**Regulations for conducting preliminary and training research at the Excellence Centers of XFEL within the project of the Ministry of Science and Higher Education and Science entitled 'Support for Polish Users of EuXFEL – Supervision II (2022-26)' (hereinafter referred to as the 'project').**

1. The basic activities of the Excellence Centers of XFEL (CD XFEL) include:
	1. Training (training research) aimed at gaining experience for Polish scientists in using research techniques applied in measurements at the EuXFEL source;
	2. Preliminary research aimed at obtaining complementary experimental data to those obtainable using XFEL sources, necessary for preparing high-quality research proposals at EuXFEL.
2. The implementation of preliminary and training research is based on applications submitted to the Project Council at the email address: cd-xfel@ifpan.edu.pl, by the interested Polish scientist, individually – on their own behalf or on behalf of a research group.
3. Before submitting the application, the applicant should present the research concept to the designated contact person. The individuals responsible for contact with Polish research groups are:
	1. CD XFEL IFPAN – Dr. Hab. Eng. Ryszard Sobierajski (ryszard.sobierajski@ifpan.edu.pl)
	2. CD XFEL UW – Dr. Hab. Katarzyna Jarzembska (katarzyna.jarzembska@uw.edu.pl)
	3. CD XFEL UAM - Dr. Adam Glinka (adam.glinka@amu.edu.pl), in the field of laser equipment and stationary optical spectrometers, and Prof. Dr. Hab. Maciej Kozak (mkozak@amu.edu.pl) in the field of SAXS technique.
	4. CD XFEL NCBJ - Dr. Eng. Adam Padée (Adam.Padee@ncbj.gov.pl)
4. In the case of continuation of tests on the same measurement system, the requirements included in para. 2 may be skipped.
5. The application for preliminary or training research should include:
	1. Participant information (name, title/academic degree, affiliated institution, contact details, scientific CV, ORCID number or equivalent – if assigned);
	2. A concise (up to 250 words) statement about the scientific activity conducted by the authorized person, especially its connection to XFEL research (may be part of the scientific CV);
	3. A brief description of the connection of the planned preliminary or training research, including the expected support scope from CD XFEL.
6. Applications are accepted on a rolling basis.
7. Within one application, you can apply for one measurement or training session. Subsequent applications for further sessions by the same applicant will be considered based on the obtained scientific/training results.
8. The application is evaluated for formality and substance by the Project Council, which may be expanded with invited experts if necessary.
9. The substantive evaluation of the application takes into account, in particular, the following criteria:
	1. The connection of the proposed activities to the subject of research using XFEL;
	2. The scientific potential of the authorized person;
	3. Priority for funding is given to those who have not previously received funding from the project;
	4. Previously obtained results of preliminary and/or training research (if applicable);
	5. Preference will be given to applications from new participants while simultaneously making efforts to fully complete ongoing research and/or training.
10. Within 2 weeks, the Project Council issues a written decision on the acceptance or rejection of the application and its implementation deadline (within the existing project queue). This decision does not constitute an administrative decision. The Project Council may also return the application to the authorized person with a request for completion.
11. The temporary limitation of the thematic scope of implemented projects is allowed, e.g., in connection with the thematic profile of the project competition organized by EuXFEL or the research topics conducted in a given CD XFEL.
12. The list of accepted projects will be made public by being posted on the CD XFEL website.
13. In a given year, the number of selected winners may depend on the number of submitted applications and their feasibility in the centers, as well as the funds available for their financing in the granted grant.
14. After receiving a positive decision, the applicant is obliged to immediately contact the person representing the selected CD XFEL or another designated person for:
	1. Determining the measurement conditions and technical possibilities for conducting research,
	2. Determining the time (number of days) required for the research,
	3. Establishing a list of persons from CD XFEL involved in the research, as well as a substantive analysis and interpretation of the obtained results.
15. The implementation of preliminary or training research is free of charge for the applicant.
16. CD XFEL may also cover some of the costs of minor materials (e.g., solvents, small optical elements, measurement cuvettes, sample holders, etc.) during the planned preliminary and training research, following the grant conditions.
17. Access to the provided equipment by the Excellence Centers
	1. CD XFEL declare the start of preliminary or training research within no more than 30 days from the approval of the application by the Council. During the holiday period, this time may be extended.
	2. In the case of non-standard measurements (requiring additional adaptation of the equipment), the access time may be extended by the time needed to make the adaptation.
	3. CD XFEL declares to make every effort to ensure that the infrastructure is ready for operation. However, given the complexity of some systems, there may be interruptions in availability and delays due to waiting for service or spare parts.
18. The equipment and measurement/training time provided for each CD XFEL are specified below.
	1. CD XFEL IFPAN
		1. High-power femtosecond laser with higher harmonic generation system and delay line.
		2. CD XFEL IFPAN declares access to 12 measurement sessions (each session lasting up to 5 days) per calendar year. There is a possibility of increasing the number of measurement sessions per calendar year and their duration with the consent of the CD XFEL IFPAN Manager. The devices listed in points 18.1.2 and/or 18.1.1 will be available during the measurement session.
	2. CD XFEL UW
		1. Infrared spectrometer for solid-state (operating in the temperature range from room temperature to 10 K).
		2. X-ray diffractometer (operating in the temperature range up to room temperature to 100 K, with a laser/LED attachment and high-pressure chambers).
		3. System for studying sample emission and luminescence decay time with nanosecond resolution (operating in the temperature range from room temperature to 100 K).
		4. CD XFEL UW declares access to 12 measurement sessions (each session lasting up to 5 days) per calendar year. There is a possibility of increasing the number of measurement sessions per calendar year and their duration with the consent of the CD XFEL UW Manager. For each of the above-mentioned equipment, there is a possibility of increasing the number of measurement sessions per calendar year with the consent of the CD XFEL UW Manager. The devices listed in points 18.2.2, 18.2.3, and/or 18.2.1 will be available during the measurement session.
	3. CD XFEL UAM
		1. Stationary UV-Vis spectrofluorimeter.
		2. Stationary optical spectrophotometer.
		3. Femtosecond laser spectrometer - CD XFEL UAM declares access to 12 measurement sessions (each session lasting up to 5 days) per calendar year. There is a possibility of increasing the number of measurement sessions per calendar year and their duration with the consent of the CD XFEL UAM Manager.
		4. Laboratory system for SAXS measurements.
		5. For the equipment listed in points 18.3.1, 18.3.2, 18.3.3, CD XFEL UAM declares access to 12 measurement sessions (each session lasting up to 5 days) per calendar year. For the equipment listed in point 18.3.4, CD XFEL UAM declares access to 10 measurement sessions (each session lasting up to 5 days) per calendar year. There is a possibility of increasing the number of measurement sessions per calendar year and their duration with the consent of the CD XFEL UAM Manager. The devices listed in points 18.3.1-18.3.4 will be available during the measurement session.
	4. CD XFEL NCBJ
		1. Space for storing data from EuXFEL and access to an interactive machine for viewing and analyzing this data – CD XFEL NCBJ declares access for 12 users per year with a limit of 30 TB per person, which can be increased if justified.
		2. A link to EuXFEL with a maximum bandwidth of 100 Gbps.
	5. The condition for access to the equipment listed in points 18.1.1, 18.2.1, and 18.3.1 is provided by the Ministry of Science and Higher Education (MNiSW) funding for its purchase within the project. If such funding is not possible, the following topics will be excluded from the school and preliminary research conducted in CD XFEL:
		1. In CD XFEL IFPAN - time-resolved pump-probe studies
		2. In CD XFEL UW - preliminary studies requiring measurements using infrared spectroscopy in the solid-state over a wide temperature range (and thus determining the optimal excitation wave, determining structural changes in the sample, the degree of conversion, activation barrier of the process, or the stability of the excited state, etc.)
		3. In CD XFEL UAM - for research on emitting compounds, for a full interpretation of results from time-resolved measurements (the presence of forced emission), information about the position of the stationary emission spectrum is necessary, which can be obtained using the mentioned equipment.
	6. CD XFEL ensures support for the provided equipment.
	7. There is a free opportunity to test your own attachments/measurement holders if they are compatible with existing measurement equipment. In the case of the need for major modifications to the available equipment requiring the purchase of fixed assets (additional parts/devices), the costs of such an operation cannot be financed from the grant. The term "major modifications to equipment" is understood as related to the purchase of fixed assets or absorbing the majority of available funds allocated for the purchase of materials (>50%). Another criterion is the long-term change in the profile of equipment operation for specific types of experiments. Such modifications will be allowed if they are appropriately substantiated and financed by the applicant. The justification for "major modifications" will be examined by the Project Council each time and will be an element of the application evaluation.
	8. After completing the research, within a period not exceeding 2 weeks, the applicant is required to submit a report to the Project Council at the email address: cd-xfel@ifpan.edu.pl, containing:
		1. Information about the research (location, date, topic);
		2. Concise information about the course of the research (learned research techniques, conducted research topics, etc.).
	9. Failure to submit the report within the specified period may result in the rejection of the next application by the Project Council.
	10. Publications of research results should be accompanied by the following information: 'The publication was created as part of a project funded by the Minister of Education and Science under agreement No. 2022/WK/13' - or its equivalent in a foreign language."

Attachments:

Application form along with information about GDPR Attachment 1

**Application for funding preliminary research and training in XFEL Centers within the project of the Ministry of Education and Science entitled 'Support for Polish Users of EuXFEL – Supervision II (2022-26)”**

Information about the Applicant

* Full name: ............................................................
* Academic title/degree: ............................................................
* Affiliated institution: ............................................................
* Contact details of the authorized participant: ..........................................
* ORCID or equivalent – if assigned: ..........................................
* Scientific CV (may be attached as a separate appendix)
1. Concise (up to 250 words) information about the scientific activities conducted by the authorized participant, particularly its relevance to XFEL research or XFEL technology. ...................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................
2. Brief description of the connection between the planned preliminary research or training, including the scope of expected support from XFEL Centers. ...................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................
3. Estimate of the travel expenses, including costs specified in point 5 of the Regulations, and the total gross amount requested by the authorized participant in PLN: Travel cost: ........................ PLN for the route from ............... to ..............., mode of transportation: Accommodation cost: ............... PLN from ................ to ................. Meal costs (if applicable): ............... PLN from ................ to ................. Travel allowance cost (if applicable): .................... PLN Visa cost for the country where the event is organized (if applicable): .................... PLN Other costs incurred by the event participant, covered by the home institution, not listed above: .................... PLN

**Information Clause – Data Processing within the Consortium "XFEL – Supervision"**

In accordance with Article 13(1) and (2) and Article 14(1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), Official Journal of the EU L 119 of 04.05.2016, p. 1, as amended, hereinafter referred to as "GDPR," it is hereby informed that:

1.The administrators of your personal data are the members of the consortium listed below:

a. **National Centre for Nuclear Research (NCBJ)** based in Otwock (05-400), at ul. Andrzeja Sołtana 7, Otwock, a research institute with the status of a large enterprise, entered into the entrepreneurs' register by the District Court for the Capital City of Warsaw in Warsaw, XIV Economic Department of the National Court Register under number KRS 0000171393, REGON: 001024043, NIP 5320100125, BDO 00004834 - in the scope of:

* Supervising the implementation of the Project • Reviewing and settling funding applications from Project funds
* Submitting reports on the implementation of the Project to MNiSW
* Informing about upcoming events (meetings, conferences, workshops, schools, scientific sessions, internships, scientific research, training, etc.) related to the implementation of the MNiSW grant "Support for Polish Users of EuXFEL – Supervision II (2022-26)"
* Exercising supervisory functions in XFEL bodies, such as: XFEL Council, AFC (Administrative and Finance Committee), substantive working groups, and participating in other types of meetings organized by XFEL GmbH to ensure Poland's representation
* Supporting the Polish scientific community in using XFEL as one of the priority research instruments necessary for innovative scientific research;

b. **Institute of Physics of the Polish Academy of Sciences in Warsaw**, based in Warsaw (02-668), at al. Lotników 32/46, NIP: 525-000-92-75, REGON: 000326061 - in the scope of:

• Supporting the Polish scientific community in using XFEL as one of the priority research instruments necessary for innovative scientific research;

• Organizing scientific sessions related to research using XFEL during conferences and symposia organized in Poland

• Organizing thematic workshops dedicated to research using XFEL • Organizing trips of Polish scientists to conferences and workshops related to XFEL and individual meetings with researchers involved in work using XFEL

• Conducting preliminary research

• Launching XFEL Centers of Excellence and conducting training

• Reviewing and settling funding applications from Project funds

• Informing about upcoming events (meetings, conferences, workshops, schools, scientific sessions, internships, scientific research, training, etc.) related to the implementation of the MNiSW grant "Support for Polish Users of EuXFEL – Supervision II (2022-26)";

c. **University of Warsaw, based in Warsaw**, at ul. Krakowskie Przedmieście 26/28, NIP: 525-001-12-66, REGON: 000001258, 00-927 Warsaw - in the scope of:

• Supporting the Polish scientific community in using XFEL as one of the priority research instruments necessary for innovative scientific research;

• Organizing scientific sessions related to research using XFEL during conferences and symposia organized in Poland

• Organizing thematic workshops dedicated to research using XFEL

• Organizing trips of Polish scientists to conferences and workshops related to XFEL and individual meetings with researchers involved in work using XFEL

• Conducting preliminary research

• Launching XFEL Centers of Excellence and conducting training

• Reviewing and settling funding applications from Project funds

• Informing about upcoming events (meetings, conferences, workshops, schools, scientific sessions, internships, scientific research, training, etc.) related to the implementation of the MNiSW grant "Support for Polish Users of EuXFEL – Supervision II (2022-26)";

d. **Adam Mickiewicz University in Poznań**, based in Poznań (61-712), ul. H. Wieniawskiego 1, NIP: 777-00-06-350, REGON: 000001293 - in the scope of:

• Supporting the Polish scientific community in using XFEL as one of the priority research instruments necessary for innovative scientific research;

• Organizing scientific sessions related to research using XFEL during conferences and symposia organized in Poland

• Organizing thematic workshops dedicated to research using XFEL

• Organizing trips of Polish scientists to conferences and workshops related to XFEL and individual meetings with researchers involved in work using XFEL

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• Launching XFEL Centers of Excellence and conducting training

• Reviewing and settling funding applications from Project funds

• Informing about upcoming events (meetings, conferences, workshops, schools, scientific sessions, internships, scientific research, training, etc.) related to the implementation of the MNiSW grant "Support for Polish Users of EuXFEL – Supervision II (2022-26)"

You can contact the consortium participants using one of the contact methods provided on the websites of individual consortium members.

1. Your personal data, including first name, last name, email address, phone number, position, title/academic degree, place, period, and type of employment, remuneration from the project, will be processed for the purpose of implementing the provisions of the Consortium Agreement concluded on the day of submitting the last electronic signature by the Parties, i.e., for the organization, conduct, and settlement of the "XFEL- Supervision " project, including informational purposes, sending invitations to conferences organized within the consortium, invitations to meetings, and the implementation of funding applications. This processing is based on the legally justified interest of the Administrators (Article 6(1)(f) of the GDPR), as well as to fulfill the legal obligation incumbent on the Administrators (Article 6(1)(c)).
2. Consortium participants will process your personal data for the period during which, according to § 2(3) of the Consortium Agreement, the Institute of Physics PAN will serve as the Consortium Partner "XFEL- Supervision," responsible for the implementation of task 2a "Center of Excellence in XFEL Research."
3. Your personal data will be stored for a period necessary to achieve the purposes specified in point 2, but not less than 5 years from the date of completion of the project, termination, or expiration of the Consortium Agreement.
4. Recipients of your personal data may only be entities authorized to obtain personal data, such as courts, law enforcement authorities, or state institutions, upon request based on legal provisions. Additionally, individuals authorized by the Administrators to process data as part of their official duties and entities co-creating the "XFEL- Supervision " Consortium listed in the Consortium Agreement and entities with which the Administrator has concluded a data processing agreement to fulfill tasks specified in the Consortium Agreement.
5. Your personal data will not be transferred to third countries outside the European Economic Area (EEA) or international organizations.
6. You have the right to access your data and receive copies, the right to rectify (correct) your personal data, limit their processing, object, and the right to delete personal data if exercising these rights is in accordance with applicable regulations, especially the GDPR. Additionally, you have the right to lodge a complaint with the President of the Personal Data Protection Office (address: Urząd Ochrony Danych Osobowych, ul. Stawki 2, 00-193 Warsaw) if you believe that the processing of personal data violates the provisions of the GDPR.
7. The source of your personal data is directly from you.
8. Providing your personal data is voluntary, and failure to provide it may result in the inability to participate in activities described in the content of the Consortium Agreement.
9. Personal data provided by you will not be processed in a way that results in automated decision-making and will not be subject to profiling.