Placement or Removal of Instruments in the Chemistry Instrument Center (CIC) and User Fees

These guidelines apply to instruments placed in one of the CIC labs: the Laboratory for Molecular Structure (X-ray), the Mass Spectrometry Facility, and the Magnetic Resonance Laboratory. The CIC labs focus on obtaining new equipment that is broadly useful (shared) by many research groups and users.

Placement of New Instruments within the CIC. Instruments can be brought into the CIC through a number of mechanisms: a) shared equipment grants written by CIC staff in collaboration with faculty members; e.g., NSF-MRI. b) financing by one or more faculty members; for example, a new faculty hire, successful retention, or through a grant supplement mechanism. It is important to encourage these funding mechanisms but also to delineate how new instruments are to be used after the placement within the CIC.

Used equipment donated by an outside company may not be suitable to be housed in the CIC, such as when the equipment is outdated, and/or targeted to a narrow range of research problems.

1. Instruments placed within the CIC are shared resources. There should be an easily identifiable, broad user base beyond the individual faculty members involved in the acquisition.
2. Instruments placed within the CIC belong to the department and are treated as shared resources, and are equally available to all users.
3. The placement of instruments in suitable shared space will be determined by the Instrumentation Executive Committee and appropriate CIC subcommittees.

User Fees. User fees are established by the Instrumentation Executive Committee and appropriate subcommittees, are assessed by the CIC, and reviewed by these committees on a regular basis. When a new instrument replaces an older model, a review of the user fees will be undertaken; by default, the same fee as the previous instrument will be used as a starting point. For new types of instruments, the fees will be established in consultation with the financing faculty member. “Special fee agreements” are not allowed for equipment purchased through federal grants, or the fees paid by federal grants. The same fees apply to all groups within the department and academic users outside of the department.

Disputes regarding user fees should be directed toward the appropriate instrument subcommittee, which will examine the fee structure and may propose adjustments to the Instrument Executive Committee as necessary.

Fees assessed on an instrument are used to offset CIC expenses such as ongoing expenses, preventive maintenance, repairs, etc.; the income from these fees collected from federal grants cannot be used to purchase new equipment.

Removal of Instruments from the CIC. Decommissioning of instruments, or removal an instrument from the CIC to a non-shared lab, should be done with approval of the Instrumentation Executive Committee. Likely grounds for removing instruments include the following:

1. If an instrument becomes obsolete, too expensive, or too old to maintain.
2. If an instrument has too few users.
3. If the instrument is replaced by a newer model.