

Group Designated Equipment at NanoFab

Effective January 1, 2012

The following rules are applied to any piece of equipment that is funded by one or more faculty members from the external grant(s) awarded to him/her or them for research and development purposes and is stationed inside the NanoFab cleanroom facility. This type of equipment, hereinafter is referred to as Group Designated Equipment (GDE). The faculty member who is the principal investigator for the equipment or his/her designee is referred to as the PI.

1. The GDE should have been purchased and fully paid from the grant(s) (Federal, State, Local or Private) awarded to one or group of faculty members for research and development purposes.
2. GDE is part of the NanoFab charge center, and therefore is subject fees according to the current fee schedule. This includes the awardees, PIs and the senior personnel stated in (1).
3. Location and the area in the cleanroom that the GDE will be situated at will be decided by the NanoFab facility management.
4. Facility work and equipment installation planning should be coordinated with NanoFab facility management.
5. Required facility preparation is determined by the NanoFab facility management in consultation with the PI.
6. The cost of required facility evaluation (if the evaluation requires external entity) is the responsibility of the PI.
7. The cost of facility installation is the responsibility of the PI.
8. Upon agreement by the NanoFab management, equipment can be transported to designated area inside the cleanroom.
9. Cost of transportation is the responsibility of the PI. If an outside contractor is required for equipment transport to the cleanroom, all rules and regulations set by NanoFab and UTA should be followed.
10. After installation and release of the equipment, the primary users of the GDE are the members of the faculty group(s) that the GDE is designated to.
11. Use of the GDE by any other user requires prior permission from NanoFab management and the PI.
12. If GDE is used by other users, the cost of the specific materials used in the process will be shared between the users proportionally.
13. NanoFab personnel will maintain the GDE. This includes weekly, quarterly, semi and annual maintenance.
14. The cost of any part needed to maintain the GDE is the responsibility of the PI.
15. The cost of sources (consumables) is the responsibility of the PI.
16. Training of the new users is the responsibility of NanoFab Staff assigned to GDE.
17. NanoFab staff assigned to GDE is responsible for composing the standard operating procedure (SOP) in accordance with designated format of NanoFab.

A proposal should be submitted to the NanoFab Director for consideration of a piece of equipment as GDE. The proposal should include:

1. full description of the system, parts that will be assembled to make the system,
2. all electrical, mechanical specs,
3. make and model of the system or parts of the system,
4. estimated time-line
5. space requirements
6. access requirements
7. value of the GDE as a possible multi-user equipment at NanoFab