

MICRONANOFABS ACCESS PROTOCOL

The three Clean Rooms and associated laboratories of the three nodes of the ICTS MICRONANOFABS are open infrastructures available for use by the scientific and industrial community, both national and international. The ICTS provides different services related to I+D+i in micro- and nanotechnologies and photonics:

- Fabrication of electronic and photonic devices and circuits.
- Physical and electrical characterization of electronic and photonic components, MEMS/NEMS, sensors, systems, etc.
- Packaging of electronic and optical components, integrated circuits, and smart systems.
- Training activities in microelectronics, nanoelectronics, and photonics.
- Outreach and dissemination activities in microelectronics, nanoelectronics, and photonics.

TYPES OF ACCESS OFFERED

The network offers access to the facilities of one node or to a combination of nodes if the requested service requires the use of different instruments across different facilities. The applicant may suggest which node to direct the request to if they already know it but may also request a service without knowing which node is most suitable to carry out the proposed project or service.

In all cases, access to the different services provided by the ICTS network can be of two main types:

1. COMPETITIVE OPEN ACCESS

MICRONANOFABS allocates at least 20% of the total capacity of its core facilities to Competitive Open Access.

Service requests are pre-selected through an evaluation process based on the scientific and technical quality of the proposals, as well as their uniqueness. This evaluation is carried out by the MICRONANOFABS Access Committee.

Regular calls will be launched annually so that the scientific community can apply for access based on competitive criteria, as outlined in this protocol. The call dates are announced at: <https://micronanofabs.org/en/calls-for-proposals/>

After submission, a preliminary administrative evaluation will be carried out to verify compliance with the proposal requirements. If necessary, the applicant will be given a period to make corrections. This initial evaluation is performed by the MICRONANOFABS Coordinator.

Members of the Access Committee are appointed by the Coordination Committee every four years (<https://micronanofabs.org/en/committees/>). Their role is to evaluate applications submitted in competitive calls to prioritize access to MICRONANOFABS nodes under the Competitive Open Access modality.

Once the application is approved and the participating unit(s) determined, the user will be contacted and invited to get in touch with the scientific coordinators of the required units to define details, schedules, and conditions.

Service fees under Competitive Open Access will be lower than equivalent services provided under On-Demand Access.

Competitive Open Access is a subsidized access mechanism granted based on objective merit criteria and open competition among applications submitted in each call.

1.1 Competitive Open Access Calls

MICRONANOFABS will periodically publish Competitive Open Access calls on its website, including at least the following information:

- Access cycle: application period with opening and closing dates.
- MICRONANOFABS infrastructures/experiments/services offered.
- Access time available for each infrastructure.
- Access period: start and end dates for execution.
- Estimated dates for resolution of accepted and prioritized applications.

Applicants must submit their requests during open Competitive Open Access call periods via the MICRONANOFABS website by completing the Access/Evaluation Form included therein (Annex I of this procedure).

1.2 Technical Feasibility

Applications received in each call will first be assessed by the node directly involved to determine technical feasibility, i.e., resource availability and compatibility with the requested work.

1.3 Evaluation of Applications

Technically feasible applications will be forwarded to the ICTS Access Committee for evaluation and prioritization.

To preserve applicant anonymity and ensure objectivity and impartiality, the MICRONANOFABS Coordinator will provide evaluators only with project-related information (“blind form”), while applicant identification data will be retained for administrative purposes.

The Access Committee evaluates all sections of the Application/Evaluation Form and assigns a total score, which is used to create a prioritized list of applications.

The Committee submits the evaluations to MICRONANOFABS Coordination.

1.4 Resolution

Based on the evaluations, MICRONANOFABS Coordination prepares a list of approved applications:

- The average score of each application is calculated.
- Results are recorded in the corresponding call database.
- A prioritized list is created (highest to lowest score), indicating:
 - Competitive open access accepted with allocated time
 - Competitive open access accepted on waiting list
 - Competitive open access rejected

1.5 Communication

The MICRONANOFABS Coordination Committee will notify applicants of the decision (approval or rejection) by email and will also publish the results on the MICRONANOFABS website.

1.6 Execution

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

Once accepted, the relevant MICRONANOFABS node staff will contact the user to schedule activities and, if necessary, refine experimental procedures. When required, training periods will be arranged in advance.

1.7 USER OBLIGATIONS

Users of MICRONANOFABS infrastructure under Competitive Open Access must:

- Comply with access, safety, and operational rules established by the node.
- Maintain confidentiality of information accessed during experiments.
- Inform MICRONANOFABS of any scientific publications resulting from access.
- Explicitly acknowledge MICRONANOFABS in publications and communications, including:
 - »This. work. acknowledges. the. use. of. MICRONANOFABS. ICTS. (NODE. XXXX)? supported.by.the.Ministry.of.Science?Innovation.and.Universities.(MICIU)»

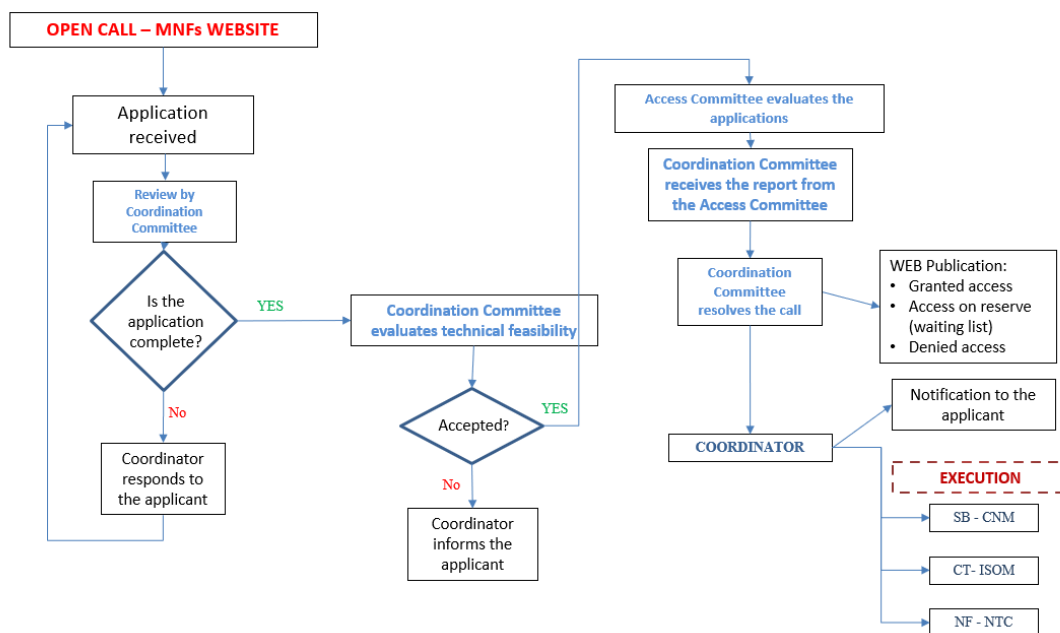
1.8 DATA POLICY

Personal data of applicants and users are processed by MICRONANOFABS in accordance with applicable national and European data protection legislation, and solely for legitimate purposes, including evaluation of access requests, compliance with legal requirements, and collection of information on results derived from access.

1.9 Process Flowchart

The following flow chart shows the general Competitive Open Access application process and its handling by the ICTS.

FLOWCHART OF COMPETITIVE OPEN ACCESS TO THE MICRONANOFABs NETWORK



2.ON-DEMAND ACCESS

This is a non-subsidized access mechanism in which the approved fees for the different services of the nodes are applied. It does not require evaluation procedures to ensure merit or open competition among applicants, but only an assessment of technical feasibility by the node involved.

Requests for this type of access may be submitted at any time, either through the MICRONANOFABs website or directly to the node to which access is requested, which will assess their technical feasibility and scientific-technical quality.

All requests must be submitted through the online tool by completing the service request form available at: <https://micronanofabs.org/en/work-request/>

Available modalities

There are two possible modalities for submitting these requests:

- **Mode 1: Work request carried out by ICTS staff at any of the three nodes**
This is the most common type of access. It is the preferred option for carrying out a complete fabrication process. It is also appropriate when, due to its complexity, equipment cannot be operated directly by the applicant or when applicants do not have experience in microfabrication. The MICRONANOFABS and ICTS distributed nodes' websites provide a list of available technological areas.

- **Mode 2: Qualified self-service access**

Some processes and equipment at the three nodes may be used directly by external users who have sufficient expertise to operate them. In all cases, regardless of their background or experience, applicants must pass a pre-qualification process.

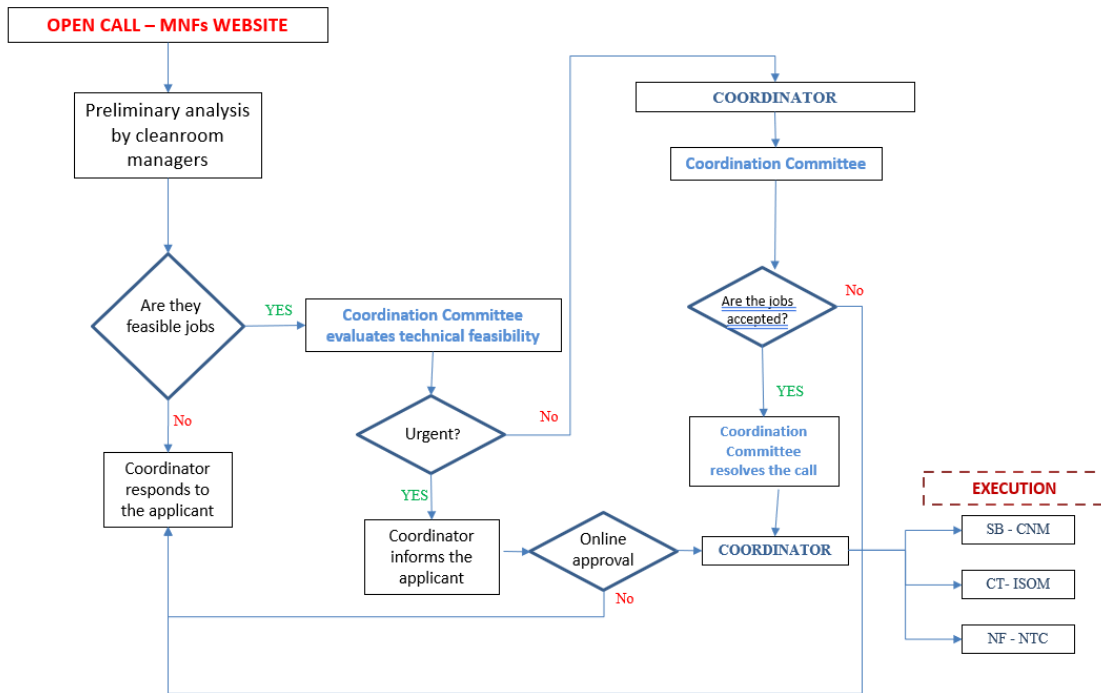
A list of equipment available for self-service access is provided within the ICTS.

In addition to the services offered, the distributed network also provides training in micro- and nanoelectronics technologies for external personnel interested in these fields, without the need to submit an access request under the two models described above.

2.1 Process Flowchart

The following flowchart shows the general process for on-demand requests and their handling by the ICTS.

FLOWCHART OF ON-DEMAND ACCESS TO THE MICRONANOFABS NETWORK



ANEXO I
APPLICATION FORM FOR THE CALL

1. APPLICANT'S DETAIL

First Name	First Surname	Second Surname
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Entity/Organization	Email	Phone Number
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Address		
<input style="width: 95%; height: 20px;" type="text"/>		
Call Number		
<input style="width: 95%; height: 20px;" type="text"/>		
Application Date		
<input style="width: 95%; height: 20px;" type="text"/>		

2. WORK REQUEST

<p>Work Description (Provide the most technically detailed description possible and include the scope of the project):</p> <div style="border: 1px solid black; height: 200px; width: 100%; margin-top: 10px;"></div>
Is this new access or a continuation of earlier work?

New access

Continue

Any useful previous reference run/project

3. SCIENTIFIC CONTACT AT MICRONANOFABS (IF ANY)

Preferred Node

None

IBM-CNM

ISOM

NTC

4. INFORMATION ABOUT THE ASSOCIATED PROJECT (IF APPLICABLE)

Project Reference

Project Acronym

Principal Investigator First Name

Principal Investigator Last Name

<input type="text"/>	<input type="text"/>
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Project Title

I hereby certify that the data included in this form are correct and I undertake to acknowledge the use of ICTS Micronanofabs in any dissemination of the scientific or technological results obtained as a result of this access. Likewise, I will include the use of ICTS in all dissemination activities carried out. In this regard, I will use the following sentence or a similar one: "The authors acknowledge node XXX of ICTS Micronanofabs"

I have read and accept the Privacy Policy. Controller: Micronanofabs-Purpose: To collect and process the personal data requested in order to manage the application submitted through this form. Legal Basis: Your consent to communicate with Micronanofabs Recipients: Your data will be stored by Micronanofabs Rights: You have the right to access, rectify, restrict, and erase your data. Additional Information: You can consult additional and detailed information on data protection in our Privacy Policy at: <https://micronanofabs.org/en/privacy-policy/>