



The
UNIVERSITY
of **VERMONT**

Policy V. 6.7.1

Responsible Official: Vice President
for Research

Effective Date: May 4th, 2006

Use of University Research Facilities and Equipment by External Users

Policy Statement

The University may, when appropriate, make its research facilities and equipment available for use by entities or persons within Vermont. Those who are not University researchers may use University research facilities or equipment only if the use will not disrupt regular academic, laboratory, or research programs of the University and the facility or equipment is not needed by University faculty, students, or other employees at the requested time. The University reserves the right in its sole discretion to refuse use of its research facilities or equipment.

Reason for the Policy

The University's research facilities may provide unique opportunities to increase the entrepreneurial capacity of Vermont's small businesses and the research competitiveness of its baccalaureate colleges. At the same time, University faculty, staff, and students may benefit from interactions with Vermont's small businesses and baccalaureate colleges. These interactions may provide the opportunity for collaborative multi-institutional research activities and public-private partnerships. This policy is intended to clarify the circumstances in which Vermont entities may responsibly utilize the University's research facilities without hindering the primary educational and research missions of the University.

Strategic Direction

Opening the University's research facilities to organizations from within Vermont is consistent with the University's role in enhancing the quality of life for all Vermonters. The use of research facilities by outside groups has the potential to strengthen the University's research through enhanced collaboration. Making facilities available responsibly protects the University's valuable resources.

Applicability of the Policy

The University's laboratories, equipment, and other research facilities are intended first and foremost for use by University academic and administrative units, as well as by University faculty, staff, and students engaged in University teaching, research, or administrative functions. The requirements of this policy apply to other users, hereafter referred to as "external users," which includes other Vermont organizations, University-recognized organizations, and non-recognized student groups. "External users" also includes University faculty, staff, and students engaged in independent research or performing consulting or similar services for an entity other than the University.

Procedures

A. External users may apply to use University facilities or equipment by submitting a written request to the chair of the academic department responsible for the facilities or equipment. The department chair or designee will ensure the external user's compliance with this Policy.

B. The requester must specify if any hazardous materials, controlled substances, or genetically altered materials will be used. If so, the requester must submit an acceptable plan for the control of the materials and compliance with state and federal law before the University will approve the use.

C. The requester must agree to:

1. Maintain liability insurance to cover the user's activities on campus in an amount not less than one million dollars, unless a lesser amount of insurance is approved by the University's Department of Risk Management;
2. Indemnify and hold the University harmless for all expenses and liability arising from the user's activities; and
3. Reimburse the University for any property damage and clean-up or hazardous waste related expenses, including disposal, shipping, and penalties, caused by or imposed as a result of the external user's activities.

D. The department chair will recommend approval or disapproval to the Dean and to the Vice President for Research (or designee). Upon approval, the parties will enter into an appropriate Research Facilities and Equipment Use Agreement. Any modifications to the standard form agreement will require the approval of the Vice President for Research (or designee).

E. An approved external user or the user's host must schedule use through the appropriate individual responsible for the facility.

F. If an external user's needs include not just research facilities and equipment but also classrooms, meeting rooms, or other general purpose space, the policy on [Use of University Facilities and Grounds for Meetings, Conferences and Events](#) will govern and requests must be directed to the Director of Conference and Events Services.

G. The University will not subsidize any individual or business with University funds. The fees charged for use, and the collection of those fees, will be determined and managed through the offices of the Vice President for Research and the Associate Vice President for Budget and Resource Management. Assessed fees will cover both the direct and indirect costs of the facility or equipment and will be used to reimburse the accounts that cover those costs. If the facilities or equipment use is covered by a University Income/Expense approved rate agreement, that agreement will govern.

H. External users performing research in a University of Vermont facility are subject to University of Vermont policies and procedures, including those that govern the conduct of research.

I. Any misrepresentations contained in the request or agreement, any use of the facilities for purposes other than those stated, or any failure to comply with University policies and procedures or the Facility Use agreement will be grounds for immediate cancellation of the agreement.

Forms

Research Facilities and Equipment Use Agreement – Under revision, please contact Associate Vice President for Research Administration for the current process.

Contacts

Questions related to the daily operational interpretation of this policy should be directed to:

Associate Vice President for Research Administration
(802) 656-3360

The Vice President for Research is the official responsible for the interpretation and administration of this policy.

Related Documents and Policies

Facilities and Grounds Use Policy

<http://www.uvm.edu/policies/facil/facsched.pdf>

Income/Expense Activity: Policies and Procedures Manual

http://www.uvm.edu/%7Eofabweb/Budget_Building_Materials/Income_Expense_manual.pdf

Conflict of Interest and Conflict of Commitment Policy

http://www.uvm.edu/policies/general_html/conflictinterest.pdf

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