

Access Policy Protocol

Article 1: Services

1. The Small-Angle X-rays Scattering Platform for the Investigation of Soft Matter (SAXS-SOFT) offers a variety of tools for the structural characterization of a wide range of materials as services to Academic, Industrial and other Users. Small and Wide Angle X-ray Scattering (SAXS/WAXS) measurements as well as Grazing Incidence measurements (GiSAXS and GiWAXS) in different environments (under vacuum, in the presence of an inert gas or in air) as well as over an extended range of temperatures can be performed for samples of different forms (for example, powders, films, fibers and liquids). The technical characteristics of the instrument together with a detailed list of the existing tools can be found in the instrument webpage
<https://www.iesl.forth.gr/en/project/saxs-soft>
2. SAXS-SOFT offers to all Users the access to a state-of-the-art instrument, a high level of specialization, scientific and technical support as well as a suitable training when this is needed. The Users are responsible for the analysis and understanding of the results of the above measurements-services unless it is otherwise agreed during the proposal application and acceptance.
3. A maximum of 30% of the time of SAXS-SOFT can be offered to Users. No differentiation is made between Academic and Industrial Users and the only criteria for the access will be the scientific excellence of the proposal and the time-frame of the instrument availability.
4. Measurements can be performed by the Users, provided that it is certified that they have received the appropriate training, or by the responsible technical personnell of FORTH/IESL as service to the Users.
5. Charging for the services will be based on the official pricelist of FORTH/IESL.

Article 2: Operation Scheme

1. A dedicated technician belonging to the technical personnell of FORTH/IESL will provide all assistance and training to the Users and will be the person responsible for receiving the application forms.
2. A three-member Evaluation Committee will be appointed; it will consist of one member of the Scientific Personnell of FORTH/IESL and two external experts in X-ray Scattering. Whenever necessary the opinion of the dedicated technician of the instrument will be requested. The committee will be responsible for the evaluation of the proposals.
3. The evaluation decision can be based on a majority voting; however, priority will be given to proposals that will be accepted unanimously.

Article 3: Access procedure

1. All Users should submit a proposal via an application form that exists in the SAXS-SOFT webpage, which will be received by the instrument responsible technician. The form should contain all necessary information about the samples to be measured, the

conditions of the measurements and the estimated time that is needed for the measurements. Proposals can be submitted any time but will be evaluated periodically (three times a year for access during the next four month period, i.e, at end of April, end of August and end of December).

2. The technical personnel categorizes the applications and forwards them to the Evaluation Committee.
3. The Evaluation Committee decides on the acceptance or the rejection of the proposal based on its scientific importance and the feasibility of its implementation and informs the User. The Evaluation Committee can propose an alternative measurement plan and, in collaboration with the User, can modify the proposal and its timeframe.
4. Following the acceptance of a proposal, the technical personnel schedules and organizes the realization of the measurements / services.
5. *When the measurements are to be performed by the technical personnell of FORTH/IESL*, a confidentiality agreement is signed between the User and the SAXS-SOFT personel before the masurements, whereas a report is produced with the followed procedures and the obtained results and is sent to the User within two weeks from the end of the scheduled measurements.
6. *When the User performs the measurements*, a report on the measurements with the obtained results should be submitted to the SAXS-SOFT personel; this should be submitted within one month after the measurements and before a new submission can be processed.
7. All reports are kept in a dedicated folder in the instrument computer.
8. After the service is complete, a questionnaire is sent to the Users for the evaluation of the offered services.
9. Proper acknowledgements for the use of the instrumentation are obligatory in the case of publication that reports relative measurements. Absence of acknowledgements will result in the rejection of any future proposal by the specific User.

Article 4: Conclusions

1. This access policy is a public document that can be found in the instrument webpage.
2. This access policy will be reconsidered if the members of the Evaluation Committee decide unanimously to do so.

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