

## Guidance for Proposals to Access ROAR Facility

### Definitions

In this document the following definitions will apply.

The Centre for Rapid Online Analysis of Reactions (ROAR) shall be referred to as “**the Facility**”.

The person or team making the proposal to use the Facility shall be referred to as “**the User**”.

Data collected by the ROAR Facility during the period of the experiment shall be referred to as “**Research Data**”

Personal data of the user (name, affiliation, address, contact details, etc) shall be referred to as “**User Data**” or “**Personal Data**”

The membership of the [ROAR Scientific Advisory Group](#) is publicly available on the ROAR website, and consists of distinguished experts in fields of relevance to the Facility.

The [ROAR Operations Team](#) is publicly available on the ROAR website, and is made up of the Instrument Specialists which support users of the Facility.

The [ROAR Management Team](#) is publicly available on the ROAR website, and is a board of Imperial College academics which oversee the management of the Facility.

## 1 Calls for Proposals

- 1.1 Prior to submitting a proposal it is recommended that you contact the Facility [ROAR@imperial.ac.uk] to discuss the feasibility and requirements of your proposed experiments.
- 1.2 In our early calls, proposals will be invited for a specific capability, consisting of one or more specific pieces of equipment in the Facility. Refer to appendix 1 for an example of a call for proposals. Potential Users are encouraged to discuss their proposal with the ROAR Operations Team at the earliest opportunity, to identify which call is most appropriate for them. Proposals to use capabilities outside the current call will returned to the User for submission when the equipment is ready. Calls to access other capabilities of the Facility will be released as they become available.
- 1.3 A two-stage application process applies. In Stage One an Application is submitted for technical and scientific review. Applicants invited to Stage Two will work with the ROAR Operations Team to develop a detailed plan for their proposed experiments.

## 2 Stage One – Application

- 2.1 Applications must be submitted using the online application form. The online form will collect the name, affiliation and contact details for the Principle Investigator; and the names and affiliations of any co-Investigators.
- 2.2 A short research proposal should be submitted along with the online form, and this can be uploaded as part of the online application.

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- 2.3 The research proposal is expected to be 2 sides of A4, but can be up to 3 sides if necessary. To ensure legibility, please do not use font size smaller than 11(minimum). It should include the following:
  - 2.3.1 Sufficient background to set the research in context, and any preliminary results or method development.
  - 2.3.2 A description of the experiments which are proposed, including the techniques required, proposed measurement strategy, and any particular requirements of the experiments (e.g. temperature, pressure, moisture/air sensitivity).
  - 2.3.3 Expected results and their significance in the respective field of research
  - 2.3.4 References
- 2.4 The [ROAR Operations Team](#) will provide the User and scientific review panel with comments on the technical feasibility of the project within the existing Facility capabilities, and an estimate of the access time required.
- 2.5 The [ROAR Scientific Advisory Group](#) will review the proposal and provide comment on the scientific merit of the proposal.
- 2.6 The [ROAR Scientific Advisory Group](#) will select proposals that can progress to a Stage Two application based on how the proposed project fits the remit of Dial-a-Molecule.
- 2.7 Where possible, Users will be informed of the results of the Stage One application within one month of the call for proposals closing.

### 3 Stage Two – Detailed Planning

- 3.1 Applications invited to Stage Two will be contacted by the ROAR Operations Team who will work with them to develop a detailed plan for the proposed experiments.
- 3.2 Full details about what is required for completion of Stage Two planning will be provided following the conclusion of the Stage One evaluation process.
- 3.3 Stage Two planning will include the following components:
  - 3.3.1 Detailed description of the proposed experiments.
  - 3.3.2 Agreement on the Facility time required to complete the proposed work.
  - 3.3.3 Agreement on which materials/chemicals would be provided by the Facility, and which would be provided by the User.
  - 3.3.4 A list of estimated costs for the proposed project will be agreed between the User and the Facility. These costs will be charged to the User in the event that the project goes ahead.
  - 3.3.5 A record of any funding which would support the proposed work.
  - 3.3.6 Agreed risk assessments for the proposed experiments.
  - 3.3.7 An agreement to make the Research Data obtained in the Facility open access after a defined embargo period.

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- 3.3.8 Information about who will carry out the proposed work ('the research team'), and any IP/authorship issues.
- 3.3.9 Any further information as deemed necessary by the ROAR Operations Team.
- 3.4 After Stage Two planning has been completed to the satisfaction of the [ROAR Management Team](#) the experiments will be scheduled.
- 3.5 If the proposal changes significantly during Stage Two it may be sent back to the [ROAR Scientific Advisory Group](#) for final review.

### 4 Conditions of Access to the Facility

- 4.1 The User is responsible for providing accurate information regarding the experimental conditions to the Facility. If the ROAR Operations Team are not satisfied that the experiments can be conducted safely within the Facility, and within the safe operating limits of the Facility instrumentation, then the experiments will not proceed.
- 4.2 The Users will be required to complete a laboratory induction, and follow Standard Operating Procedures at all times while in the Facility. Failure to follow procedures, or reasonable instructions from Facility staff may result in termination of access to the Facility.
- 4.3 The User shall ensure that the research team attending the Facility has the experience needed to perform the experiment and make project decisions during their visit to the Facility. The following guidance should be applied when selecting the research team:
  - 4.3.1 Undergraduate students may not attend without their academic supervisor
  - 4.3.2 Postgraduate students would typically attend with their academic supervisor, or a similarly experienced researcher. However, postgraduate students may be permitted to attend the Facility unaccompanied if the ROAR Operations Team is satisfied that the student has sufficient experience to perform the experiment.
- 4.4 Unless instructed otherwise by the ROAR Operations Team, the User is responsible for setting up their reactions and ensuring that all preparation areas and instrumentation are left in a state that they are ready for the next user.
- 4.5 External access to the Facility will be limited to the hours of 0900 to 1700, Monday to Friday only, and the Users will only access the Facility during their allocated times. If access is required outside these times it should be agreed at the Stage Two application stage.
- 4.6 The User agrees to abide by the Health and Safety rules of Imperial College London.
- 4.7 The Facility retains the right to terminate usage at any point.
- 4.8 The Facility will be acknowledged in any publication arising from an allocation of time. The statement to be used will be provided to Users following their visit to the Facility.
- 4.9 Users are required to provide a short (2-page) report at the end of their Facility access. This report will cover: main findings; any follow-on work required before the data is published.

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- 4.10 Users are required to complete an exit survey at the end of their Facility access. This will provide feedback to the Facility, and will be used by the Facility for reporting purposes.

### 5 Data Policy

- 5.1 All Research Data collected within the Facility, where that access to the Facility has been subsidised through a call for proposals, will be deposited in an open access repository by the Facility, after an embargo period agreed during the Stage Two application. A Creative Commons CC-BY or CC0 license will be applied to the deposited data, with the specific license being agreed during the Stage Two application process.
- 5.2 Experiments which cannot be archived in an open access repository (as per the requirements of Clause 5.1), for whatever reason, will not be granted access through a call for proposals. Users may request access to the Facility for IP sensitive experiments through other routes and costing models. Contact the Facility team [ROAR@imperial.ac.uk] if such access is required.
- 5.3 Subject to clause 5.1, the Research Data generated by the Facility is and remains the property of the User.
- 5.4 The User is primarily responsible for the analysis and interpretation of the Research Data generated by the Facility. Some basic software support will be provided by the Facility, but interpretation of the data is not included. Additional support in the interpretation of experimental data may be provided if agreed during the Stage Two application.

### 6 Division of Costs

- 6.1 Access to the Facility is subsidised by an EPSRC Strategic Equipment Grant (EP/R008825/1). Under this model the capital cost of equipment, maintenance contracts, laboratory space, and staff overheads are covered for the duration of the grant.
- 6.2 Users will be charged at an hourly or daily rate for usage of Facility equipment and instruments. The charge will cover the cost of shared consumables (for example solvents, cryogenes, HPLC columns) required to operate the particular equipment or instrument.
- 6.3 Users will be charged per unit for itemised consumables (e.g. vials, plates etc) needed for their experiment.
- 6.4 Specialised chemicals and materials are to be provided by the User, unless specifically agreed during the Stage Two application process.
- 6.5 Chemicals and materials may be sent to the Facility in advance of the scheduled access.
- 6.6 Access to fumehoods and gloveboxes can be made available to the User where this requirement has been included in the research proposal.
- 6.7 Access to other equipment and instrumentation at Imperial College London, which is not part of the Facility, can be made available to the User on request for a fee. Such access should be included in the research proposal and all charges would be agreed at the Stage Two application stage.

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6.8 Access to the Facility includes some technical support and training in the use of Facility equipment and instrumentation. This will be provided by the ROAR Operations Team, subject to their availability. The level of support required for the experiments will be agreed during the Stage Two application stage.

6.9 All travel and accommodation costs for Users visiting the Facility, are the responsibility of the Users.

## 7 Privacy Policy

7.1 Information collected in the application process is required for the administration of the Facility access application and review process.

7.2 Unless otherwise stated in application forms, the responses to all questions will be sent to members of our [Scientific Advisory Group](#) for review.

7.3 How User Data is handled after the application review will depend on the outcome of the application for access to the Facility.

7.3.1 Applications granted Facility access:

7.3.1.1 All User Data will be held for a period of 5 years following the date of access to the Facility.

7.3.1.2 User Data will be used by the Facility for the purposes of: allocating Facility resource; communicating with the User; monitoring and reporting outputs of the research enabled by the Facility.

7.3.1.3 Personal Data about the User (number of applicants and their institutions) will be aggregated into numbers of applicants and institutions, for use in Facility reporting.

7.3.1.4 Requested Facility instrument time will be aggregated for use in Facility reporting.

7.3.2 Applications not granted access:

7.3.2.1 Personal Data about the Users will be held for a period of 1 year after the closing date for the application round in which the application was submitted.

7.3.2.2 Personal Data about the Users (number of applicants and their institutions) will be aggregated into numbers of applicants and institutions, for use in Facility reporting.

7.3.2.3 Requested Facility instrument time will be aggregated for use in Facility reporting.

7.3.2.4 The research proposal collected at Stage One will be held for a period of 1 week following the Users being informed that their application has been unsuccessful. Following this 1 week period, the Facility will delete the research proposal document from all records.

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### Appendix 1 – Sample Call for Proposals

Proposals to access the equipment, software and expertise of the Centre for Rapid Online Analysis of Reactions (ROAR) are invited.

This call is for access to ROAR between **April to September 2019**.

**Call Release Date:** 8<sup>th</sup> February 2019

#### Equipment Included in this Call:

ROAR equipment not listed here is not available in this call for proposals. Ask the ROAR Operations Team if you need clarification of what call is most appropriate for your proposal.

Mettler-Toledo EasyMax 102 reactors (2 available)	Mettler-Toledo EasySampler probes (2 available)
Mettler-Toledo OptiMax reactor	
Mettler-Toledo ReactIR 15 in situ IR systems with diamond ATR probe (2 available)	Agilent 1290 Infinity II with 6530 Q-TOF MS
Heat Flow Calorimetry on all EasyMax and OptiMax systems	Agilent 1260 Infinity II Hybrid SFC/UHPLC with 6250 MS

Specifications and capabilities of the instruments can be found via the ROAR website:

<https://www.imperial.ac.uk/rapid-online-analysis-of-reactions/capabilities/reaction-kinetics-platforms/>

**Deadline for submission:** Friday the 8<sup>th</sup> of March, 2019, at 23:59 GMT.

Applicants should complete the following before the application deadline:

- The online application form here  
[https://imperial.eu.qualtrics.com/jfe/form/SV\\_37N6cYjBGm6YmYI](https://imperial.eu.qualtrics.com/jfe/form/SV_37N6cYjBGm6YmYI)
- A short research proposal (expected 2 pages, no more than 3), to include:
  - a. Sufficient background to set the research in context, and any any preliminary results or method development.
  - b. A description of the experiments which are proposed, including the techniques required, proposed measurement strategy, and any particular requirements of the experiments (e.g. temperature, pressure, moisture/air sensitivity).
  - c. Expected results and their significance in the respective field of research
  - d. References

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### Appendix 2 - Online Application Form

- The online application form can be accessed here  
[https://imperial.eu.qualtrics.com/jfe/form/SV\\_37N6cYjBGm6YmYI](https://imperial.eu.qualtrics.com/jfe/form/SV_37N6cYjBGm6YmYI)

The online application questions are included below to assist with proposal preparation.

**Principle Investigator:**

*Usually the team leader, may/may not attend the experiment*

**Affiliation or Company of the PI:**

**Contact Email Address for the PI:**

*This information will not be sent to reviewers.*

**Contact Phone Number for the PI:**

*This information will not be sent to reviewers.*

**Co-Investigators and Industrial Partners:**

*Please provide the names and institution/company of any partners involved in the proposed research.*

**Please use this text entry box for any additional information that you wish to provide to ROAR staff. This will not be provided to reviewers.**

*Free text box which applicants can use for any additional information you wish to give to ROAR.*

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In the online application form you will be asked to attach your research proposal. This should be saved as a pdf file.

**Please attach a short research proposal (expected 2 pages, no more than 3), to include the following:**

1. Sufficient background to set the research in context, and any preliminary results or method development
2. A description of the experiments which are proposed, including the techniques required, proposed measurement strategy, and any particular requirements of the experiments (e.g. temperature, pressure, moisture/air sensitivity)
3. Expected results and their significance in the respective field of research
4. References

Appendix 3 – Template for Technical Evaluation

Technical Evaluation by ROAR Operations Team

The Operations Team have evaluated this proposal and consider it to be:

<p><b>Feasible</b> with current technology and workflows available in ROAR.</p>	<p><b>Potentially Feasible</b> but note that some development work may be required.</p>	<p><b>Not Feasible</b> within the current technology and workflow capabilities of ROAR.</p>
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Operations Team comments on the technical requirements of this project:

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### Operations Team estimate on the resources required for this project:

*Note that this is just an initial estimate and does not constitute a promise to provide any access to ROAR equipment. A full assessment will be conducted for projects which progress to the Stage Two application.*

<i>List of equipment required for experiment</i>	<i>Time requirements</i>
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<i>List of equipment required for experiment</i>	<i>Time requirements</i>
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<i>List of equipment required for experiment</i>	<i>Time requirements</i>
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<i>List of equipment required for experiment</i>	<i>Time requirements</i>
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