



## Guidelines for equipment use at DBNS

### User categories

Users of DBNS equipment are divided into four categories:

1. DBNS users (DBNS staff and students)
2. BOKU users (researchers at the DBNS who are not affiliated with the DBNS and users from institutions with special access contracts with BOKU, e.g. AIT)
3. External academic users (users from other universities and public research institutes, Austrian or foreign)
4. Users with a commercial interest

These user categories have different basis for access to DBNS equipment and therefore also different rules for access apply.

### General

All use of DBNS equipment should be covered by research projects or other contract work. This ensures that the use of the equipment follows DBNS policy and that proper planning of resource allocation can be done by the department management. It should be related to the research strategy of the department or to the strategy of BOKU. Therefore, more than 1-time use of equipment and use with commercial interests involved should follow the routines for research project submission within the department or within another department. Although such use can be agreed with external academic partners (within or outside BOKU) by individual researchers and teams, it is possible for the ALK to decide to prioritize internal DBNS use over external users and collaborations if the equipment is overbooked or other resources overused due to external use.

### DBNS users

DBNS users have the right to use of DBNS equipment for the completion of their projects. As all projects have been pre-screened for conflicts before submission by the Forschungssprecher, it is assumed that each researcher in the DBNS will have full access to all equipment he/she needs. Proper training is required for access to each lab area and instrument as specified for the specific laboratory and instrument. Instruments at the DBNS should be operated by the



researchers of the DBNS for their own projects and not as a service. The training should thus be provided for all users as described in the DBNS Lab policy.

### **BOKU users**

According to DBNS policy the use of our equipment by other researchers at the BOKU is expressly allowed and encouraged and can fall under one of three categories:

1. It is part of an internal collaboration with joint authorship and is considered as part of the DBNS research activities and should be serviced within that collaboration by performing the measurements or the required training.
2. It is not part of research collaboration but is performed on instruments for which no significant running costs can be attributed to the DBNS budget(s), e.g. when maintenance is covered directly by negotiation with the Rektorat or by other funding body, or such costs are negligible. In this case the instrument can be used freely when available and training has been provided by skilled personnel from the DBNS. The latter should be provided to the best of our ability.
3. It is not part of a research collaboration and also carries significant costs for the DBNS in terms of running experiments, maintenance or training time. In this case it can be discussed that a contribution is being made to the DBNS to cover direct expenses. Full cost as applied to commercial partners cannot be applied.

When training and service has to be provided by DBNS staff and students for users from outside the DBNS, this will be performed in manner of availability. While internal DBNS projects have priority, the DBNS should always try to honor external requests from within the BOKU. Therefore, when an individual team has been approached but cannot respond to a request in a timely manner, it should be forwarded to the ALK to see if other teams are able to assist before the request is turned down or delayed. Research projects and collaborations within/with the DBNS have priority over other use of DBNS equipment.

### **External academic users**

The same rules as described above for BOKU users are applied to external academic users. If a priority ranking has to be applied due to lack of resources within the DBNS (machine time, training staff availability), the priority is such that research projects and collaborations have priority. Thereafter DBNS and BOKU users have priority over external academic users.



### **Users with commercial interest**

Users with commercial interests are not covered by the DBNS policy of free access to our equipment and facilities through research collaborations. Such work has to be performed through a DBNS employee as service according to the rules of the DBNS and the BOKU. These rules stipulate among other things:

1. That the person performing the work must be allowed to do so by his/her employment contract;
2. He/she has to perform the work in a way that does not interfere with normal DBNS activities;
3. The work should be performed against compensation at marked price which to the minimum should cover the full costs of the equipment and personnel use.

The procedure for starting and performing work relating to commercial interests is described in the separate document "Procedure for contract work at the DBNS".