

KIOS Research and Innovation Center of Excellence

Policy for Open Access to Research Infrastructures

Version 3

1. Introduction

The KIOS Research and Innovation Center of Excellence (KIOS CoE) is a research Center at the University of Cyprus conducting cutting-edge multidisciplinary research and innovation in Information and Communication Technologies (ICT), with emphasis on the monitoring, control, security, and management of Critical Infrastructure Systems.

KIOS operates a portfolio of dedicated research infrastructures (RI) that provide advanced equipment and facilities for experimental evaluation, testing, prototyping, and the development of intelligent technologies. The current portfolio includes dedicated research infrastructures including the below:

- Power Systems
- Water systems
- Emergency Response Technologies
- Intelligent Transportation Systems
- Virtual Cities/Digital twin platforms
- Cybersecurity Research Infrastructure
- Integration and Implementation Platforms

This list will be maintained as a live inventory by the Laboratory and Research Infrastructure Specialist and updated as new infrastructures are commissioned, existing ones are decommissioned, or their operational status changes following the periodic infrastructure audit process. The current operational status of each infrastructure is documented separately in the KIOS Infrastructure Inventory.

This policy has been developed as the KIOS Specific Policy (Eidiki Politiki) required under the University of Cyprus General Policy for the Operation of Shared Research Infrastructures (approved by the UCY Senate, December 2025). It supersedes the Preliminary Policy for Open Access to Research Infrastructures (V0.1, April 2023) and constitutes the complete institutional framework governing how KIOS RI is accessed, managed, and made available to internal and external users.

2. Purpose

This policy has three principal purposes.

1. It provides a framework for the use of infrastructures at KIOS and supports the Center's strategic objectives around commercialization and open access to research and infrastructure.

2. It implements the requirements of the University of Cyprus General Policy for the Operation of Shared Research Infrastructures (December 2025), functioning as the Specific Policy (Ειδική Πολιτική) required by that framework for each shared research infrastructure.
3. It gives effect to the National Policy of the Republic of Cyprus for Open Science Practices which encourages research and academic organisations to establish internal regulations and processes to allow open access and collaboration with third parties, and which promotes the optimal utilisation of publicly funded research infrastructures.

The policy has been developed with reference to the European Charter for Access to Research Infrastructures, the Framework for Access to the Physical Research Infrastructures of the Cyprus Institute, and the Regional Cooperation Council Principles and Guidelines for Creating a Policy for Open Access to Research Infrastructures.

3. Scope

This policy applies to all research infrastructures operated by KIOS CoE as documented in the KIOS Infrastructure Inventory. It is binding on all individuals and organisations that access, use, or manage KIOS RI, whether as internal or external users, regardless of the form of engagement.

This policy applies in addition to, and does not replace, access arrangements governed by existing instruments such as consortium agreements, grant agreements, memoranda of understanding, or other contractual arrangements that contain specific access provisions. Where those instruments are silent, this policy applies.

The policy does not cover access to KIOS digital data repositories or publications, which are governed by the separate KIOS Open Access Policy for Research Outputs. Questions about the interaction between the two policies should be directed to the Laboratory and Research Infrastructure Specialist.

4. Policy

4.1 Research Infrastructure Governance

The governance of KIOS RI operates within the framework established by the University of Cyprus General Policy for Shared Research Infrastructures (December 2025). The following roles and bodies have defined responsibilities for RI management at KIOS.

Role	Responsibilities
KIOS Executive Committee	Approves policies, rules and procedures relating to RI access and use. Approves pricing of RI services. Has final decision-making authority on access policy exceptions and significant disputes.
Research Infrastructure Committee	Verifies compliance with this policy. Assesses relevance and applicability through user satisfaction feedback. Approves exceptions and updates to the policy. Reviews annual operational reports.
Testbed Leaders	Provide information about their respective RI. Give consent to RI use within their domain. Approve access requests from Internal Users. Inform the Laboratory and Research Infrastructure Specialist of relevant developments.
Laboratory and Research Infrastructure Specialist	Serves as the central point of coordination for RI access. Maintains the infrastructure inventory and service catalogue. Manages access requests from External Users, conducts onboarding due diligence, and coordinates with RI personnel. Maintains scheduling and booking records. Administers External Use Agreements. Collects utilisation data for reporting.
Technical Experts (RI)	Provide technical support and equipment maintenance. Register access to RI. Deliver user training. Report operational issues to the Laboratory and Research Infrastructure Specialist.

4.2 Research Infrastructure Inventory and Services

The Laboratory and Research Infrastructure Specialist is responsible for maintaining an up-to-date inventory of all KIOS RI. The inventory records, at a minimum, the following for each infrastructure: name and description; physical location; operational status; primary Testbed Leader; current management arrangements; known utilisation levels; and access arrangements already in force.

The inventory is reviewed at least annually and following any significant change to an infrastructure's operational status. The results of periodic infrastructure audits feed directly into the inventory.

The Laboratory and Research Infrastructure Specialist also maintains a published service catalogue describing the access services available through each operational infrastructure, including indicative access conditions and contact information. The service catalogue is made available on the KIOS website and to UCY Research Support Services (YYEK) for inclusion in the university's central infrastructure register as required by the UCY General Policy.

4.3 Users of Research Infrastructure

KIOS RI services are available to the following categories of user:

User Category	Definition
Internal Users	Individuals affiliated with KIOS and the University of Cyprus under a written agreement (e.g., employment contract, studentship agreement). Includes academic staff, research staff, postdoctoral researchers, doctoral and postgraduate students, and visiting researchers.
External Non-Commercial Users	Individuals from other higher education institutions, public research organisations, or members of consortia in joint projects with KIOS, carrying out non-commercial research activities.
External Commercial Users	Individuals or organisations from commercial entities (companies, industry partners, SMEs, startups) or civil society organisations seeking access for commercial or industrial purposes.

Internal Users who wish to use KIOS RI should reserve equipment and facilities through the local booking system (online or by contacting the designated testbed personnel) in accordance with current scheduling arrangements.

External Users who wish to access KIOS RI should contact the Laboratory and Research Infrastructure Specialist, who serves as the central entry point for all external access requests. All external access requests are subject to an onboarding and due diligence process before access is granted, to ensure compliance with legal, ethical, safety, and security requirements.

Where an External Commercial User's request proceeds to access, a Research Infrastructure Access Agreement (External Use Agreement) is required unless equivalent provisions are contained in an existing contractual instrument. This agreement is concluded in writing and enters into force when signed by both parties.

4.4 Access to Research Infrastructure

4.4.1 Access Modes

KIOS RI may be accessed through the following modes:

- **Physical access:** Users are present at the RI facilities during use. Physical access is typically available Monday through Friday, 09:00 to 17:00. Access outside these



hours may be arranged in advance with the relevant Testbed Leader and Lab Manager.

- **Remote access:** Users interact with RI facilities, platforms, or data systems remotely. Remote access is governed by specific technical and security conditions that are documented for each RI where remote access is available.
- **Supervised access:** Users operate the RI under the direct supervision of KIOS technical staff. This is the default mode for External Users and for all users accessing an RI for the first time.
- **Independent access:** Users with demonstrated competence and approved training may operate RI independently. This mode requires explicit approval from the relevant Testbed Leader.

KIOS currently operates a direct-request access model, where users apply directly to the Laboratory and Research Infrastructure Specialist or, for Internal Users, to the relevant Testbed Leader. The Center may in future introduce open competitive calls for access, particularly for high-demand facilities or as part of national or European access programmes. Any transition to a call-based model for a specific infrastructure will be communicated in advance and the access terms updated accordingly.

4.4.2 Granting Access

Access to KIOS RI is subject to the following conditions:

- Access priority is given to Internal Users for approved KIOS research and innovation projects.
- Access shall be regulated by a Research Infrastructure Access Agreement or equivalent contractual instrument for all External Users, unless access is covered by an existing consortium or project agreement.
- Physical access to KIOS RI is restricted to authorised personnel. Access is managed through the Center's physical access control system. External Users must be accompanied by an authorised KIOS staff member at all times unless independent access has been specifically approved.
- Access is terminated when it is no longer required for the approved purpose, or when the term of the relevant agreement expires.
- KIOS does not currently allocate access based on pre-defined quotas for specific user groups. Allocation priorities may be introduced for individual infrastructures through a Specific Policy developed for each RI, subject to approval by the Research Infrastructure Committee.

4.4.3 Access Application

External Users seeking access to KIOS RI should submit a request to the Laboratory and Research Infrastructure Specialist that includes the following information:

- Name, institutional affiliation, and contact details of the requesting individual and their institution.
- Description of the intended use, including objectives, methodology, and expected outputs.
- Identification of the specific RI facilities or services required.
- Estimated duration and scheduling requirements.
- Confirmation of compliance with relevant safety, ethical, and legal requirements.
- For Commercial Users: a description of the commercial purpose and evidence of adequate insurance.

The Laboratory and Research Infrastructure Specialist will conduct an initial eligibility and due diligence check. For requests that pass the initial check, the relevant Testbed Leader will assess technical feasibility and availability. A response will be provided within 15 working days of receipt of a complete application.

Where access is approved, an External Use Agreement will be prepared and executed before access commences. The Center reserves the right to decline any access request, particularly where security, safety, or capacity concerns apply.

4.4.4 Limitations on Access

Access to KIOS RI may be limited or refused on the following grounds:

Limitation Basis	Description
Legal and ethical	Ethical considerations under EU Law (in particular Art. 19, Regulation (EU) 2021/695); applicable laws of the Republic of Cyprus; GDPR; research integrity requirements.
Capacity	Infrastructure availability, equipment scheduling conflicts, or ongoing maintenance requirements.
Security and safety	National security and defence considerations; physical safety of users and personnel; cybersecurity requirements; critical infrastructure protection obligations.
Intellectual property	Commercial sensitivity; protection of existing IP; confidentiality obligations to third parties.
Compliance failure	Prior non-compliance with this policy, an External Use Agreement, or University of Cyprus policies by a user or their institution.

4.5 Support Measures

KIOS provides the following levels of support to all users of its RI:

- **Day-to-day operational support:** General RI matters, scheduling, and practical arrangements are handled by the Lab Manager.
- **Technical support:** In-depth technical assistance for specific RI, including equipment configuration, troubleshooting, and experimental design, is provided by the Testbed Leaders and technical experts for their respective areas.
- **Operational and administrative support:** Matters relating to access agreements, onboarding, invoicing, and policy compliance are managed by the Laboratory and Research Infrastructure Specialist.

The level and scope of technical support available for a given access activity will be agreed between the user and the Laboratory and Research Infrastructure Specialist as part of the access arrangements, and documented in the External Use Agreement where applicable.

4.6 Education and Training

Before accessing KIOS RI for the first time, all users must complete an induction appropriate to the specific infrastructure they will be using. The induction covers safe operation of equipment, applicable safety and emergency procedures, and the user's obligations under this policy and any applicable External Use Agreement.

KIOS provides ad hoc technical training to users to the extent necessary for carrying out their intended research activity and to ensure safe and competent operation. Training is delivered by the technical experts and Testbed Leaders responsible for each RI.

Users may access additional guidance through dedicated manuals, standard operating procedures, and other documentation maintained for each RI. Where training workshops or user days are organised for a particular infrastructure, these will be communicated through the KIOS website and to registered users.

KIOS will collaborate with other institutions and organisations that would benefit from using its RI for education and training purposes, provided that such collaboration is consistent with this policy and the relevant access terms.

4.7 Research Data Management

Users are expected to document how research data generated through their use of KIOS RI will be handled throughout and after the period of access. This documentation is preferably set out in a Data Management Plan (DMP), which for externally funded projects should align with the requirements of the relevant funding body.

In accordance with the National Policy of the Republic of Cyprus for Open Science Practices (2022) and the University of Cyprus institutional policy, KIOS promotes the principle of

making research data as open as possible and as closed as necessary, in line with FAIR principles (Findable, Accessible, Interoperable, and Reusable).

Users are encouraged to deposit datasets arising from their use of KIOS RI in appropriate open repositories (such as the KIOS community on Zenodo or other recognised repositories) and to submit final reports or publications summarising their research outcomes, subject to any applicable confidentiality or IP restrictions agreed in the External Use Agreement.

Specific data sharing requirements, embargo periods, and any restrictions on publication of results arising from use of a particular RI will be documented in the relevant External Use Agreement. KIOS internal data management processes apply to all data generated at KIOS RI. Any data containing personal information is subject to the provisions of Section 4.12.

4.8 Health, Safety, Security, and Environment

KIOS is committed to maintaining safe and secure RI for all users. The Center undertakes the necessary actions to ensure the health, security, and safety of every user accessing its facilities.

All users must comply with the safety, security, and environmental rules and procedures in force at KIOS, including but not limited to:

- Notification of health and safety matters, including the introduction of materials or equipment that could create risks;
- Reporting of accidents, near-misses, or incidents to the Lab Manager and the Laboratory and Research Infrastructure Specialist;
- Use of personal protective equipment as required by the procedures for each RI;
- Adherence to applicable ethical requirements and good research practice standards;
- Compliance with the laws of the Republic of Cyprus regarding health, safety, and environmental standards.

Specific safety requirements for each RI are set out in the Standard Operating Procedures maintained for that facility. Users are responsible for familiarising themselves with these procedures before commencing access. External Users agree to comply with all applicable KIOS safety requirements as a condition of access.

Where a research activity involves biological, chemical, or hazardous materials, explicit prior approval is required from the relevant Testbed Leader and Lab Manager. External Users may not introduce such materials into KIOS facilities without this approval and documentation.

4.9 Insurance

All External Users accessing KIOS RI must hold appropriate insurance coverage before commencing access. The specific insurance requirements are determined by the type of RI

being accessed and the nature of the research activity, and are set out in the External Use Agreement applicable to each engagement.

At a minimum, External Users are required to hold:

- **Third-party civil liability insurance**, covering the user's activities during their period of access to KIOS facilities and equipment, to a level appropriate to the risks involved in the specific RI being used.
- **Personal accident and health insurance**, covering the user for the duration of their physical presence at KIOS premises.

For activities involving mobile or elevated-risk platforms — such as UAV/drone operations, power systems testbeds, or other facilities with specific hazard profiles — additional insurance requirements will be specified in the External Use Agreement for that laboratory or facility. The Lab Manager and Testbed Leader for the relevant RI are responsible for determining the appropriate minimum coverage level in each case.

Proof of insurance coverage must be provided to the Laboratory and Research Infrastructure Specialist before access commences. KIOS reserves the right to require additional coverage where the risk profile of an access activity warrants it. The Center does not accept liability for losses arising from a user's failure to maintain adequate insurance.

4.10 Pricing of Research Infrastructure Services

The pricing of KIOS RI services is determined in accordance with the University of Cyprus General Policy for Shared Research Infrastructures (December 2025), and is subject to approval by the KIOS Executive Committee. The following tiered structure applies:

User Category	Pricing Basis	Agreement Type
Internal Users	No charge for approved research and innovation activities. Costs may be attributed to projects via internal cost allocation where applicable.	Internal booking / employment or consortium agreement
External Non-Commercial Users	Operating costs defined in project, consortium, or operational level agreements. KIOS will aim to subsidise or waive access fees for high-impact research aligned with strategic priorities.	Project/consortium agreement or Operational Level Agreement

External Commercial Users	Full cost recovery, including direct and indirect operational expenses. No profit margin shall be applied, consistent with UCY policy on publicly funded research infrastructures. Pricing approved by the Executive Committee.	Research Infrastructure Access Agreement (External Use Agreement)
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KIOS applies a cost-recovery pricing model for External Commercial Users. Pricing reflects the direct and indirect operating costs of the RI for the duration of access, without the addition of a profit margin. This approach is consistent with the University of Cyprus policy on publicly funded research infrastructures and with the requirements applicable to Centers of Excellence receiving public funding.

The cost of RI access is calculated by reference to the following cost components:

Cost Component	Description
Equipment usage	Time-based allocation of equipment costs for the duration of access
Utility and facility costs	Power, environmental controls, network, and other facility operating expenses
Personnel	Proportionate salary costs of technical experts directly supporting the access
Consumables and materials	Materials or consumables required for the specific access activity
Depreciation	Capital depreciation of equipment and infrastructure used
Administrative overheads	Indirect costs of managing access, including agreement administration and compliance

Detailed pricing is determined for each access request based on the agreed scope of work and the cost components applicable to that activity.

Invoicing and financial transactions involving external organisations are processed in cooperation with UCY Financial Services, in accordance with applicable UCY financial regulations and the laws of the Republic of Cyprus. Charges and payment terms for External Users are incorporated into the relevant External Use Agreement.

A formal pricing methodology for each RI category will be developed as part of the infrastructure management resource model to be presented to the Executive Committee. Pending this, pricing will be determined on a case-by-case basis in accordance with the principles above.

KIOS may consider discounted access rates for student-led research, early-career researchers, and projects with clear strategic alignment with national or European research and innovation priorities. Any such discounts require approval from the Director of Research.

4.11 Intellectual Property and Confidentiality

Ownership and management of intellectual property created through use of KIOS RI are regulated by the applicable consortium agreement, External Use Agreement, or the University of Cyprus intellectual property rules, in that order of precedence.

The Laboratory and Research Infrastructure Specialist must ensure that all active External Use Agreements contain appropriate IP provisions before access commences. In cases where KIOS has made a material scientific or technical contribution to research conducted using its RI, the relevant parties should negotiate co-ownership or licensing arrangements in good faith, in accordance with UCY policy and the terms of any applicable funding programme.

KIOS CoE does not claim ownership over IP developed solely by External Users through use of the RI, except where pre-existing KIOS software, methodologies, or technical resources have directly contributed to the creation of that IP.

The Laboratory and Research Infrastructure Specialist is responsible for ensuring the confidentiality of the results of research and experiments conducted using KIOS RI. Results may not be disclosed to third parties without the written consent of the relevant user, except as required by law or the terms of the applicable funding agreement.

External Users may request a Non-Disclosure Agreement (NDA) as part of their External Use Agreement. KIOS will consider such requests in good faith and may itself require confidentiality provisions where KIOS proprietary information is involved.

All users are expected to adhere to the European Code of Conduct for Research Integrity (ALLEA, 2023) in the conduct and dissemination of research carried out at KIOS RI.

4.12 Personal Data Protection

The processing of personal data in connection with access to KIOS RI is governed by Regulation (EU) 2016/679 (GDPR) and applicable national legislation. Personal data collected through the access application and management process — such as applicant details, institutional affiliations, and contact information — will be processed only for the purposes of managing the access process and will not be disclosed outside KIOS without the consent of those involved.

Users will be informed of the purposes for which their personal data is collected, who will have access to it, and how long it will be retained. Retention periods will be no longer than necessary to fulfil the relevant purpose or to meet applicable legal requirements. Upon expiry of the retention period, personal data will be securely deleted or anonymised.

Where an access activity involves the collection, processing, or storage of personal data as part of the research activity itself, the External Use Agreement must include specific provisions addressing GDPR compliance, including the allocation of data controller and processor responsibilities between KIOS and the External User's organisation.

4.13 Dispute Resolution

In the event of a dispute relating to access conditions, service provision, intellectual property, or any other matter directly related to the use of KIOS RI, the affected party may submit a written claim or complaint to the Laboratory and Research Infrastructure Specialist.

Upon receipt of a written complaint, the Laboratory and Research Infrastructure Specialist will acknowledge receipt within five working days and transfer the matter to the appropriate department or body within KIOS or UCY for consideration. All claims and complaints will be examined and responded to in accordance with KIOS and University of Cyprus internal procedures within 30 calendar days of receipt, where this is feasible.

Disputes are handled as follows depending on the user category involved:

- **Internal Users:** disputes are managed through KIOS internal procedures, escalating to the Research Infrastructure Committee and, if necessary, to the KIOS Executive Committee.
- **External Non-Commercial Users:** disputes are handled under the terms of the relevant project, consortium, or operational agreement, and escalated to UCY-level procedures if unresolved.
- **External Commercial Users:** disputes are handled under the terms of the External Use Agreement. If unresolved, parties may seek resolution under the national legal acts of the Republic of Cyprus.

If KIOS RI or any of its elements are damaged or destroyed, KIOS has the right to seek remuneration for that damage. The basis for calculating such remuneration will be documented in the relevant External Use Agreement. Commercial disputes relating to pricing or invoicing are referred to UCY Financial Services in the first instance, with the Director of Research available for escalation.

5. Acknowledgement and Co-Authorship

Users are required to acknowledge the contribution of KIOS RI in any output deriving from research conducted using those facilities, including publications, patents, datasets, reports,

conference presentations, and other dissemination outputs. The standard acknowledgement text for each RI and any applicable funding requirements will be communicated to users as part of the access process.

In accordance with good scientific practice, users are encouraged to offer co-authorship to KIOS staff and technical personnel who have made a genuine, substantive scientific contribution to the work conducted at the RI. The allocation of authorship should follow the standards set out in the European Code of Conduct for Research Integrity.

For datasets deposited in open repositories as a result of use of KIOS RI, users must include appropriate attribution and metadata that enables identification of the KIOS infrastructure used and the relevant funding sources, in accordance with FAIR data principles.

6. Policy Compliance

6.1 Quality Assurance

The Research Infrastructure Committee is responsible for verifying compliance with this policy. Compliance is monitored through the annual operational report submitted by the Laboratory and Research Infrastructure Specialist, covering at a minimum: the number and type of access requests received; utilisation levels per RI; incidents and complaints; and revenue generated from external access.

User satisfaction is assessed through structured feedback mechanisms, including post-access surveys. Results are reported to the Research Infrastructure Committee and used to inform policy updates and operational improvements.

The Center participates in relevant national and UCY monitoring mechanisms, including those required by the UCY General Policy for Shared Research Infrastructures and by the Deputy Ministry of Research, Innovation and Digital Policy in the context of performance-based funding assessments.

6.2 Exceptions

Any exception to a provision of this policy must be requested in advance and approved by the Research Infrastructure Committee. Where a requested exception relates to pricing or commercial terms, the Executive Committee approval is also required. Approved exceptions are recorded and considered during the next scheduled policy review.

6.3 Limitations

The limitations on access set out in Section 4.4.4 are enforced by the Laboratory and Research Infrastructure Specialist in consultation with the relevant Testbed Leader. Where access is

declined, the affected user will be informed in writing with the applicable reason, to the extent that disclosure does not itself create a risk (for example, where national security considerations apply).

6.4 Non-Compliance

Non-compliance with this policy or the terms of an External Use Agreement by a user may result in suspension or termination of access. Repeated or serious non-compliance may result in the user or their institution being excluded from future access. Decisions regarding suspension or exclusion are taken by the Laboratory and Research Infrastructure Specialist in consultation with the Director of Research and reported to the Research Infrastructure Committee.

7. Review and Update

This policy enters into force upon approval by the KIOS Executive Committee and submission to the UCY Research Committee as the KIOS Specific Policy under the UCY General Policy for Shared Research Infrastructures.

The policy will be reviewed no later than 12 months from the date of first approval, and at intervals of no more than three years thereafter. Additional reviews may be triggered by:

- Significant changes to the KIOS infrastructure portfolio, including the results of infrastructure audits;
- Changes to the UCY General Policy for Shared Research Infrastructures or other applicable university regulations;
- New requirements arising from national legislation or EU policy developments;
- Feedback from users, staff, or the Research Infrastructure Committee that indicates material operational or governance issues.

Revisions to this policy must be approved by the Research Infrastructure Committee and, where they affect commercial terms or the cost-recovery framework, by the KIOS Executive Committee. Approved revisions are communicated to current registered users and published on the KIOS website.

The development and optimisation of this policy is informed by the following reference frameworks:

- European Charter for Access to Research Infrastructures (European Commission, 2016) — <https://op.europa.eu/en/publication-detail/-/publication/78e87306-48bc-11e6-9c64-01aa75ed71a1/>
- Framework of Access to Joint Research Center Physical Research Infrastructures (JRC, European Commission) — <https://joint-research-center.ec.europa.eu/>

- Principles and Guidelines for Creating a Policy for Open Access to Research Infrastructures (Regional Cooperation Council, RCC)
- National Policy of the Republic of Cyprus for Open Science Practices (Deputy Ministry of Research, Innovation and Digital Policy, 2022)
- University of Cyprus General Policy for the Operation of Shared Research Infrastructures (UCY Senate, December 2025)
- Framework for Access to the Physical Research Infrastructures of the Cyprus Institute (Cyl)