

## CBSR Policy on Accepting Donated Instrumentation into Cores

Occasionally, research investigators with purpose purchase instrumentation with the goal of seeing it placed into a core facility. At other times, they may wish to donate their own used equipment into a core if they are no longer requiring it for high volume work for their own lab. In either instance, the investigator and the core facility director involved must complete the "Instrument Donation Worksheet" below and submit it to the CBSR Director. The Director will meet with the IAC and the LCOM Senior Associate Dean for Research to consider the merits of the application and the overall fit of the instrument into the CBSR.

1. Source of donation and target core:
2. Instrument manufacturer and instrument type specifications, including expected lifespan:
3. Search of LCOM and UVM instrument database for redundant instrument: Yes      No
4. Is the instrument already purchased and housed on-campus? Yes    or No      Or new purchase? Yes    or No
5. Contact Elayna Mellas-Hulett ([Elayna.Mellas-Hulett@med.uvm.edu](mailto:Elayna.Mellas-Hulett@med.uvm.edu)) regarding appropriate laboratory space and environmental conditions (power, temperature, humidity, vibration, etc) to house the instrument. If lab renovation is required, please identify source of funds.
6. Contact      for approval regarding associated computer(s) and software.
7. Provide brief, but detailed Business Plan for adding the instrument to the core.
  - a. List potential clients and demonstrate need for the instrument in the core
  - b. Describe billing strategy
  - c. Describe plans, and funding source, for purchasing an annual preventative maintenance contract if required
  - d. Provide evidence (signature) that the donor understands that they will be required to pay a service fee to use the instrument as all other clients per NIH rules (NOT-OD-13-053): **"If an investigator acquires an instrument on a project and this instrument is assigned to a core facility, can the investigator's usage be given preferential treatment?"**

Yes, provided that it can clearly shown: (1) the preferential treatment does not constitute the equivalent of a reduced rate; (2) preferential treatment for any investigator does not increase the rates for any other investigators, particularly instrument users with federally supported activities; (3) the preferential treatment is clearly defined in operating policies and procedures of the core; and (4) similar terms are available to any investigator willing to donate equipment. Some examples include: providing priority to samples from the donating investigator in the instrument's sample processing queue; allowing only the donating investigator or members of the donating investigator's group hands-on access to the instrument; and/or allocating a defined percentage of capacity of the instrument exclusively for the benefit of the donating investigator.