



THE NATIONAL BIOPHOTONICS & IMAGING PLATFORM IRELAND

NBIP Ireland Access Policy

The mission of the National Biophotonics Imaging Platform is to provide an integrated national access and training infrastructure in research, education, technology development and industry collaboration in Biophotonics and Imaging. The platform is deeply committed to providing open and transparent access to NBIP Ireland equipment to all platform members, especially where access is intended to lead to collaborations and joint outputs such as co-authored publications, joint IP filings and grant applications. In addition, where practical, research infrastructure will be available for use by external researchers and industry users subject to the availability of instrument time and support staff.

Eligible Users

The delivery of NBIP Ireland collaborative, cross-platform research is the first priority. Therefore, members of the NBIP Ireland consortium, i.e. NBIP Ireland principal investigators (PIs) and their associated researchers, are the primary users of the PRTL14 funded facilities and they will receive priority access to equipment; however, access is available to users external to the NBIP Ireland consortium. Acceptance of external users (non collaborating academic and industry) is at the discretion of the Facility Manager at each NBIP Ireland institution who will assess the instrument availability and priority needs of internal users and collaborators. Any denial of access will be recorded as part of the access process and will be based on objective grounds.

Training

To minimise the risk of equipment damage and to support the appropriate collection and interpretation of data all users must receive training in the use of equipment. All researchers interested in using an equipment item should contact the NBIP Ireland Facility Director/Research Engineer/Technician responsible for the equipment item to apply for access and/or schedule training. The appropriate contact person is listed under each equipment item on the [NBIP Ireland Moodle site](#).



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The local NBIP Ireland Facility Director or their nominee reserve the right to deny any application for training if the necessary equipment is in high demand by trained users and an increased number of users will impede the ongoing research of trained users. When demand for equipment is high, the local Facility Director or nominee will favour applications involving projects that lead to collaborative outputs e.g. cross-platform joint publications, Invention Disclosure Forms (IDFs) , grant applications etc.

Prior to initiating any training, a representative of the laboratory of the host institution will discuss the nature of the proposed experiments with the applicant and identify likely outputs and approximate time required to undertake the study.

Training Requirements

Stage 1 (For occasional users - working alongside a Research Engineer or other responsible person)

A Research Engineer (or other responsible person) will explain the:

- safety training requirements
- background theory of the instrument
- capabilities of the instrument set-up and operation for basic experiments

Where possible, they will demonstrate the instrument's capabilities using test pieces appropriate to the user's application. At the end of the session, the user's understanding will be assessed by the Research Engineer and all safety forms completed. This rudimentary training will allow the user to work alongside the Research Engineer and observe experiments performed by the Research Engineer on the user's samples.

Stage 2 (For independent users)

Prior to becoming an independent user, users must agree and successfully complete a comprehensive training programme defined by the Facility Director or nominee. Any costs related to this training are at the discretion of the Facility Director or their nominee. Prior to being allowed independent access to the equipment, one or more sessions will be organised during which the user will work independently on the equipment while the Research Engineer (or other responsible person) is available for questions.



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After the user, their line manager and Facility Director or nominee agrees that the user is competent to work independently with the equipment, billing information should be provided by the user to the facility director or nominee (This billing information may be used for any potential costs incurred by the user i.e. repairing of damage caused to the instrument by the user, consumables, training). The user will then be allowed make bookings on the system which will in turn be approved by the Facility Director or nominee. To ensure that the equipment is in full working condition before and after it is used by external independent users, an NBIP Research Engineer or Facility Director or nominee must inspect and sign-off on the equipment.

Irrespective of their status, all users must not modify any aspect of the instrument's physical configuration under any circumstance other than that possible using the user software interface.

Scheduling Use of Equipment

Instructions for scheduling use of equipment will be given when independent user status is achieved. Users external to the NBIP Ireland consortium may sign up to use the equipment up to three weeks in advance. Prior to this, at least one week's notice must be provided so as to allow the request to be considered by the Facility Director or nominee. No user may sign up for equipment without prior permission from the Facility Director or nominee. Using the equipment without signing up is prohibited and may result in disbarment. All users must accurately record the actual time the equipment was used on the log sheets provided by each item of equipment.

Costs

NBIPi has implemented harmonized access charges across the platform. Charges may vary between partner institutions based on the level of training and support offered. Based on an annual period of 1 year = (7hrs x 210 days), pro-rata partial costs, charged to academic users (partial collaborators) include technical training/support, essential consumables costs and annual service costs. Full costs charged to Industry users and academic non collaborators will include instrument depreciation costs (20% of instrument cost per annum). In both cases, indirect institutional costs (administration, heating, lighting etc.) are applied at 30% of recurrent costs (excluding equipment), as standard in Irish national funding programmes. The 3 different categories of users is summarised below.



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1) Academic Users (NBIP Partners and Full collaborators) No charge

There is no charge for use of the equipment where the purpose of the proposed measurements is the pursuit of joint output e.g. publications, in which Research Engineers and/or Principal Investigators, responsible for the equipment and any others making an intellectual input to the experiment design and data analysis/interpretation/modeling are co-authors.

2) External Academic Users (Collaborators)-Reduced charge

An hourly rate will be applied to all infrastructure in line with the partial cost recovery model as outlined above.

3) Industry users charge

A full cost recovery model will be applied for industry users which includes a depreciation value of 20% added to the partial cost recovery model.

Acknowledgement Policy

Equipment in the NBIP Ireland is supported by the HEA PRTL Cycle 4 and other agencies, corporate partners and contributors. Therefore, where an NBIP Ireland PI is not a co-author, any papers, presentations, reports or other communications incorporating data acquired or analysed in the NBIP Ireland must acknowledge the use of the NBIP Ireland facilities. Please include a statement in the acknowledgements section, such as " *Data for this study were acquired and/or analysed in the facilities of the National Biophotonics and Imaging Platform, Ireland which is funded by the Irish Government's Programme for Research in Third Level Institutions, Cycle 4, National Development Plan 2007-2013*". We share any publications that use our equipment with supporters of the NBIP Ireland. This allows us to demonstrate that the NBIP Ireland equipment is producing useful scientific results and helps us to justify their continued support. When you publish a paper incorporating data acquired at NBIP Ireland please send either a reprint of the paper or a complete citation of the paper to the Facility Director and the NBIP Ireland Programmes Manager at nbipadmin@rcsi.ie.

