

D.R. n. 190/2025

OGGETTO: Regolamento accessi all'infrastruttura BRIEF

IL RETTORE

- VISTO lo Statuto del Politecnico di Bari;
- VISTO il progetto denominato "BioRobotics Research and Innovation Engineering Facilities" (BRIEF) a valere nell'ambito dell'Avviso per il "Rafforzamento e creazione di Infrastrutture di ricerca" del MIUR finanziato nell'Ambito del PNRR, Missione 4, Linea di Investimento n. 3.1 del 28.12.2021, presentato dal Politecnico di Bari, unitamente alla Scuola Superiore di Studi Universitari e di Perfezionamento Sant'Anna e Università degli Studi di Napoli Federico II;
- PRESO ATTO che l'obiettivo di BRIEF è la creazione di una infrastruttura di ricerca dedicata alla biorobotica per lo sviluppo di tecnologie abilitanti nel settore della bioingegneria;
- CONSIDERATO che, con riferimento al progetto in epigrafe, nel periodo compreso tra il 31.03.2025 e il 30.09.2025, sono previsti accessi ai laboratori da parte di docenti, ricercatori e dottorandi esterni e che, al fine di disciplinare detti accessi, il Comitato, previsto dall'Accordo ex art. 15 L. 07/08/1990 n. 241, per l'organizzazione delle attività progettuali BRIEF, nella seduta del 24 novembre 2024, ha approvato una proposta di Regolamento;
- VISTA la proposta di Regolamento;
- ATTESO che i Dipartimenti interessati all'attività del progetto BRIEF sono il DEI, il DMMM e il DIF;
- ACQUISITE le Delibere dei Dipartimenti suddetti, di approvazione del "Regolamento accessi alla infrastruttura BRIEF";
- VISTO che il S.A. in data 29/01/2025 ha espresso parere favorevole alla proposta di "Regolamento accessi all'infrastruttura BRIEF";
- ATTESO che il C.d.A. in data 30/01/2025 ha approvato il "Regolamento accessi all'infrastruttura BRIEF";
- VISTO lo Statuto del Politecnico di Bari;

DECRETA

Art. 1 È emanato il "Regolamento accessi all'infrastruttura BRIEF"; il testo, come approvato dai competenti organi, è allegato al presente Decreto del quale costituisce parte integrante.

Art. 2 Per gli effetti, il "Regolamento accessi all'infrastruttura BRIEF" entra in vigore il giorno successivo alla data di pubblicazione del presente provvedimento

Bari, 10.02.2025

IL RETTORE

Prof. Ing. Francesco Cupertino

REGOLAMENTO ACCESSI ALL'INFRASTRUTTURA DI RICERCA BRIEF

RULES/REGULATION FOR ACCESS TO THE BRIEF RESEARCH INFRASTRUCTURE

ART. 1 ACCESS AND VISITING PROCEDURE

Within the entire project duration, two kinds of ACCESS procedures will be activated:

1. **CALL for BRIEF ACCESS**
2. **BRIEF INVITED RESEARCHER**

1.1. CALL FOR BRIEF ACCESS

Calls for researchers (either in academic and research centres or industrial researchers) will be regularly activated during the project lifetime.

As already defined during the proposal preparation, **dedicated calls for accesses and visits**, jointly issued by SSSA, UNINA and POLIBA, will be issued. Calls will be organized according to the procedure sketched in the proposal and properly updated for reflecting the status of the project activities.

Each call will stay open for at least 15 days. The time from the closing of the call to the starting of the visits will be 2 weeks at most. These weeks will be dedicated to the proposal evaluation (1 week) and to the organization of the visiting period, including support for lodging and laboratories/instruments preparation. If VISA is needed, dedicated procedures will be immediately activated by the competent office of the university concerned.

The call announcement and application form will be available both on the web site of the project (<https://biorob-hub.eu>) and on institutional web sites of SSSA (<https://www.santannapisa.it/it>), UNINA (<https://www.unina.it/home>) and POLIBA (<https://www.poliba.it/>).

1.2. BRIEF INVITED RESEARCHERS

By exploiting the excellent **networks** of the BRIEF partners, a dedicated procedure for widening the access procedure to well-recognized professors/researchers (either in academic and research centres or industrial researchers) or PhD/master students active in research fields that could establish synergies with the BRIEF labs and already in contact with BRIEF WP and Tasks leaders, has been designed.

An invitation proposal for researchers will be prepared by the BRIEF members and properly evaluated by the BRIEF evaluation committee (see next section). Ideally, the proposal will be evaluated in 2 weeks and then, for the accepted proposals, up to 5 weeks will be dedicated to the organization of the visiting period, including support for lodging and VISA if needed.

The evaluation procedure will be focused on the relevance of the proposal compared with the BRIEF main activities. A formal invitation letter for the invited researcher will be then prepared

ART. 2 ACCESS DURATION TO THE BRIEF RESEARCH INFRASTRUCTURE

2.1. CALL FOR BRIEF ACCESS

Three different visiting durations have been envisaged:

- **Short access** - up to 15 days
- **Medium access** - from 15 to 30 days
- **Long access** - from 30 days to 90 days

The access duration will be selected by the visiting candidate in the application form, based on the requirements of the proposed research activities.

2.2. BRIEF INVITED RESEARCHER

In the specific case of invited visiting, **1 or 2 weeks** have been identified as the typical maximal duration. Any different request will be properly evaluated by the Coordination Committee, considering 60 days as the maximum duration for this kind of visiting.

ART. 3 FINANCIAL SUPPORT TO THE BRIEF ACCESS PROGRAM

The BRIEF infrastructure will provide financial support based on the duration of the visiting period (Art. 2).

CALL FOR BRIEF VISITING		
VISITING duration	BRIEF support	Notes
SHORT VISITING Up to 15 days	analytical or flat-rate (forfeit) reimbursement – references to the institution guidelines.	
MEDIUM VISITING From 15 days to 30 days	analytical or flat-rate (forfeit) reimbursement – references to the institution guidelines.	
LONG VISITING Over 30 days until 90 days	analytical or flat-rate (forfeit) reimbursement – references to the institution guidelines.	

BRIEF INVITED RESEARCHER		
VISITING duration	BRIEF support	Notes
SHORT VISITING Up to 15 days	analytical or flat-rate (forfeit) reimbursement – references to the institution guidelines.	
Over 15 days (30 days as acceptable maximum duration).	analytical or flat-rate (forfeit) reimbursement – references to the institution guidelines	Duration > 15 days has to be properly justified and approved by Coordination Committee

No other contributions will be recognized beyond what is provided in the above table.

ART. 4 EVALUATION OF ACCESS PROPOSALS

The evaluation of the access proposal and the access implementation and monitoring will be performed by following the indications reported in the description of Task 1.16 - Evaluation and monitoring of the BRIEF activities.

In terms of overall proposal quality and feasibility, the typical process was already conceived in the proposal preparation phase, specific indications are now defined.

4.1 CALL FOR BRIEF ACCESS

The Coordination Committee will be the responsible governing board for the application evaluation and final project selection.

IF REQUIRED, additional external expert members will be included in the evaluation process as soon as will be required by the Coordination Committee . The involvement of experts can require a compensation of the reviewers, according to National and EU common practices.

4.2 BRIEF INVITED RESEARCHER

The BRIEF invited access process is here summarised:

Step 1: The Task leader submits (by email or via a dedicated platform) an invitation proposal request to his/her WP leader with the General Manager of the Infrastructure in cc (or notified via the platform).

Step 2: The WP leader evaluates the relevance of the visiting proposal with reference to his/her WP activities. Then:

Application approved by WP leader:

In case the request is approved by the WP leader, he/she submits the invitation documents (by email) to the attention of the Project Coordinator for final approval.

Application rejected by WP leader:

The process stops.

Step 3: Final approval; invitation letter will be sent by the General Manager (by email) to the Researcher by putting WP and Task leaders In cc. If required, the **BRIEF internal reference** for the proposal

(Coordination Committee, Task leader, but also researchers or technical staff) will be invited by the Project Coordinator to take part in the evaluation process asking him/her/them to prepare documentation or and statements for supporting the invitation request.

TIMING: differently to the "call for visiting", that are scheduled with a specific timeline, and thus the revision process has a well-defined timing too, the "BRIEF invited researcher proposal" will be evaluated **whenever required by the WP leaders, on a best effort basis.**

Meetings of the Coordination Committee for access request evaluation may be held in person, online or through email exchange; written reports of all meetings will be maintained by the Coordination Committee with the collaboration by the General Manager of the infrastructure (or other supporting staff delegated by the BRIEF General Manager).

TRANSITIONAL AND FINAL PROVISIONS

The specifics concerning the modalities and types of reimbursements, as well as the documentation supporting the expenses, are to be found in/are under the respective regulations of the individual universities.

For any aspects not disciplined by these Regulations, please refer to the Regulations of the individual institutions.

ANNEX 1

CALL FOR BRIEF ACCESS

Application form - template to be implemented on the BRIEF portal

Researcher information

Name

Surname

Affiliation

Current position

Researcher unique identifiers (ORCID, ResearcherID, Scopus, Scholar, ...)

BRIEF Lab/Labs request

Lab/Labs name

Required Machine/instrument

Technical staff required (YES or NO)

Project Title/Topic

Sub-titles should not be used

Abstract (max. 300 words)

Description of the activities that will be held in the BRIEF infrastructure environment with specific references to the required facilities/instruments.

Technological background of the researcher is required for further evaluation.

Timing

- Short visiting** - up to 15 days
- Medium visiting** - from 16 to 30 days
- Long visiting** - Over 30 days until 90 days

Tentative research project GANTT

Timing and temporal activities constraints (starting tentative date, planning duration, ...).

Request for financial support

Yes or No

Additional requests

(Including consumables needed, if any)

ANNEX 2

OUTCOME REPORT template

Both for call-based or invited visits

Project Title

Sub-titles should not be used

Abstract

Description of the activities that have been held in the BRIEF infrastructure.

Reference Lab

Lab name, WP and Task leaders references.

Used facilities

List of labs and facilities

Technical activities

Brief description of the technical activities performed during the visiting period.

Obtained results

Brief description of the obtained results for final evaluation (please, refer to BRIEF KPIs, possibly providing quantitative figures)

Tentative publication plan

BRIEF acknowledgment is mandatory, in the following form: "*We acknowledge the support of the BRIEF "Biorobotics Research and Innovation Engineering Facilities" (project identification code IR0000036), project funded under the National Recovery and Resilience Plan (NRRP), Mission 4 Component 2 Investment 3.1 of Italian Ministry of University and Research funded by the European Union – NextGenerationEU.*"

Deviations from the plan

Any deviations due to technical/operational problems