

SAPRI Asset User Agreement Form

Requestor details	
Name	
Institution	
Department	
Career stage	
Position	
Email	
Cell phone number	

Demographics (optional; for statistical and reporting purposes only)							
Male		Female		Other		Prefer not to say	

African		Coloured	
Indian		White	

Foreign nationals	
Persons with disabilities	

Project details	
Project title	
Short project description	
If applicable	
• NRF project number	
• NRF project PI name	
• NRF project PI email	

Asset(s) details			
Type & description	ID number	Serial number	Received in working condition (yes/no)
Comments (if applicable)			

Asset use	
Intended use (including area/region of intended use)	
Start date	
Proposed return date*	

Briefing session	
Briefing attended (yes/no)	

Thank you for your interest in using SAPRI assets. We are pleased to be able to provide this service. There are some standard formalities that need to be noted below. If you have any questions or concerns, feel free to reach out to sapri@saeon.nrf.ac.za.

Data submissions

As part of user agreements and MoUs, all data obtained by infrastructure purchased by SAPRI and data emanating from projects supported by SAPRI infrastructure must be submitted to the SAPRI DC and made freely available. In addition, National Research Foundation (NRF) South African National Antarctic Programme (SANAP) grant holders are required to publish data collected or generated through SANAP projects with the SAPRI Data Centre (DC), unless a more suitable repository is justified¹. Researchers must ensure that they submit data (raw, processed, and ancillary) and associated metadata in an acceptable format to the SAPRI DC within agreed data submission timelines, typically prior to the project end date or as otherwise agreed. Datasets with substantial storage requirements must be discussed with the SAPRI DC in advance to assess storage implications. Derived products may also be submitted, subject to data volume and storage requirements. Certain datasets may be embargoed for a maximum of three years pending student dissertation write-ups or other sensitivities, but never indefinitely nor for commercial gain (see the SAEON Data Policy² and the SAPRI Standard Operating Procedures for submitting data³ for more information).

The Data Provider must make provision for the management of any physical samples in an appropriately catalogued collection. These physical samples will be linked to digital data in the SAPRI DC where applicable and possible.

Acknowledgements and citations

Users are required to acknowledge SAPRI in all publications and research outputs resulting from the use of SAPRI equipment, facilities, infrastructure, or services. Any data generated through the use of SAPRI-supported resources and subsequently used in publications or other outputs must be appropriately cited, and associated datasets must be referenced in accordance with SAPRI's data citation guidelines, which follow the SAEON Data Policy.

¹ https://sanap.ac.za/wp-content/uploads/2026/07/2026_SANAP_Framework.pdf

² <https://repository.saeon.ac.za/index.php/s/nscR6iaHcy4LYds>

³ https://www.sapri.ac.za/wp-content/uploads/2025/09/SOPs_SAPRI_DataCentre.pdf

I, ..., confirm that I have attended the briefing session on the appropriate use of the asset. I acknowledge that the asset has been received, and its condition has been noted at the time of handover. I agree to use the asset solely for its intended purpose and in accordance with the instructions provided during the briefing.

*I further acknowledge that I understand and will comply with the guidelines and policies governing SAPRI equipment use. Upon completion of my experiment/project with SAPRI, whether voluntary or involuntary, I will return all assets listed above, with the exception of disposable assets, **within seven (7) days unless alternative arrangements have been approved in advance**. I will also report any issues, damage, or changes in the condition of the assets that may have occurred during their use upon return.

I confirm that I have read, understood, and agree to comply with the terms and conditions of this agreement, including requirements relating to the acknowledgement of SAPRI, the submission of data, and the citation of data generated through the use of SAPRI-supported equipment, facilities, infrastructure, and services.

Please note

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organisational performance, and which is to be audited by the AGSA on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below/above or other similarly appropriate format. By completing your information in the template/register/record below/above and appending your signature thereto, you confirm your consent that the NRF and any of its business units may process (collect, receive, record, organise, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

Asset(s) received by:

Signed:

Date:

To be completed by SAPRI

I, ..., confirm that the asset(s) has/have been tested and configured and the asset sticker(s) has/have been attached to the asset(s).

Comments (if applicable):

For SAPRI office use only

Integrated facility

Assets issued by

Date issued

**Comments
(if applicable)**

Name:

Signed:

Date:

Asset(s) return			
Type & description	ID number	Serial number	Returned in working condition (yes/no)
Comments (if applicable)			
Asset(s) returned by:			
Signed:		Date:	

For SAPRI office use only	
Date assets returned	
Returned in working condition?	
Comments (if applicable)	
Name:	
Signed: Date:	