



In the framework of ILGE, WP3 of the MEET project (Project No. D53C22001400005), the <Istituto Nazionale di Geofisica e Vulcanologia (INGV)>, registered at <Via di Vigna Murata, 605, 00143 - Roma>, grants **transnational access (TNA)/national open access (NOA)** to the following research facility:

< Facility name >, < Laboratory >, < Laboratory address > ,

hereinafter referred to as the Facility

to the undersigned:

< USER NAME > < USER INSTITUTIONAL AFFILIATION ADDRESS & COUNTRY > ,

(please list each user and institution granted access under this project)

hereinafter referred to as the User/User group,

By signing this Access Agreement, the User/User group is granted access to facility mentioned above for conducting the **TNA/NOA** project <TNA/NOA PROJECT ACRONYM> (project id: <TNA project ID>) under the terms and conditions outlined in this agreement.

Definitions

These definitions complement those provided in the “*Guidelines for Transnational and National Open Access (TNA/NOA) to Research Infrastructures within MEET WP3-ILGE: Processes, Procedures, and Management*”, available [here](#):

- “Access Agreement”: the agreement between the User/User group and the “Access Provider” under MEET WP3-ILGE TNA/NOA activities;
- “Access Provider”: the legal entity (Institute/University) in the ILGE network responsible for providing access to one or more facilities;

- “Facility”: an ILGE research infrastructure (or a coherent group of facilities) that includes one or multiple pieces of equipment (typically located at the same physical address), owned and operated by the Access Provider;
- “Facility Manager”: the individual responsible for overseeing the Facility and its Equipment;
- “Equipment”: a specific device within the Facility, operated under the supervision of the Facility Manager;
- “TNA/NOA Project”: the scientific or technological project for which access has been granted to the User/User group, identified with a project title and a project ID;;
- “TNA/NOA activity”: The execution of the approved TNA/NOA Project at an ILGE Facility, either through physical access or remote service.

TNA/NOA details (**MANDATORY**)

Project Title: <TNA/NOA PROJECT TITLE>

Project ID: <TNA/NOA PROJECT ID>

Facility: <FACILITY NAME>

Facility Manager: <FACILITY MANAGER>

Type of Project (*Please remove one of the options*):

1. TNA (TransNational Access) program
2. NOA (National Open Access) program

Type of Access (*Please remove one of the options*):

3. Physical Access (The User/User group physically visits the facility)
4. Remote Access

Access Period: <START DATE DD/MM/YYYY> to <END DATE DD/MM/YYYY>

(The access period includes public holidays and weekends, regardless of whether access is provided or during these days)

Total Access Days: <NUMBER OF ACCESS DAYS> *(For physical access, indicate days for actual physical access, including any holidays or weekends only if scientific activities are carried on during those days; for remote service, indicate the number of access days and time frame for the analysis)*

User compliance with Research Institute internal rules and regulations: <APPLICABLE ONLY FOR PHYSICAL ACCESS>:

- The User/User group has an institutional insurance policy covering activities at the Facility. If no insurance is in place, the User/User group assumes full responsibility for these activities, including all the eventual consequences such as personal injuries, injuries to others, and damages to properties;

- The User/User group agrees to follow all Health, Safety and Environment (HSE) regulations and has read and understood the facility's safety and access rules;
- The User/User group must follow the instructions of the Facility Manager and the Facility personnel. Any misconduct will result in exclusion from current and future ILGE TNA/NOA activities.
- Authorized activity areas: (please specify).....;
- Required Personal Protective Equipment (if any):
- Additional requirements (if any).....;

Data management (MANDATORY)

ILGE follows the *FAIR* (*F*indable, *A*ccessible, *I*nteroperable, and *R*eusable) principles for research data. The User/User Group and the Facility Manager agree to comply with the Data Policy of the ILGE TNA/NOA programme available at the following [link](#). Among the policy requirements, it is the User/User Group and the Facility Manager responsibility that data produced must be stored, maintained and made openly available for (re-)use. Specifically:

- A copy of the raw data is stored both by the User/User group and at the Facility until 30/04/2029
- The User/User group commits to publishing the data as a data set publication on the GFZ Data Services repository or any other repository in use by the EPOS MSL community. If the data formats and/or size are unsuitable for these repositories, the data may be published in an appropriate alternative repository under a CC:BY 4.0 license. An embargo period may apply, starting the day after the project completion. The duration of the embargo will be determined based on the duration of the main external project (e.g. PhD or ERC) associated with the TNA/NOA project. If no specific project exists, the embargo period is set to 2 years; any requests to extend this period must be directed to the ILGE management team. During the embargo, metadata must still be published and accessible, while full data access remains restricted.
- Any peer-reviewed publication resulting from the TNA/NOA activity must be Open Access at the latest upon publication through the publisher or within six months via a trusted repository.
- Data sets and peer-reviewed publications must acknowledge ILGE and the MEET project with the following: *"This publication results from work conducted under the transnational access/national open access at < FACILITY - LABORATORY >, supported by WP3 ILGE - MEET project, PNRR - EU Next Generation Europe program, MUR grant No. D53C22001400005."*

OTHER NON-MANDATORY OPTIONS (REMOVE IF NOT REQUIRED)

- For peer-reviewed publications resulting from data collected during TNA/NOA activities, the User/User group agrees that these publications will be co-authored with the Facility staff.
-(Additional specifications, if needed)

User compliance with ILGE rules and regulations (MANDATORY)

- The User/User group agrees to adhere to the TNA/NOA general principles as outlined in the latest version of the document *"Guidelines for Transnational and National Open Access (TNA/NOA) to Research Infrastructures within MEET WP3-ILGE: Processes, Procedures,*

and Management' ([link](#)) and all the relevant documents available on the ILGE website ([link](#));

- After completing the TNA/NOA project, the User/User group must include in the scientific and financial report details on expenses incurred and the actual number of access days used during the TNA/NOA period;
- The User/User group must submit this report detailing the scientific activities conducted at the Facility (or with its equipment). This report must be countersigned by the Facility Manager, and uploaded to a dedicated repository no later than one month after the end of the TNA/NOA period;
- The User/User group must also submit a financial report detailing the expenses incurred during their visit. This report must be countersigned by the Facility Manager, and uploaded to a dedicated repository no later than one month after the end of the TNA/NOA period. Originals and/or copies (depending on facility requirements) of the invoices/receipts, as well as train tickets or boarding passes, must also be provided to the host Facility to allow for reimbursement;
- The User/User group agrees to provide feedback on the TNA/NOA experience by completing the user feedback questionnaire provided by the management team no later than one month after the end of the TNA/NOA period.

Reimbursement of User expenses

Upon submission of the scientific and financial report by the User/User group, < **Istituto Nazionale di Geofisica e Vulcanologia (INGV)** > will reimburse the following expenses per user:

- travel and subsistence expenses (for physical access):
 - NOA applicants: up to €200 for travel expenses, up to €150/day for housing and subsistence;
 - TNA - EU*+EFTA^s applicants: up to €400 for travel expenses, up to €150/day for housing and subsistence;
 - TNA - Non-EU*+EFTA^s applicant: up to €1000 for travel expenses, up to €150/day for housing and subsistence;
- sample shipment (for remote access):
 - up to €100 for shipping of samples per project, with the possibility of an additional €100 reimbursed for the return shipment of samples. Please note that reimbursement modality, as well as all shipping and reception arrangements, must be agreed upon with the facility personnel before proceeding. Users should not proceed with shipping until receiving confirmation from the Facility Manager.

EU = EU member states and countries associated with other European programmes (Iceland, Norway, Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia, Armenia, Kosovo, United Kingdom).*

EFTA^s = member states of the European Free Trade Association (Iceland, Liechtenstein, Norway and Switzerland).

For details regarding the eligibility of expenses, the User/User group is required to consult the ILGE Funding and Reporting Guidelines, provided at the following [link](#), and consult with the Facility Manager. Original and/or copies of receipts/travel tickets, as required by the facility's regulations, must be submitted and retained until 30/04/2029. Please note that the reimbursement process is managed solely by the Facility, and the ILGE management team assumes no responsibility for reimbursements or for determining the eligibility of incurred expenses.

ADDITIONAL INSTRUCTIONS (NON-MANDATORY; REMOVE IF NOT REQUIRED)

-(additional specifications if needed)

Liability

The User/User group is responsible for any damage and/or loss caused to the Facility or third parties due to negligence or willful misconduct. The Access Provider will not be held liable for any damage and/or loss caused to the User/User group or third parties resulting from the actions or omissions of the User/User group – unless such liability directly arises from a provision of mandatory law.

Confidentiality

The User/User group is required to keep confidential any information that is inherently confidential, has been identified as confidential, or which they can reasonably understand to require confidentiality. This obligation continues even after the termination of this Access Agreement.

Signed on DATE
Facility Manager SIGNATURE

Signed on
User/User Group,.....

A SIGNED COPY OF THIS AGREEMENT MUST BE SUBMITTED AT THE FOLLOWING [LINK](#). FOR MORE INFORMATION, CONTACT management.ilge@ingv.it