**Information Guide for Those Selected to Participate in the Shared Use Program of Facilities**

Thank you for applying to the shared use program of facilities.

Those who have been accepted onto the shared use program of facilities should consult with and follow the procedures outlined in the Administrative (Contract) Procedures Guide.

To use the facilities, you must agree to the Term of Use of JAEA Facilities stipulated by the Japan Atomic Energy Agency (JAEA), complete all the relevant information on the Facility Use Application Form, which have been developed for each facility under the Facility Use Agreement, and submit the completed form to the contracting office of the relevant site.

After reviewing the submitted application form, JAEA will forward the Facility Use Approval Letter.

When you actually use the services of a facility at the JAEA, contracting office staff members will provide the support you need to complete check-in/checkout and other administrative procedures. Please feel free to direct any inquiries concerning the use of the facilities to the contracting office at the relevant site.

● **Project Report Guide (for those users intending to publish results obtained under the shared use program of facilities)**

In line with Article 14 of the Term of Use of JAEA Facilities you must complete a Project Report (one report for each project), if you are intending to publish results obtained under the shared use program of facilities. Please use the Project Report Form for submission, and hand in two copies to the relevant contracting office. However, please pay careful attention that if two copies of the Project Report are not submitted before the deadline, you will have to pay part of the exempted basic charges.

Since the start of FY 2010, the requirements for the projects for public disclosure have been amended to include **publication of the results within two years after the end date of the facility use by journal publication or other means of communication**, in addition to the submission of the project report. Please refer to the sample Project Report when publishing your results. After publishing your results, please submit two reprints of the article or two copies of other relevant material to the contracting office. If your results are not published by due date, you will have to pay part of the exempted basic rate charges.

For those conducting projects supported by competitive funding, please contact us before publishing the results.

● **Guide for Submission outside the Scheduled Application Period**

Submission of an application for an urgent general project intended for publication that cannot be postponed until the next scheduled application period will be accepted on a case-by-case basis. In order to file an application in such circumstances, the applicant should fill out the Application Forms 1, 2, 3, and 4, by referring to the Application Guide and the Filling Instructions. The applicant must include a document stating the reason for the urgency and other matters in the application.

Researchers seeking to use the facilities with competitive funding will be given a priority for their use, if pre-application consultation with the staff members in charge of the facilities and equipment reveals no particular issues of concern.

Applications for R & D general projects not intended for public disclosure as well as non-R & D projects can also be filed at any time. Applicants are required to fill out all the necessary information on the Facility Use Application Form, and submit it to the contracting office of the relevant site.

Applicants of a project for promotion of industrial application are requested to fill out the Facility Use Application Form after having a briefing meeting with the staff members in charge of the facilities and equipment to use, and submit it to the contracting office of the relevant site.

Contact Point for Inquires and Applications;

4-49 Muramatsu, Tokai-mura, Naka-gun, Ibaraki 319-1112 JAPAN

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