

MCN Hosted Equipment Policy (Internal)

PQMS1-MCN-POL-0039-V1

| DOCUMENT AUTHORISATION | | | |
|--------------------------------------|---------------------|------------|------------------|
| Prepared by: Dr. Sean Langelier | General Manager | Signed: SL | Date: 09/01/2018 |
| Authorised by: Prof Nicolas Voelcker | Scientific Director | Signed: NV | Date: 09/01/2018 |
| Additional authorisation if required | | | |

The purpose of this document is to outline the conditions and procedures associated with hosting equipment at MCN in cases where the equipment is owned by an ANFF-Victoria (ANFF-Vic) member organisation.

Definition

This policy aims to facilitate hosting of equipment within MCN, in particular where that equipment is procured through grant programs such as the ARC LIEF, ITTC or ITRH Schemes was not directly purchased by the node or its partner institutions. The policy sets out arrangements for the proposal of hosted equipment, obligations in relation to ownership, installation, operations, tenure of placement, access, attribution of costs and disposal.

Background

MCN is an excellent vehicle for the development of collaborative, multi-institutional funding proposals for equipment. It also provides superior physical facilities, equipment access, operational support and maintenance capacity, ideal for hosting sophisticated equipment of many types. Hosting of equipment in a shared facility allows ANFF-Vic members to gain maximum benefit from leveraged funding proposals. The enhanced equipment capability resulting provides benefits nationally across the entire ANFF network.

The conditions and procedures for hosted equipment at MCN are designed to establish a framework that is transparent, accessible and fair, that provides good value for money and prudent financial management, and that spells out the obligations and limitations of all parties.

Proposals for Hosted Equipment

Proposals for Hosted Equipment are to be developed by the relevant ANFF-Vic lead organisation in consultation with the MCN/ANFF-Vic Scientific Director. The MCN/ANFF-Vic Scientific Director will report to the Access & Pricing Committee on proposals for hosted equipment.

Proposals must conform to the following requirements:

1. The proponent organisation for hosted equipment at MCN must be either the lead organisation for the equipment funding proposal or the organisation listed to receive the hosted equipment under the equipment funding proposal

2. The proponent organisation must be a member of ANFF-Vic
3. The proponent organisation must retain title of the equipment
4. The proposal must identify the strategic benefits flowing to MCN, the members of ANFF-Vic and the ANFF network more broadly, from hosting the equipment beyond immediate equipment utilisation
5. The hosted equipment must remain at MCN for a minimum of 5 years with the terms of tenure
6. The equipment budget, associated purchase contracts and additional cash contributions by the lead organisation shall cover:
 - a. all installation costs to MCN in order to ensure safe operating standards,
 - b. a comprehensive warranty of not less than 2 years in duration
7. The investigators in the proposal will consult MCN staff to develop:
 - a. a concise description of the equipment, its functionality, space requirements and utility and service requirements,
 - b. projected support staffing, and
 - c. projected income (including sources) and expenses over the first 5 years of equipment operations. Budget items may include staffing, consumable costs, provisions for repair or replacement of major components or sub-systems, and equipment revenue from various sources.
8. MCN staff must be involved in final acceptance and training on the equipment with the vendor
9. For the period of 2 years following equipment acceptance, all equipment repair and maintenance costs that fall outside of the equipment warranty (see item 6), insurance arrangements, and initial maintenance provisions, must be paid by lead organisation or the consortium of partner organisations excluding MCN, unless explicitly agreed prior to equipment placement.

The decision to host equipment at MCN is at the discretion of the MCN/ANFF-Vic Scientific Director.

Access and Operational Arrangements

Hosted equipment will be subject to the following access arrangements

1. All aspects of access and pricing will be determined by the ANFF-Vic Access & Pricing Committee
2. Access charges for the hosted equipment will be set by the Access & Pricing Committee
3. The cash contribution of each of the grant proposal partner organisations shall be entered into the MCN equipment access database as a credit. Each partner organisation is entitled to use of the hosted equipment, up to the value of their cash contribution, charged at the

standard usage rates, as set by the Access & Pricing Committee. Each partner organisation may specify users and/or groups who are allowed to utilise this credit via the MCN booking system. All credits associated with equipment acquisition must be used within 2 years of equipment acceptance, immediately after which they are extinguished.

4. The equipment must be openly and equally accessible to all trained and qualified users at MCN
5. All usage, including usage by the grant proposal partner organisations, must be booked using the MCN online booking system
6. All users must be licensed by MCN staff prior to use
7. The grant proposal partner organisations must ensure that adequate SOP's and cross-training of MCN staff are provided (usually by the vendor) in order for MCN to take responsibility for the equipment, prior to any free use or open access.
8. All user revenue resulting from equipment operations shall be retained by MCN as a contribution towards operations support and staffing, maintenance, repairs, overhead costs, disposal etc
9. Any scientific publications which rely wholly or in part on usage of the equipment, including usage by the grant proposal partner organisations, are required to name "MCN (ANFF Victorian Node)" in the acknowledgements section of such publications.

Hosted Equipment Agreement

MCN (through Monash University as its host) and the Proponent Organisation shall conclude an agreement specifying the terms of the equipment hosting arrangements prior to installation.

DOCUMENT HISTORY AND CONTROL INFORMATION

| DOCUMENT HISTORY | | | PQMS1-MCN-POL-0039-V1 |
|------------------|---------------|-------------------|------------------------|
| Version no. | Date of Issue | Reviewed by: name | Amendments |
| 1 | 09/01/2018 | Sean Langelier | Created to PQMS format |
| | | | |
| | | | |