

National Yang Ming Chiao Tung University

Instrumentation Resource Center Management Regulations

Approved at the 5th Administrative Meeting of the 2021 Academic Year on February 18, 2022
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Chapter 1. Purpose of Establishment

Article 1. National Yang Ming Chiao Tung University (hereinafter referred to as NYCU) has established these regulations to implement the National Science and Technology Council (NSTC) subsidized Common Use Service Project for Basic Research Core Facilities (hereinafter referred to as the NSTC Basic Research Core Facilities Service Project). These regulations are formulated to achieve the following tasks: to encourage the open service of the self-purchased instruments for internal and external research units; to strengthen the usage of instrument resources and service quality; to effectively perform the tasks of centralized instrument procurement, utilization, management, and maintenance; to improve the efficiency of instrument use; to enhance the standard of academic research.

Article 2. The Instrumentation Resource Center of NYCU (hereinafter referred to as the Center) is affiliated with the Office of Research and Development of NYCU. In response to the management conditions of the instruments located on different campuses, there is a “Review Committee” and a “Users’ Committee.”

- I. “The Review Committee” is mainly responsible for reviewing matters related to the Basic Research Core Facility (BRCF) of the National Science and Technology Council (NSTC). The Dean of Research and Development is the chairperson. The Dean of Research and Development, the Director of the Center, and the Review Committee members of the Basic Research Core Facility Developmental Program are the ex-officio members. In addition, ten faculty members with experience in instrument management from those Colleges of related instrument use shall be appointed for a two-year term with the approval of the Dean of Research and Development. Half of the appointed committee members shall be re-selected every year. Members are eligible for re-election.
- II. The “Users’ Committee” consists of 11 to 15 members and is mainly responsible for supervising and inspecting matters related to common instruments. The Dean of Research and Development (the chairperson) is an ex-officio member. The rest of the committee comprises faculty members who are assistant professors or above, recommended by those colleges of related instrument use and the Office of Research and Development of NYCU. Each unit can recommend a maximum of three faculties members. The Dean of Research and Development shall appoint these candidates and select several alternate members. The vacancies on the committee will be filled in order by the alternate list. The committee members are elected for a two-year term, based on the academic year, and are eligible for re-election. Those who serve as committee members due to their positions will be promoted and retired according to their duties.

Article 3. The operation and management of the basic research core facilities of NYCU are divided

into five major fields: nanotechnology, materials, applied chemistry, physics, and biotechnology. To effectively improve the service performance and management of instrument technicians, the management units of each basic research core facility are integrated according to their fields and establish the “Management Committee” and elect a chairperson to participate in the “coordination meeting” of the Center. Each management committee shall formulate its rules and regulations and submit them to the Center for approval before implementation.

Chapter 2. The Basic Research Core Facility

Article 4. Inclusion and withdrawal of instruments

- I. The basic research core facilities of the center only include the instruments participating in the Basic Research Core Facilities Service Project of the National Science and Technology Council (NSTC). Applications for the inclusion of instruments in the service project shall follow the regulations of NSTC, be approved by the Management Committee of its field, and be submitted to the “Review Committee” of the Center for review and approval. The Center shall apply to NSTC, and the Director of the Center shall be the primary project coordinator.
- II. For instruments with poor long-term service performance, the “Review Committee” of the Center shall deliberate whether to apply to NSTC for withdrawal from the service project.

Article 5. Personnel Management

- I. The Center and the management units of each basic research core facility may hire technicians and administrative assistants to ensure the proper operation and maintenance of the instruments and handle administrative tasks. The duration of employment for these personnel will be aligned with the implementation period of the NSTC basic research core facility service project, unless specified otherwise.
- II. The salary of the personnel subsidized by NSTC’s basic research core facility service project is based on the standard salary scale set by the University for the full-time project staff, and the management of the personnel is under the relevant regulations of NYCU and NSTC. The salaries of personnel employed by the management units with other funds are in accordance with the relevant regulations of the funding sources.

Article 6. Operation and Management of Funds

- I. The service fees of basic research core facilities shall be charged in accordance with the regulations of NSTC. The revenue from services scheduled by academic and research units within/out of NYCU with NSTC projects is exempted from the University's management fee. After deducting the monthly National Science and Technology Development Fund, 20% of the remaining revenue from services not scheduled by NSTC projects is set aside as NYCU’s management fee.
- II. Service fees collected by the Center will be allocated to the National Science and Technology Development Fund of NSTC and the management fee of the University. The rest will be dedicated funds and be reimbursed for actual expenses by the management units of the basic research core facilities after the deduction of the Center’s coordination fund. A single expenditure for 100,000 NTD or more of the

- Center's coordination fund must be approved by the "Review Committee."
- III. In addition to the subsidies and service income from the NSTC's basic research core facility service project, the maintenance fee, the salary of full-time or part-time technicians and administrative assistants, and the consultant fee of instrument experts shall be financed by each basic research core facility management unit when necessary.
 - IV. The Center's project and service revenue expenses are governed by the NSTC's "Consent for the Implementation of the Basic Research Core Facility Common Use Service Project."

Article 7. Operation and Management of Instruments

- I. The operation and management guidelines for the Center's basic research core facilities shall be determined and approved by the Management Committee of each field. These shall be submitted to the Center for records, and the same applies to amendments.
- II. Each basic research core facility of the Center shall have an instrument expert to provide professional management and consulting services. Instrument experts shall supervise the instrument's regular operation and the technicians' performance. The appointment of at least one instrument expert shall be submitted by the Management Committee of each field to the "Review Committee" for deliberation and resolution before implementing each annual project.

Chapter 3. Common Instruments

Article 8. Establishment of the common instruments

- I. The Center shall arrange and procure instruments and equipment with high commonality for shared use by students and faculty both on and off campus.
- II. Instruments and equipment that exceed three million NTD in value may be applied to join the operation of common instruments by an on-campus unit or individual.

Article 9. Management of the common instruments

- I. Each common instrument shall establish a webpage to promote the instrument and publicize the service hours. Respective charging standards for each common instrument shall be formulated to collect usage fees during service hours.
- II. The information on education and training courses, users' qualification certification, dedicated operation services, instrument reservation, etc., shall be published on the website for users' inquiry and utilization.
- III. There shall be special accounts for service revenues. Each common instrument management unit shall be reimbursed with receipts for actual expenses. The financial operation of each management unit shall be self-sufficient. Expenses from the special account for common instruments shall be restricted to the payment of personnel costs, equipment costs, and operating expenses related to common instruments. Shall not be used for other purposes.
- IV. The service revenue of each common instrument management unit shall be transferred to the Center's special account of common instruments for dedicated purposes after deducting 20% of the management fee from NYCU. However, the service revenue gained from the faculty and students of NYCU, National Central University, National

Chengchi University, and National Tsing Hua University shall be exempted from the management fee payable to NYCU.

- V. The “Review Committee” or the “Users’ Committee” will deliberate the withdrawal from the operation of common instruments.
- VI. The regulations on the open use of common instruments, the management of external escrowed instruments, the various fee regulations, and the grant proposal procedures are in accordance with other relevant rules of the Centre.

Chapter 4. Supplementary Provisions

Article 10. This regulation shall be implemented after approval by the Administrative Meeting. The same applies to amendments.