

NHMFL User Policy Statement on Confidentiality, Ethics, and Harassment

Confidentiality of Proposals for Magnet Time.

The NHMFL will treat all research proposals for magnet time as privileged confidential information in the same manner as proposals to the National Science Foundation (NSF). Principal Investigators (PI) with particular concerns about the confidentiality of their proposal need to contact the relevant User Program Director, facility director or the NHMFL Director to arrange a more confidential proposal review. The appropriate director or designee will discuss and agree in writing prior to proposal submission on the parameters for confidential proposal review and/or any special handling of subsequent experimental details and data. Please note that the proposal document uploaded in the MagLab user online system will be accessible to all collaborators who have been added as part of the experiment research team. If the PI has concerns, he/she should exclude confidential information from the proposal document. The proposal titles will be published if magnet time is awarded.

Award of Magnet Time Based Upon Merit.

The awarding of magnet time at the NHMFL is based on the scientific and technological merits of the proposed research and the feasibility of the proposed experiment. The details of the proposal review process will vary by user program.

Confidentiality of Data within the Experimental Collaboration.

The NHMFL will maintain confidentiality of all products of research derived from experiments at the NHMFL including but not limited to data, metadata, workflows, and scientific conclusions. Products of research will not be disseminated by NHMFL personnel beyond the experimental collaboration without the explicit permission of the PI, until released by the PI through publication or posting in a public forum such as a preprint server or open access repository. Per NSF rules, annual reports describing the outcome of the experiments will be required from the PI for all experiments performed under the NHMFL user program. These reports will be publicly available; however, a delayed public release can be requested. In case of delayed release, the report still needs to be written by the original deadline and clearly marked for delayed release. Further information on storage and dissemination of products of research can be found in our [Data Management Plan](#).

Adherence to Professional Ethics Guidelines.

NHMFL personnel adhere to the ethics guidelines adopted by the American Physical Society: http://www.aps.org/policy/statements/02_2.cfm or those of similar professional organizations. The NHMFL expects its users to adhere to the same ethical guidelines,



including the guidelines on co-authorship and clearance of manuscripts among all co-authors prior to submission for publication.

Harassment Free Environment

The NHMFL is committed to providing a safe and respectful work environment, free of any form of harassment. The NHMFL takes this commitment very seriously. As harassment can take many forms, definitions and additional context are provided below to assist all users in preventing and identifying behavior considered completely unacceptable.

Harassment – Harassment is prohibited by Federal law. It is defined as any unwelcome verbal or physical conduct based on race, color, religion, sex (includes sexual harassment and discrimination based on pregnancy), disability, age, national origin, sexual orientation, and protected genetic information that is so objectively offensive as to alter the conditions of the individual's employment. Harassment unreasonably interferes with an employee's performance, and can create an intimidating, hostile, or offensive work environment. Any retaliation against an individual who has brought forth a complaint alleging harassment is similarly unlawful.

Sexual Harassment – Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct is made as a condition of employment and when the conduct creates an intimidating, hostile, or offensive working environment.

No form of Harassment is acceptable at the NHMFL. If a user feels that anyone at the NHMFL is violating these principles and standards, please speak up. A user is encouraged to report these issues as soon as possible to the Director of the NHMFL Facility where they are working, the NHMFL Director, the NHMFL Deputy Director, or the NHMFL Chief Scientist. The NHMFL also has website where issues can be reported either anonymously or with their name for follow-up: <https://diversemag.magnet.fsu.edu>

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Document revision control

Date	Version	Comments
12.1.2008	Original	
10.16.2015	1	Formatting
7.31.2018	2	Incorporated language regarding harassment
2.28.2022	3	Clarification regarding accessibility of proposal document
6.28.2022	4	Revision to Confidentiality of Data to include all products of research and open access repositories