

MCN Hosted Equipment Policy (External Party)

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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 the 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 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. Hosting proposals should:

- a. 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
 - b. outline the External Party's expectations in terms of access and utilisation during the hosting period
 - c. contain a budget estimate comprising: (i) cost estimates of installation and commissioning —to be discussed with the MCN Facility Manager in order to ensure accuracy and safe operating standards, (ii) a comprehensive warranty of not less than 2 years in duration and (iii) anticipated annual operational expenses for the equipment including consumables and required maintenance.
 - d. contain an estimated annual usage summary comprising: (i) projected needs for operation/staffing support and (ii) projected utilisation of the equipment by the External party (including any affiliates) as well as from the general MCN user group.
4. MCN staff must be involved in final acceptance and training on the equipment with the vendor to help ensure proper support of the instrument(s).
 5. For the initial 2 years following equipment acceptance, all equipment repairs and maintenance costs that fall outside of the equipment warranty (see item 5), insurance arrangements, and initial maintenance provisions, must be borne by the External Party, unless explicitly agreed to otherwise with the MCN Director prior to equipment placement.

Financial, Access & Operational Arrangements

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

1. Costs associated with installation and commissioning of Hosted Equipment will be borne by the External Party unless otherwise agreed to with the MCN Director and subject to available budget.
2. External Party to receive priority-access to Hosted Equipment for the tenure of the hosting period with total utilisation by the External Party (and affiliates) not to exceed 30% of normal business hours within a given week, unless agreed otherwise with the MCN Director. After-hours access may be obtained by arrangement with the MCN Facility Manager, subject to safety/risk assessment of proposed activities.
3. The equipment must be openly and equally accessible to all trained and qualified users of the MCN.
4. MCN is entitled to recover access fees from all users in accordance with rates to be published in the MCN Access & Pricing Policy. The External Party that the equipment emanated from may negotiate discounted access for the duration of the Hosted Equipment warranty period.
5. All utilisation of the equipment must be booked appropriately using the MCN online booking system.

6. All users of Hosted Equipment must be licensed by MCN staff prior to use.
7. Prior to initiating open utilisation of the equipment, the External Party must work in conjunction with MCN staff to ensure that suitable standard operating protocols (SOP), risk assessments and other such documentation as required under the ISO 9001 standards and cross-training of MCN staff are in place and to the satisfaction of the MCN Facility Manager.
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.

DOCUMENT HISTORY AND CONTROL INFORMATION

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Version no.	Date of Issue	Reviewed by: name	Amendments
1	10/04/2018	Sean Langelier	Created to PQMS format
2	10/04/2018	Sean Langelier	Assorted policy revisions