



## Department Administrative Policy and Procedure

**Subject:** Center of Innovation for Flow through Porous Media (COIFPM) Instrument Use Policy

**Approved Date:**

### I. PURPOSE

To establish a research and facility use policy for the Center of Innovation for Flow through Porous Media (COIFPM) that describes how the services of major multiuser imaging instruments (specifically electron microscopes and x-ray micro-CT and medical-CT scanners) in COIFPM will be made available to all students and employees of the University of Wyoming using the center's data acquisition project procedures.

### II. DEFINITIONS

**Multiuser Instruments:** Major multiuser imaging instruments made available to students and employees throughout the University of Wyoming for shared use. Instruments designated as multiuser will depend on the durability, safety, and ease of use to accommodate the needs of various users while ensuring efficient operation and optimal performance. It does not include equipment that is fabricated or modified using the COIFPM IP and know-how or customized equipment built for specific research initiatives.

### III. POLICY

#### Instrument Access

The multiuser instruments at COIFPM (which form the bulk of the total value of Center's instruments) are available for use by all faculty and researchers at the University of Wyoming for research and educational purposes. Examples of potential use include:

- Preliminary data acquisition for research grant proposals.
- Data acquisition for specific research aligned with ongoing grants and/or contracts.
- Planning data acquisition for research grant proposals to be submitted to funding agencies.

Access to multiuser instruments will be generally granted unless the following limitations apply:

- Full utilization of the equipment.
- Prohibitive costs or time required to set up the equipment for a new user's customized needs.
- Unavailability of expertise or skilled professionals needed to operate the equipment.

- Restrictions imposed by research grants, intellectual property agreements, contracts, subcontracts, or customized equipment fabricated for specific COIFPM research initiatives.
- Prohibitive experimental conditions, sample conditions, or time required by skilled professionals to set up, conduct, and safely complete the tests and process the data.

#### **Instrument Awareness**

To facilitate access, applicable multiuser instruments will be added to the **COIFPM Shared Instrument Database** located on COIFPM's website.

#### **Cost Recovery**

The costs associated with the use of the equipment shall be recognized and recovered by the Center. Information on how operating costs are determined shall be made available to the Research & Economic Development Division. Use of equipment shall be billed according to established hourly rates listed on the **COIFPM Rate Schedule**.

All users will be required to sign a liability form.

#### **Requesting Use of Multiuser Instruments**

The process for requesting access to multiuser instruments at COIFPM will adhere to the guidelines outlined in the Data Acquisition Request Procedure. This procedure shall be reviewed annually by the VP of Research & Economic Development and the COIFPM Director. Revisions shall be made based on changes in the demand and per user feedback as well.

Individuals or groups utilizing the facility and equipment must adhere to all University Regulations and applicable city, county, state or federal ordinances and statutes.

### **IV. ROLES & RESPONSIBILITIES**

**Instrument Access Team:** The *Instrument Access Team* will be responsible for performing a technical review of each request. It shall consist of the following members:

**Requestor:** Any University researcher or entity, including affiliated organizations, who may request use of or be party to any agreement or arrangement for use of COIFPM equipment. The individual or group will need to complete the request form (and project proposal, if applicable), and provide additional information as needed.

**Lab Manager** – Individual responsible for managing the operation of shared instrument, tracking availability, maintenance schedules, and ensuring proper utilization. Person(s) assigned will be dependent upon the equipment requested for use. Lab manager will coordinate the project with the Center's Safety Office and appropriate Instrument Operator.

**Technical Lead** - Individual responsible for providing technical expertise, while supporting the data processing functions of the project (e.g. storage and transfer,

segmentation, etc.). Person(s) assigned will be dependent upon the equipment requested for use and the scope of the project.

**COIFPM Business Office Representative** – Individual responsible for assessing the financial implications of equipment requests, reviewing estimated expenditures, and ensuring that equipment usage aligns with budgetary constraints. This individual will also handle the administrative aspects of processing requests, maintaining records, and communicating with requestors regarding approval status, scheduling, access invoices, and any related documentation.

**V. RELATED FORMS & RESOURCE MATERIALS**

<b>COIFPM Multiuser Instrument Share Forms &amp; Resource Materials</b>	
Forms/Resource Materials are located on the COIFPM website under Instrument Scheduling	
<b>Form/Resource</b>	<b>Description</b>
<b>COIFPM Data Acquisition Project Request Form</b>	The <i>COIFPM Data Acquisition Project Request Form</i> serves as a formal document to initiate the process of acquiring data for a specific project. It provides a structured framework for requesting and documenting data acquisition needs, ensuring clarity, accountability, and alignment with project objectives.
<b>COIFPM Data Acquisition Project Proposal</b>	The <i>COIFPM Data Acquisition Project Proposal</i> outlines the plan and objectives for acquiring data to support a specific project. It serves as a formal document to communicate the need for data, the proposed approach for acquisition, and the expected timeline and outcomes.
<b>COIFPM Shared Instrument Database</b>	The <i>COIFPM Shared Instrument Database</i> is a centralized repository of information about the instruments available for shared use at COIFPM.
<b>COIFPM Rate Schedule</b>	The <i>COIFPM Rate Schedule</i> is a structured document outlining the charges or fees associated with the use of specific instruments provided by COIFPM.

**Responsible Division/Unit:** Center of Innovation for Flow through Porous Media (COIFPM)

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** [2024 House Bill 0001 \(HB0001\), Section 316](#); [UW Regulation 6-4](#)

**Approved:**