**Procedure for Use of JAEA Facilities**

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| This document shows the flow of administrative (contract etc.) procedure for use of JAEA facilities. | |
| **User** | **Japan Atomic Energy Agency** |
| **Filling out and submission of the Facility Use Application Form**  ○ Users of the facilities shall abide by the Term of Use of JAEA Facilities, and should confirm them before Submitting application for facility use.  ○ In case your research project has been accepted, applicants must fill out the **Facility Use Application Form**, and file it to the contact point at the relevant site.  Please request the Facility Use Application Formto the contact point referring URL below.  <https://tenkai.jaea.go.jp/facility/3-facility/05-support/av_faci_contact_p.html>  ○ The filled **Facility Use Application Form** should be submitted approximately three weeks before the start of the planned date of facility use. (The application for the use of the JRR-3 research reactor should be filed approximately three weeks before the start of the planned reactor operation cycle.) For the exact submission deadline, contact the contact point of the corresponding site.  〇 If you wish to use nuclear fuel material (including compounds), poisonous or deleterious substances in the facility, you are requested to consult with facility staff members, and to manage them properly.  〇The following facilities are only available used via the web. (If for some reason you cannot apply online, please contact the person in charge of the contract for each facility.).  For information on JRR-3, see: <https://jrr3ring.jaea.go.jp/index.php>  For information on Naraha Center for Remote Control Technology Development see: <https://naraha.jaea.go.jp/use/flow.html>  For information on Tsuruga Comprehensive Research and Development Center see: <https://www.jaea.go.jp/04/tsk/fsd/>  **Receipt of letter of approval**  ○ Upon receipt of the letter of approval, the facility use contract will come into effect.    **Check-in procedures, etc.**  **Use of facility**  **Check-out procedures, etc.**  **Payment of fees**  **Submission of project report**    ○ The user must pay the fees to JAEA within 30 days of receipt of the invoice.  **In the case of application intended for public disclosure,**  ○The user must submit a project report until May 30 (within sixty days from 1st April of the year following the JAEA’s fiscal year in which the User have used the facility).  〇The user shall publish the results by journal article etc. within two years from 1st April of the year following the fiscal year in which the user have used the facility, and submit the Publication of the Results Notification Form with reprints of the publication or other relevant materials. | **Notification of acceptance**  **Sending related documents**  ○ JAEA will notify the review results to applicant.  ○ JAEA will send the Term of Use of JAEA Facilities and other documents.  ○ Other related documents will be sent to you.    **Procedure for approval of use**  ○ The filled application form will be reviewed for approval by the contracting office and the section responsible for the operation of the facility.  **Sending letter of approval**  ○ Letter of approval will be mailed after the application is accepted.  **Technical and other support to users**  ○ JAEA staff members will help the users through administrative and logistic procedures concerning the safe use of the facility, including the following:  • Check-in and check-out procedures.  • Assignment, distribution, and collection of Dosimeter for individual radiation safety control.  • Security and safety education and training.  • Use of on-site restaurants, short-term lodging accommodation, etc.  (For details, please ask to the contact point.）  **Sending invoice**  ○ After completion of the facility use, invoice issued based on the actual use of the facility and additional expenses will be sent from the relevant section managing the facility.  **Confirmation of remittance, project report and publication of the results.**  〇 JAEA will publicly disclose the submitted project report.  〇 JAEA will compile parts of the Publication of the Results Notification Form and disclose it on the JAEA website. |