



MARHIS ICTS Competitive Access Rules

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1 Scope

This document regulates the competitive access conditions for the research and technological community from Spanish or foreign institutions, public or private, to the services and facilities of the MARHIS Distributed ICTS, in order to carry out R&D projects in any of the nodes conforming MARHIS.

As a competitive selection process, experimental proposals for access are evaluated and ranked by an external Committee, based on scientific excellence, technical quality of the proposal, and excellence of the user group, following an open and transparent process.

2 Eligible Access Applicants

Applicants to the calls can be researchers or industrials, public or private from Spanish or foreign institutions.

All public/private bodies are encouraged to access MARHIS facilities using the <https://www.ictsmarhis.com/en/access-program> application.

3 Facilities

The catalogue for available test facilities within MARHIS is composed by:

3.1 Laboratory Facilities

The available laboratory facilities provide physical, numerical and hybrid model testing with combined waves, currents and wind, offered at scales appropriate for device testing, environmental modelling, offshore and marine technologies, coastal and naval engineering, among many others. Those infrastructures can be grouped into:

- 3D Basins: <https://www.ictsmarhis.com/en/3d-basins>
- Wave Flumes: <https://www.ictsmarhis.com/en/wave-flumes>
- Other laboratory facilities: <https://www.ictsmarhis.com/en/experimental-facilities>

3.2 Field Facilities

The available field facilities provide model testing areas within real environments, where user can fit their most suitable scale, for device testing, environmental modelling, offshore and marine technologies, coastal and naval engineering, among many others. Those infrastructures are detailed at:

- Field Facilities: <https://www.ictsmarhis.com/en/field-facilities>

4 Services

The available services within MARHIS are listed and explained at:

<https://www.ictsmarhis.com/en/services>

All services are provided to the user based on the Access Requirements of each specific project.

5 Guide for Access Requests

5.1 Competitive Access Calls

On a 3 month regular basis (4 per year), MARHIS will open Access Calls to receive proposals from research groups for scientific and technological research (R&D projects) that need to access the facilities of the ICTS MARHIS. Access to MARHIS Calls is published at <https://www.ictsmarhis.com/en/access-program>.

Each call will have a start and end submission date. Each proposal must be submitted through an opened call, and will be evaluated and reported following the registration date. The evaluation process will start as soon as an access request is submitted, being not required to wait for the closure of the call.

5.2 Applicant's Portal Registration/Login

Any access applicant must be firstly registered and logged to submit any access proposal. Therefore, the first step is **create an account** [for new applicants] or **login** [for applicants already registered in the past] into the MARHIS webpage..

5.2.1 Click Register into the Call or directly into the Applicant Portal

CALL	OPENING DATE	CLOSING DATE	
ACCESS 1 Winter Access	01/01/2017 00:00	31/03/2017 23:55	Deadline closed
ACCESS 2 Spring Access	01/04/2017 00:00	30/06/2017 23:55	Deadline closed
ACCESS 3 Summer Access	01/07/2017 00:00	15/10/2017 23:55	Register
ACCESS 4 Fall / Autumn Access	16/10/2017 00:00	31/12/2017 23:55	Closed call

Click the register button

Figure 1 – Registration through the Access Calls Section

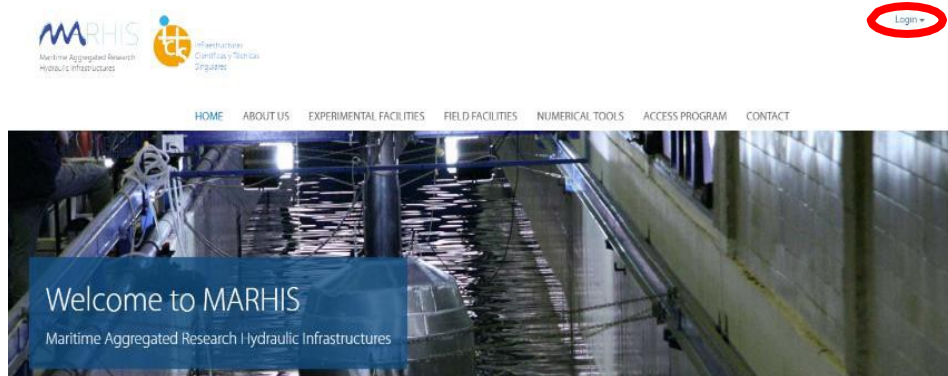


Figure 2 – Registration through the main webpage

5.2.2 Register with your email/password or login if already registered

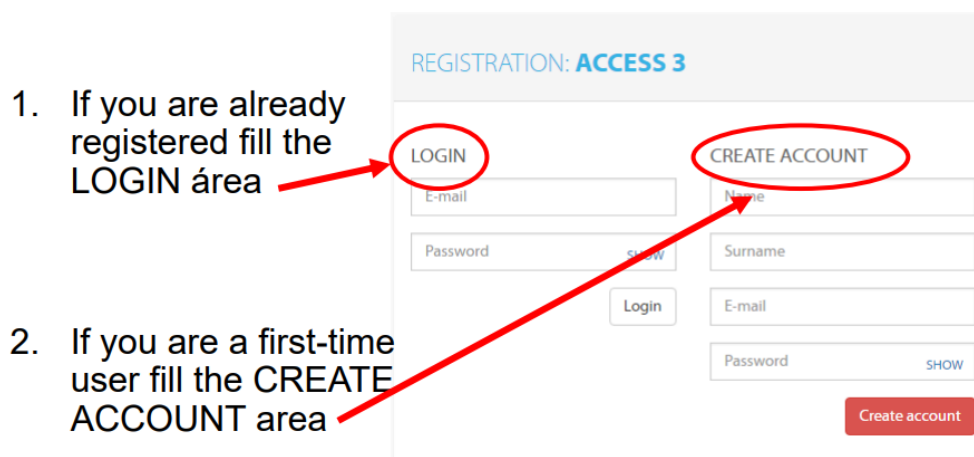


Figure 3 – First-time Registration or login options

The first step after the registration into the Applicant's Portal, the access applicant must activate the account by confirming the link at the registered email.

5.3 Required Documents and Access Request Submission

Once logged into the Applicant's Portal, access applicants must fill in the form with the personal data of the users requesting the access, as well as a summary of the test campaign, including the main characteristics of the R&D project they want to perform:

<https://www.ictsmarhis.com/en/access-program/AccessProposal.docx>

This document will be uploaded in the correspondent selected open call.

After submitting the access request, the applicants can follow the status of their access request through the portal.

6 Evaluation Phases of the Procedure

In order to determine the proposals that will have access to the use of MARHIS facilities, detailed scientific proposals submitted electronically and on due time will be evaluated

(following a FIFO queue) according to the following steps:

6.1 Phase 1. Technical and Logistics Feasibility

Submitted access proposals will be received by the *Board of Facility managers* (BFM), which is a committee composed by the facility managers from all the MARHIS nodes, as well as by the MARHIS coordinator, who will act as the secretary of the committee. The evaluation related to the technical viability and feasibility of the access proposal will be performed by the facility manager of the node identified as “preferred” by the access applicant, but all the nodes will be aware of all the access proposals received.

The technical and logistics feasibility evaluation will be done at latest two weeks after the submission of the access request.

Nevertheless, applicants are encouraged to contact the MARHIS node they prefer to access, before formally submitting their proposal, in order to support him/her during the evaluation process. Although the access applicant can identify a specific or preferred facility or node to perform the experiment, the BFM could take the decision to propose an alternative facility or node of the ICTS MARHIS.

The facility manager will report the result of the feasibility and logistics evaluation to the BFM. After the BFM assess the technical feasibility of the access request, the MARHIS coordinator sends it to the Access Committee (AC), together with the corresponding feasibility and logistics evaluation decision from the BFM (positive or negative).

6.2 Phase 2: Access Committee (AC) Evaluation

The access committee is an independent committee that will evaluate each access request based on the scientific quality and excellence of the proposal.

The Access Committee, composed by 5 external experts of the research community, will evaluate, scientifically, the proposal documents and, if required, might ask for further details to the applicants.

The evaluation procedure will follow a three criteria approach:

- The scientific excellence (originality and innovation) [10 points]
- The overall technical quality of the project [10 points]
- The qualifications and complementarity of the Research Team [5 points]

Each proposal report will provide a summary score out of 25, being proposed/qualified as PASS/ NO PASS only those proposals scoring above than 14.

For proposals coming for any regional, national, European or international public Open Competitive Call (like RETOS Investigación or Cooperación, CDTI programs, INTERREG, H2020, LIFE projects...), where the scientific excellence and technical quality of the proposals were already done, the Access Committee can just make use of the evaluations already done and directly give a PASS qualification to the proposal.

Once the Access Committee has completed their evaluation, the result of the evaluation or the decisions taken will be reported to the MARHIS Coordinator.

6.3 Phase 3: Proposal Access Evaluation Notification

The MARHIS Coordinator, with the conformance of the node where the access will be finally performed, will notify each applicant the final decision (acceptance or rejection), including in the latter the reasons for rejection.

Then, the access Applicants will have the possibility to respond on the rejection of the proposal by contacting back the MARHIS coordinator. The coordinator will transfer the request to the BFM and/or AC, to re-evaluate the proposal if necessary. The BFM and AC will have to review again the proposal taking into account the new comments of the applicant regarding the rejection, giving a final answer within the following 15 days of the review request.

6.4 Phase 4: Access Call Resolution

At the end of every access call, the MARHIS coordinator will prepare an Access Call Resolution Report, including the complete list of the access proposals received during the call and the evaluation decision adopted in the Phase 1/Phase 2 (approved or rejected). This information will be published in the MARHIS webpage, related to the correspondent call.

7 Applicant Obligations

7.1 General Obligations

The applicant undertakes, in conjunction with registration, to provide correct information regarding identity and a correct and legitimate information

The User shall be responsible for the activities conducted through the use of the MARHIS ICTS and shall ensure compliance with national laws applicable to the applicant in conjunction therewith.

The User shall be responsible for monitoring its access and shall be liable for ensuring that information transferred to or handled within the ICTS services which is processed by the applicant and/or individuals invited by the applicant does not infringe any Third Party rights nor in any other manner violates governing legislation, and that the applicant possesses such necessary licences from Third Parties as may be required in order to perform the access.

The User is obligated to notify regarding any suspected breach of these provisions.

7.2 Access Communication and Acknowledgement

Beneficiaries of the MARHIS Competitive Access Calls have the obligation to explicitly acknowledge and mention the MARHIS ICTS in their scientific or technical publications or results. This must be done, if possible and unless MARHIS coordination committee requests otherwise, in all communication, dissemination and IPR activities related to the access.

These results have been [partially] obtained from the MARHIS Competitive Access Call [Number/ID], carried out at [Node name: ICIEM / CCOB / CEHIPAR / BIMEP / PLOCAN]

Besides, beneficiaries must notify these works to the MARHIS coordinator. They should also attach an electronic version of the work, when possible. Accomplishment of those rules may be taken into account at the time of applying to further MARHIS Competitive Access Calls

7.3 Health and Safety Conditions for Access

Every approved access must fulfil the safety requirements and legal obligations of the infrastructure or node where the access will be performed.

It is the responsibility of the main proposer to identify and explain in detail in their scientific proposal any risk for people or things due to their own or external equipment/models used

within the facility of the MARHIS distributed ICTS to carry out their experiment, as well as to specify safety measures to be applied. In this regard, together with the electronic application, researchers must include documentation regarding the measures and equipment necessary for the completion of the experiment and the safety measures used.

Any failure in fulfilling this requirement may lead to a non-concession or cancellation of the beamtime for safety reasons.

Each node within MARHIS shall check these measures and reserves the right to deny access for safety reasons.

7.4 Access Results Data Policy

Research data obtained from the access to the ICTS MARHIS will be subject to the European Directive on open data and the re-use of public sector information (Directive (EU) 2019/1024). That means that MARHIS enforces an 'open by default' policy. Concerns relating to intellectual property rights, personal data protection and confidentiality, security and legitimate commercial interests, shall be taken into account in accordance with the principle of 'as open as possible, as closed as necessary'.

Beneficiaries opting-out from this open data policy for part, or all, the data obtained through their access will sign a specific agreement with MARHIS. This agreement will include the reasons for opting-out, which datasets will be published in the open (if any), and the conditions for closed datasets to be opened in the future (i.e. after a number of years).

Open data, and their metadata, published under this rule will follow the FAIR principles. Open data published under this rule will be considered scientific results and, as such, must follow the rules for Access Communication and Acknowledgement (7.2), at the greater extent possible. For example, most times there will be no need to attach an electronic version of the datasets.

8 Personal Data Protection

Pursuant to the Organic Law on Personal Data Protection (LOPD), it is hereby stated that the personal user details, gathered by each node of the MARHIS Distributed ICTS under the corresponding call, will be incorporated to a file property of the same for the purposes of communication, selection process and management of issues which may be of interest to the user. The users may at any moment exercise their rights of access, rectification, cancellation and opposition provided for in the Law, by writing to the coordinator of the MARHIS ICTS:

MARHIS Coordinator [Ref Personal data protection]

CCOB – IHCantabria, C/Isabel Torres 15, 39011 Santander, Cantabria (Spain).