



IUPUI

SCHOOL OF SCIENCE

IUPUI School of Science Policy/Program on New Instrument Purchases, Instrument Repair and Instrument Maintenance

The acquisition of new instruments and the upkeep of the overall instrument base are essential to a research-competitive School of Science. The sophistication of modern instruments continues to increase in parallel fashion with their costs. The School recognizes that the costs associated with the purchase and maintenance of many instruments are often beyond the fiscal capabilities of individual faculty and, in some cases, individual departments. The purpose of the policy is to define how the school is prepared to help in expanding our instrument base and in ensuring that essential instruments are kept in good working order.

Acquisition of New Instrumentation: It is expected that most requests would be for research instruments. Ordinary teaching instrumentation is built into the student lab fees and funding for this purpose is/should be available from the Lab Fee Escrow Account. There may, on occasion, be a teaching instrument identified that would be eligible for consideration under this policy. School support for new research instrumentation will normally be set at 30% of the total cost. This is the required match level for many federal research instrumentation programs. Match requests higher than this amount would be considered on a case-by-case basis.

Funding for new instrumentation comes from cash reserves in the School. Depending on a variety of fiscal parameters, the amount available will vary over time and there may be times when the School will not be able to approve any or all requests.

Parameters of eligibility & competitiveness:

Priority will be given to requests for matches for external proposals.

The cost of the instrument must be at least \$50,000. Less expensive instruments should be handled within/between departments using the indirect cost recovery return dollars or other unit resources including those held by faculty.

Priority will be given to requests for instruments that have wide impact on research across the School. That is, there must be several investigators who will benefit and the wider that impact (across departments) the more likely favorable the evaluation of the request.

Preference will be given to those proposals where an attempt to gain external support has been made.

Instrument Repair. There will be occasions when essential instruments break down and need to be repaired. Repair can be costly and the School will help with the associated costs. Sources for this purpose are derived in the same way as those for new instrumentation acquisition. In cases where the need for repairs exceeds the School's funding for this purpose, priorities will be assigned on the basis of the number of users and the source of funds used to purchase the instrument. In all cases however, this will also be a partnership between the School and the Departments/Faculty in addressing the costs.

Parameters of Eligibility:

Routine and inexpensive repairs (in general, less than \$10,000 for departments and less than \$5,000 for Centers and individuals) should be handled with department ICR return or other resources and individual ICR return or grant budgets. Centers housing instruments should institute a use charge where dollars can be collected some of which can be used for equipment maintenance and repair.

The School will cover up to 50% of the repair cost. Match requests higher than this amount would be considered on a case-by-case basis.

Instrument Maintenance. This includes normal preventative work and minor adjustments. For the most part the School will not purchase service contracts as they tend to be very expensive arrangements. There are, however, some examples where such a service contract would be wise. In those cases the School will pay up to 50% of the cost of the contract, assuming the instrument was purchased with funds beyond those provided by the School, with the department and/or center and/or users contributing the balance. Exceptions to the cost share arrangement may be made in cases where there is umbrella agreement among the parties concerned covering the purchase and the service agreement.

School personnel may have the expertise to trouble-shoot some of the instruments and infrastructure within the School. While these individuals have primary appointments with individual departments, they can also be viewed as School assets in the sense that they may have expertise that would be valuable to multiple units within the School. Thus, we are making these capabilities among our staff known across the School. It is critical to note that these individuals have their home departments as their top priority service objectives. Therefore, secondary units may have a lag time for routine service from extra-departmental staff.