

ACCESS POLICY FOR MOTION-LAB

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1. Purpose

This document defines the access policy for the Motion Lab set up at University of Agder, Grimstad, Norway. An access is referred to as the legitimate and authorized physical, remote or virtual admission to, interactions with and use of Research Infrastructures and to services offered by the Mechatronics Motion lab to Users.

2. Principles and Guidelines

2.1. Access Policy

The motion lab is equipped with high quality equipment that can provide a good research environment that can be used for conducting trials, tests and measurements for research papers, projects, prototyping or product development. It can be booked by students, researchers and external partners.

2.2. Acknowledgement and co-authorship

It is expected that the users acknowledge the contribution of the lab towards getting the output of any form such as a publication, patent, data etc. In accordance with the good scientific practice, users are encouraged to offer co-authorship to those working at the Motion Lab having made genuine scientific contributions to their work.

2.3. Legal conformity

The rules and conditions for access to and use of the motion-lab infrastructure are designed in compliance with national and international law and agreements, particularly, but not only, in areas such as intellectual property rights and the protection of privacy, ethical considerations as well as safety, security and public order regulations. In general, since the motion-lab is a publicly funded infrastructure, publication of results is encouraged. The protection of customer's data and intellectual property rights is possible and must be agreed upon in advance.

2.4. Costs and fees

All the equipment in the motion-lab have individual hourly rates which are adjusted annually. The minimum time which can be booked is one day. For further payment details please contact the lab managers at https://www.motion-lab.no/?page_id=11

2.5. Ethical conduct and research integrity

All lab users are expected to follow good personal and professional conduct. No form of ethical concern in research such as plagiarism or misuse of data will be accepted.

2.6. Non-discrimination

Discriminating any person(s) based on race, color, age, gender, nationality, religion, sexual orientation, political affiliation, marital status is not acceptable and prohibited. The motion-lab promotes equal opportunity.

2.7. Implementation

Please refer to https://www.motion-lab.no/?page_id=11 for more information and details on the contacts and type of equipment that could be accessed.

2.8. Research data management

The data can optionally be collected and accessed via a redundant cloud-based solution with local backup and redundancy.

The data management architecture is able to support the following requirements:

- 1) Reliable, redundant and long-term storage of open access data
- 2) Encrypted data transfer, storage and access control if required
- 3) Revision control of developed software, documents and measurement series
- 4) Automatic storage and backup of continuous live data during experiments

The duration of data storage for a particular project can be agreed upon by the User and the Lab management.

2.9. User instruction

Once the lab and the user sign an agreement, the user will be given necessary instructions as the project begins and also during the course of the project by the operator or the supervisor.

2.10. Access processes and interactions

A simple method for requesting access to the lab is used. The interested applicants can send an email requesting for access to the contact persons mentioned in the website.

2.11. Health, safety, security and environment

A big emphasis is given to adhere to the HSSE requirements. The operator will be the prime responsible for managing HSSE during the course of the testing or measurements in the lab. The supervisor will be the overall responsible. Please refer to the HSSE Instructions for more details.

2.12. Quality assurance

A board headed by the Project Manager will meet once a year to discuss the plans and projects for the Lab. The maintenance and operation of the equipment will be managed on a regular basis by the Department of Engineering and Science at the University of Agder.

2.13. Limitations

The equipment can primarily be used indoors and not more than 20 percent of the lab time can be used for commercial projects.

3. Conclusion

This document gives an overview of the access policy for this lab. The Motion Lab is equipped with advanced technology required to test some real life situations in for example offshore industries that may not be possible to test otherwise. All the required documentation for details of this lab can be found at <https://www.motion-lab.no>.