Molecular Analysis Facility Instrumentation Placement Proposal Guidelines

Placing an instrument in MAF space means that MAF will take financial responsibility for the operations and maintenance of the instrument. The MAF staff will maintain the instrument, train users, acquire data for remote users. The MAF will also charge a fee to **ALL** users of the instrument (including faculty placing instrument in the MAF). 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 proposal will be reviewed (may require up to 2 weeks) and determine if the instrument is acceptable to the MAF. For people submitting grants, please plan at least 2 weeks before submitting if you are requesting approval/LOS to put instrument in the MAF. Note: MAF space has become very limited.

The plan for providing access MUST address the following points:

1) 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. (We need this to determine financial feasibility and/or how much this will help or impact MAF resources)

2) A proposal on how any user fees will be set, administered and collected. Describe whether there will be a proposed different fee structures for different types of users, and how this will be done through an existing or new cost center. (We are happy to work out options with you based on our experience)

3) Financial plan describing costs to maintain the instrumentation in top working condition for at least 5 years. (service contract, repair parts, consumables, estimated staffing FTE %, administration, etc.). (We are also happy to help with this, but need you to provide the estimated costs of service contract, repair parts, and consumables, etc. for financial planning.)

4) What expectations are for staff to maintain instrument, train users, and acquire data for outside users. (estimate of how much FTE of staff time needed, expertise of staff needed, etc)

5) If a commercial instrument, information of current systems in other US service facilities.

6) Where appropriate, discuss if there is a need for BSL lab and/or 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.

7) Include footprint of instrument and associated utility requirements (e.g. power, pump venting, chiller, etc) and any installation adaptations needed (preferably vendor site preparation guide).

**NOTE:** MAF space has become very limited. There may not be room for larger instruments.