|  |  |  |
| --- | --- | --- |
| **To make this process as easy as possible or if you need help, contact Russell McClanahan, IRIC Facility Manager (885-1527) to support you in its completion. After completion, submit this form to IRIC Facility Manager at iric@uidaho.edu.** | | |
| **Background:** All proposals for placing new instrumentation in the IRIC Core Laboratories must provide an access and operation plan that addresses the long term (i.e., 5-10 years) operation of the instrument. | | |
| **Requestor Name(s):** | | **Submittal Date:** |
| **Department(s)/Unit(s):** | | **Phone No:** |
| **Instrument Description:** | | |
| **Customer/Sponsor:** (Identify the agency that is sponsoring the work and providing the funding.) | | |
| **Sponsoring Agency:**  **Budget# (If applicable):** | | |
| **Schedule:** (Provide estimated dates the instrument installation would need to commence, be completed and specify flexibility of these schedules). | | |
| **Installation Start Date:** | **Installation Completion Date:** | |
| **Comments:** | | |

|  |  |
| --- | --- |
| **Proposed Location:** (Identify potential locations this instrument would be placed: Microscopy/Sample Prep/Cytometry Core – IRIC 141 or Analytical Core – IRIC 143 ) | |
| **Plan for providing access must address the following:** | |
| 1. Identify the faculty and staff responsible for the day-to-day management and safe operation of the instrument. | |
| 1. Estimated user base of faculty groups who will use the instrument along with the estimated percentage of time to be used by this group and the remaining percentage of time that would be available to UI and other academic or industry users. | |
| 1. How will user fees be set, administered and collected. Describe whether there will be different fee structures for different types of users, and how this will be done through an existing or new service center. | |
| 1. Provide a financial plan describing the revenue streams committed to support and to maintain the instrumentation in top working condition for at least 5 years and preferably 10 years (service contract, repair parts, consumables, staffing, administration, etc.). |
| 1. Identify who will be financially responsible for operation of the instrumentation, including resolution of any deficits resulting from ongoing operation of the instrumentation. |
| 1. Commitment and staffing plan for training users when appropriate. |
| 1. Where appropriate, have a plan to ensure that access to the instrument is limited to users whose projects have received approval by institutional review board (human subjects/IRB), animal welfare care and use (IACUC) or biosafety (IBC) committees. |

|  |
| --- |
| **IRIC Facility Committee Decision and Comments:**  **Accept Comments:**    **Pending Comments:**  **Decline Comments:** |

|  |  |
| --- | --- |
| **Signatures:** | |
| **IRIC Facility Committee Chair:** |  |
| **IRIC Facility Manager:** | |
|
| **Dept. Chair:** | |
| **Dept. Chair:** | |
| **Dept. Chair:** | |
| **Dept. Chair:** | |
| **Dept. Chair:** | |