

Regulations on Subsidies for the Shared Use Service Project of Yuan Ze University's High-Value Instruments

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Adopted at the 20th Administrative Council Meeting,
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- Article 1 These Regulations are hereby established for the purpose of integrating university resources, ensuring the effective utilization of high-value instruments and equipment procured by all units, promoting resource sharing to achieve cumulative benefits, strengthening the University's essential high-value equipment resources, elevating the University's overall research and development capabilities, and expanding the effectiveness of social services.
- Article 2 The term "high-value instruments" in these Regulations refers to large-scale and costly core research instruments that are of critical importance to academic research and require advanced technical operation (excluding instruments commercially available as service equipment, instruments used for consumable production or processing, and instruments intended for personal use or for use by only a small number of researchers.) Instruments meeting the foregoing criteria shall apply for inclusion in the University's "Shared Use Service Project for University-Owned High-Value Instruments."
- Article 3 Units applying for inclusion in the University's "Shared Use Service Project for University-Owned High-Value Instruments" shall meet the following requirements:
1. Each high-value instrument shall have one full-time faculty member proficient in operating the instrument (hereinafter referred to as the "Instrument Specialist"). The Instrument Specialist shall be responsible for guiding the instrument technician in operation, service, and basic maintenance, and for providing technical consultation to users. Each Instrument Specialist may not be responsible for more than two high-value instruments.
 2. Each high-value instrument shall have one full-time technician, who shall be responsible for matters related to the operation of the instrument.
 3. The applying unit shall designate one administrative staff member to serve as the contact for matters related to the instrument (including reservation, fee collection, and other related services).

Article 4 Scope of Subsidies under the Shared Use Project for High-Value Instruments

1. Operating Expenses for High-Value Instruments:

Subsidies shall cover the operating expenses (including maintenance and consumables) required for University-owned high-value instruments approved for the current academic year. The subsidy amount shall not exceed 50% of the total operating expenses, and shall further be capped at no more than 60% of the applying unit's total annual maintenance expenses (including instructional support fees).

2. Procurement Expenses for High-Value Instruments:

This funding shall be used exclusively for the acquisition of large and costly instruments that individual colleges or departments cannot independently procure, and that meet at least one of the following principles:

- (1) Required for large-scale collaborative research across colleges or departments, with high user demand and frequent usage.
- (2) Necessary to enhance research quality, overcome research bottlenecks, or initiate new research fields.
- (3) Essential for improving research competitiveness and maintaining a leading position nationally.
- (4) Needed to support balanced development across all academic disciplines within the University.

Applications meeting any of the aforementioned principles and satisfying at least one of the following conditions shall be given priority:

- (1) The procurement proposal is complete, clearly demonstrating the importance of the instrument, and includes detailed space planning, appropriate management personnel, and adequate maintenance measures, with expected beneficial outcomes.
- (2) External funding or matching funds from colleges, departments, or centers cover 60% or more of the acquisition cost.
- (3) Historical funding records indicate that the applying unit has received significantly lower funding compared to others.

Article 5 Funds granted under this subsidy shall be used in accordance with the University's relevant regulations and procedures, and shall not be diverted for other purposes. Should the applying unit wish to carry over funds to the following fiscal year, prior approval from the Office of Research and Development is required before submitting such an application.

- Article 6 Units receiving subsidies under the Shared Use Service Project for High-Value Instruments shall provide at least the following services:
1. Units shall cooperate with the University in establishing dedicated webpages for each high-value instrument, providing relevant information accessible to potential users.
 2. Units shall publicly announce the available usage schedules and locations for each instrument. Instruments receiving operating expense subsidies shall be available for external use at least ten hours per week. Instruments receiving procurement expense subsidies shall be available for external use at least twenty hours per week. (Time allocated for the applying unit's own use, such as classes, experiments, or research, is excluded.)
 3. Units shall publicly announce the shared-use procedures or guidelines for each instrument (including basic operation manuals) and provide necessary operational and laboratory safety training. A full-time technician shall be present to assist during instrument operation.
 4. Units shall publicly announce the usage fees for each instrument. University faculty and students shall receive appropriate discounts when borrowing instruments.
- Article 7 Of the fees collected from external users, 15% shall be allocated as the University's administrative fee, while the remaining 85% shall be used exclusively for the maintenance, management, consumables, and other related expenses of the instrument. Such funds shall be accounted for and managed separately.
- Article 8 All teaching and research units may jointly prepare proposals with internal collaborating research units. Applications for the following academic year shall be submitted to the Office of Research and Development by April each year in accordance with the following procedures:
1. Applicants who apply for operating expense subsidies for high-value instruments shall submit a "High-Value Instrument Operating Expense Subsidy Application Proposal" through the affiliated unit.
 2. Applicants shall have the Principal Investigator prepare a "Cross-College/Department High-Value Instrument Procurement Proposal," which shall be submitted for approval by the primary applying unit (college or center). The primary applying unit shall be the unit identified in the proposal as having the highest proportion of instrument usage, while other units shall be designated as collaborating units. If two or more units have the same usage proportion, the primary applying unit shall be determined through mutual consultation. The Principal Investigator shall be a faculty member or researcher affiliated with the primary applying unit.)

Article 9 The Office of Research and Development shall review the submitted proposals in accordance with the following procedures:

1. The Office of Research and Development shall convene a Project Review Committee to conduct the evaluation. External experts may also be invited when necessary.
2. During the review process, the proposer may be requested to appear in person to provide explanations. The proposer may also be required to submit supplementary materials, written clarifications, or revisions to certain parts of the proposal to comply with budgetary constraints.
3. The collective opinions submitted by the primary applying unit and the co-applying units shall serve as important references during the evaluation.
4. For proposals approved through the review, the Project Review Committee shall determine the priority order for funding allocation.
5. Proposals approved but not allocated funding may be retained for priority consideration in the following academic year.
6. Proposals that do not pass the review shall be returned to the original applying unit or the principal investigator.

Article 10 These Regulations, as well as all subsequent revisions therewith, shall be duly adopted by the Administrative Council prior to implementation.

The English translation is for reference only. In case of any discrepancy between Chinese and English versions, the Chinese version shall prevail.

Flowchart of the Shared Use Service Project of Yuan Ze University's High-Value Instruments

