

Guidance Notes for CFARR User Applications

1. Eligibility

CFARR is funded by NERC as part of its National Capability (NC). Data collected at CFARR are archived by the Centre for Environmental Data Analysis (CEDA) and available to all users in line with NERC's open data policy.

More specific use of the Facility (or significant assistance with data analysis) requires completion of an application form. If you are eligible for a NERC training award or research grant, you can apply for access to CFARR. The Facility may also be used by industry partners via a contract with the host organisation (STFC).

Depending on the mode of access, applications may be referred for consideration by the Radar Technical Advisory Group (RTAG). Occasionally advice may be sought from the higher level Radar Advisory Group (RAG).

2. Access modes

The following modes of facility use are applicable:

- (a) *Accessing existing data*
Users accessing the facility in this mode will typically do so via the Centre for Environmental Data Analysis (CEDA). In line with the NERC data policy there will be no charge at the point of use for the data. However, there may be staff costs involved in helping users interpret the data. Users requiring such help must submit an application to the Facility manager, who will circulate this to members of RTAG for assessment of whether or not the project can be supported. Where a project is likely to require more than two FTE months of staff time the project should include staff funding and the application should follow the procedure in Paragraph 3.1.
- (b) *Bringing guest instruments to the Facility*
There is normally no charge for this unless the project requires more than two FTE months of staff time or substantial extra costs. Access requires submission of an application form to the Facility Manager for consideration by RTAG.
- (c) *Operation of on-demand instruments, of routine instruments in a user-defined mode, and of routine instruments in support of a campaign*
There are three routes for this described in 3.1-3.3. Access via this mode requires submission of an application form to the Facility Manager for consideration by RTAG.

3. Application Routes

3.1 Applying for use via NERC grants

Substantial use of the Facility should normally come through a NERC grant or equivalent route. PIs applying for NERC grants wishing to use the facility in Mode (c) should contact the Facility Manager to obtain a 'technical assessment' for submission with their grant application. This should be at least one month before the grant submission deadline. The Facility Manager will provide the estimated cost of the project in the form of a Facility Charge, which should be included in the Je-S pro-forma under the Research Council Facilities box. Where a significant amount of Facility staff time is required, particularly if this involves scientific input, these staff should be included as co-investigators or funded through a subcontract.

3.2 Direct Access

Direct access allows for small amounts of work to be done (essentially pilot or proof-of-concept projects where data are needed to prepare a research grant, or for observations to be made of extreme meteorological events where

a rapid response is needed). Individual direct access projects under Mode (c) are not expected to utilise more than about 10% of the capacity of the facility in a given year. Applications through this route will be considered by RTAG, who will ensure that Direct Access does not use more than 20% of the facility's capacity in any year. NERC PhD students may also apply for access via this route but are not restricted to the 10% rule.

3.3 National Capability Access

From time to time NCAS (or other NERC research centres) may make use of the Facility as part of their National Capability Long-Term Science programme. Scientific proposals for such usage will be made by NCAS (or other NERC research centres after discussion with NCAS) to NERC as part of NERC's commissioning of National Capability. Such proposals must be discussed in advance with the Facility Manager, in order that a "Technical Assessment" may be made. Comments and advice on these NC Science proposals will be provided by the RAG. Approval will be granted as appropriate by NERC as part of the NC commissioning process. Operational prioritisation and scheduling will be made by the RTAG.

3.4 Facility staff usage

The Facility staff may utilise up to 10% of the NERC-funded capacity for Facility research and development purposes. This will be by agreement with RAG. If a particular project requires an abnormally large amount of the capacity the facility (>10% of that available annually), the cost of the work should normally be funded externally (e.g. via a grant).

3.5 Access for commercial use, EU projects and research outside the NERC remit

Access via this route is reliant on the Facility having available capacity. Projects will be managed via a contract with the host institution (STFC), and will be based on recovery of full economic costs. EU projects will be expected to recover costs as allowed by EU rules. Projects led by partner organisations (e.g. Met Office) that have research agreements with NCAS will be granted access at marginal cost, subject to the Facility having available capacity.

4. Application process

Following initial contact with the Facility, all potential Mode (c) users (i.e. those applying via NERC Grants, Direct Access or NC Science) are required to submit an application to the Facility Manager who will circulate this to members of RTAG for assessment of any technical or scheduling issues. Appropriate documentation and application forms will be available on the Facility website. The Facility Manager, through his/her support staff, will be responsible for monitoring the progress of each application and will ensure that adequate communication is maintained with the user. Other paying customers (see Paragraph 3.5) are not required to complete one of these forms, as the project details will be covered by their contract documentation.

5. Prioritisation

The Facility Manager is responsible for implementing the schedule subject to operational considerations. When allocating resources the Facility Manager will prioritise as follows:

- NERC grants, NERC-funded students and NC science,
- commercial or non-NERC applications,
- other (e.g. direct access).

In the event of a scheduling clash that cannot be resolved within these guidelines, the Facility Manager will consult with RTAG. Disputes will be referred to the Chair of RAG.