

Best practice guidelines for on site access

Common calls for all stations twice a year, deadline mid February and mid September.

The selection of on-site access projects is a two-step process with (i) local TA committees grouping the applications according to eligibility, feasibility, etc., and (ii) an ASSEMBLE User Selection Panel evaluating all proposals and making the selection, particularly with regard to scientific excellence of the project and competence of the main applicant. The User Selection Panel comprises four members of the ASSEMBLE network and four external evaluators.

Standardized acceptance and rejection e-mails are sent to applicants informing them of the outcome.

The document Letter of Offer is sent from the host station to the accepted projects once the decision is taken. This document outlines exactly the amount of access offered, all conditions of access, general ASSEMBLE rules as well as any local regulation important for the users to see in advance. We should make sure all the headings below are at least covered generally and all sites can then add any local details in their own version. The Letter of Offer should be signed and sent back if the user group leader agrees on the content. All partners' current versions of their Letter of Offer are shared in a common Dropbox folder together with an updated template of the general letter of offer, which also is attached to this report.

- Insurances
- Health and safety regulations
- Regulations and permits for sampling and experiments
- Material transfer agreement
- Contacts useful for the visit
- Consumables
- Seminar
- Gender issues
- Reimbursement (eligible expenses + conditions)
- Reporting

One local contact person who can give general information and direct to other people for more detailed questions, organize the seminar to be presented by the user, introduce junior women users to more senior local female scientist as part of the ASSEMBLE gender plan, as well as be the personal contact for more informal issues.