

Supplement on the Operating and Usage Concept

<Proposal for Major Research Instrumentation as per Art. 91b GG>

<Please complete only one Supplement on the Operating and Usage Concept per proposal.>

<Grey texts are intended to provide guidance for completing the form and should be deleted prior to submitting your proposal. Retain all black text in your submission.>

I. Existing and planned instrumentation

1. Equipment currently available (related to the instrumentation requested)

<Please describe in tabular form the **existing equipment** that is related to the instrumentation being applied for. List all instrumentation with similar or related function – even those of different performance class – that is available at the university.>

Designation, manufacturer and model	Financing type (with DFG ref. no. if applicable)	Commissioning (year)	Decommissioning – if applicable (year)	(Productive) instrument time (hours/year)	Location, person responsible, area of application
[Text]	[Text]	[Text]	[Text]	[Text]	[Text]
[Text]	[Text]	[Text]	[Text]	[Text]	[Text]
[Text]	[Text]	[Text]	[Text]	[Text]	[Text]
[Text]	[Text]	[Text]	[Text]	[Text]	[Text]

...

2. Planned installation(s)

<Please describe in tabular form the instrumentation being applied for as well as other related planned installations, providing details as necessary.>

Designation, manufacturer and model	Financing type (with DFG ref. no. if applicable)	Commissioning (year)	Decommissioning – if applicable (year)	Planned instrument time (hours/year)	Location, person responsible, area of application
[Text]	[Text]	[Text]	[Text]	[Text]	[Text]
[Text]	[Text]	[Text]	[Text]	[Text]	[Text]
[Text]	[Text]	[Text]	[Text]	[Text]	[Text]
[Text]	[Text]	[Text]	[Text]	[Text]	[Text]

...

<Please note that there could be instances in which the assessment of the proposal for one piece of equipment cannot be adequately performed without detailed knowledge of related proposals, submitted or planned. In such cases it may be better to submit jointly the related instrumentation proposals as a “proposal package”, which might offer advantages also for the preparation of the proposal. We recommend consulting the DFG, ideally at an early stage of the proposal preparation. The programme officer in charge of the specific kind of instrumentation can be found at: <http://www.dfg.de/wqi>.>

3. Is the requested instrumentation replacing existing equipment?

<If you are requesting funding to replace major research instrumentation, please describe how the existing equipment has been used to date (including the number of hours used for research purposes and for service and/or maintenance). In addition, state how the existing equipment will be used in the future and why the replacement is necessary.>

[Text]

4. Have you submitted a proposal for full or partial funding for the requested instrumentation elsewhere?

<If so, when and to what institution/funding body?>

[Text]

II. Description of the operating and usage concept

1. Anticipated annual operating hours

<Please make sure that the information you provide in this supplement is consistent with that provided in the individual Supplements on Research. >

[Text]

2. Sharing of instrument time

<Use this section to describe instrument time allocations. For each working group with a relevant share of instrument time¹, please complete a Supplement on Research (form 21.101). For other kinds of access or sharing, for example shared use provided by a core facility or instrument time allocated to non-university research institutions, please describe the anticipated share and kind of access below the table.

Note: Non-university research institutions with allocated instrument time for their independent use have to contribute to the investment costs according to the time share; these contributions are not part of the proposal, both financially and regarding the scientific case.>

	Working group / institute / clinic / other organisational unit	Time share	
1.	[Text]	[Text]	%
2.	[Text]	[Text]	%
3.	[Text]	[Text]	%
...	[Text]	[Text]	%

Heads of respective working groups / units

	Name	Supplement on Research
Re 1.	[Text]	[yes/no]
Re 2.	[Text]	[yes/no]
Re 3.	[Text]	[yes/no]
...	[Text]	[yes/no]

If applicable: description of intended uses for research beyond the descriptions given in the Supplements on Research.

[Text]

3. Will the operation of the instrumentation be managed on an individual level (use by a single working group) or centrally, e.g. in a core facility? Does the university have an overall strategy for the provision and operation of technology platforms?

¹ Explanation of "relevant" as in 21.1

<Please consult the DFG recommendations on scientific instrumentation² as they may be relevant to your proposal. For centralised use in an existing core facility, include data on the usage and operational time of the facility over the preceding two years (in tabular form for existing equipment by: working group name, affiliation, instrument time, publications – where applicable; total usage time per year for research purposes; downtime and/or service/maintenance time. For technologies that can better be described by data output (than by instrument time), please use such quantifiers as usual for this kind of equipment or the respective subject area). For facilities registered in the DFG infrastructure portal RIsources (<http://risources.dfg.de>), please quote your RIsources entry. Further extensive information and/or full descriptions of university strategies can be added as an additional separate supplement.>

[Text]

4. How is access to the instrumentation organized? Is a defined access policy in place? Is the information on access publicly accessible?

<Please provide the URL in case of publicly available access conditions.>

[Text]

5. What plans do you have for managing data that will be generated by the instrument and for information infrastructure?

<For data-intensive technologies with special requirements (regarding data storage and analysis, transfer of data to the user, data protection, etc.), evidence has to be provided that structural preconditions for data management have been or will be met. In such cases, describe the organisational and technical aspects of the proposed information and data management (e.g. concepts, workflows, existing and/or necessary hardware or software). The applicant university's overall IT strategy may be appended. Note the DFG recommendations on scientific instrumentation¹ as they may also be relevant for data management aspects of your proposal.>

Anticipated annual data amount: [Text]

Plans:

[Text]

Hardware and software required:

[Text]

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III. Personnel requirements for the operation of the instrumentation

1. Who will be responsible for operating the equipment?

[Text]

2. Who will be involved in maintaining the instrument or providing appropriate technical support to operate the instrument (scientific and technical staff or administrative staff where necessary), and how is that staff funded (state funds, third parties, fixed term/unlimited, full-time/part-time)?

[Text]

3. What qualifications do the available staff have with regard to the tasks envisaged?

[Text]

4. How will currently lacking staff be recruited / funded?

[Text]

IV. Space requirements for operation of the instrumentation

<For instruments with special requirements (e.g. air-conditioning, vibration isolation, occupational safety and radiation protection), please add to the proposal documents suitable evidence that the infrastructural requirements have been or will be met. Where appropriate, take into account the results of measurements by the preferred vendor (e.g. interference and vibration analyses) and provide evidence of this with your proposal.>

1. Detailed description of the proposed location, space requirements and layout plan

[Text]

2. Are construction measures necessary/planned?

<If applicable, please describe the planning stage and any impact on the commissioning phase (such as temporary installation at a different location).

[Text]

3. Instrument location at the time of commissioning

Building (address)	Floor	Lab/office no.
[Text]	[Text]	[Text]

V. Follow-up costs

Operating costs energy, water, consumables, miscellaneous	Running costs maintenance, repairs, replacement and wear parts, inspection fees	Other annual costs e.g. software updates or upgrades
[Text]	[Text]	[Text]
[Text]	[Text]	[Text]

1. Total of anticipated annual follow-up costs

[Text]

2. Is a budget allocated for financing of the follow-up costs by the university?

<where appropriate include the budget section and item>

[Text]

If not, how will follow-up costs be funded?

[Text]