

## MCN Hosted Equipment Policy (External Party) - PQMS1-MCN-POL-0040-V1

DOCUMENT AUTHORISATION			
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Additional authorisation if required			

### Definition

The purpose of this document is to outline the conditions and procedures associated with hosting equipment at MCN in cases where equipment emanates from an External Party, i.e., a non-member organisation of ANFF-VIC. The policy sets out arrangements for the proposal of Hosted Equipment, defined benefits to the donor, obligations in relation to ownership, installation, operations, tenure of placement, access, attribution of costs and disposal.

### Background and Benefits

MCN is the perfect vehicle for generating collaborative, multi-institutional utilisation of scientific equipment. It is an established organisation with superior physical facilities, equipment access, operational support and maintenance capacity, and is thus ideally suited for hosting sophisticated equipment of many types, across a range of disciplines. Equipment placed at the MCN provides maximum exposure and broad utilisation that in turn translates to increased visibility of the technology among scientists (via usage/exposure) as well as to the public through scientific publications. What is more, growth in perceived the value of such technologies/capabilities is likely to generate additional interest elsewhere in the ANFF network and beyond.

The conditions and procedures outlined below are designed to establish a framework that is transparent, accessible and fair. They are designed to provide good value for money, prudent financial management, and clear benefits, obligations and limitations for all parties.

### Proposals for Hosted Equipment

Proposals for Hosted Equipment are to be developed by the relevant representative(s) of the External Party in direct-consultation with the Director of ANFF-VIC, who will advance proposals deemed to be a "good fit" to the Access and Pricing (A&P) committee for discussion and final approval.

Proposals must conform to the following requirements:

1. The External Party must agree to retain title of the equipment
2. The External Party must agree to allow the Hosted Equipment to remain at MCN for a minimum of 5 years with the terms of tenure
3. The proposal should clearly identify the potential strategic and/or technological benefits that would flow to the MCN, ANFF-VIC and her members/users as a result of hosting the equipment
4. The proposal should outline the External Party's expectations of access and utilisation during the instrument's tenure at MCN

5. The proposal should contain a budget comprising: (i) anticipated installation costs (to be discussed with the MCN Facility Manager) in order to ensure accuracy and safe operating standards and (ii) a comprehensive warranty of not less than 2 years in duration and (iii) consumables requirements for initial commissioning and ongoing use.
6. The proposal should contain an anticipated usage summary comprising: (i) projected needs for operation/staffing support, (ii) projected usage (including anticipated sources) and an operating cost estimate for the first 5 years of operation including: staffing, maintenance, consumables and provisions for repair or replacement of major components or sub-systems
7. MCN staff must be involved in final acceptance and training on the equipment with the vendor
8. For initial 2 years following equipment acceptance, all equipment repair and maintenance costs that fall outside of the equipment warranty (see item 5), insurance arrangements, and initial maintenance provisions, must be rectified by the External Party, unless explicitly agreed prior to equipment placement.

### **Financial, Access & Operational Arrangements**

Installation and operation of Hosted Equipment is subject to the following arrangements:

1. Approved costs associated with installation and initial commissioning Hosted Equipment to be born by MCN, subject to available budget and in the absence of other funding sources.
2. External Party to receive priority-access to Hosted Equipment for the tenure of the hosting arrangement with total utilisation not to exceed 30% (12hrs) of normal business hours within a given week. After hours access may be obtained by special arrangement.
3. The equipment must be openly and equally accessible to all trained and qualified users at MCN
4. All usage, including usage by the External Party must be booked appropriately using the MCN online booking system
5. All users must be licensed by MCN staff prior to use
6. Prior to open utilisation of the equipment, the External Party must ensure that adequate SOPs and cross-training of MCN staff are provided
7. All user revenue resulting from equipment operations shall be retained by MCN to offset operations support, staffing, maintenance, repairs, overhead costs and disposal etc.
8. Any scientific publications that rely wholly or in part on usage of the equipment, including usage by the External Party, are required to utilise the following acknowledgment:

*“This work was performed in part at the Melbourne Centre for Nanofabrication (MCN) in the Victorian Node of the Australian National Fabrication Facility (ANFF)”*

### **Hosted Equipment Agreement**

MCN (through Monash University as its host) and the External Party shall execute an agreement specifying the terms of the equipment hosting arrangements outlined herein, prior to installation.

## 1. DOCUMENT HISTORY AND CONTROL INFORMATION

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Version no.	Date of Issue	Reviewed by: name	Amendments
1	09/01/2018	Sean Langilier	Created to PQMS format