

Supplement - operating and usage concept
for proposals for major instrumentation in Research Buildings
as per Art. 91b GG (Basic Law for Germany)
(complete only once per proposal)

1. Existing and planned instrumentation

- With respect to the instrumentation being applied for, please describe the existing equipment in tabular form. Please list all instrumentation with corresponding function – if applicable, also with other performance data – that is available at the university.
- For existing and *planned purchases (please identify)*, the table should include:
 - designation, manufacturer and model, purchasing costs in T€
 - financing type (with reference number if applicable),
 - year of commissioning or of the planned purchase,
 - year of expected decommissioning,
 - usage duration in hours/year, location, person(s) responsible for the instrumentation, area of application.
- For a replacement purchase, please explain how the existing instrumentation was used, is to be used in the future and why the replacement is necessary.
- Please also provide additional information, e.g., special room conditions, significance of the instrumentation for the speciality orientation of the university, etc.

2. Description of the usage and operating concept

- E.g., decentral usage in individual working groups or central usage (core facility)?
- How is access to the instrumentation regulated?
- Who is responsible for the operation of the instrumentation?

3. Personnel requirements for the operation of the instrumentation

- How many people (divided into scientific, technical and administrative staff) are necessary for appropriate operation and maintenance of the instrumentation?
- Is the personnel already on staff?

- What preparatory training does the available staff have for the tasks envisaged?
- By what means shall any additionally needed staff be provided?

4. Space requirements for operation of the instrumentation

- If applicable, provide a detailed description of the intended location for the instrumentation, layout plan.
- Are constructional measures necessary/planned?
- Is the instrumentation to be used temporarily at another location?

5. Anticipated annual operating hours

6. Follow-up costs

- Please list (in tabular form) the
 - operating costs (*energy, water, consumables, miscellaneous*)
 - running costs (*maintenance, repairs, replacement and wear parts, inspection fees*)
 - *any other annual costs* (e.g. software add-ons)
- From what budget will the follow-up costs be covered?

Signature of the person responsible for the information included in this supplement
(name, date, work address, telephone no., e-mail).