

# FACULTY OF MEDICINE AND HEALTH CORE RESEARCH EQUIPMENT AND TECHNOLOGY PROVISIONS 2019

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## 1 Purpose and application

- (1) These provisions apply to:
  - (a) staff, students and affiliates in the Faculty of Medicine and Health (FMH); and
  - (b) the purchase and management of shared major equipment and technology to support FMH research efforts.
- (2) These provisions provide guidance for the faculty in identifying and prioritising acquisition of core research equipment and technology.

## 2 Commencement

These provisions commence on 1 October 2019.

## 3 Core research equipment and technology

- (1) Core research equipment and technology includes items that cannot feasibly be acquired by a single research group because of the need for:
  - (a) large initial capital expenditure, usually in excess of \$100,000; and
  - (b) ongoing funding for any or all of maintenance, upgrading and support personnel after acquisition.
- (2) Items of lesser value may also be considered to be core research equipment and technology if:
  - (a) they are not provided through other means, such as University centrally managed facilities; and
  - (b) their acquisition is clearly supported by multiple user-groups within the faculty.
- (3) Core research equipment and technology may also include “transformative” equipment or technologies, such as:
  - (a) new technologies not previously available on campus;
  - (b) increased capacity for existing equipment or technology where need is demonstrated by high levels of current use;
  - (c) updates to existing equipment or technology where this can be demonstrated to produce savings in time and cost.

## 4 Principles

- (1) Core research equipment or technology should:
  - (a) support the faculty's strategic objectives, and those of any relevant partner or collaborator organisation;
  - (b) have access allocated:
    - (i) in consultation with Academic Leaders (Research);
    - (ii) consistent with any requirements determined by the FMH Research Committee; and
    - (iii) in accordance with any other relevant associated procedures and local provisions;
  - (c) be co-located with areas of relevant research strength, where practicable;
  - (d) be acquired through clear and transparent processes as required by the [Procurement Policy 2019](#) and in accordance with any other relevant associated procedures and local provisions;
  - (e) be capable of being acquired and operated on a sound footing based upon a clear business case;
  - (f) be capable of sustainable operation, with clear and viable long-term plans for repairs, maintenance and any other necessary support; and
  - (g) have a clear decision-making framework to manage its use in accordance with the expectations of the FMH Research Committee.
- (2) Core research equipment should not operate in competition with the University's centrally provided Core Research Facilities.

## 5 Identifying potential acquisitions

- (1) Academic Leaders (Research) (ALRs) must consult with relevant staff in schools and precinct-based research hubs to identify:
  - (a) needs for moderate to large scale infrastructure; and
  - (b) plans for shared use of such infrastructure where appropriate.
- (2) ALRs must undertake thorough consultation with all relevant parties in relation to any potential acquisition that might involve them. This includes, as appropriate:
  - (a) FMH Research Committee and relevant sub-committees;
  - (b) the University's Core Research Facilities unit;
  - (c) partner or collaborator organisations; and
  - (d) any precinct equipment committees.
- (3) Where necessary, an equipment or precinct-based subcommittee may be established to assist in identifying local needs and potential acquisitions.
- (4) If, after the necessary consultations, an acquisition is proposed, the relevant ALRs must present a business case to, and obtain the endorsement of, the FMH Research Committee.
  - (a) The business case must address the following criteria:
    - (i) how the acquisition aligns with the faculty's strategic objectives, and those of any relevant partner or collaborator organisations;

- (ii) how the acquisition and subsequent operation and maintenance will be funded;
  - (iii) proposals for who will use the equipment or technology and how access will be shared;
  - (iv) how the acquisition will support any of:
    - (i) research excellence;
    - (ii) improved research outcomes; or
    - (iii) savings in time or cost; and
  - (v) evidence of the need for the acquisition.
- (5) The FMH Research Committee will consider the business case and if endorsed present it to the Faculty Leadership Group for consideration and recommendation to the Executive Dean for approval.

## 6 Prioritising potential acquisitions

- (1) FMH will prioritise competing proposals for the acquisition of core research equipment and technology by considering the following factors, in addition to those required by the [Procurement Policy 2019](#) and the associated procedures:
- (a) the scale of activities (e.g. number of projects and teams) that will be supported by the proposed equipment;
  - (b) the equipment and technology specifications and cost, within the context of available funding, and in line with associated application guidelines or conditions of award;
  - (c) whether there are other opportunities to obtain financial support for the acquisition (e.g. such NHMRC equipment grants);
  - (d) the degree to which the proposed acquisition will support research excellence;
  - (e) the anticipated impact of the acquisition on research outcomes and productivity;
  - (f) alignment to strategic areas for technical development as determined by the FMH Research Committee based on:
    - (i) current or future projects;
    - (ii) anticipated research outcomes; and
    - (iii) other relevant factors identified by the FMH Research Committee.
  - (g) how the equipment or technology can be located to enable maximum use.
- (2) FMH will establish and maintain a prioritised roadmap for the purchase of research equipment and technology over a three-year period, which will be reviewed by FMH Research Committee, at least, annually.
- (3) Changes to the prioritisation of equipment and technology purchases recommended by the FMH Research Committee will be provided to the Faculty Leadership Group for endorsement.

## **7 Purchasing**

- (1) All purchasing must comply with the [Procurement Policy 2019](#), relevant associated procedures, guidelines and principles.
- (2) The FMH Research Committee may recommend that a purchase that is very expensive and will be used by a large number of researchers be considered by the University Core Research Facilities unit.
- (3) FMH's involvement in acquisitions by the University Core Research Facilities unit will be managed by the FMH Research Committee, in consultation with the relevant academic management groups of affected facilities, and their directors.
- (4) Purchases may be funded from a variety of sources, including but not limited to:
  - (a) NHMRC equipment grants;
  - (b) ARC LIEF schemes;
  - (c) other external grant funds (where allowable);
  - (d) co-funding from partner or collaborator organisations;
  - (e) philanthropy;
  - (f) University or faculty funds.

## **8 Managing and operating core research equipment and technology**

- (1) FMH core research equipment and technology will be operated independently of University Core Research Facilities, but will be harmonised with them through using the same mechanisms for:
  - (a) booking;
  - (b) analysis of use; and
  - (c) prioritisation of operations.
- (2) Equipment and technology funded by the faculty will be operated by FMH and not by groups or schools within the faculty.
- (3) Usage fees may be charged to researchers for use of FMH operated equipment or technology. Such fees will be:
  - (a) calculated based on principles of partial cost recovery, agreed by the FMH Research Committee and Faculty Leadership Group; and
  - (b) harmonised with University Core Research Facilities cost schedules where appropriate.

## NOTES

### Faculty of Medicine and Health – Core Research Equipment and Technology Provisions 2019

Date adopted: 16 September 2019

Date commenced: 1 October 2019

Approved by: Professor Robyn Ward, Executive Dean

**Signature:**

Review date: 1 October 2024

Rescinded documents: None

Related documents:

[Procurement Policy 2019](#)

[Space Management Policy 2012](#)

[Asset Financial Management Procedures 2019](#)

[Procurement: Tendering Procedures](#)

[Procurement and Purchasing Guidelines](#)

[UniBuy Procurement Procedures 2019](#)

[Faculty of Medicine and Health – Space Management Provisions 2019](#)

## AMENDMENT HISTORY

Provision	Amendment	Commencing
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