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Policy Sponsor

Approval Date

**U.S. Department of Energy User Facility Policy**  
Dalhousie Research Services

In order for an external researcher to access a user facility, the researcher's home university

This purpose of this Policy is to ensure Dalhousie researchers who intend to access U.S. Department of Energy, Office of Science national scientific user facilities are made aware of, and

**B. Application:** This policy applies to members of the Dalhousie community who are engaged in research and wish to access a U.S. Department of Energy, Office of Science national scientific user facility.

**C. Definitions:**

a. "Researcher" means any person who conducts research or who is engaged in research

b. "DOE" means the United States Department of Energy.

**D. Policy:**

of their intention to access such User Facility.

2. A valid User Agreement between Dalhousie and a User Facility must be in place prior to any Researcher being permitted to access the User Facility.

3. Dalhousie Research Services will inform the Researcher of the terms and conditions contained in the User Agreement.

4. All Researchers seeking access to a User Facility are required to comply with this Policy and the terms and conditions in the User Agreement.

#### F. Administrative Structure:

1. All requests for access to a User Facility must be made in the office of the Legal Advisor, Research Services.

1. Any Researcher intending to access a User Facility must inform the Legal Advisor, Research Services of their intent to access a User Facility.

2. If the Researcher is successful in securing access to a User Facility, the Researcher must inform the User Facility to begin the negotiation process. If a User Agreement is ultimately executed, the Legal Advisor will provide the Researcher with a copy of the User Agreement.

3. Upon receiving a copy of the User Agreement, the Researcher must review and sign an acknowledgment with Dalhousie that requires the Researcher to fulfill all Dalhousie obligations under the User Agreement. Dalhousie may impose additional requirements on the Researcher to assist them with fulfilling these obligations.

5. The Researcher is not permitted to access the User Facility until sections F.1 – F.4 have been completed.