

## **V-CRIS Complimentary Account Guidelines**

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DHR may grant complimentary licenses on a case-by-case basis when requests for complimentary access meet one or more of the following conditions:

### **Certified Local Government (CLG) Access**

One complimentary AH/AE license will be assigned to the DHR CLG contact for each locality. No expiration period, provided Certified Local Government status is maintained. Additional licenses may be purchased at the standard rate. Usernames and passwords may not be shared.

### **Archaeological Society of Virginia Certified Access**

Data Entry Only licenses will be provided free to ASV members who are working on a purely voluntary basis. These accounts must be renewed annually. If work is being done for any type of profit, a license must be purchased at the regular rate. ASV members who have graduated from the Certification Program are eligible for one complimentary full AH/AE license on a short-term project specific basis, provided that the project is not for profit.

### **Educational Access**

DHR will consider waiving fees for one V-CRIS license at the appropriate access level for work completed purely for research purposes with a signed data exchange agreement between an individual or university department. This license will be issued on a short-term, project specific basis. For-profit projects are not eligible for this fee waiver.

### **Programmatic Agreement/Memorandum of Agreement Access/Strategic Partner Access**

Complimentary V-CRIS licenses may be authorized as per conditions of a Programmatic Agreement (PA) or Memorandum of Agreement (MOA) between DHR and an outside organization. PA or MOA will be kept on file with V-CRIS account materials. Expiration date of V-CRIS license will be established upon account registration.

### **Cost Share Partner Access**

Localities in a current and active Survey and Planning Cost Share Agreement will receive one complimentary V-CRIS license at the appropriate access level. Expiration date of V-CRIS license will be established upon account registration, according to Cost Share contract. This complimentary license is for use exclusively by the locality's planning office. Any individual or organization awarded the cost share project will be responsible for purchasing the appropriate V-CRIS license in order to complete the project.

### **Special Approval Access**

Individuals or organizations not working for profit or income who submit a significant amount of information of value to DHR may request a Special Approval complimentary V-CRIS license at the appropriate access level with a signed data exchange agreement. This license will be issued on a short-term, project specific basis. Income-generating projects are not eligible for this fee waiver.

**Any exceptions to the above guidelines are at the discretion of the agency director.**

**Users of Complimentary Accounts will be required to agree to the following conditions of use:**

- Complimentary accounts will be revoked if access is shared.
- Complimentary accounts will be revoked if used for projects outside the scope of what is initially approved.
- Commercial subcontractors hired by organizations eligible for complimentary access are not eligible to use a complimentary license.
- Any for-profit use of V-CRIS is impermissible with a complimentary account. Use of a complimentary account for profit will result in revocation of license.