



Terms & Conditions regarding visits to the Abisko Scientific Research Station (Abisko naturvetenskapliga station, ANS)

Applications

1. Visitors to ANS must submit an application before arriving. Applications are done via the web page: www.nordgis.org
2. By sending in an application you agree that the submitted information is published in the NordGIS database, and to the terms and conditions in this document, including the addendum.
3. In the application you must include your needs for facilities, such as laboratory, office, or storage space.
4. There are conditions stated in the application form, e.g. concerning post-season reports, clean-up and restoration, which must be adhered to.
5. For any study that may have a significant effect on the environment, you may need to get a permit from the Norrbotten County Administrative Board, and this may take some time. If there is a chance that you may need such a permit, you should send in your application to ANS well before the start of the project.
6. All visitors must contact the administration upon their arrival

Research projects at ANS

7. If you plan to arrive outside office hours (weekdays 07.00–15.30), or need help with transportation between the train station and ANS during office hours, you need to inform us well in advance.

Laboratories

8. If you plan to bring any chemicals to ANS, you must inform the station at least two weeks before arriving.
9. If you have chemical waste or consumables that you want to leave at the station you must talk to the lab hosts before departing.
10. You should use the booking lists, placed on the laboratory entrance doors, when you want to work in them



11. If you have used the labs, before departing you must get an OK from one of the “lab hosts” regarding clean-up of used lab space.

Field sites

12. All research field sites should be clearly marked with weather resistant signs stating PI, project purpose, and start and end of study.
13. For all field sites, you must contact the ANS IT Officer or the Administrator to make sure that the correct (actual) map coordinates have been noted in NordGIS, and of how the site is marked.
14. When a field study is finished, all equipment must be removed including marker poles and signs. If this is not adhered to, ANS personnel will remove and dispose of the material and the PI will have to cover any extra cost involved.

Storage

15. If you want to store something at the station (equipment, samples etc.), you must talk to the ANS staff beforehand. You must mark such items with your name, the date, and when you plan to use it again or to collect them. (Every winter the station is inventoried and cleaned up; any unmarked items may be disposed of, even samples in the freezers and fridges.)

Workshops

16. You are only allowed to use the workshops with prior permission from one of the ANS technicians.

Shipments

17. Before sending any equipment, instruments etc. to the station, you must contact the station staff to make sure that proper procedures are followed. This is of particular importance if you ship things from abroad.

Conferences & courses

18. If you organize a conference, workshop, course etc., you must submit a list of participants' names not later than two weeks before arrival.
19. If you have organized a conference or course, before leaving ANS you must contact the House keeper to get an OK; if you do not do this, you may be charged for extra clean-up work.



20. Catering should be billed directly from the caterer to the organizer of the conference, course etc., not via ANS.

Payment

21. ANS will not accept individual payment for accommodation etc., but this will be invoiced to the PI (per project per field season), and we will not accept payment by credit card. Any exception to this will have to be cleared by the station management, well in advance of your arrival.



Addendum: User agreement for the national SITES infrastructure

Approved by the chair of the SITES Board on 4 July 2014 as delegated by the Board on 21 May 2014

Background and definitions

SITES is a nationally coordinated infrastructure for terrestrial and limnic ecosystems research. It consists of nine research stations: Abisko, Tarfala, Svartberget, Röbäcksdalen, Grimsö, Erken, Asa, Skogaryd and Lönnstorp. SITES is funded by the Swedish Research Council (Vetenskapsrådet, VR) and the station principals (for more information, see www.fieldsites.se).

As a prerequisite for grants, VR requires that all SITES users fulfil the following conditions:

- Research findings from activities at SITES produced by its academic users must be published in accordance with VR's rules on open access¹.
- Data generated within SITES by its academic users must be openly available and documented in such a way that they can be re-used.
- If, by publishing findings and making data available, immaterial rights cannot be guaranteed, publication may be delayed, on request and for a maximum of three months after the request was made, subject to decision by the SITES Board.

"User" refers to any individual or group using SITES for research or other purposes. Using the facilities or services at the SITES field stations, or using research findings and data produced or collected at the stations, all constitute use. Commercial users are also covered by this agreement but special rules apply regarding costs in such cases. These will be specified in a separate agreement.

To be permitted to access the resources within the SITES network, users must accept this agreement, i.e. the conditions stipulated by VR as above and any other conditions laid down by the SITES Board.

Users must also abide by the specific rules and instructions provided by the manager of the station in question, or by their deputy (for more information, see www.fieldsites.se).

¹ VR's rules on open access:
<http://www.vr.se/inenglish/researchfunding/applyforgrants/generalconditionsforgrantapplications/openacesse.s.106.5adac704126af4b4be280007766.html>



By submitting an application, the applicant agrees to

- respect the conditions stipulated by VR as per “Background and definitions” above.;
- refer to SITES and the station(s) involved in all scientific and popular publication that is a result of work done at SITES². A reference to SITES should also be made when findings or data are used for commercial purposes;
- report all publications to the station concerned³;
- invite those who have collected data as part of previous research or environmental monitoring within SITES to take part in a discussion on how the data can be used, including any possibility of co-authorship in connection with publication⁴;
- contribute to the future development of SITES by providing, once the work at SITES has been concluded and a final report submitted, the collected and edited data, as well as any related metadata and experimental plans, to enable the data to be used by other researchers in the future⁵;
- allow SITES to publish basic user data (project name, summary, keywords, start and end date, project manager, affiliation, place of origin) on the SITES web; and to allow SITES to store the undersigned user’s personal data in accordance with the provisions of the Personal Data Act (Personuppgiftslagen, PUL)⁶.

² Please note that this also applies to conference presentations and proceedings. The following standard phrase should be used: *“This [study/report/dataset/etc.] has been made possible by the Swedish Infrastructure for Ecosystem Science (SITES), in this case at/by [station name].”* If possible, the dataset id should be indicated on publication.

³ The form on the SITES website is to be used (the same form is used for INTERACT). The data are needed for SITES’ reporting to VR.

⁴ SITES encourages all users to make use of the expertise and experience of station staff and the originators of data and other findings. Such cooperation promotes quality in research and other use and thereby also benefits individual users.

⁵ SITES will offer users the opportunity to store data, free of charge, in quality-assured databases provided by SITES. Data can also be stored in existing, publicly available databases such as ECDS or within the user’s own host organisation.

⁶ SFS 1998:204. For more information on the Personal Data Act, see <http://www.datainspektionen.se>. Personal data is stored in a register of SITES users.