

National Yang Ming Chiao Tung University Instrumentation Resource Center National Science and Technology Council Basic Research Core Facility Operation and Management Regulations

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Article 1- PURPOSE

The purpose of these operation and management regulations is to strengthen the performance of the Instrumentation Resource Center of National Yang Ming Chiao Tung University (hereinafter referred to as the Center), to properly utilize the funding and human resources of the National Science and Technology Council (hereinafter referred to as NSTC) core facilities for basic research, and to improve the running efficiency of instruments.

Article 2- FUNDINGS

1. The funding for the operation of NSTC basic research core facilities includes NSTC 's funding for basic research core facilities common use service project, specific grants from the government and the University, and income from equipment usage fees.
2. The operating expenses of the NSTC 's subsidies include research manpower, consumables, materials, books, and miscellaneous expenses.
3. The operating expenses of the NSTC's subsidies are limited to items that meet the needs of the project and are consistent with the purpose of the expenditure. The research equipment costs are mainly for the purchase or replacement of NSTC core facilities and peripheral equipment.
4. Extra usage fees for the basic research core facilities of NSTC are not allowed to be charged in addition to the existing fees unless approved by the Review Committee.
5. The fees paid by the instrument technicians for attending the domestic courses related to the equipment operation shall be reimbursed with valid receipts, and the travel expenses shall be reimbursed in accordance with the "Guidelines for Domestic Travel Expenses".
6. The income from equipment usage fees shall be used exclusively for maintaining the core facilities of NSTC and shall not be diverted to other purposes.
7. The research equipment costs of specific grants from the government and the University shall be used to subsidize the purchase or replacement of new equipment for NSTC's basic research core facilities, while the operational costs shall be used to subsidize the cost of consumables and maintenance of equipment, and the personnel costs shall be used to hire the task-related full-time staff and full-time technicians. If there are other regulations on specific funding, the regulations shall be followed.

Article 3- APPOINTMENT AND MANAGEMENT OF PERSONNEL

1. Each field management unit of the Center may engage at least one professor in charge of each instrument to provide instrument management, professional consultation, and composing of projects, based on the management needs. The appointment of the professor shall be recommended by the Management Committee of each field from among the users of the instrument (except for those on sabbatical, secondment, or leave for more than 6 months) and submitted to the Review Committee for decision. The term of office is one year and may be renewed. If the appointed professor is unable to perform his or her duties for any reason, a replacement or reappointment shall be recommended by the management unit, and the minutes of the Management Committee meeting of the field shall be provided for the Center's records.
2. Each field management unit of the Center may employ instrument operators to operate and maintain the instruments, and to support the administrative operations assigned by the Center.
3. The salary guide of project technicians employed by the NSTC program is in accordance with the "Instrument Resource Center NSTC Compensation Standard for Project Technicians". The salary guide of the full-time assistant is based on the "Standard of Compensation for Project Staff". Payments of teaching and academic research for doctoral fellows are processed in accordance with the University's "Standards of Compensation for Postdoctoral Research". The salary and management of the full-time and part-time instrument operators employed by other funding sources are handled according to the regulations of the funding sources.
4. The employment of full-time operators recruited by the NSTC's basic research core facilities should be done in an open, fair and just manner. The probationary period shall be three months. Only those who pass the probationary period shall be formally employed.
5. Each field shall conduct the examination of the full-time operators appointed by the NSTC grant for the operation of the core facilities of basic research. The important motions, such as reward, punishment, and termination of staff shall be discussed and approved by the Management Committee and submitted to the Review Committee for decision.
6. Full-time assistants, full-time technicians, and doctoral researchers appointed with NSTC grant shall have their annual evaluations conducted before the end of each year. The filled "Annual Evaluation Form for Full-time project staff of NYCU Basic Research Core Facilities" and the "Annual Evaluation Form for Doctoral Researchers of NYCU Basic Research Core Facilities" should be submitted to the Management Committee of the respective field for review and approval, and then submitted to the Review Committee for resolution.
7. In principle, the technical staff of core facilities for basic research should attend instrumentation technology, Laboratory safety and other related professional trainings, as well as conferences, annual meetings, seminars or instrument functionality demonstrations annually to enhance professional knowledge.

Article 4- OPERATION AND MANAGEMENT OF FACILITIES

1. The property ownership of the basic research core facilities purchased by the NSTC grant funds belongs to the Center. The Center oversees and entrust the management units to purchase, place and manage the instrument. If the management unit is unable to cooperate, the Center may withdraw the rights of the unit to the instrument after the resolution of the Review Committee meeting.
2. Each field shall annually submit a list of professors, operators, and teaching assistants for each instrument upon the Center's request. The list shall be confirmed at the Review Committee meeting.
3. The managing department of the basic research core facilities should appoint at least two teaching assistants for each instrument, and provide them wages, and should set up an appropriate amount of adjacent space for placing the instruments.
4. Each instrument shall be open for daytime service for at least 36 hours per week from Monday to Friday, and the commissioned service shall be at least 30 hours, and the self-operated service shall be mainly at night and on holidays. The total number of service hours for each instrument shall be based on the data registered in the "Basic Research Core Facility Reservation Service Management System" of NSTC.
5. The safety and health of the laboratory should be included in the regular inspection of the University's Environmental Safety Center.
6. Each management unit should establish an instrument consultation channel and a complaint channel, which should be clearly posted in each instrument laboratory.
7. The center should conduct a satisfaction survey every year to review and improve the basic research core facility services of the NSTC.
8. After evaluating the year of acquisition, the year of service, the activation, the availability, the service performance in the past three years, and other special conditions, and after the Management Committee meeting of the respective field has resolved that the equipment should be withdrawn, the equipment will be submitted to the Review Committee meeting for discussion and resolution.

Article 5- REGULATORY PROCESS

These operation and management regulations shall be implemented after the approval of the Center's Review Committee, and shall be amended as well.