



Summary of Rules and Conditions

The following is a summary of the rules, conditions and eligibility governing access to the *Infrastructures* participating in HYDRALAB+. HYDRALAB+ is an advanced community of Research Infrastructures for environmental hydraulic and hydrodynamic research funded by the Horizon 2020 Research and Innovation programme. *Infrastructure*, in the sense used in this document, is a facility or set of facilities at one of the participating members of the HYDRALAB network, in which experimental hydraulic and hydrodynamic research can be performed.

PLEASE NOTE: This summary is a digest written by HYDRALAB of the Grant Agreement with the Commission, identifying the information that is most relevant to potential Users of the *Infrastructures*. In case of any conflicting articles with the Grant Agreement with the commission, the latter will prevail.

1. The *Infrastructure* has agreed to provide access for eligible researchers ("Users") to its large installations.
2. Access to the installations is provided free of charge to the Users and includes all infrastructural, logistical, technical and scientific support (including training) that is normally provided to external Users of the installations. The test setup will remain property of the provider, unless otherwise agreed upon.
3. Travel and subsistence expenses for all Users within an eligible team (see Article 4), irrespective of their nationality, will be reimbursed according to the normal internal rules and procedures of the *Infrastructure*, as long as the total costs do not exceed the total available budget. This covers international travel from the User's institution to the *Infrastructure* for each period of occupancy of the installation or for a meeting, and a fixed daily subsistence rate for each day of occupancy of the installation (including weekends and public holidays). Exceptions to these rules need prior confirmation in writing by the *Infrastructure*.

Travel and subsistence will also be reimbursed on the same basis to Users when they attend user meetings with the prior written agreement of the *Infrastructure*.

Receipts of tickets for travel must be attached to claims, which will be made on the *Infrastructure's* standard Travel Claim forms. The claims for daily subsistence must be made on the same forms at the daily rate applicable at the time. Claims will be reimbursed in Euro (€) or the local currency of the *Infrastructure*. The *Infrastructure* will apply their usual accounting principles for converting cost claims in euro.

4. Only Research Teams of which the majority of researchers, and the team leader, is conducting their research in an Eligible State (see Annex A), not being the country where the *Infrastructure* is situated, are eligible for access. The term "Research Team" means a group of one or more researchers preferably not all from the same country. The team leader and the majority of the team are from eligible countries, except the country where the *Infrastructure* is situated. National Research Teams conducting their research in the country of the *Infrastructure* are not eligible. Researchers from countries other than eligible states and from the country where the *Infrastructure* is situated may participate in a project, but their number should not exceed 1/3 of the total number of Users in the Research Group. In exceptional cases a user group with a majority from outside the EU and associated countries can be accepted, to be judged by the coordinator.

Members from Hydralab partners and associated partners are allowed to participate in one or more user groups as a small minority (not exceeding 1/3 of the number of researchers in the group), but are not allowed to be a user group leader. Researchers from CNRS, not being CNRS-Grenoble or CNRS-Toulouse, are not being considered as Hydralab partner. Exceptions to this rule can be made for ice related research, because of the small research community. All Users will get the same financial

support. Only Research Teams that are entitled to publish the results of their work in the *Infrastructure* in open literature are eligible to benefit. Proprietary research shall not be supported, although an exception can be made for SME's.

5. The EC-supported Access programme is intended to finance primarily short visits to the installations (up to a three months, unless the EC explicitly gives permission for a longer period).
6. Proposals are selected, primarily on the basis of scientific merit, through an independent peer review procedure by an international User Selection Panel. This selection panel is acting for all HYDRALAB partners on the basis of jointly agreed common selection rules (see HYDRALAB User selection rules). Priority will be given to Research Teams who have not previously used the installations and Research Teams who are working in countries where no such installations exist. Successful proposals will not usually commence occupancy of the installation earlier than three months after the closing date of applications, to allow time for the review procedure and the scheduling of the installations.
7. The *Infrastructure* shall, on a royalty-free basis, grant to Users non-exclusive licences and user rights concerning Foreground Information to the extent necessary for the execution of their own research and development work. Foreground Information means all information generated by the *Infrastructure*, or a third party working for it, during the performance of the project.
8. The Research Team should draft a data storage plan prior to the experiments. This plan will explain in detail how the data will be stored in such a way that researchers outside the Research Team can make use of it. The experiments can only start after the written approval of the plan by the *Infrastructure*.

Users must provide a written report, conforming to the rules specified by the Commission, at the end of their visit (1 page summary report and description of highlights of project results). These reports will be submitted by the *Infrastructure* to the Commission as annual or final reports, and may be published by the Commission. The last payment of travel and subsistence costs will only be completed after receipt of these reports.

A data report or descriptive report, including experimental set-up, programme of experiments, the (summary of the) data collected (if appropriate) within the project and detailed explanation of data storage, must be submitted to the *Infrastructure* before publication. The analysis of the results of the research must be published on the HYDRALAB webpage (executive summary) as well as in the open literature, which is subjected to a peer review. The time schedule regarding a data report and first publication will be agreed upon between the Research Team and the *Infrastructure*, before the Access period starts.

9. The knowledge and all data resulting from the use of the installations under this programme is the property of the Research Team, with the following limitations on their property rights:
 - all collected data, publications and reports must be send by the Research Team to the facility manager of the *Infrastructure* immediately after completion;
 - all collected data should be made available to any European researcher on their request, but not before two years after the last experiment;
 - the co-operation of the Research Team is obligatory if the *Infrastructure* takes the initiative to prepare a joint publication.

The research group will have the first right of publication within a period of two years after the last experiment. If the Research Team fails to publish the results within two years after the last experiment, the *Infrastructure* will ensure that the knowledge is disseminated in accordance with the HYDRALAB+ Grant Agreement.

Users are strongly encouraged to publish the results of their research as many times as possible in the open literature. Manuscripts must be submitted to the *Infrastructure* for approval in sufficient time that changes can be made prior to publication. Such changes will normally only be to the form of acknowledgements, authorships, etc.

Users must acknowledge in their publications that their work was financially supported by the European Union's Horizon 2020 Research and Innovation Programme.

10. At the end of their occupancy of the *Infrastructure*, all Users shall sign a record of presence at the *Infrastructure*, giving their nationality, their place of work, date of birth, contact details, and the duration of access to the *Infrastructure*.
11. Meetings of the Users will be organised if required at the *Infrastructure* prior to the access period to help making the access project a success. In exceptional cases such a meeting can be organised after the access period, if deemed necessary by the provider to fulfil the provider's obligations. A joint meeting of representatives of each access project of all HYDRALAB partners with an access grant will be organised to encourage further scientific collaboration. Travel and subsistence of Users attending these meetings will be reimbursed on the basis given in Article 3. This will be combined with a HYDRALAB meeting.
12. Users shall abide by the normal working practices, working hours, and health and safety regulations of the *Infrastructure* while present at the site.
13. The *Infrastructure* shall incur no liability in respect of any claim that may arise from the use of its *Infrastructure* under this contract. The presence of Users in the *Infrastructure* occurs at their own risk. Neither the personnel of the *Infrastructure* nor the *Infrastructure* itself accept liability for the damage or loss of any instruments, apparatus and test equipment of the Users whether or not such damage or loss was caused directly or indirectly by their negligence. Each visiting user will ensure he/she has appropriate insurance, including personal health, accident cover and personal liability. The *Infrastructure* may conclude an access contract with the leader of a user group.

ANNEX A, List of eligible States

Eligible states, as mentioned in Article 4, are listed below. They are the European Community and Associated States.

European Community

Austria
Belgium
Bulgaria
Cyprus
Croatia
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Ireland
Italy
Latvia
Lithuania

Associated States

Albania
Bosnia & Herzegovina
Faroe Islands
Iceland
Israel
Moldova
Montenegro
Norway
Serbia
Switzerland
Turkey
Ukraine