

National Taiwan Normal University Instrumentation Center

Management Guidelines

April 10, 2013 Amendments passed during the 78th Academic Fund Committee Meeting

April 24, 2013 Amendments passed during the 8th Academic Meeting in the 2012 academic year

January 14, 2015 Passed during the 4th Academic and Administrative Joint Meeting of the 2014 academic year

November 2, 2016 Amendments passed during the 1st Research and Development Meeting in the 2016 academic year

- I. National Taiwan Normal University Instrumentation Center (the Center) Management Guidelines have been established based on Article 4 of National Taiwan Normal University Instrumentation Center Foundation Policy to facilitate efficiency of major instruments and personnel resources and additionally upgrade ability and service quality in fundamental and advanced research.
- II. All instruments held in possession of the Center must be managed by full-time instructors, who shall also provide training and technical consultation on the use of the instruments.
- III. Every instrument shall be assigned dedicated operators, which may be appointed by faculty or by the instrument's administrator.
- IV. Major instruments that are used as part of the Ministry of Science and Technology's (MOST) Instrument Sharing Program shall be managed by the Center. Budgets and spending on such instruments shall comply with the MOST's regulations.
- V. Instruments valued NT\$2 million or above that have been subsidized by NTNU may be subjected under the management of the Center.
- VI. Instruments owned by various faculties that do not satisfy the criteria listed in Articles 4 or 5 may still be subjected under the management of the Center, in which case, an application needs to be raised (see Attachment for the application form) for the Center's review. A two-phase review will be proceed. Instrument experts from within or outside of NTNU will be invited to serve as independent review committee members and conduct the phase one review. The President and Associate Vice President of the Office of Research and Development, director of the Center, and department chair/institute director that apply for the instrument shall join the shared service are ex-officio members for conducting the phase two

review. When necessary, professors responsible for each instrument may be invited to attend the meetings. Once approved, the proposed instrument may be included as part of the Center's service program. When the President of the Office of Research and Development is unable to attend meetings, the Associate Vice President shall host the meeting.

- VII. Rules on the use of instrument shall be established by the respective administrators and provided for the inquiry of users. These rules must explain the functionality of the instrument, the services it performs, the booking method, availability, and fee standards. However, the Center may revise or adjust the rules depending on actual circumstances.
- VIII. Service performance reports need to be prepared on a regular basis for all instruments that are subject to the management of the Center. These reports will help evaluate instrument usage and reconcile accounts.
- IX. Charges collected from instruments used in the Center's service program shall be distributed based on the following principles: 35% of the revenue will be retained by NTNU's administration, whereas the remaining 65% is returned to the faculty that owns the instrument to cover expenses such as maintenance, administration, and consumables.
- X. These Guidelines have been passed with resolutions sought from the meeting held by the Office of Research and Development , and implemented with the approval of the President.

National Taiwan Normal University Instrumentation Center
Application Form for Shared Service Inclusion

(I) Instrument information

Name of instrument, parts, and accessories (include English name)	Specifications, functions and purposes	Department	Quantity	Price (in units of NT\$10,000)	Source of funds						Time acquired (Date on invoice)
					Subsidy for major instruments and equipment	Department book instruments and equipment fees	With school Subsidies	MOST subsidies	Aim for the Top University Project subsidies	Miscellaneous fees	

Description (how the instrument performs, the services it performs, and its location)

(II) Personnel deployment

(1) Administrator:

Please state the person's experience in using the instrument and any previous research results produced from the use of similar instruments.

Name		Grade		Department	
Tel		Fax		e-mail	
Descriptions (use additional sheets of paper for more spaces)					

(2) Technician:

Technician Profile			
Name		Title	
Department			
Familiarity with the instrument, operating and maintenance experience, and other specialties			
Job description			

(III) Instrument usage

(1) Services and fee standards

Name of service	Service contents	Method of reservation	Fee standards
			NT\$ / per use NT\$ / per hour NT\$ / per case

(2) Availability for use and management

	Morning	Afternoon	Evening
Monday	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)
Tuesday	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)
Wednesday	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)
Thursday	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)
Friday	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)
Saturday	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)
Sunday	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)	__ : __ to __ : __ (priority given to NTNU users)

(3) Rules of use and management

Example:

- A. Any special services or availability offered for the convenience of non-NTNU users;
- B. Limitations on test samples and services provided by laboratories to researchers for necessary use, so as to avoid resource waste or reduce unnecessary pollution.
- C. Where training methods have been provided or are planned to be provided which will allow certified users to operate on their own, any training methods or rules that users must adopt. Please state all of the above in the space provided below.

Description:

(use additional sheets of paper for more space)

(IV) Allocation of usage fees

Allocation principles: 35% of the revenue will be retained by NTNU's administration, whereas the remaining 65% is returned to the faculty that owns the instrument to cover expenses such as maintenance, administration, and consumables. Revenues shall be split between the faculty and the instrument administrator according to the following percentages:

Department	Percentage (%)
Instrument owner (department)	
Instrument administrator	

Administrator
Head of faculty/center

(signature)
(signature)