

 DALHOUSIE UNIVERSITY <i>Inspiring Minds</i>	<i>Maureen Gage</i> <i>Policy Sponsor:</i> Vice-President Research	<i>Approval Date:</i> <i>May 11/2015</i>
U.S. Department of Energy User Facility Policy	<i>Responsible Unit:</i> Dalhousie Research Services	<i>Revisions:</i>

- A. Background & Purpose: The United States Department of Energy, Office of Science national scientific user facilities are research facilities that provide external researchers with access to modern science tools and facilities for the purpose of advancing scientific or technical knowledge.

In order for an external researcher to access a user facility, the researcher's home university must sign a standard agreement with that user facility, the terms of which will apply to that researcher as well as to all subsequent university personnel who wish to access that user facility.

This purpose of this Policy is to ensure Dalhousie researchers who intend to access U.S. Department of Energy, Office of Science national scientific user facilities are made aware of, and agree to comply with, the terms of such user facility agreements.

- B. Application: This policy applies to members of the Dalhousie community who are engaged in research and who wish to access a U.S. Department of Energy, Office of Science national scientific user facility.
- C. Definitions:
1. In this Policy:
 - a. "Researcher" means any person who conducts research or who is engaged in research or scholarly activity conducted under the auspices of the University.
 - b. "DOE" means the United States Department of Energy.
 - c. "User Facility" means a U.S. Department of Energy, Office of Science national scientific research facility available for external use to advance scientific or technical knowledge.
 - d. "User Agreement" means an agreement between Dalhousie and the User Facility allowing identified Dalhousie researchers to access that User Facility.

- D. Policy:

1. A Researcher who wishes to access a User Facility must inform Dalhousie Research Services of their intention to access such User Facility.
2. A valid User Agreement between Dalhousie and a User Facility must be in place prior to any Researcher being permitted to access the User Facility.
3. Dalhousie Research Services will inform the Researcher of the terms and conditions contained in the User Agreement.
4. All Researchers seeking access to a User Facility are required to comply with this Policy and the terms and conditions in the User Agreement.

E. Administrative Structure:

1. Authority: This Policy falls under the authority of the Vice-President Research.
2. Record Keeping: Records kept pursuant to this Policy will be maintained and stored securely in the office of the Legal Advisor, Research Services.

F. Procedures:

1. Any Researcher intending to access a User Facility must inform the Legal Advisor, Research Services of their intent to access a User Facility.
2. If there is a valid User Agreement with that User Facility, the Legal Advisor will provide the Researcher with a copy of the User Agreement.
3. If there is not a valid User Agreement with that User Facility, the Legal Advisor will contact the User Facility to begin the negotiation process. If a User Agreement is ultimately executed, the Legal Advisor will provide the Researcher with a copy of the User Agreement.
4. Upon receiving a copy of the User Agreement, the Researcher must review and sign an acknowledgement with Dalhousie that requires the Researcher to fulfill all Dalhousie obligations under the User Agreement. Dalhousie may impose additional requirements on the Researcher to assist them with fulfilling these obligations.
5. The Researcher is not permitted to access the User Facility until sections F.1 – F.4 have been completed.