

# **External Escrowed Instrument Management Essentials of National Yang Ming Chiao Tung University Instrumentation Resource Center**

Approved by the Instrumentation Resource Center Users' Committee Meeting on March 25, 2024

- I. These management essentials have been formulated to effectively manage the Center's external escrowed instruments and enhance service performance.
- II. The external escrowed instruments under these management essentials refer to those with public utility, foresight, and practicality and to those that fit the following criteria:
  - A. The instrument is approved by the Annual Common Instrument Procurement Grant Proposal and is self-managed by the applicant faculty member.
  - B. The university grants and subsidizes the instrument procurement through special approval, and the instrument is self-managed by the purchase unit.
- III. The management department of the external escrowed instruments (from now on referred to as the escrow department) shall establish an External Escrowed Instrument Committee to formulate instrument management mechanisms.
- IV. The Composition and Duties of the External Escrowed Instrument Committee:
  - A. The committee member composition shall meet the following criteria.
    1. The escrow department shall submit a list of proposed members to the Dean of Research and Development for selection. The proposed list of committee members must include more than two colleges.
    2. The number of committee members shall be at least 5, with the Dean of R&D assigning the chairperson. The Director of the Instrumentation Resource Center and the previous chairperson are ex-officio members. The rest of the committee members shall be selected and appointed by the Dean of R&D.
    3. There shall be several alternates for committee members. Suppose a member cannot continue to serve during their term of office due to retirement, resignation, leave of absence for research, study, or absence without pay. In that case, the vacancies shall be filled in order by the alternate list for the remaining period of the term of office. The members are elected for a three-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.
    4. The proportion of the number of committee members from the escrow department to the total number of committee members shall not be more significant than that of the escrow department's contribution to the total amount of equipment purchased.

- B. The Duties of the Committee: The Committee on releasing external escrowed instruments shall formulate the management and charging regulations for open access and submit them to the Users' Committee Meeting of the Instrumentation Resource Center for future reference.
- V. The escrow department may prioritize using the instruments following the proportion of self-financing; however, users still have to pay the usage fee.
- VI. The Instrumentation Resource Center may audit the income and expenses of each escrowed instrument on demand, and each external escrowed instrument committee shall cooperate in providing relevant information.
- VII. Each committee shall regularly submit the usage records of the escrowed instruments to the Instrumentation Resource Center by the 15th day of the month after each quarter for future reference.
- VIII. These essentials shall be approved by the Users' Committee of the Instrumentation Resource Center. The same applies to the amendment.