

I, the undersigned user carrying out an experiment at the ILL, acknowledge and accept the following conditions:

- **At the proposal stage:**

- Applications for beamtime can be submitted to the ILL before the deadlines using the ILL Electronic Proposal Submission system (EPS), via the ILL User Club. If I am a new user, I am invited to register via the User Club to have access to the EPS system;
- I'm required to have an official ILL local contact, who will assist me during the experiment;
- I confirm that I am sufficiently and relevantly trained to carry out the proposed experiment and that I will provide the necessary material for my experiment. In the case I am a new user or I have special needs, I agree to indicate it in my electronic application for beamtime;
- I agree to comply with the ILL publication and data policy; (<http://www.ill.eu/users/ill-data-policy/>);
- I acknowledge that all raw data and the associated metadata obtained as a result of my experiment are public (under CC-BY conditions). Access to them is restricted during the initial embargo period according to the ILL data policy. Appropriate scientific ILL staff has access to any ILL curated data or metadata;
- Researchers who aim to carry out analyses of raw data and metadata which are openly accessible should inform the PI and suggest a collaboration if appropriate.

- **If I am offered the opportunity to conduct an experiment, I will receive an electronic invitation:**

- I undertake to accept the dates suggested and to communicate as soon as possible any modifications or constraints to the user support team and my Local Contact or instrument responsible after receipt of the invitation;
- I should agree with my local contact before the start of the experiment the terms of his/her involvement in the carrying out of my experiment and in the data analysis as specified in the invitation form;
- I must register for the experiment via the User Club as soon as possible, indicating the exact dates of arrival and departure and any relevant details about my forthcoming visit. I can apply to the ILL for support for the costs of travel and subsistence incurred for this experiment according to the regulations in place and ask the ILL to book accommodation for the duration of the experiment;
- I confirm that I'm insured for illness, hospital treatment and industrial accidents;
- I agree to take and pass the health physics training test in the User Club;
- I shall check visa requirements for France and provide proof of identity to gain access to the site.
- I shall complete all the steps required for getting access on site, detailed in the check list which I have been sent by the User Office

- **On site:**

- I must confirm that I have informed my employer that the ILL is a nuclear installation and that I may be exposed to ionising radiation;
- I provide a signed Employer authorisation form if I am a non-exposed/non-classified user
- I ensure bringing the required dosimeter/health certificates if I am and exposed/classified user
- I confirm that the samples to be used and the experimental conditions are as quoted in the original proposal;

- I shall respect the ILL regulations, including the rules in the reactor building:
 - Only laptop bags are allowed inside the reactor
 - No food or drink is to be taken into the reactor
 - No photography or filming
 - No smoking or vaping inside any building on site
- The local contact is available during normal working hours and is not required to work on weekends or holidays, after normal working hours. She/he is obliged to respect the rest periods required by the French regulation. There is no scientific on-call duty system in place at the ILL; the local contact will do his/her best to ensure that the experiment can be performed in an optimal way;
- I shall discuss with my local contact the operating conditions and safety protocols of the instrument;
- If my local contact considers the experiment as finished, I will accept that the rest of the allocated time is not automatically given to my experiment;
- I shall inform the local contact of any anomalies observed during the experiment. Should a change in the instrument configuration or sample be required I will obtain the local contact's approval before taking any actions;
- In case of an emergency I shall inform the appropriate emergency line from the list of numbers which I have received before the experiment;
- In case of incidents not posing an emergency, but otherwise preventing the immediate continuation of the experiment, I will contact the relevant on-call service and provide notice to my Local Contact in particular the amount of time lost, if any, which may or may not give rise to time compensation under the discretion of the Local Contact;
- I can process the data at the ILL;
- I must do everything to ensure that my experiment is performed in an optimum way.
- **On departure:**
 - I am aware that samples exposed to the beam are, after the experiment, radiological samples and must be controlled by the ILL Health Physics Service before being taken out of the controlled zones or off the site;
 - I shall return my film dosimeter and radiation warning beeper to the security personnel at the reactor entrance and the entrance badge to the personnel at the site entrance;
 - I must send in my travel claim form to the travel claims office, if I'm eligible to receive financial support from the ILL.
- **After departure:**
 - I shall draft an experimental report within six (6) months after my experiment and submit it following the "Guidelines for uploading experimental reports" on the web via the User Club after having logged in with my personal ID. I am aware that requests for further beamtime can be automatically rejected in case the experimental report for previous measurements is lacking.
- **If the results of my experiment are publishable, I will use my best efforts to publish. I shall follow the ILL publication policy:**
 - I must cite the DOI reference using the specified format available on the DOI landing page, when I publish results of the ILL data – including own data, data to which I was granted access, or data made public;



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- I shall give proper credit to the ILL staff members who participated in the experiment and proper mention of the ILL facilities;
- I shall offer my Local Contact and any other ILL staff member to be listed as co-author in my publications, when (s)he has significantly contributed to the concept, design, execution, analysis or interpretation of my experiment;
- I shall always acknowledge all participating ILL staff with their ILL affiliation at the end of my paper;
- References for publications related to my experiment must be deposited in a publications database within three (3) months of the publication date or during any new application for beamtime, whichever is the earlier.
- I shall give preference to open access publication. In case my experiment is supported by EU funding, the costs are eligible to the project.

Name:

Date:

Signature: