

POLICY DOCUMENT
ON
SHARING OF INSTRUMENT FACILITIES
UNDER CRF AT IIT DELHI

Preamble and Summary

CRF has a mandate to provide adequate experimental facilities to the research community of IITD. Since it is difficult to establish all facilities centrally by the institute, it is important that facilities created by various department and projects are also made available to other users for a portion of the time. Currently, this is done at the discretion of the Instrument owner and the facilities are not transparently available to all users. It is also the intention of the funding agencies to allow the usage of the equipment by a wider community. At the same time, the substantial effort made by a faculty/department in procuring a facility must also be appreciated and rewarded. Towards this, the Institute also has a responsibility to provide necessary help and support in maintaining such equipment. However, there is no formal mechanism to facilitate this sharing, which is able to address the needs of both the research community at large and the Instrument/facility Owner.

The sharing of instrument facility at IIT Delhi are proposed to be facilitated in the following ways:

(i) Facilities purchased by the individual projects or departments (through department level funds)

These facilities are created by research groups/departments primarily for use by their faculty members/students and are expected to be available to other users on shareable basis for a limited time. In order to encourage availability of such equipment to other users and avoid their misuse, it is proposed that:

- (a) In case the users for such facilities are expected to be limited, CRF will allow the facility to charge reasonable operator's fee and consumables/maintenance from the users. The 80% of collected charges will be credited in the name of the facility owner, which can be used for running of the facility, i.e. for payment towards honorarium, repairs, purchase of consumables, etc. In this mode the facility must be made available for at least one day in a week through online booking system. Any number of facilities may be proposed and adopted by CRF under this mode. In this mode facility remains with the Instrument owner. There will be no additional financial support from CRF other than the permission to use collected-charges by the facility as mentioned above.
- (b) In case there is high demand by other users, then on recommendation and with consent of facility owner, the facility may be adopted by CRF based on detailed assessment of the equipment. *CRF will provide full maintenance and operational expenses of the instrument* and the

instrument will be made available for **at least 50%** of the operational time to other users including extended times. The facility would remain under coordination of the Instrument owner.

(ii) Facilities created in co-ownership mode by funds from project/department and the institute

These facilities are created by a faculty member or a group of faculty members, who has/have **significant** funding from external source(s) but do not have sufficient funds to buy the proposed equipment or wish to purchase a higher/better version of the proposed equipment. The institute will share the cost for only those equipment that are likely to find many users across the institute.

In such cases, *CRF will provide funds to maintain and run the equipment* and Faculty/group of faculty/department will be made facility coordinator and a minor share (1/2 day to 2 days/week) of the instrument's time will be offered depending on the extent of financial contribution made by them. For rest of the time, such facility will be made available to all CRF users with equal priority.

(iii) Facilities created and owned by CRF: Fully funded by the institute or received as part of major institute linked funded project

These facilities are established by CRF based on the feedback of faculty members across various department, centres and schools. Such facilities are likely to have high usage, special nature and are difficult to maintain at individual or department level and/or may induce research in emerging areas of technologies.

These facilities will be maintained and operated by CRF with the help of a faculty coordinator, who will be appointed on rotational basis, and will be made available to all users with equal priority.

Different sharing modes are summarized in the table given below:

Table: Sharing policy at a glance

Type of sharing	Purchase cost	Contribution by CRF/Institute	Sharing of machine time	Space/Location	Coordinator
Shared	Faculty/department contributes full cost	Testing charges credited in the name of faculty/department for maintenance/other expenses; CRF will keep 20% of the charges, No other financial support from CRF	Equivalent to at least 1 day to CRF users through online booking, rest with PI	In PI's/department's lab	PI/department or their nominee
Adopted	Faculty/department contributes full cost	Operational and maintenance charges by CRF, usage charges to be kept by CRF	At least 3 days/week (or 50% of operational time) based on 6 days/week to CRF users	In PI's/Department's lab; else with CRF space, CRF gets the time share of 4.5 days/week (70%)	PI/department or their nominee
Co-owned	At least Rs. 50 lac or 20% of the cost of equipment, whichever is higher is met by PI/department; rest by CRF/institute	Besides the remaining purchase cost of the facility, operation and maintenance costs by CRF, usage charges kept by CRF	Time share of 1/2 a day to 2 days/week to PI/department depending on their contribution towards the cost of the facility; rest for CRF users	In PI's/Department's lab; Else time share (in %) of PI/department becomes 1/3 rd of the %contribution made by them (subject to a minimum of ½ a day)	PI/department or their nominee
Owned	Full cost borne by CRF	Full maintenance and operational cost, usage charges kept by CRF	Equal share to all users	In CRF space	Nominee of CRF, by rotation

Detailed Description of the Sharing Policy:

I. **Shared but Not Owned by CRF (i.e. Facilities owned by Faculty/ Department, and are not supported by CRF):**

Such facilities are purchased and fully maintained by sponsored project or department funds.

These facilities are being dedicatedly used by the Instrument Owner (Project or Department). Either these facilities are not offered to the CRF for sharing or the facilities are not adopted by CRF because of their specialized nature or limited user base.

Such equipment may be offered for sharing on chargeable basis to other users. To initiate this process, the owner of the facility will be required to make a “Proposal for sharing of equipment under CRF” and submitted it to CRF.

The proposal should define the time offered to other users, which should be *at least 1 day (8 h/week)* and provide details of user charges and their break-up as per CRF guidelines.

Offer the instrument through online booking software of CRF.

CRF in turn would create a mechanism for collecting user fee and allow faculty coordinator to utilize the collected charges towards repairs of the Instrument, purchase of consumables, and payment of operator’s honorarium/salary. CRF will keep 20% of the user’s fee towards administrative expenses and not offer any other financial support to the facility.

II. **Adopted by CRF: Fully funded by sponsored project obtained by individual/small group of faculty members or from funds allocated to a department but maintained by CRF**

The owner would prepare a “Proposals for adoption of facility under CRF” and submit it for consideration of CRF. The proposal can be made at anytime, i.e. at the time of purchase or subsequently at anytime thereafter (i.e. during- or post- project period). Guidelines and procedures for sharing are given in the later section. *The facilities, which are being shared for limited time as per (I) above, may also be upgraded to adopted status (II) if the usage of the instrument goes up to at least 2 days/week (16 h/week).*

Once upgraded to “Adopted” status, the facility should be made available for *at least 3 days/week (or 50% of the operational time) to CRF users* for the facilities housed within the owner’s lab. Operational time would be considered to be at least 8h/day for 6 days/week and may also include extended time beyond office hours based on the demand by users and resources available with CRF to run the facility. The owner can himself/herself remain Coordinator of the facility or may nominate another faculty as a coordinator.

In case the facility is maintained/housed under CRF space, the owner will have to make available at least 4.5 days/week (or 70% of the operational time) to CRF users.

III. **Co-Owned by CRF: Partly funded by the project funds and rest by the Institute;** by its nature considered co-owned by CRF

Such facilities would be created by utilizing substantial funds from a project/department resources. Only large equipment of wider interests (many faculty members across several departments/centres/schools) will be considered under this option. **A minimum of Rs. 50 lac or 20% of the equipment cost, whichever is higher,** needs to be contributed by the project (i.e. PI) or the department towards the purchase cost.

A “Proposal for co-ownership of equipment under CRF” for such instruments will be made by the faculty member/group of faculty member holding the grant. The proposal may include one or more of the following requests (a) funding required by the institute, (b) space under CRF, (c) expected operational expenses (d) methodology for operation under CRF. In addition, *expenses towards maintenance and operation would be made available by CRF.*

The faculty members submitting proposals for partial funding by CRF for purchasing a new facility of higher specifications under co-ownership mode are advised to inform the project review committee of the funding agency about the proposal in the next possible review meeting. However, for the projects, where the funding agency has explicit clause about returning of the project equipment bought under the project, the faculty (PI) must obtain a prior approval from the external funding agency stating clearly that the ownership of the co-owned equipment/facility will be with the Institute only. Such an approval is not required for co-ownership proposals from other projects.

The faculty co-owner would be provided only the minor share (1/2 day to 2 days per week) of the machine time calculated based on the percentage contribution made towards the purchase of the equipment. This time share (in %) to the faculty co-owner will be half of the financial contribution (in %) made by him/her in case the equipment is housed in faculty’s own lab/department and will be 1/3rd of the financial contribution (in %) for the facility housed in CRF space (subject to a minimum of ½ a day).

IV. **Fully Owned by CRF: Fully funded by the Institute** (i.e. 100% of the cost) **or received as part of major institute linked funded project,** considered fully owned by CRF

The proposal for purchase of such facilities will be prepared by the Head and Associate Head of CRF based on the feedback of faculty members at large or

in consultation with an expert group. The proposal will then be forwarded to CFC for recommendation to Institute for funding.

Such facilities may also be received as part of a major grant given by a government/non-profit funding agency principally to the institute for building specialized capability or Centres of excellence to a group of faculty members constituted by the Institute.

Faculty coordinator or a user group (if necessary) may be selected by CRF every year (usually for a maximum tenure of 2 years) on rotational basis to help maintain the facility. The tenure may be extended/terminated by the Institute based on quality of the feedback received for a facility.

Facility would be located in CRF laboratory or a separate space allocated by the institute for that purpose.

Guidelines for Proposals

(a) Proposal for sharing of facility under CRF

The proposal for sharing will need to be prepared in the format attached in Annexure I.

Proposal for sharing of equipment (**not owned by CRF**) on payment basis can be made by any faculty member desirous of making his/her facility available to other users for a limited time per week. The format is given in Annexure I. There are no conditions/requirements except that the proposal should clearly indicate the time (which is minimum of one day in a week) for which the facility is going to be made available and charges for various users (based on CRF guidelines). These facilities must be made available on CRF website with online booking. CRF will provide a mechanism for charging the user. These usage charges will be made available to the facility owner for meeting facility related expenses. CRF will not provide any other financial benefit or support.

If it is observed that the facility is being heavily used i.e. more than 2 days/week, it may get upgraded to Adopted facility (see below), where all the maintenance and operational expenses will then be borne by CRF. Other forms of heavy usages may be suitably supported on case to case basis. It is advisable that most of the facilities start the sharing on payment mode to establish their utility to the user community.

(b) Proposal for adoption (Annexure II) and co-ownership (Annexure III) of a facility into CRF will involve detailed assessment on

- (a) Cost of equipment and sharing of cost by the Institute (if any)
- (b) Its current condition and useful life. Old equipment or those requiring extensive repairs will not usually be considered for induction unless are difficult to procure and fall under extensive demand by users.
- (c) Nature of analysis and its importance & relevance in current and futuristic research areas

- (d) **Wide utility of the equipment across departments** (at least 3 deptts./centres) with **supported research interest by publications/research projects or established by heavy usage under sharing on payment basis.**
- (e) Extent of usage in terms of number of students and/or hours of operation/number of samples, etc.

A written proposal (as per Annexures II and III) consisting detailed comments (with supporting documents) on the above points will be forwarded by the concerned faculty/department to the Head/Assoc. Head CRF for consideration. Head/Assoc. Head CRF may form an expert committee to assess the proposal and present its recommendation along with their comments to CFC. CFC will decide on the induction of facility based on the merits of the proposal on the above-mentioned points. The adoption policy is proposed to be **highly selective**.

CRF will undertake operation, maintenance of the equipment, which means- repairs, AMC and consumables. However, upgrades or accessories of inducted equipment will be considered as new equipment and will need to be proposed and cleared by CRF/CFC using a pre-specified procedure.

An equipment once inducted will remain on the CRF facility list initially for a period of **two years**. CRF and concerned faculty will make all effort in maximizing the use of the inducted equipment. However, the continuation of the facility as adopted facility on CRF list beyond two years would depend on review of the equipment by CRF based on the extent of utilization of the equipment by the institute community, the manner in which the facility is being maintained and made available by the concerned faculty, cost of its maintenance vs. its overall utilization. Such reviews will take place every two years. If the usage is found to be very low, the facility may be downgraded to shared facility on payment basis.

Removal of equipment/facilities from CRF and/or Change of Facility Coordinator

Head and Assoc. Head will review functioning of all CRF owned, co-owned or inducted facilities on a regular basis with six monthly reports by faculty in-charges/coordinators, visits, and feedback from users. The adopted facilities will be reviewed critically every two years as mentioned above. All facilities that are found to be mismanaged or underutilized or difficult to maintain will be recommended to be taken off the list of CRF or downgraded to sharing on payment basis. The proposal for downgrading will be forwarded to CFC for final decision. Such facilities may be donated/returned to the concerned faculty/departments without further commitment of funds for maintenance and/or operation or written-off.

Operational Support for Adopted, Co-Owned, and Fully-Owned facilities

- (A) **Operator support for Owned and adopted facilities under CRF** will vary depending the complexity of the instrument (type A, B, or C). This will be decided as follows.

It is assumed that a substantial part of the operator's cost will be recovered in form of *usage fee from the users* :

- Type –A: **Highly sophisticated, expensive equipment**, which needs to be handled very carefully. Break down of this type needs more time and funds to set things right. The person operating the equipment needs thorough training (expertise is gained over time with multiple sessions of training). This needs at least one dedicated technician to run the facility. CRF will provide or appoint staff in-charge with full time operator(s) (including part-time student operators) to maintain and run the facility. For owned, co-owned and adopted facilities, all expenses will be provided by CRF.
- Type-B: **Equipment, which are not highly sophisticated/sensitive**. Ph.D. or M. Tech. students with organized training (of 1-5 days) should be able to operate them independently. CRF will pay suitable honorarium to student operators for running the machine for other students. Staff in-charge/facility coordinator will ensure time bound availability of PhD and M.Tech. students as operators for samples.
- Type-C **Simple to operate equipment**, which can be used by most of the research students with short training of a few hours ($\frac{1}{2}$ a day or so). Staff in-charge will take responsibility of training users who approach for using the facility. CRF will pay lump sum honorarium to the staff-in Charge for conducting training sessions and upkeep of the lab, while no honorarium will be payable for operation of the equipment.

(B) Testing Charges and Usage Fee

In order to bring in accountability on part of both the facility provider and the users, all facilities under CRF (whether fully owned, co-owned, adopted or shared) will be offered to users on a reasonable charge basis. The reasonable usage fee will be arrived at by charging the operator's time, an overhead factor on operators charge and direct consumables as follows:

- a. Operator's time may be charged at the rate of $(2 \times (\text{Project Associate's median monthly salary} + \text{HRA})) / (20 \times 8)$ per hour of experiment time. As an illustration, for a median salary of Rs. 40,000 pm (inclusive of HRA), the cost comes out to be Rs. 500/h of operator's time. The operator's cost is calculated at double the IRD project associate's median (operator's) salary to compensate for training time, general maintenance time, downtime, leave and other duties of operator for running of a facility. For facilities that are self-operated by the user, an operator fee to compensate expenses towards training of students, overall maintenance and upkeep of the lab of Rs. 200/h will be charged.
- b. To the above cost an additional overhead factor of 1.3, 1.6 or 2.0 may be charged based on the nature of the machine (based on operational complexity of the equipment (initial cost, maintenance issues) and indirect costs.

c. Direct consumables will be additionally charged at actuals.

A factor of 1.8 shall be charged on operator's cost for highly specialized facilities having very high cost and/or high maintenance cost such as HR TEM, FE-SEM, XPS, 500 MHz NMR, etc., while 1.2 will be charged for low cost simple to run equipment such as SEM, TEM, DSC/TGA with relatively low maintenance cost.

Suggested Illustrations: For SEM and FE-SEM (IIT Delhi user)

Operator's cost = $500 \times 0.25 = \text{Rs. } 125$ (assuming 15 min are required for running a sample)

Incl. Overhead charge factor for SEM 1.3 = $125 \times 1.3 = 175$

Incl. Overhead charge factor for FE SEM 2.0 = $125 \times 2.0 = 250$

Add Direct consumables = Rs. 100 (coating+ conducting tape+ gases)

SEM : Rs. 275

FE-SEM : Rs. 350

For TEM and HR TEM:

Operator's cost = Rs. 500 (assuming 1 h is required to run a given sample)

Overhead factor for TEM 1.3 = Rs. $500 \times 1.3 = 650$

Overhead factor 2.0 = Rs. $500 \times 2.0 = \text{Rs. } 1000$

Add Direct consumables = Rs. 300 (for one grid) + 100 misc.

For **outside student**, the charges are proposed to be $2 \times$ IITD user charges to account for part of maintenance costs.

For **Govt. research Lab** $4 \times$ and for **Industry users** $8-12 \times$ of IITD usage charge can be fixed depending on the cost of facility to include the cost towards both the equipment and maintenance.

The user will deposit this amount to CRF account and receive a receipt against which the experiment would be conducted. The amount may be deposited

- (a) in cash/cheque at the IRD window and the receipt may be used to take reimbursement from IIT a/c such as PDA, department funds, FITT funds
- (b) by transfer from his/her supervisor's IRD project, consulting, MI project, or PDF (electronic transfer)
- (c) by transfer of CRF money accumulated in the name of his/her faculty supervisor (electronic transfer)

(C) Online Booking by users

All shared facilities under CRF will have to be made available for the said time through on-line booking only *without the direct interference of the faculty concerned*. For facilities owned by projects and department, faculty coordinator will usually be the PI (or lab-Incharge decided by the department in case of department Instrument). Concerned faculty coordinator may specify training requirements, reasonable procedures and precautions for the safe running of the equipment, which will be followed by the CRF staff or the operators chosen by the faculty coordinator.

A user will be required to register himself/herself every semester on CRF booking software. The supervisor will confirm the registration. The user will then be able to book the facility online as per the given calendar by the faculty coordinator/Lab-staff. Subsequently the Lab-staff will accept the booking and assign the job to an operator for execution. The charges will be deducted from the supervisor's CRF account as soon as the booking is accepted by CRF. Any refund of the testing charge will be decided on case to case basis taking in account the genuineness of the problem beyond user's control and will be at sole discretion of the Head CRF.

(D) Online Monitoring of CRF facilities

The online booking system will also be used for collecting user feedback for the working of each facility maintained under CRF and for taking suggestions for future development of CRF.

The data will be collected (a) periodically for overall feedback (semester wise/yearly) from all users and (b) automatically from the users after every use/test. The results of the feedback (in cumulative form) will be displayed on the CRF website. The feedback will be used for monitoring satisfaction-level of users for each facility and for taking administrative decisions like enhanced support from the Institute as well as extending tenures of faculty members (Head/Assoc. Head/Coordinators of the CRF facilities) beyond two years.

(E) Budget Allocation and Management of Accounts of CRF

CRF will create a credit/debit system for all faculty members and Instrument facilities.

What will happen to the usage charges?

The usage fee will be accumulated in favour of the instrument facility in case of CRF owned, co-owned and adopted facilities. While in the case of shared facilities (not owned by CRF), the amount will get credited to the account of the owner of the facility (PI/department).

This money can then be utilized by CRF coordinator or facility owner (as the case may be) for payment of (i) honorarium or salary of the operator/student/staff (ii) consumables (iii) repairs/maintenance or upgrades of the equipment and (iv) use of other facilities of CRF.

From where an IIT Delhi user would get the usage charge?

Though the imposition of usage fee brings accountability to the system, it may also impose restrictions on genuine needs of research students who may not have sufficient funding support from their supervisors. Therefore, in order to extend a reasonable level of support to all research students, CRF will credit one time grant per student to the account of their main supervisor.

It is proposed to credit the following amount per student once every semester for each degree.

- (i) For Ph. D. students: total of Rs. 16,000 (Rs. 2000 per semester for max. of 8 semesters)
- (ii) For M. Tech/MS/Dual degree students: Total of Rs. 4500 (Rs. 1500 per semester for 3 semesters)
- (iii) For B. Tech. Students Rs. 1000 per semester of B. Tech. project (maximum of 2 semesters)

Sources of funds for a supervisor may include:

A supervisor can create sufficient funds for payment of usage charges from the following resources. The account of these will all be kept in CRF accounting system in the name of the supervisor.

- One time grant per research student registered under a supervisor (as explained above)
- Transfer from IRD project/consulting/MI/PDF
- Usage fee earned from shared equipment owned by the supervisor
- Operator's fee earned by a supervisor's student/staff while working as an operator/facilitator for any of the CRF (adopted/co-owned/owned) facility
- Honorarium earned by the supervisor/students for the time spent in directly supporting other CRF activities.

The grant provided by CRF for each student will be supported from the funds given by the Institute to CRF.

CRF budgeting and annual allocation

CRF recurring & maintenance budget will be allocated by the institute through IRD every year. The budgetary requirements will be derived on the demands projected by each facility and their prioritization and rationalization by a 5 member sub-committee comprising of any 3 CFC members, Head (CRF) and Assoc. Head (CRF). The subcommittee will evaluate the budgetary requirement (\leq Rs 10 lakh for each item proposed) in respect of any of the existing facilities for the upcoming Financial Year and these will be forwarded to DDS&P and Director for allocation. However, the budgetary requirement exceeding Rs 10.0 Lakhs per item will be considered and recommended by CFC followed by approval by the Director. Also, the grants towards new equipment or costly upgrades must be **supported by recommendations of CFC and approved by DDS&P and the Director**. It is recommended that user requirements be sought online at least once in a year for

prioritizing the purchase of new equipment by CRF in the forthcoming Financial Year.

CRF will maintain two MI accounts in IRD, one for keeping accounts of earning and expenditure by each facility/faculty and second for receiving grants from Institute/IRD for purchase of new equipment and maintenance/operational expenses of CRF not recoverable from usage charges.

The first MI account will be used for depositing test charges received from internal and external users. Accounting software will be employed to keep track of accounts of each faculty member. The charges debited or credited for each faculty and facility will be maintained. The credits received in account of a faculty member may be used for availing services of other CRF facilities or for maintaining faculty's owned shared facility. The charges received for other facilities will be utilized for operational and maintenance of the concerned facility.

Invoices will be generated online by CRF software for all users. Service tax will be charged from external users and deposited in a manner similar to the other services offered by IRD.

| -----The End-----

Annexure I
Format of Proposal for Sharing Instrument Facility under CRF

1.	Name of the Instrument:	
2.	Owner/Purchaser of the Instrument: Department:	
3.	Brief Description of the Instrument and its potential use in research:	
4.	Name of manufacturing Company & Country:	
5.	Cost/Expected cost of Purchase of the Instrument:	
6.	Funding Agency:	
7.	Month and Year of Purchase:	
8..	For what time the instrument will be available to CRF users through online booking	
	(a) Starting date (immediate/future expected)	
	(a) Based on working days 8h/day, 6 days/week (indicates days and hours)	
	(b) Extended time (indicate days and hours each day)	
9.	How do you propose to manage/run the instrument for maximum benefit of CRF users? Add details of easy access/operators/training of users/maintenance/technical support/type of samples/forbidden samples/etc.	

10.	Name of Faculty Coordinator & Department:	
11.	Contact Details of Faculty Coordinator:	
	(a) Mobile number	
	(b) Office number	
	(c) Email Address	
12.	Proposed list of charges for sample testing (enclose calculation details for different types of tests). Use policy guidelines for calculations	

I/We agree to share our facility under central research facilities as per the proposed model given above. We have read the policies of CRF and agree to abide by them.

Signatures of Instrument Owner(s)

P.S., In case the instrument belongs to a deptt./centre/school, kindly attach faculty board resolution.

Annexure II
Format of Proposal for “Adopted Instrument” Facility under CRF

1.	Name of the Instrument:	
2.	Owner/Purchaser of the Instrument: Department:	
3.	Brief Description of the Instrument and its potential use in research:	
4.	Name of manufacturing Company & Country:	
5.	Cost/Expected cost of Purchase of the Instrument:	
6.	Funding Agency:	
7.	Month and Year of Purchase:	
8.	Whether the instrument is under warranty, if yes till when?	
9.	Current status of the Instrument: procurement/location & working condition	
10.	Is the instrument currently being shared on payment basis on CRF website (Yes/No)	
	(a) If Yes: briefly describe the usage and demand by users	
	(b) If, No: provide a list of current users for the last 1 year and the extent of usage of the equipment	

	(c) List of potential new users from other departments at IITD along with 1-2 of their research papers indicating the relevant research area	
11.	Expected expenses for maintenance of the equipment:	
	(a) AMC/CMC	
	(b) Cost of spare parts in the next 2 years	
	(c) Essential Consumables not recoverable by the users	
12.	For what time the instrument will be available to CRF users through online booking	
	(a) Starting date (immediate/future expected)	
	(a) Based on working days 8h/day, 6 days/week (indicates days and hours)	
	(b) Extended time (indicate days and hours each day)	
13.	How do you propose to manage/run the instrument for maximum benefit of CRF users? Add details of easy access/operators/training of users/maintenance/technical support/type of samples/forbidden samples/etc.	

14.	Name of Faculty Coordinator & Department:	
15.	Contact Details of Faculty Coordinator:	
	(a) Mobile number	
	(b) Office number	
	(c) Email Address	
16.	Proposed list of charges for sample testing (enclose calculation details for different types of tests). Use policy guidelines for calculations	

I/We agree to share our facility under central research facilities as per the proposed model given above. We have read the policies of CRF and agree to abide by them.

Signatures of Instrument Owner(s)

P.S., In case the instrument belongs to a deptt./centre/school, kindly attach faculty board resolution.

Annexure III
Format of Proposal for “Co-Owned Instrument” Facility under CRF

1.	Name of the Instrument:	
2.	Owner/Purchaser of the Instrument: Department:	
3.	Brief Description of the Instrument and its potential use in research:	
5.	Expected cost of Purchase of the Instrument:	
6.	Funding Agency and project code (IRD):	
7.	Whether Funding agency requires the equipment to be returned after the project? If yes enclose their approval for agreeing to donate the equipment to the institute.	
8.	Proposed Financial Contribution of the project (should be at least Rs. 50 lac or 20% of equipment cost (whichever is higher)	
9.	Proposed sharing of Time between PI's group (or department) and CRF users based on 6 days/week model:	
10.	Describe Operational model for smooth functioning of the equipment (dedicated operator/student operators/self use by users; operation time, availability of equipment to CRF users, etc.).	

11.	Expected expenses for maintenance of the equipment:	
	(a) AMC/CMC	
	(b) Expected cost of spare parts after the warranty period is over	
	(c) Essential Consumables not recoverable by the user charges	
12.	List of potential users from other departments at IITD along with their 1-2 research papers indicating the relevant research area. (enclose details)	
13.	Name of Faculty Coordinator & Department:	
14.	Contact Details of Faculty Coordinator:	
	(a) Mobile number	
	(b) Office number	
	(c) Email Address	
15.	Proposed list of charges for sample testing (enclose calculation details for different types of tests). Use policy guidelines for calculations	

I/We agree to share our facility under central research facilities as per the proposed model given above. We have read the policies of CRF and agree to abide by them.

Signatures of Instrument Owner(s)

P.S., In case the instrument belongs to a deptt./centre/school, kindly attach faculty board resolution.