

Additional Instructions
EUROPRACTICE End User Agreement (EUA)

These instructions are provided to help you complete the End User Agreement (EUA) correctly and help avoid some common issues which can lead to agreements needing to be re-completed.

1. The EUA is a legal agreement and its completion is mandatory to be able to order and use the vendor's design tools. The EUA is normally completed only once, before the first order for the vendor's tools. It does not typically have to be completed again if additional licenses or new bundles from the vendor are purchased
2. The EUA will however be required to be recompleted if the name of your Institution's legal entity and/or its address changes
3. EUAs may be revised and updated from time to time by the vendor. You will be notified if this is the case.

Please complete the EUA **clearly and legibly**. On Page 1:

- Effective Date – please complete this using the current date
 - Institution Name – please give the full name of your Institution. Typically this is not your Department name and it should be the name of your legal entity. A department name, if required, can form part of the address. If your organisation is commonly known by an abbreviation, please also add this in parentheses after the legal name in full
 - Address – please give the full postal address of where the design tools will be installed and used
 - Responsible Person – this should be a senior person who knows about your Institution's involvement with EUROPRACTICE and who is actively involved in supervising the usage of the tools. This person must ensure that the design tools are only used in compliance with the terms of the EUA. The Responsible person does not have to be the EUROPRACTICE Representative (our primary contact person as shown on the EUROPRACTICE Subscription Application form)
 - Telephone (and Fax if you still have one) Number – that of the Responsible Person
 - EUROPRACTICE Subscription Number – As supplied by UKRI-STFC after you have applied for Membership (the Responsible person should know this).
4. No changes must be made to any part of the EUA or it will be rejected.
 5. The signature page must be signed and completed:
 - At "Signature" (or "By" in the case of Synopsys) the person signing **MUST** be a Head of Department (or person of equivalent level of seniority), or a Full Professor, or a legal specialist. If your organisation only allows specialist legal staff to sign agreements then these staff must make their position clear (as below)
 - "Name" means the name of the person signing
 - "Position" (or "Title" in the case of Siemens and Synopsys) means the job title/function of the person signing the agreement
 - "Date" is the date the person signs
 - If your Institution has an Official Stamp then please add this below the Signature block .

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Once completed please arrange for a high quality, colour, scanned PDF copy of all pages of the signed EUA to be e-mailed to MicroelectronicsCentre@stfc.ac.uk **(the vendor no longer insists on paper copies)**

If you are unable to scan, then you should send a paper copy original document in the mail.

If you need to send a paper copy then please send it to Microelectronics Support Centre, Science & Technology Facilities Council, Rutherford Appleton Laboratory, Harwell Campus, Didcot, Oxfordshire, OX11 0QX United Kingdom

If you have any questions then please e-mail us at
MicroelectronicsCentre@stfc.ac.uk