

Infrastructure Policy 2: charging and access policy

Basis for equipment charging

1. All GW4 members should maintain an internal database of equipment. The database should identify
 - equipment which each member considers sharable internally
 - equipment which is sharable with other GW4 members.
 The list of equipment which is shareable with other GW4 members is likely to be fairly short and should contain only equipment which the GW4 member is willing to share, and which has some special characteristic meaning that colleagues from other GW4 members are likely to want to share it.

2. All equipment which is available for sharing across GW4 members should be treated as a 'research facility' (using the TRAC definition) by the institution which owns it. Equipment which is not treated as a research facility should not be identified as shareable with other GW4 members on the database as there is a risk that charges for equipment usage would not be TRAC compliant.

3. The basis for charging for equipment on the GW4 equipment sharing database is set out below:

Research or services rendered?	Nature of equipment sharing	What is provided?	Charging basis	Comment
Research	Equipment is used on a <u>collaborative</u> proposal ie equipment owned by one GW4 institution is used by an academic based at another GW4 institution and time for academic staff from both institutions is included on the research proposal or grant	Collaborative research and equipment use	The approved facility rate for that equipment. VAT is not chargeable due to the collaborative nature and 'set up' of the research being undertaken	The bid documentation must make clear that this is a collaborative proposal and set out the nature of the collaboration
Research	One GW4 institution sub-contracts another GW4 institution to provide research using equipment owned by the institution to whom the work is sub-contracted	Subcontracted research and equipment use Research is <u>primarily for the public benefit</u>	The approved facility rate for that equipment. VAT is not chargeable as the research is primarily for the public benefit	It will be the responsibility of the sub-contractor to assure themselves that the research is primarily for the public benefit
		Subcontracted research and equipment use Research is <u>not primarily for the public benefit</u>	The approved facility rate for that equipment, plus VAT	
Research	Equipment belonging to one GW4 institution is used by an academic based on at another institution, but there is no collaborative proposal ie no academics from the institution which owns the equipment are included on the research proposal or grant	Equipment use only	The approved facility rate for that equipment, plus VAT The total cost, ie including VAT, is an allowable cost for most research sponsors	
Services rendered	Equipment belonging to one GW4 institution is used by an	May be collaboration,	The full cost or market rate for	

	academic based at another institution on a services rendered contract	subcontract or equipment use only	that work, plus VAT.	
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4. The approved usage charge should be calculated by each institution in accordance with their own policies and should be TRAC compliant. It may be based on full costs or running costs only, depending on the institutional policy. It should be reviewed, approved and updated on an annual basis in line with TRAC guidance.
5. Some institutions may calculate DA facility charges for some facilities. In this case the facility will be included on a research proposal as DA (where DA costs are allowed by a funder).
6. Initially the GW4 will not set up a cost sharing group, because there would be significant costs to setting up and running the group when we have limited knowledge of the appetite and possibilities for equipment sharing between the four institutions. The charging policy has been agreed on that basis. Our current understanding of the appetite for equipment sharing is that it is unlikely to merit the establishment of an equipment sharing group, but this will be reviewed on an annual basis.
7. Charges for equipment which has been funded partly by external grant funding and / or contributions from other GW4 members shall be calculated in accordance with paragraph 3. Further details on joint bids are set out in the GW4 policy on joint bids for capital equipment

Prioritising access

8. Where equipment is funded via a joint bid, the bid documentation and the collaboration agreement may include a schedule of proposed use for each institution involved in the bid. This will enable facility managers to plan the forecast equipment use by each institution but is not intended to give prioritised access to the equipment
9. Where equipment is funded via a proposal which includes a business case or collaboration agreement which specifies an approach to prioritisation for that equipment, then access to the equipment must comply with the business case.
10. Where equipment is not funded via a joint bid and where prioritisation is not addressed as part of the bid, a proposed approach to prioritising access should demand exceed capacity at any given time is set out below:
 - The highest priority is given to all internal users ie academics and other staff of the GW4 member which owns the equipment. This includes
 - staff working on research projects
 - staff working on services rendered contracts where charging market prices to commercial users helps to ensure the sustainability of the facility
 - Where there is capacity within the facility, the next priority is given to staff belonging to other GW4 member institutions. This includes:
 - staff working on collaborative research projects with colleagues from the GW4 member which owns the equipment
 - staff working on research projects which are not collaborative
 - staff working on services rendered contracts
 - If there is still capacity within the facility, staff from other universities or other organisations may use it