

Technical Services Policy on Physics Department Support

1. Policy on Physics Department Support

The Technical Services Cost Center charges the same rate to all users. The shop rate is calculated each year by making a supportable estimate of the number of hours to be sold and dividing this figure into an estimate of operating costs. Operating costs include salaries, benefits, general services such as telephones, routine machine maintenance, minor repairs and expendable supplies. The operating cost also includes a usage fee on the inventoried equipment; this fee is transferred into the equipment reserve to purchase new or replacement equipment and fund major repairs.

The Department of Physics pays the full cost of all instructional jobs and pays a fraction of the cost of research jobs performed on behalf of qualified Physics users (as defined below) who submit projects to Technical Services.

2. Who Qualifies for Department Support

A research-related job submitted to the Physics Technical Services Shops qualifies for, but is not guaranteed, Physics Department Support if it is:

- (a) Submitted by Physics regular, research or emeritus faculty, with charges to be paid from a Physics-administered budget;
- (b) Submitted by a Physics grad student and directly related to his/her thesis research, regardless of the faculty supervisor's affiliation or funding source and provided that job is specific to the student's thesis as opposed to being part of the project as a whole;
- (c) Submitted by a Physics grad student with an adjunct faculty supervisor in another department, not directly related to the students' thesis, provided charges are to be paid from a Physics-administered budget or sub-budget; or
- (d) Submitted by non-Physics faculty, staff or student, for collaborative research supported by a Physics administered grant or sub-contract.

Note that, except for graduate students' thesis-related work, jobs do *not* qualify for support unless work is paid for by a Physics-administered grant. "Physics-administered" means that the grant is administered by the Physics Department, Physics gets credit for any indirect costs, and its proposal was reviewed and approved by the Physics Chair and Department Administrator before submission to the sponsoring agency. All such grants should be accompanied by an estimate of the required amount of shop time so that Technical Services and the Department can estimate the demand for shop time and the funds required.

Questions about the support policy should be directed to the *Department Administrator* or the *Technical Services Liaison*.

March 7, 2007