



Molecular Analysis Facility Instrumentation Placement Proposal Guidelines

All proposals for placing new instrumentation in the Molecular Analysis Facility (MAF) must provide a 1-page access and operation plan that addresses the long term (i.e., 5-10 years) operation of the instrument.

The plan for providing access must address the following points:

- identifying the faculty and staff responsible for the day-to-day management and safe operation of the instrument.
- an estimated user base of faculty groups who will use the instrument along with the estimated percentage of time to be used by this group and the remaining percentage of time that would be available to UW and other academic or industry users.
- how any user fees will be set, administered and collected. Describe whether there will be different fee structures for different types of users, and how this will be done through an existing or new cost center.
- financial plan describing the revenue streams committed to support and to maintain the instrumentation in top working condition for at least 5 years and preferably at least 10 years. (service contract, repair parts, consumables, staffing, administration, etc.), identify who will be financially responsible for operation of the instrumentation, including resolution of any deficits resulting from ongoing operation of the instrumentation.
- commitment and staffing plan for training users when appropriate.
- where appropriate, have a plan to ensure that access to the instrument is limited to users whose projects have received approval by institutional human subjects, animal welfare or biosafety committees.