

EXTERNAL LAB USE AGREEMENT

This document describes the facilities use process that will be utilized for external organizations that purchase access to equipment in the Novel Device Laboratory.

This project is a pilot that will run from _____ to _____. All agreements will run through Sponsored Research Services (SRS) and are subject to all policies and procedures in place for externally funded projects including the following. This checklist must be completed before submission of a packet to SRS, and any item listed in the checklist below must be attached in this packet in final and signed form.

- ___ Project has a **Principal Investigator (PI)** of the project their role is clearly detailed in the budget justification.
- ___ **Budget spreadsheet** is completed and constitutes at minimum \$3,500 in total cost. The budget for this project must follow the methodology developed by the Office of Research (sample attached).
- ___ In the budget spreadsheet, a **reasonable effort for the PI and or other employees is reimbursed** by the organization requesting use of the facility/equipment. Faculty shall propose some level of effort (1% or more per Policy #2.1.20). Larger efforts should include the addition of a reasonable sponsored research activity and effort.
- ___ **Budget justification** covers all the items in the spreadsheet along with any rationale used for arriving at, or justifying costs listed and efforts allocated.
- ___ **Budget excludes use of equipment purchased under federal grants that are currently active.**
- ___ Organization/company has signed off on the terms of the **fixed price facilities use agreement.**
- ___ **UC Treasurer's Office must be added as an approver to the Coeus proposal** during the routing/approval process (directions attached). Departments will be submitting these proposals and will have full responsibility for completeness of the proposal.
- ___ Distribution of F & A will follow UC policy but further distribution within the college.
- ___ **Liability waiver** from the company.
- ___ **Proof of insurance** from the company.
- ___ **Documentation of OSHA standards compliance** in the space to be used. The first page of all such approved documents to be submitted with this packet should be marked as signed and dated by a Environmental Health and Safety Representative from UC (e.g. Jan Utrecht) or the college (e.g. Laura Pinello).
- ___ **Documentation of UC-users survey** is required. This survey should be given to the primary users of the facility in question (students, staff, etc.), and be given by the PI at least twice annually which will inform the PI if the external lab users are negatively impacting the primary purpose of the facility (e.g. hindering student progress toward their degrees). PI acknowledges that if any such negative impacts are uncovered, they must be immediately addressed.

Checklist and documents above have been assembled by:

Signature: _____

Name: _____

Date: _____