

## Terms and Conditions for Submitting Applications via ARIA

### 1. TERMS

- 1.1 These terms and conditions explain the terms on which you may use the site to submit proposals to SCMI or use our booking calendar to book SCMI instruments. Please read these terms carefully before submitting any content: by submitting a proposal, you indicate that you accept these terms and you agree to abide by them. If you do not agree to these terms, you may not use the site to make submissions.
- 1.2 The terms for accessing the SCMI are available as a separate document.

### 2. SERVICE AVAILABILITY

- 2.1 After submission you will receive an email acknowledging receipt of your application. Please note that this does not mean that your application has been accepted by us.

### 3. RESEARCH PROPOSALS

- 3.1 In order to have access to facilities at the SCMI, you must register for an ARIA account. To access the CRYO ARM 300, you must submit a research proposal through ARIA. Other facilities may be booked through ARIA without a proposal, subject to user training. ARIA is the online proposal management system developed by Instruct-ERIC. Your user profile should be kept up-to-date, e.g. reflecting changes in host laboratory and contact details if you change position.
- 3.2 For researchers at the University of Dundee, University of Edinburgh, University of Glasgow, University of St Andrews or their collaborators, the criteria for evaluation will be determined by the partner institution. Criteria for external access can be found on the SCMI website.
- 3.3 SCMI instruments and facilities may not be used for commercial research and proposals containing wholly commercial research will not be accepted.
- 3.4 By submitting a research proposal, you represent and warrant that you are employed by an accredited scientific organisation and that your research proposal contains only information which is true, accurate and complete.
- 3.5 By submitting a research proposal via the site, you grant to SCMI a revocable and non-exclusive licence to reproduce, modify, prepare derivative works of and otherwise use and disclose the content for the purposes of evaluating the research proposal and assessing the feasibility of conducting the proposed research at the SCMI. In addition, you grant to SCMI a perpetual and irrevocable licence to store a copy of the research proposal for its records.

- 3.6 SCMI will use its reasonable endeavours to keep research proposals confidential and will only disclose research proposals to those third parties for whom it considers access reasonably necessary to perform the evaluation described at clause 3.2 or where required by law.

#### 4. ALL SUBMISSIONS

- 4.1 Where you are required to complete a registration form in order to access restricted parts of the site or specific services, you agree to:
- 4.1.1 provide true, accurate, current and complete information; and
  - 4.1.2 to maintain and promptly update your ARIA profile to keep it true, accurate, up-to-date and complete.
- 4.2 If Instruct-ERIC, as operators of the ARIA software and Data Processors on behalf of SCMI, has reasonable grounds to suspect that any information supplied for the purposes of clause 3.1 is untrue, inaccurate, out-of-date or incomplete, Instruct-ERIC reserves the right to suspend or terminate your registration and any access you may have to restricted parts of the site or any and all services.
- 4.3 Other than the limited licence set out in clauses 3 and 4 (as applicable), Instruct-ERIC and SCMI acknowledge and agree that they obtain no right, title or interest from you (or your licensors) under these terms of submission in or to any content that you submit, including any intellectual property rights which may subsist in that content (whether those rights are registered or not, and wherever in the world those rights may exist). You acknowledge and agree that you are responsible for protecting and enforcing those rights and that Instruct-ERIC and SCMI have no obligation to do so on your behalf.
- 4.4 You acknowledge that:
- 4.4.1 you have received good and valuable consideration in exchange for the applicable licence and that you are not entitled to any further compensation for any use by Instruct of the content in accordance with that licence; and
  - 4.4.2 SCMI may, without notice to you, reject, refuse to use or delete any content at any time where it considers this to be reasonably necessary.

#### 5. PRIVACY POLICY

- 5.1 Personal data relating to your proposal submission will be stored securely according to GDPR regulations and will be used for the purposes of processing your application, peer review, communications and managing the services. Full details are given in the SCMI Privacy Policy.

## 6. YOUR CONCERNS

- 6.1 If you have any concerns, please contact the SCMI Facility Manager – [scmi@glasgow.ac.uk](mailto:scmi@glasgow.ac.uk)