Use of Research Labs by External Entities

Requests for Access to Research Equipment or Laboratory Space at UCH

- In general, use of UCH research equipment or laboratory space by outside entities/investigators, including TIP companies/personnel, is not allowed.
- All requests for use of UCH equipment or services by outside entities (including TIP companies), should be referred to the appropriate HCRAC core or school service center. HCRAC Cores and other service centers can be used by outside entities and should be directly contacted for services.
- Exceptions to these rules include:
  a) a subcontract or sub-award for extramural funding where a UCH faculty member is included as an investigator;
  OR
  b) the request for services requires specialized equipment not available in a HCRAC core or school service center. In such cases, a fee for service agreement must be used to provide the requested services.

Other requests for an exception will be considered by the appropriate School of Medicine or School of Dental Medicine Dean, or their designee on a case-by-case basis.

Requests for Use of Research Equipment or Services Policy / Fee for Service Agreement Requirements

- Once an exception is granted, all work must be performed by UCH personnel associated with the laboratory providing the service. UCH personnel performing the work must have appropriate time and effort (%FTE) dedicated to the service to be provided.
- The service agreement must include a written specification of the scope of work (SOW), with clearly identified deliverables and an appropriate timeline.
- All relevant costs [labor, supplies, shipping of samples, etc] must be covered in the agreement, including appropriate costs for equipment use [service contract, depreciation allowance, etc]. This information can be obtained from UCH Research Finance.
- A time limited scope of work must be specified; no open-ended agreements will be approved.
- UCH assumes no liability for the quality of the work provided.
- UCH assumes no Intellectual Property rights resulting from the work provided.
- All agreements must be approved by the appropriate department chair or center director and School of Medicine or School of Dental Medicine dean, or their designee, prior to providing the service.
- All proceeds / funds must go to the department, not the faculty member providing the service. Proceeds will be used at the discretion of the department chair / center director and faculty member providing the service.