

Equipment Access Policy

Faculty of Engineering and Applied Science

The Faculty of Engineering and Applied Science (FEAS) encourages sharing of equipment resources in support of teaching and research. Where available capacity allows, equipment can also be made available to other users outside of FEAS.

This policy is meant to cover three classes of equipment:

- 1) minor equipment (i.e. requiring no significant operating costs);
- 2) departmental supported equipment (i.e. operating costs paid by department);
- 3) research supported equipment (i.e. operating costs paid by PI).

The “users” of the different classes of equipment include FEAS users, users outside of FEAS (but within Memorial), and users external to Memorial.

Users may seek access to equipment in FEAS through the Office of Industrial Outreach (OIO). Utilization of the equipment is provided under the supervision of an individual(s) designated by the Department Head (DH) or the Principal Investigator (PI) of the equipment through OIO. OIO will administer user agreements and the infrastructure operating accounts of the PI in cases of research supported equipment.

The operating costs of the equipment will be identified by the PI or DH as appropriate. “Operating costs” include all of the reasonable costs associated with use and maintenance of the equipment, e.g., consumables, staff time, calibration, maintenance, upgrade/replacement, etc. A reasonable administrative overhead fee will be added to these costs to establish a charge-out rate for a particular item of equipment/service.

In the case of research supported equipment, the direct operating cost portion of the charge-out rate will be attributed back to an infrastructure operating fund account of the PI to be used for ongoing operations, maintenance, and equipment upgrades, less administrative OIO fees.

In the case of departmental supported equipment, the direct operating cost portion of the charge-out rate will be attributed back to the Department.

Users outside of FEAS but within the university will be charged the same rate as FEAS users. Users from outside of the university will be charged overhead according to Memorial’s policy on research overheads.

This approach will ensure that operating costs shall be charged to all user(s) in a fair and consistent manner.

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