

NANBIOSIS Access Protocol

NOTE: THIS PROTOCOL APPLIES ONLY FOR THOSE SERVICES IDENTIFIED AS SINGULAR AT: <http://www.nanbiosis.es/nanbiosis-services/>, WHICH ARE ALSO IDENTIFIED AT THE ONLINE ORDER REQUEST FORM: <http://www.nanbiosis.es/order-request/> FOR ALL THESE UNIQUE SERVICES, AT LEAST 20% OF THEIR CAPACITY IS OPEN UNDER COMPETITIVE ACCESS.

I. SCIENTIFIC AND TECHNICAL CONDITIONS:

As a Unique Scientific and Technological Infrastructure (ICTS), NANBIOSIS offers at least 20% of its capacity under open competitive access. Under this premise, the access of the scientific community to NANBIOSIS is a competitive access which is determined by this protocol. Scientific and technical conditions concerning the access to ICTS of users are subject to the development of projects that require the use of equipment and processes for research on nanomaterials, biomaterials, and medical systems, including preclinical validation, or to facilitate the training to existing techniques in NANBIOSIS, and which have been previously approved by the Access Committee.

All the applications must be submitted through the online tool by filling the Order request form available at: <http://www.nanbiosis.es/order-request/>, or by clicking on the **Order Request** tool.

There are two kinds of access according to the applicant's experience, the scientific challenge of the proposals and the kind of service required: remote and on-site (self-service).

- **Remote service:**

Once the application has been approved by the Access Committee, the project is performed by the NANBIOSIS' technical staff, under the supervision of the research staff. In general, the applicant's assistance is required, but not his presence. Many times, a previous discussion with researchers who coordinate the required units is needed to find the best strategy to implement the project.

Generally, these are researchers, external users from companies, other research centres and hospitals who do not know the procedures or, knowing them, they do not work directly with similar tools or seek techniques that supplement their own. It is also common that the user is only interested in the solution to a specific need or problem.

- **On-site service** is a scientific use available in some services of some units where it is possible to access as self-service. In this case, the equipment of the units is used by experienced users that do not have the facilities of NANBIOSIS in their own centres. For this modality, it is necessary to check the user's qualifications before allowing them to use the equipment. It is sometimes possible, in certain units and specific circumstances, to qualify them previously. Users are advised by our technical staff on the use of equipment to work independently.

Type of access depends also on the specific service. See details of the services offered by each Unit at the Catalogue of Services for each Unit at <http://www.nanbiosis.es/nanbiosis-services>.

Regarding user's required and accredited experience, there are two types of users.

- **Type 1: Non-doctor researchers**, usually working on their doctoral thesis. The proposal to develop and, when appropriate, PhD student's stay must provide him/her with useful knowledge in the context of the thesis.
- **Type 2: PhD or with a minimum of three years accredited research experience.**

Researcher users must belong to R&D institutions, public and private centres or companies, part of a research team or research group or, if applicable, part of a scientific department or similar unit. The access is open to both the national and international scientific community.

As for administrative requirements, first of all, the user must complete the online '**Access Application Form**' and confirm the compliance of the requirements specified there.

Once the project is accepted, all assistance needed for the execution of their experiment will be at users' availability. Specifically:

- Tips on project preparation.
- Advice and assistance in the preparation of the samples.
- Access to the use of facilities and instrumentation.
- Enabling training for the use of the methods.
- Support during the processes.
- Support for the assessment of results.
- Support during equipment maintenance.
- Support for the design of additional experiments.
- Backing in administrative matters, offered by administration managers of NANBIOSIS

Once the access requests are accepted, the Access Protocol, which is explained later, must be followed.

To access the services, the application must be submitted through <http://www.nanbiosis.es/order-request/> tool.

II. COST OF THE ACCESS FOR THE FACILITY AND CONSEQUENCES FOR THE USERS WHERE RELEVANT

The user will assume the 100% of the service to cover maintenance and operation costs, except when funding from public resources, for instance from the National Plan or specific funds assigned to support existing ICTS, are available to specifically finance access to NANBIOSIS. These costs will be calculated based on specific rates existing for the services provided by the different units, which can be found at the website for each Unit, by clicking on [Services & Rates](#). In those

rates, different costs depending on the type of access, for instance self-service mode, if available, are considered.

Once the proposal is approved, costs and deadlines are estimated and communicated to the user. The user will contact the Unit/s involved to know the estimated costs. Before starting the project, it is necessary that customer accepts the budget. Any deviation of the project will be considered, estimated and reported to the user.

In terms of billing, this could be made by either, the institution/s where the Units involved are located, through CIBER-BBN and/or JUMISC and/or Bionand, always on basis on published rates.

III. ACCESS CRITERIA AND PROCEDURES

A diagram of the procedure can be consulted on the Annex 2.

i. Description of the access Protocol

NANBIOSIS ICTS offer access to its services to all interested national and international users who may come either from the public or the private sector, and who can apply to them under the “Competitive Open Access” or “Access on Demand” modalities.

- **Competitive Open Access:** NANBIOSIS units offer at least 20% of their total service capacity of their essential infrastructures under this modality. Service requests get shortlisted following an evaluation process, based on the scientific and technical quality of the proposals as well as their singularity. This evaluation is carried out by the NANBIOSIS Access Committee.
- **Access on Demand:** Access applications forms submitted after the Open Access Call deadlines or not prioritized by the Access Committee shall be considered as access on demand.

Regular calls will be launched yearly for the scientific community to apply for access on basis on competitive criteria, as indicated in this protocol. Dates of calls are announced at <http://www.nanbiosis.es/call/>

Once the application is approved and the unit or units involved determined, user will be contacted and invited to get in touch with the Scientific Coordinators of the required units to communicate necessary details and set the dates, conditions, etc.

The details of the general access to facilities protocol are shown below, although specific conditions for each institution/Unit will be communicated to user accordingly. In case of selecting the self-service modality, once the proposals have been approved, access protocols for each of the units involved will be communicated to users by the corresponding Unit.

ii. Access Committee (members, functions)

After receiving the application, a preliminary administrative evaluation will be conducted to determine the compliance of the proposal requirements. If necessary, a period of time will be given to the applicant to make the corresponding corrections. This first evaluation will be carried out by the Coordinator of NANBIOSIS.

The **Access Committee** members (<https://www.nanbiosis.es/nanbiosis-committees/>) are named by the Coordination Committee every four years.

Their function is to evaluate the applications submitted within the competitive calls in order to prioritize the accesses to the NANBIOSIS Units in the **Competitive Open Access modality**.

The Access Application Form, "Order Request", includes a section related to the evaluation criteria for the consideration of the Access Committee in order to establish the priority of the accesses approved in each call of the Competitive Access modality.

Due to the high complexity and variability of the units and large number of services involved in NANBIOSIS, the Coordination Committee can be consulted by the Access Committee to determine the Units that better fit to develop the requested project, unless the user has previously selected the required Unit.

Furthermore, for solving specific technical issues, if necessary, the Access Committee could also consult the corresponding Scientific Directors and or Coordinators of the different Units involved. Also, these scientific Heads of the units can be consulted by the applicants before applying for competitive access (contact details at www.nanbiosis.es).

IV. ACCESS TO THE FACILITY

i. Access Schedule

- The equipment of the Units included in NANBIOSIS is available approximately 280 days per year, that is, every day except Sundays and national and regional holidays.
- Opening hours will be the same of the institution where the unit is located. However, it is possible to contact the management unit through www.nanbiosis.es
- For the corresponding Units, authorization from the Scientific responsible of the unit must be requested to access to the facility, outside the opening hours established by the institution where is located the infrastructure, except emergencies.
- Any person not included in the list of users can't enter the facilities.

ii. Access to the facilities

- Each Scientific Director or Coordinator of the unit is able to deny access if any incompatibility with other works in progress is observed at the same time, e.g. an experiment is running. Access will need to be rescheduled according to the availability of the Unit.
- It is compulsory to be accredited to access the laboratories and, if required, show the corresponding card.

Access to other facilities throughout the different Units will be possible only with express permission given by the Scientific Responsible of each Unit and following the rules for access to the premises.

iii. Entrance and exit to facilities.

- Entrance and exit to facilities will follow the standards set by each unit. Such rules must be available to users at its application's approval, once the applicant contacts the corresponding Unit.

iv. Access to materials and products

- It is not allowed to introduce any type of equipment, material and/or consumable product without express authorisation of the Scientist Responsible.
- It is forbidden to introduce cartons, boxes and packaging.
- It is forbidden to introduce food or drink.
- Any material (previously authorized) that enters to the facilities must be cleaned and, if applicable, sterilized before being used.
- Animals (previously authorized) that may be introduced will follow the established quarantine period.

V. RULES OF BEHAVIOUR

i. Behaviour in the facility

General rules of behaviour are aimed at guaranteeing the safety of people

- It is mandatory to use gowns and gloves in labs, and depending on the units, may be necessary to use hat, and mask.
- Do not touch any unsterile object with gloves to avoid contamination, if it occurs gloves should be changed.
- Do not run or make sudden movements or violent in the facilities.
- Regarding any problem with the equipment, decisions of the personnel that accompany the person must respect.
- If the facilities remain in the dark by a power failure, it is compulsory to go out of the place in the company of the personnel.
- In case of doubt, consult the Scientific Responsible.
- It is strictly forbidden to take pictures inside the facility without the authorisation of the management.
- It is forbidden the access to places where other projects are developing.
- It is denied the access to other computer terminals than those assigned.
- There could be chemicals and gases in the facilities that are particularly flammable. In case of fire or activation of any alarm or in any emergency situation, users must leave the facilities as fast as possible warning then the person responsible of maintenance.