contact with BRIEF WP and Tasks leaders, has been designed.

An invitation proposal for researchers will be prepared by the BRIEF members and properly evaluated by the BRIEF evaluation committee (see next section). Ideally, the proposal will be evaluated in 2 weeks and then, for the accepted proposals, up to 5 weeks will be dedicated to the organization of the visiting period, including support for lodging and VISA if needed.

The evaluation procedure will be focused on the relevance of the proposal compared with the BRIEF main activities. A formal invitation letter for the invited researcher will be then prepared

ART. 2 ACCESS DURATION TO THE BRIEF RESEARCH INFRASTRUCTURE

2.1. CALL FOR BRIEF ACCESS

Three different visiting durations have been envisaged:

- **Short access -** up to 15 days
- **Medium access -** from 15 to 30 days
- **Long access -** from 30 days to 90 days

The access duration will be selected by the visiting candidate in the application form, based on the requirements of the proposed research activities.

2.2. BRIEF INVITED RESEARCHER

In the specific case of invited visiting, **1 or 2 weeks** have been identified as the typical maximal duration.

Any different request will be properly evaluated by the Coordination Committee, considering 60 days as the maximum duration for this kind of visiting.

ART. 3 FINANCIAL SUPPORT TO THE BRIEF ACCESS PROGRAM

The BRIEF infrastructure will provide financial support based on the duration of the visiting period (Art. 2).

CALL FOR BRIEF VISITING

VISITING duration	BRIEF support	Notes
SHORT VISITING Up to 15 days	analytical or flat-rate (forfeit) reimbursement – references to the institution guidelines.	
MEDIUM VISITING From 15 days to 30 days	analytical or flat-rate (forfeit) reimbursement – references to the institution guidelines.	
LONG VISITING Over 30 days until 90 days	analytical or flat-rate (forfeit) reimbursement – references to the institution guidelines.	

BRIEF INVITED RESEARCHER

VISITING duration	BRIEF support	Notes
SHORT VISITING Up to 15 days	analytical or flat-rate (forfeit) reimbursement – references to the institution guidelines.	
Over 15 days (30 days as acceptable maximum duration).	analytical or flat-rate (forfeit) reimbursement – references to the institution guidelines	Duration > 15 days has to be properly justified and approved by Coordination Committee

No other contributions will be recognized beyond what is provided in the above table.

ART. 4 EVALUATION OF ACCESS PROPOSALS

The evaluation of the access proposal and the access implementation and monitoring will be performed by following the indications reported in the description of Task 1.16 - Evaluation and monitoring of the BRIEF activities. In terms of overall proposal quality and feasibility, the typical process was already conceived in the proposal preparation phase, specific indications are now defined.

4.1 CALL FOR BRIEF ACCESS

The Coordination Committee will be the responsible governing board for the application evaluation and final project selection.

IF REQUIRED, additional external expert members will be included in the evaluation process as soon as will be required by the Coordination Committee . The involvement of experts can require a compensation of the reviewers, according to National and EU common practices.

4.2 BRIEF INVITED RESEARCHER

The BRIEF invited access process is here summarised:

Step 1: The Task leader submits (by email or via a dedicated platform) an invitation proposal request to his/her WP leader with the General Manager of the Infrastructure in cc (or notified via the platform).

Step 2: The WP leader evaluates the relevance of the visiting proposal with reference to his/her WP activities. Then:

> **Application approved by WP leader**:
>
> In case the request is approved by the WP leader, he/she submits the invitation documents (by email) to the attention of the Project Coordinator for final approval.
>
> **Application rejected by WP leader**:
>
> The process stops.

Step 3: Final approval; invitation letter will be sent by the General Manager (by email) to the Researcher by putting WP and Task leaders In cc. If required, the **BRIEF internal reference** for the proposal (Coordination Committee, Task leader, but also researchers or technical staff) will be invited by the Project Coordinator to take part in the evaluation process asking him/her/them to prepare documentation or and statements for supporting the invitation request.

TIMING: differently to the "call for visiting", that are scheduled with a specific timeline, and thus the revision process has a well-defined timing too, the "BRIEF invited researcher proposal" will be evaluated **whenever required by the WP leaders, on a best effort basis**.

Meetings of the Coordination Committee for access request evaluation may be held in person, online or through email exchange; written reports of all meetings will be maintained by the Coordination Committee with the

collaboration by the General Manager of the infrastructure (or other supporting staff delegated by the BRIEF General Manager).

TRANSITIONAL AND FINAL PROVISIONS

The specifics concerning the modalities and types of reimbursements, as well as the documentation supporting the expenses, are to be found in/are under the respective regulations of the individual universities.

For any aspects not disciplined by these Regulations, please refer to the Regulations of the individual institutions.

ANNEX 1

CALL FOR BRIEF ACCESS
Application form - template to be implemented on the BRIEF portal

Researcher information

Name
Surname
Affiliation
Current position
Researcher unique identifiers (ORCID, ResearcherID, Scopus, Scholar, …)

BRIEF Lab/Labs request

Lab/Labs name
Required Machine/instrument
Technical staff required (YES or NO)

Project Title/Topic

Sub-titles should not be used

Abstract (max. 300 words)

Description of the activities that will be held in the BRIEF infrastructure environment with specific references to the required facilities/instruments.
Technological background of the researcher is required for further evaluation.

Timing

☐ **Short visiting -** up to 15 days

☐ **Medium visiting -** from 16 to 30 days

☐ **Long visiting -** Over 30 days until 90 days

Tentative research project GANTT
Timing and temporal activities constraints (starting tentative date, planning duration, …) .

Request for financial support
Yes or No

Additional requests
(Including consumables needed, if any)

ANNEX 2

OUTCOME REPORT template
Both for call-based or invited visits

Project Title
Sub-titles should not be used

Abstract
Description of the activities that have been held in the BRIEF infrastructure.

Reference Lab
Lab name, WP and Task leaders references.

Used facilities
List of labs and facilities

Technical activities
Brief description of the technical activities performed during the visiting period.

Obtained results
Brief description of the obtained results for final evaluation (please, refer to BRIEF KPIs, possibly providing quantitative figures)

Tentative publication plan
BRIEF acknowledgment is mandatory, in the following form: "*We acknowledge the support of the BRIEF "Biorobotics Research and Innovation Engineering Facilities" (project identification code IR0000036), project funded under the National Recovery and Resilience Plan (NRRP), Mission 4 Component 2 Investment 3.1 of Italian Ministry of University and Research funded by the European Union – NextGenerationEU*."

Deviations from the plan

Any deviations due to technical/operational problems