

PROCEDURE

Research Management

SUBJECT: PROCEDURE for implantation, maintenance and removal of equipment and services in the CRCHUM scientific core facilities	NUMBER: CRCHUM 50 512-01
ADDRESSED TO: Regular CRCHUM researchers and core facility staff	Issued on: January 29, 2016 Revised on: June 23, 2020
ISSUED BY: Céline Coderre, Senior Manager, Scientific Performance	
APPROVED BY: Research Management (DR) And SIGNED BY: Vincent Poitout, Research Director CHUM and research director CRCHUM	Date: June 23, 2020

OBJECTIVE

The purpose of the procedure is to explain the process to request the implantation of new equipment and services in the CRCHUM's scientific core facilities. This procedure also describes the conditions to install, maintain and remove equipment and services from the core facilities.

1. **TARGET AUDIENCE**

This is addressed to all regular researchers and core facilities staff of the CRCHUM.

2. **DÉFINITIONS**

2.1 Regular CRCHUM researcher: Person with a valid regular researcher status to the CRCHUM, as described in the document 'Researchers status' of the CRCHUM, in accordance with 8 criteria established by the FRQS. The eligibility criteria including that, at least 50% of research activities are carried out at the CHUM-CRCHUM and that the researcher benefits a space inside the CHUM. And that in the past three years, have published their work in an international periodic publication.

2.2 Core Facility Manager (RP): Person responsible of the equipment and services and manages the core facility.

2.3 Scientific Advisor (CS): Regular CRCHUM researcher responsible of the core facility.

2.4 Core facility equipment: Any equipment that is used to directly provide a paid service to research teams, either on a self-service or non-self-serve basis. For the purposes of this procedure, the equipment in question does not include those that are complementary and necessary to the platform for the activities to be possible, such as scales, centrifuges, pipettes, etc.

2.5 Core facility Service: All research service provided by RPs and facilities' staff to meet the needs of the research teams, for which they will be billed.

2.6 Senior Manager, Scientific Performance (GP): The person responsible for the overall organization and management of the core facilities, referred to as the PM in the policy.

3. **POLICY REFERENCE**

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This follows policy number 50512 ' CRCHUM core facility policy - Section 2 - Equipment and services for clients ' whose purpose is to describe the general rules of access to core facility's services for internal and external clients at the CHUM.

4. RESPONSIBILITIES

- 4.1 The regular researchers that wish to offer equipment and services in a core facility must follow the established process to make their request. They are also responsible for notifying the Scientific Associate Directorate – basic and translational research if they wish to revoke their offer of equipment and services.
- 4.2 The RP recommend, implement and maintain new services and equipment. They follow the same process as the researchers to make a request to add new equipment and services. They also recommend changes or removal of services or equipment when needed so that the core facility remains effective.
- 4.3 The Scientific Assistant Directorate - Basic and Translational Research and the CRCHUM's Operations Assistant Directorate receive requests and recommendations, evaluate services and equipment, authorize additions, and decide on removals and directions to follow for the development of the core facilities.

5. PROCEDURE

The CRCHUM's management allows, by supporting financially and logistically the core facilities, that researchers put their equipment or expertise to community service. Rules for implanting, maintaining and removal are required so that equipment and services offered remain at all-time efficient, competitive, accessible and scientifically useful for ongoing and future research programs.

5.1 Implanting new equipment and services

- 5.1.1 The equipment or service must have a unique or innovative feature in the CRCHUM's core facilities in order not to duplicate existing services, unless the volume of activities justifies it.
- 5.1.2 Before according an equipment or service to be available on a core facility, a verification must be made to ensure a team on site doesn't already possess the equipment or service, and if it isn't already shared. The goal is to avoid competition between different departments of the CRCHUM.
- 5.1.3 Member of the institutional network of Université de Montréal, the CRCHUM must assure compatibility between the available installation and equipment in various partnering institution. Therefore, before the addition of an equipment or service, an evaluation must be conducted to confirm the need of a local implantation for researchers at CRCHUM.
- 5.1.4 The equipment or service must be able to contribute to ongoing or planned research projects for the next 2 - 3 years.

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- 5.1.5 The equipment or service must be placed at the service of the community and integrated into one of the platforms, not for single use or limited to a single research team. If required, following an FCI purchase, a researcher may request priority access to equipment, but access to other groups must also be possible.
- 5.1.6 The staff of the core facility must include at least one competent member or one to be trained to operate the equipment, and offer the service and/or train other user.
- 5.1.7 Before access is authorized, a business plan (see Appendix 1 form) must be prepared by the researcher and / or RP. It should include:
 - 5.1.7.1 The list of services and / or equipment to be added to the service offer, the scientific justification and the applicable fee schedule (internal, academic and company);
 - 5.1.7.2 An estimate of the volume of activity and potential revenue for at least 3 years, after surveying the internal research teams and assessing the needs in the research community in the Mtl region and even outside the region If applicable. The availability and prices of services in other local institutions must be documented. A list of potential clients must be submitted;
 - 5.1.7.3 A projection of operating costs and maintenance of the facility including consumables, service contracts in future years, required staff with associated cost, etc.;
 - 5.1.7.4 An evaluation of the spaces required in the CRCHUM. Platform premises must be used as a matter of priority. Exceptionally, equipment may be installed in a laboratory, if an explanation demonstrates its necessity;
 - 5.1.7.5 The calculation of installation, method development or development costs;
 - 5.1.7.6 The calculation of the profitability and monitoring of the infrastructure performance.
 - 5.1.7.7 For equipment to be added: a written confirmation from the researcher, which specifies that this equipment will be put on the platform for a period of at least 5 years.
- 5.1.8 The business plan should be forwarded to the GP for approval by the Deputy Scientific Directorate of Basic and Translational Research and the CRCHUM's Operations Directorate. The decision to proceed will be made according to pre-established scales based on the following criteria: scientific relevance, need for the CHUM's customers, logistics and operational functionality, development and operating costs, and potential revenues.
- 5.1.9 After the first year of activity, a review of the prediction stated in the business plan will be conducted and a decision will be taken in regards if the service will be relocated and/or the equipment maintained on the core facility.

5.2 Implantation of used equipment

- 5.2.1 The same access measures as the new equipment is applied (see section 5.1.).
- 5.2.2 The scientific and technological relevance of used equipment must be validated and its utility for the research teams documented in order to prevent the equipment from being hardly or no longer used in the near future.

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5.2.3 The physical condition of the equipment must be checked to ensure that it is fully functional, with no deficiencies and with up-to-date software on recent operating systems, if applicable, before being integrated into a platform. Necessary repairs will not be supported by the core facility.

5.2.4 The use of a service contract or not must be evaluated, according to the risks of breakage, the associated costs, the volume of activity planned and the availability of replacement parts.

5.3 Maintain and/or modification of equipment and service

5.3.1 An evaluation of the financial results, activities, needs and equipment conditions is carried out on an annual or biennial basis for each platform. This assessment is done by the Scientific Assistant Directorate - Basic and Translational Research and by the Operational Assistant Directorate.

5.3.2 The criteria for the renewal of the core facilities' services are as follows:

5.3.2.1 Financial performance of the platform (more than 50% cost recovery *);

5.3.2.2 Number of clients and sufficient volume of activities;

5.3.2.3 Equipment in good condition;

5.3.2.4 Scientific relevance of services;

5.3.2.5 Capacity of staff and technology to pursue scientific development.

* Costs include consumables, service contracts and maintenance and repair costs, salaries, and any other fees authorized by the GP.

5.3.3 In the event of non-compliance with one or more of these criteria, a more detailed study of the different services will be carried out in order to revise the range of services or equipment offered. If necessary, the fee schedule may also be reviewed if disparities are noted.

5.4 Removal of Equipment or service

The Scientific Assistant Directorate - Basic and Translational Research or the Operational Assistant Directorate may decide to remove equipment or services from the platform at any time for the following reasons:

5.4.1 Cost of maintenance or servicing equipment too high.

5.4.2 Scientific obsolescence of equipment or service.

5.4.3 Lack of customers, creating a significant decline in revenues.

5.4.4 Lack of expertise and / or financial means to pay staff;

5.4.5 Equipment or service for limited use and / or not put into service in the community.

5.4.6 Equipment or service not integrated in a business plan of one of our platforms.

5.4.7 Any other financial reasons obliging to prioritize the services.

5.5 User fees for equipment or service.

5.5.1 All user must pay the fees related to the usage of the service and equipment, including the researcher (and his team) who have acquired the equipment through a grant.

5.5.2 During the implementation of a new equipment or service, a validation or method development phase may be required. It is understood that this phase will be carried out for the benefit of the

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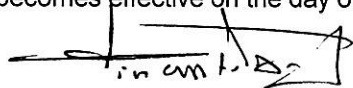
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community and not only for the benefit of a single group. If these activities are carried out by the team of the researcher who has obtained the equipment through a grant and/or who has the expertise to carry out these activities, an agreement will be established and approved by the Scientific Assistant Directorate - Fundamental and Translational Research, so that the use of the equipment for the development or validation activities will not be charged to the researcher. Once this phase is completed, the researcher will be required to pay for the use of the equipment or service in the same way as all other teams, unless the agreement provides for a grace period, depending on the level of involvement during the implementation phase. The duration of this grace period will be determined by the Scientific Assistant Directorate - Fundamental and Translational Research.

- 5.5.3 If the researcher makes extensive use of the equipment, an agreement could be reached between the researcher and the Assistant Scientific Directorate - fundamental and translational research so that time sharing is determined to satisfy the exclusive needs of the researcher and those of the core facility. If this is the case, the researcher agrees to contribute proportionally to the time granted exclusively for the costs of managing the equipment or service (personnel, consumables, service contract). A written agreement will confirm the responsibilities and fees for each party.

6. APPLICATION

This policy becomes effective on the day of its approval by the Research Director of the CHUM.



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