

MINES

Shared Instrumentation Facility

PROCEDURE FOR NEW INSTRUMENTS RESOURCES

1.0 BACKGROUND AND PURPOSE

The success of the Mines research enterprise is enhanced through interdisciplinary collaborations and facilitated by the widest possible access to and use of advanced research tools. The Shared Instrumentation Facility (SIF) was established at the beginning of FY22 as a commitment to the Mines research community to provide better support for and utilization of research instrumentation across the University. Instruments that are acquired by donation or purchased fully or partially with institutional resources (cost share, start-up funds, etc.) will automatically be considered for inclusion in the SIF during or at the conclusion of the award period. Instruments for research at Mines, and for which technical staffing, service and/or ongoing operations are supported by the Mines General Fund will also be considered eligible for inclusion in the SIF.

2.0 STATEMENTS

All major equipment acquisition and development proposals submitted in response to any federal government equipment funding program that require matching funds from the University will be expected to be available for the Mines research community and eligible for inclusion in the SIF.

For acquisition proposals, the principal investigators (PIs) and SIF management will collaboratively determine the timing and method for incorporating the instrument into the SIF during or at the conclusion of the award period.

For development proposals, upon completion of the award period defined in the proposal (up to 5 years), the SIF Board will convene to assess the level of success of the developed instrumentation, its potential for utilization by the Mines research community, and the mechanism for its incorporation into the SIF.

Research instruments and analysis tools including donated instruments and tools that are acquired for use at Mines and whose technical staffing, service and ongoing operations are supported by the Mines general fund will also be candidates considered fully eligible for inclusion in the SIF.

3.0 RESPONSIBILITIES

The SIF Director along with members of the SIF Board are responsible for reviewing Mines instrumentation proposals to be submitted to federal funding programs. The SIF Director will work closely with the PIs to determine and identify instrument management, support requirements, and infrastructure needs and space within the SIF, as well as in appropriate locations across the Mines campus.

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The Research and Technology Transfer Office is responsible for reviewing final proposals for submission and to determine, allocate and administer the University's matching fund commitments. The Research Development Office will manage the limited submission process for any program with a limited number of submissions and will notify the SIF management team and SIF Board members to review the competing submission requests. The SIF Director and SIF Board will submit their recommendation to RTT regarding those with the highest priority. With these inputs and recommendations, RTT will decide and then communicate with PIs and University Leadership the decisions on those funding proposals to be finalized and submitted on behalf of Mines.

The Office of Research Administration (ORA) will help identify proposals submitted to these funding opportunities and will provide these to the SIF Management for review.

Principal investigators, before receiving a donation or purchasing a new instrument, must use this form: <https://www.mines.edu/operations/equipment-review-approval/> which gets routed to Facilities Management, the Environmental Health and Safety Office, and the SIF Director to assess any regulatory compliance, personnel training needs, infrastructure needs, transportation needs, management needs, and to avoid any unnecessary duplication of instruments on campus. All units are responsible for communicating this procedure to all PIs.

4.0 COMPLIANCE/ENFORCEMENT

Given the increased research capacity that shared instrumentation offers the Mines community. PIs who do not wish to have their instrument in the SIF will not receive university matching funds and their proposals will be given lower priority in the selection process (for limited submission competitions) than those from PIs who intend to include their instrumentation in the SIF. The Vice President for Research and Technology Transfer will coordinate with university leadership to assure compliance with this procedure on shared research instrumentation.

5.0 DEFINITIONS

Matching Funds – grants that require the applicant to provide funds in addition to the grant award.

SIF – Shared Instrumentation Facility

RTT – Research and Technology Transfer

The procedure will be reviewed at least every two years, or as needed by the SIF Management.

Issued: February 6, 2025.