



## Rules and conditions

The following is a summary of the rules, conditions and eligibility governing transnational access to the research facilities included in Co-UDlabs. This summary is a digest written by Co-UDlabs of the Grant Agreement with the European Commission (EC), identifying the information that is most relevant to potential user groups of the facilities. In case of any conflicting articles with the Grant Agreement with the European Commission, the latter will prevail.

The overall aim of Co-UDlabs is to integrate research and innovation activities in the field of urban drainage systems allowing European stakeholders, academic researchers and innovators in the urban water sector to enhance their activity through a common research network that can provide coherence and access to high-quality large-scale research facilities, thereby building a collaborative European Urban Drainage innovation community. This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement N°101008626.

1. Access will be provided to the different research facilities in Co-UDlabs for eligible user groups ("Users").
2. Access to the installations is provided free of charge to the Users and includes all infrastructural, logistical, technical and scientific support (including training) that is normally provided to external users of the installations. The test setup will remain property of the provider, unless otherwise agreed upon.
3. Travel and subsistence expenses for all Users within an eligible team (see Article 4), irrespective of their nationality, will be reimbursed according to the normal internal rules and procedures of the facility providers, as long as the total costs do not exceed the total available budget. This funding covers national and/or international travels from the User's institution to the research facility for each period of occupancy, and daily subsistence for each day of occupancy of the research facility (including weekends and public holidays) according to facility providers rules. Exceptions to these rules need prior confirmation in writing by the facility provider. Travel and subsistence will also be reimbursed on the same basis to Users when they attend meetings with the prior written agreement of the facility provider.

Receipts of tickets for travels must be attached to claims, which will be made on the facility provider's standard Travel Claim forms. The claims for daily subsistence must be made on the provider's forms at the daily rate applicable at the time. Claims will be reimbursed in Euro (€) or the local currency of the facility provider.

4. It is possible to apply from all over the world, but user groups where all or most users work in third countries (defined as not EU or Associated country – see Appendix) can be supported as far as the cumulative access provided to them is below 20% of the total amount of days of access provided under the grant. The total number of user group members from Co-UDlabs partners may not exceed 1/3 of the total number of members in the user group. Both the user group leader and the majority of the user group members must work in a country other than the country where the facility is located. Only user groups that are allowed to disseminate the results they have generated under the action may benefit from the access under the grant agreement. Exceptions to this condition is foreseen when users work for SMEs. The user group members should normally not have access to a similar facility.
5. The EC-supported transnational access programme is intended to finance primarily short visits to the research facility (up to three months, unless the EC explicitly gives permission for a longer period).



Proposals are selected, primarily on the basis of scientific merit, through an independent peer review procedure by an international External Evaluation Panel (EEP). This selection panel is acting for all Co-UDlabs partners on the basis of jointly agreed common selection rules (see Co-UDlabs User Selection Procedure).

Priority will be given to Research Teams who have not previously used the research facility and Research Teams who are working in countries where no such research facility exists. If two proposals have the same rating, the number of new users (defined as those who have not been granted in previous Co-UDlabs Transnational Access calls and those who have not already had access to the requested facility beyond the scope of the project) and the number of female users will determine the selection. During the evaluation phase, user groups composed of members from various institutions, different eligible countries, and ideally with representation from the non-academic sector will be positively considered. Successful proposals will not usually commence occupancy of the research facility earlier than three months after the closing date of applications, to allow time for the review procedure and the scheduling of the activities described in the proposals.

6. Users and facility providers must sign a User Facility Agreement before the start of the access period. By signing this agreement Users declare that Co-UDlabs conditions for transnational access and facility provider rules have been read and completely understood.
7. The facility providers shall, on a royalty-free basis, grant to Users non-exclusive licences and user rights concerning Foreground Information to the extent necessary for the execution of their own research and development work. Foreground Information means all information generated by the research facility, or a third party working for it, during the performance of the Project.
8. Users must draft a Data Management Plan (according to H2020 rules) prior to the experiments. This plan will explain in detail how the data will be stored in such a way that researchers outside the Project can make use of it. The experiments can only start after the written approval of the Data Management Plan by the facility provider.
9. Users must provide a written report not later than 3 months after the end of the access period including details of the experimental set-up, programme of experiments, the summary of the data collected (if appropriate) within the Project and detailed explanation of data management conforming to the rules specified by the EC. The analysis of the results of the research must be published on the Co-UDlabs webpage (executive summary) as well as in the open literature, which is subjected to a peer review. These reports will be submitted by the facility provider to the EC as periodic or final reports and may be published by the EC. The last payment of travel and subsistence costs will only be completed after receipt of these reports by the facility provider. The time schedule regarding a data report and first submission for publication will be agreed upon between the Users and the facility provider, before the transnational access period starts.
10. The knowledge and all data resulting from the use of the research facilities under this programme is the property of the Users, with the following limitations on their property rights:
  - all collected data, publications and reports must be sent by the Users to the contact of the facility provider not later than 1 month after completion;
  - all collected data should be made available to any European researcher on their request, but not before two years after the end of the access period;
  - the co-operation of the Users is obligatory if the facility provider takes the initiative to prepare a joint publication.

The Users will have the first right of publication within a period of two years after the last experiment. If Users fail to publish the results within two years after the last experiment, the

facility provider will ensure that the knowledge is disseminated in accordance with the Co-UDlabs Grant Agreement.

11. Users are strongly encouraged to publish data papers to disseminate the data sets generated under the Project and that will be available at the open repository Zenodo. These data paper(s) will be cited as many times as required in subsequent publications. Manuscripts must be submitted to the facility provider for approval not later than 1 month before submission so that changes can be made prior to publication. Such changes will normally only be to address error/accuracy, acknowledgements, etc.

**Users must acknowledge in their publications that their work was financially supported by the European Union's Horizon 2020 Research and Innovation Programme as follows: "The authors acknowledge financial support from the European Union under the Horizon 2020 program within a contract for Integrating Activities for Starting Communities (Ref. 101008626)".**

12. Meetings between Users and facility providers will be organised if required prior to the access period to help making the access project is a success. In exceptional cases such a meeting can be organised after the access period, if deemed necessary by the facility provider to fulfil the provider's obligations. A joint meeting of representatives of each access project of all Co-UDlabs partners with an access grant may be organised to encourage further scientific collaboration. A representative from User Groups must attend. Travel and subsistence of Users attending these meetings will be reimbursed on the basis given in Article 3 above.
13. Users must abide by the normal working practices, working hours, and health and safety regulations of the facility provider while present at the research facility.
14. The facility provider shall incur no liability in respect of any claim that may arise from the use of its research facility under this contract. The presence of Users in the research facility occurs at their own risk. Neither the personnel of the facility provider nor the organization itself accept liability for the damage or loss of any instruments, apparatus and test equipment of the Users whether or not such damage or loss was caused directly or indirectly by their negligence. Each visiting user will ensure he/she has appropriate insurance, including personal health, accident cover and personal liability.
15. All Users shall sign a record of presence at the research facility at the end of their occupancy.



## Appendix I: European Community and Associated States list

This appendix is an orientative list of countries that have no restrictions on access to research facilities based on the Horizon 2020 Regulation. In case of any conflict with the H2020 Regulation<sup>1</sup>, the latter shall prevail.

Albania	France	Moldova
Armenia	Georgia	Montenegro
Austria	Germany	Netherlands
Belgium	Greece	North Macedonia
Bosnia & Herzegovina	Hungary	Norway
Bulgaria	Iceland	Poland
Croatia	Ireland	Portugal
Cyprus	Israel	Romania
Czech Republic	Italy	Serbia
Denmark	Latvia	Slovakia
Estonia	Lithuania	Slovenia
Faroe Islands	Luxembourg	Spain
Finland	Malta	Sweden
Switzerland	Turkey	United Kingdom
Tunisia	Ukraine	

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<sup>1</sup>[https://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules_en.pdf)  
[https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/3cpart/h2020-hi-list-ac\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf)  
[https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/international-cooperation\\_en.htm#support-non-eu-countries](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/international-cooperation_en.htm#support-non-eu-countries)