

ACCESS PROTOCOL TO DISTRIBUTED BIOMEDICAL IMAGING NETWORK (REDIB) SERVICES



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1. OBJECT

Establish guidelines for access to the facilities and services offered by the Distributed Biomedical Imaging Network (ReDIB) to its potential users.

2. REDIB: INSTALATIONS AND SERVICES

The ICTS Distributed Biomedical Imaging Network (ReDIB) is made up of four nodes distributed throughout the country according to the following details:

- ⇒ Molecular and Functional Imaging Platform at the Center for Cooperative Research in Biomaterials (CICbiomaGUNE), in Donostia-San Sebastián (Gipuzkoa).
- ⇒ BioImaging Center of the Complutense University of Madrid (BioImaC), in Madrid.
- ⇒ PREBI-GIBI230 Infrastructure (Imaging La Fe) at the La Fe University and Polytechnic Hospital, in Valencia.
- ⇒ Advanced Translational Imaging Infrastructure (TRIMA@CNIC), at the Carlos III National Center for Cardiovascular Research (CNIC) in Madrid.

The objective of the network is to offer the scientific and industrial communities an integrated biomedical imaging service, ranging from the preparation of contrast agents usable in the different biomedical imaging modalities, to the preclinical and clinical application of multimodal imaging.

The different biomedical imaging modalities available at ReDIB include Positron Emission Tomography (PET, preclinical and clinical), Single Photon Emission Tomography (SPECT, preclinical) combined with Computed Axial Tomography (CT, preclinical and clinical), as well as Magnetic Resonance Imaging (MRI, preclinical and clinical), and clinical hybrid imaging (PET/MRI/SPECT preclinical), complemented by laboratories for the preparation of contrast agents and infrastructures that allow their in vitro evaluation.

ReDIB makes the above facilities available to the national and international scientific community, carrying out open access calls for applications, which may be requested by research staff from R&D institutions, public and private centres or companies, both nationally and abroad. Access requests will be granted through procedures regulated in this document, which establishes the ReDIB Access Protocol.

The ReDIB website offers information about the services it provides and the characteristics of its infrastructure: <https://www.redib.net>

3. DEFINITIONS

- ⇒ Access Policy: guidelines governing ReDIB's actions in granting access to its facilities and equipment.
- ⇒ Access Call: public offer of access periods.
- ⇒ Access Cycle: access period covered by each call.
- ⇒ "Long-term" access: access in AAC mode in which studies are contemplated that require the long-term use of an essential ReDIB facility.
- ⇒ Access Time: number of hours or other units offered in each access call.
- ⇒ User Entities or Persons: natural or legal persons who require the use of ReDIB's facilities and equipment.
- ⇒ Service: service provided by ReDIB to user persons or entities consisting of carrying out experiments in its field of activity with its available infrastructures.
- ⇒ Facilities: set of technical resources available in ReDIB that provide an R&D&I service in the field of activity of the ICTS.

- ⇒ Essential infrastructures: each of the facilities that are considered to have a unique character defined in the ICTS map.
- ⇒ Node: set of facilities with unique and singular capacities, belonging to a legal entity, that integrate in a coordinated manner the distributed ICTS, contributing significant resources to the whole.

4. SERVICE MODALITIES

ReDIB offers three types of service, depending on the profile and capabilities of the requesting user or entity, as well as the complexity of the available equipment:

4.1. "TOTAL ASSISTANCE" SERVICE

The technical and/or scientific staff of the ReDIB node will carry out the requested experiments following the instructions and requirements of the user person or entity, without the physical presence of the latter at the node being necessary.

4.2. PRESENTIAL SERVICE

When, in the opinion of the director of the corresponding node, this modality is feasible, the user may participate or personally attend the development of the experiment, which will be carried out primarily by the technical and/or scientific staff of the center. For this modality, appropriate controls will be established, and prior training may be required to qualify the user.

4.3. SELF-SERVICE

In cases where this modality is expressly established in the service portfolio of the corresponding ReDIB node, the direct use of the infrastructures by the user personnel will always be carried out with the appropriate controls by the technical personnel of the facility and, in any case, after the user personnel has completed a prior training process, provided by the ReDIB node, passing which will enable them to independently operate the equipment in question.

5. ACCESS TYPE

The user will be able to access the services offered by ReDIB through two different mechanisms, which are described below:.

5.1. COMPETITIVE OPEN ACCESS (COA)

ReDIB disposes at least 20% of the total capacity of its essential facilities to its offer in Competitive Open Access (COA) mode, with minimum cost impact on the user. The rates for services in this COA mode are published on the ReDIB website, and are, in any case, significantly lower than those of equivalent services provided through Access on Demand (AoD).

The AAC mechanism is a ***subsidized access mechanism*** granted to applicants based on objective criteria of merit and free competition between the different AAC applications received in each call.

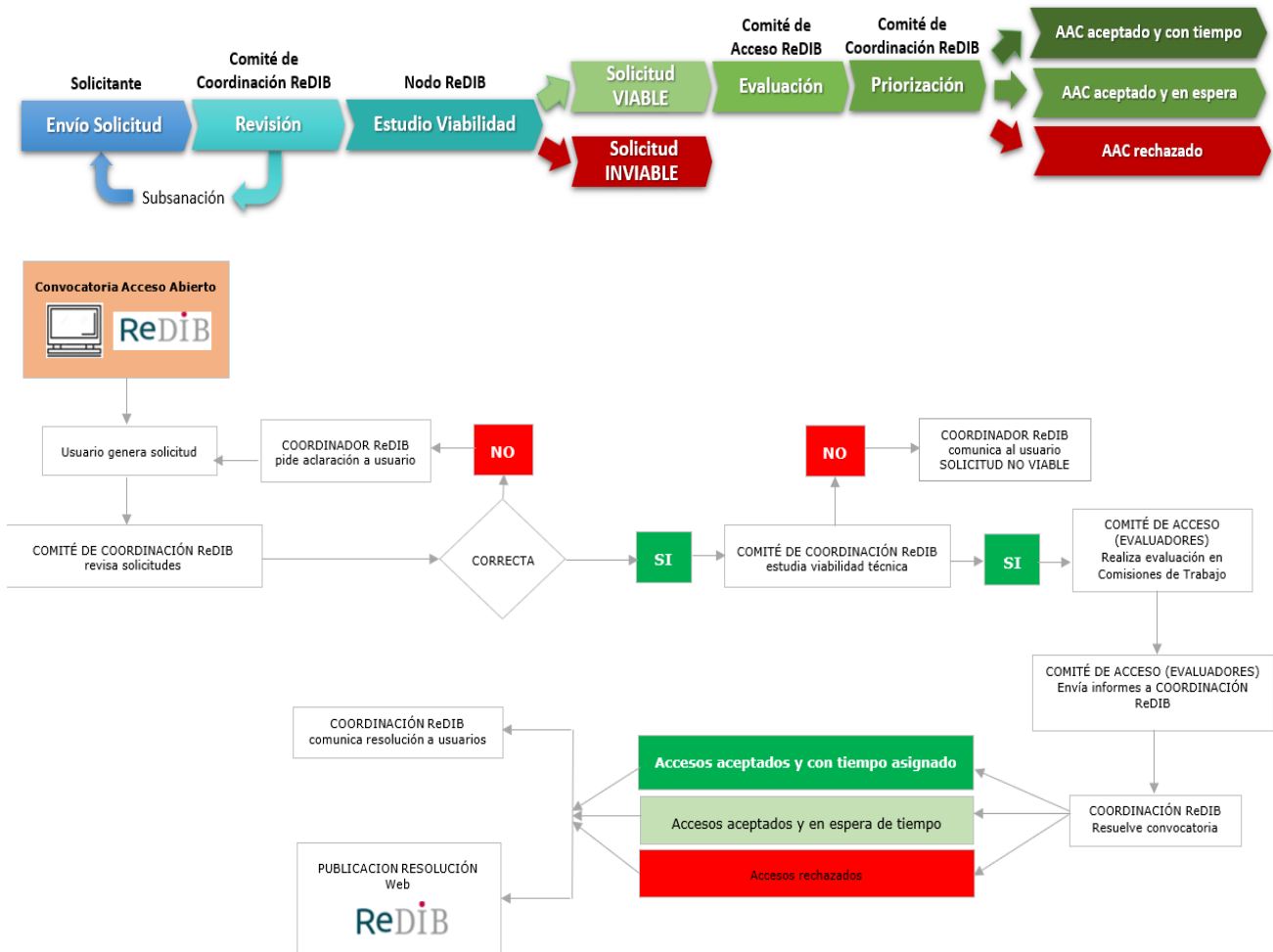
5.2. ACCESS ON DEMAND (AoD)

Non-subsidized access mechanism, in which the approved rates for the different services of the nodes are applied. It does not require evaluation mechanisms that ensure merit and free competition between applicants, but only a study of its technical feasibility in the node involved.

6. ACCESS PROCEDURE

6.1. COMPETITIVE OPEN ACCESS (COA)

The following flowcharts show the general process of requesting COA to ReDIB and its treatment by the ICTS.



6.1.1. COA Calls

ReDIB will periodically publish COA calls on its website, which will include at least the following information:

- Access cycle: application period with opening and closing dates for admission of applications.
- ReDIB infrastructures/experiments/services offered in the call.
- Access time to each infrastructure ReDIB offered in the call.
- Access period: start and end dates for the access requested in each call.
- Estimated dates for resolution of accepted and prioritized applications.

Users must submit their application during the open AAC call periods, published on the ReDIB website, by completing the Access/Evaluation Form included therein (Annex 1 of this procedure).

6.1.2. Technical feasibility

The COA applications received in each call will be assessed first by the node directly involved in the application, in order to determine its technical feasibility, that is, the availability of resources and the adequacy of the technical characteristics of the requested works.

6.1.3. Evaluation of applications

Applications that are technically viable will be forwarded to the ICTS Access Committee for evaluation and prioritisation. In order to preserve the identity of the applicant and ensure the objectivity and impartiality of the evaluation process, the ReDIB Coordination will send each evaluator only the information related to the requested project (“blind form”), reserving the data from the application to identify the applicant for administrative purposes.

The Access Committee will evaluate the different sections of the Application/Evaluation Forms received. The evaluation work will end by awarding a total score to the application, which will allow the prioritised list of applications to be drawn up.

The Access Committee will send the evaluations of the assigned applications to the ReDIB Coordination.

6.1.4. Resolution

Once the evaluations have been received, the ReDIB Coordination will prepare a list of approved applications with access. To do this:

- The average of the scores for each application given by the different evaluators will be calculated.
- The results of the evaluations will be recorded in the corresponding application data file for the call.
- A Prioritised List of approved applications will be prepared, ordered from highest to lowest score obtained, indicating the access result:
 - o COA ACCEPTED (with time allocated)
 - o COA PENDING (waiting for time)
 - o COA REJECTED

6.1.5. Communication

The ReDIB Coordination will notify applicants by email of the decision granting or denying the AAC. In addition, the decision of the call will be published on the ReDIB website.

6.1.6. Execution

Applicants have a period of ten (10) days from the publication of the resolution on the website to accept or reject in writing the access granted.

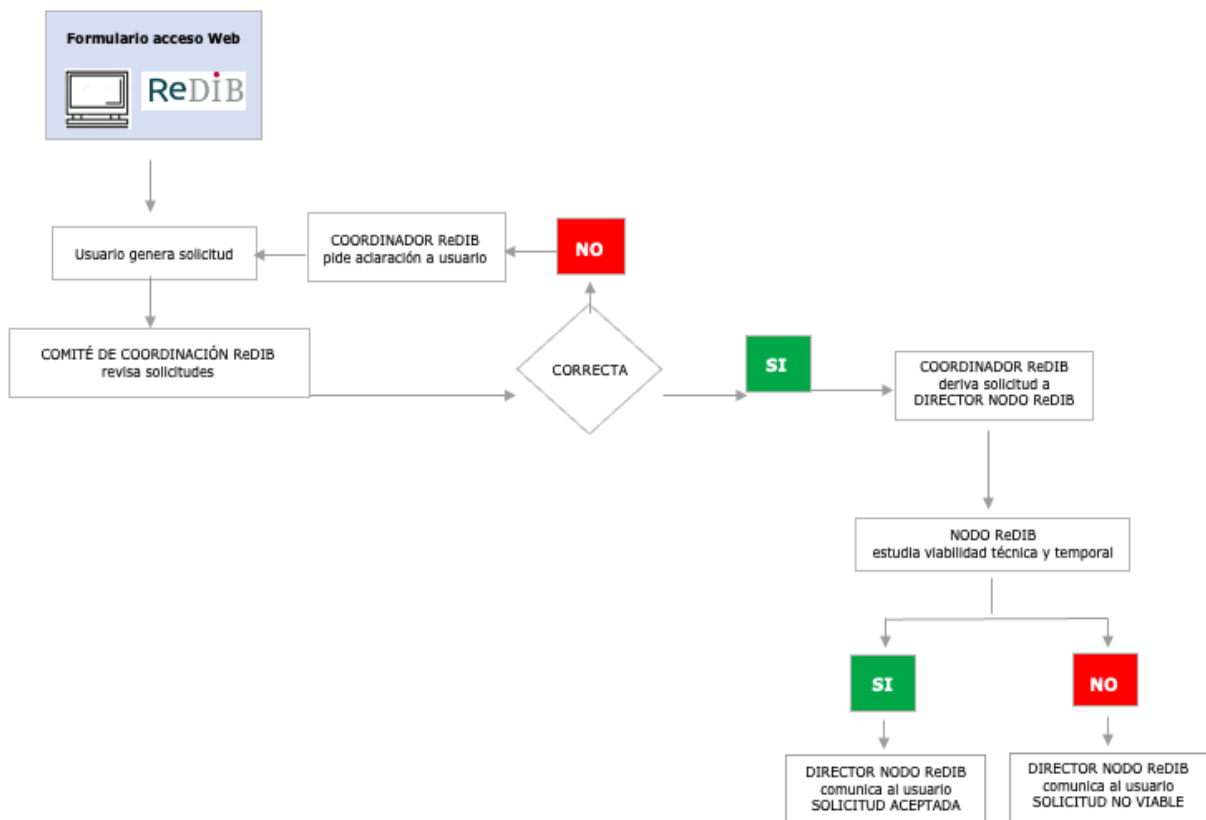
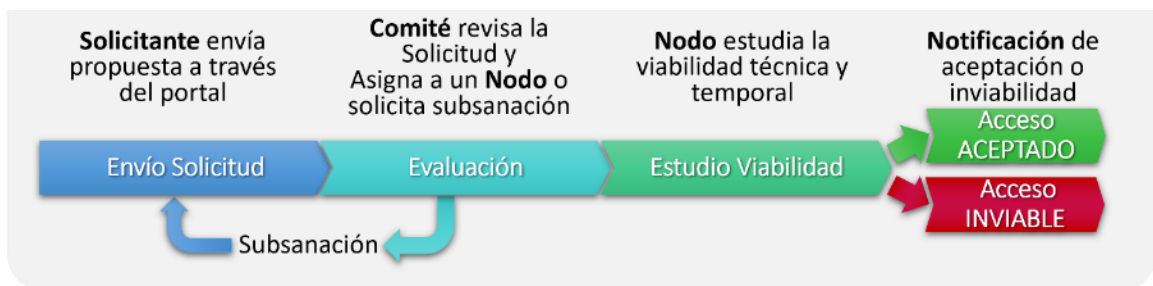
Once the acceptance of the granted access has been received, the staff of the ReDIB node involved will contact the user in order to establish a suitable schedule for the studies contemplated, as well as to improve and optimize the experimental procedures, if necessary. When the service modality requires it (i.e., presental or self-service), the required training periods will be established and scheduled in advance.

6.2. ACCESS ON DEMAND (AoD)

Applications for this type of access can be submitted at any time, either through the ReDIB website or directly to the ReDIB node to which access is desired, which will assess its technical feasibility and scientific-technical quality.

The rates for services under this AoD modality are published on the websites of each of the nodes that make up ReDIB and are, in any case, significantly higher than those for equivalent services provided through the Competitive Open Access mechanism described below.

The following flowcharts show the general process for requesting AoD from ReDIB and its treatment by the ICTS.



7. USER OBLIGATIONS

The personnel using the ReDIB infrastructures, in COA or AoD, are obliged to:

- Comply with the access, security and work rules established by the node.
- Maintain confidentiality regarding the information to which they may have had access during the execution of the experiments.
- Inform ReDIB of the scientific publications on accesses made to the ICTS infrastructures.
- Make express mention of ReDIB in the communications and scientific publications on results obtained as a consequence of accesses to the ReDIB infrastructures, including a section of acknowledgements/thanks to the ICTS node:

This work acknowledges the use of ReDIB ICTS, supported by the Ministry of Science, Innovation and Universities (MICIU) at BiolmaC.

This work acknowledges the use of ReDIB, supported by the Ministry of Science, Innovation and Universities (MICIU) at Imaging La Fe.

This work acknowledges the use of ReDIB, supported by the Ministry of Science, Innovation and Universities (MICIU) at TRIMA@CNIC.

This work acknowledges the use of ReDIB, supported by the Ministry of Science, Innovation and Universities (MICIU) at CIC biomaGUNE.

8. DATA POLICY

The personal information of applicants and users is processed by ReDIB in accordance with current national and European legislation on data protection, and exclusively for the legitimate purposes for which it is requested by ReDIB, specifically for the evaluation of requests for access to ReDIB, the legal requirements that apply for access to the facilities of the nodes and requests for information regarding the results derived from the accesses.

User personnel may exercise their rights of access, rectification, deletion and portability of their data before any of the nodes that make up ReDIB, as entities jointly responsible for the processing, specifically stating the reason for their request and attaching a copy of their identity document, through the procedure for exercising personal data rights available on the ReDIB website: <https://www.redib.net>

9. DOCUMENTATION FILE

The documentation will be archived in ReDIB for a period of six (6) years.

10. ANNEXES

Annex 1. Access Application/Evaluation Form