



central european institute of technology

BRNO | CZECH REPUBLIC

Common Rules for Management and Use of Core Facilities

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Annexes	List of CEITEC Core Facilities, Core Facility change(s) form, Acknowledgements to CEITEC Core Facilities	

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1. Definitions and Basic Framework

Definition of Core Facility

A Core Facility (CF) is an independent laboratory that provides high-end instrumentation, high-quality services, technical support, training and collaboration in development of innovative methods. CF plays a crucial role in the technological support to scientific community in the Czech Republic as well as worldwide. It is opened to wide spectrum of users from academic and commercial sphere. Finances of CFs (budget etc.) are separated from CEITEC research groups/research programmes.

A list of CEITEC CFs, including Core Facility Heads, is set out in [Annex I](#). Updates of any information related to the CFs (e.g. title of CF, new Core Facility Head) are reported by means of a CF change form contained in [Annex II](#).

Access modes

CFs can support scientists via the following four support modes:

- ▶ **Independent User mode:** Users use instrumentation on their own. The Core Facility assures the full functionality and availability of the instruments. Training might be required before having access to the instruments.
- ▶ **Assisted User mode:** Users use instrumentation with the help of the CF staff.
- ▶ **Full Service mode:** Professional service provided by the CF staff
- ▶ **Collaborative research and development:** Research aimed at joint development of new techniques/methodologies in collaboration of the CF staff and users on the projects of common interest, usually performed within the collaborative research grants and entailing co-authorship.

Additional activities of CFs

Any CF is expected to dedicate a certain proportion of time and resources to **improve protocols and quality of the services**, provide **trainings** and support to users and to dedicate sufficient time to methodology and technology development (in line with the research study at the institute) and therefore enhance its knowledge.

Booking system

Usage of online booking system is obligatory in all access modes.

Certain administrative positions in respect of Core Facilities

Core Facilities Coordinator means, for the purposes of this document, a member of CMS staff charged, inter alia, with tasks foreseen by this document.

Core Facilities Manager means, for the purposes of this document, a member of staff at an Organizational Unit charged, inter alia, with tasks foreseen by this document.

2. Users of Core Facilities

These common rules define specific classification of CF users. The classification of users according to OP RDI conditions are not affected by this. Further data about the users can be collected (e.g. student status, public research organization/company, nationality).

There are three primary categories of users that may affect the pricing policy:

1. Internal User – this category covers all users from partners:

- any user from the respective organizational unit (example: if the core facility is a part of CEITEC MU, all the researchers from CEITEC MU are internal users)
- users from other organizational units (example: researchers from CEITEC MENDELU using the core facility that is a part of CEITEC MU)
- users from the partners' institutions (not from CEITEC organizational units)

2. Academic User – users from public research organization other than CEITEC partners' institutions (for example scientists from the Academy of Sciences of the Czech Republic, academics from abroad).

3. Commercial User – users from commercial sphere in the Czech Republic as well as abroad.

3. CF management, administration committees and working groups

CF Oversight Committee

The aim of the oversight committee is to supervise and coordinate policies and procedures concerning core facilities development, management and operation. Topics cover strategic planning, marketing, results of evaluations, professional development and tactical business decisions that promote and enhance the operations and management of core facilities. External advisor may be appointed to support the work of the oversight committee.

Members:

- CMS Directors
- OU Directors
- Research Programme Coordinators
- 2 CEITEC CF Head representatives, nominated by Core Facility Heads annually at the first Core Facility Head meeting of the respective year

Periodicity of meetings: annually, based on need

Organized by: CF Coordinator (CMS)

CF Heads meeting

CF Heads meeting is organized periodically every 2 months or based on urgent need in order to inform about actual topics, e.g. international / national project calls, evaluation, IS system. The meeting is open to a wide spectrum of participants depending on the meeting agenda. However, all the Core Facility Heads, Core Facilities Managers and Core Facilities Coordinator should participate.

Members: CF Heads

Periodicity of meetings: recommended to be held 2 months or based on need

Organized by: CF Coordinator

User Committee (organized on the level of individual CF)

User committee is convened and chaired by Core Facility Head if it is considered necessary for the users' feedback and information exchange between the CF and RGs. The committee helps to ensure that the core facility activities are tailored to the demands of the research community, supports the introduction of new services, helps to define future strategies and provides valuable feedback on current operations.

Members: CF Head, CF users nominated by CF Head and/or leaders of research groups who are regular CF users

Periodicity of meetings: depending on CF Head

Organized by: CF Head

Purchase Committee (entire CEITEC)

The committee reviews all purchases of equipment above 5 mil CZK (not only for core facilities), so that all aspects of equipment acquisition are considered (running costs, usage of current instruments, need for new instruments, rationale to have equipment in core facility). It will consider/screen the equipment at the stage of project preparation. The conclusions of the purchase committee are presented to organizational OUDs (Management meeting).

Members:

- Organisation unit directors
- Research Program Coordinators
- Vice-rectors/Vice-directors for research of CEITEC partners
- Bursars of CEITEC partners
- CEITEC Executive and Operational Director

Periodicity of meetings: semi-annually, based on need

Organized by: Operational Director

Review Panel (organized at the level of individual CF)

The Review Panel is composed of external experts (national/international) who evaluate any external requests that are funded by CEITEC through public resources, e.g. CEITEC open access project. External experts are selected by the Core Facility Heads or the Core Facility Advisors. The membership in the Review Panel is honorary. The Review Panel does not meet physically and its meetings are organized online. Requests on open access are usually evaluated in a 2-stage process – i) technical feasibility by the Core Facility staff, and ii) scientific merit by an external expert in the specific field.

Organized by: Core Facility Head

Other committees might be established at the level of CMS, OU and/or CF to ensure management and operation of the CFs (e.g. CF Admin Meetings, Laboratory Board at CEITEC BUT). Any of above mentioned committees/meetings might be organised ad hoc, based on need.

4. Core and administrative staff

(who are not included in the HR common rules)

The size of the CF depends on the complexity of the equipment, but also on the demand for its services and the assistance required. Concrete positions and their classification are a part of CEITEC HR Common Rules and CEITEC classification of positions.

In addition to the positions specified below, CMS and OU ensure administrative support for the CFs (e.g. CF Manager, CF Administrator).

Core Facility Head

It is a person who oversees the operation and handles the day-to-day management of the facility, including staff recruitment and technical support for the users. The Core Facility Head is responsible for convening the User Committee and maintaining relations with the users. She/he should also suggest experts to be appointed to the review panel. She/he may not have a conflict of interest (e.g. Core Facility Head should not have a financial interest in a company providing services similar to those of the CEITEC Core Facility). As an expert in the field, in consultation with the general management, he/she decides how to run the facility. He/she reports to the CF oversight committee. The Core Facility Head identifies strengths and weakness of the facility, optimizes rules and protocols, and improves procedures.

Deputy of Core Facility Head is not an obligatory position. The Deputy of CF Head is nominated by The Core Facility Head and validated by OUD.

Core Facility Advisor is not an obligatory position (e.g. might be a research programme coordinator or research group leader). This function is honorary.

5. Criteria to establish/close a Core Facility

The establishment or closure of a core facility is not a part of the daily operation and mainly depends on CEITEC scientific vision, scientific demand, finance and technical feasibility.

Any request of a new core facility is recommended to be discussed with the Research Programme Coordinator or to be forwarded to the Core Facility Coordinator. Subsequent steps will be proposed by the CF Oversight Committee based on the characteristics of the requested new core facility. Anyway, a proposal for a new core facility includes both a scientific justification and economical aspects. Final decision on the CF establishment and particular formal steps is adopted according to internal rules of the respective Organizational Unit.

The closure of a core facility due to relevant reasons (e.g. no users, useless instrumentation) is discussed by the CF Oversight Committee and its statement is passed to OUD who makes the final decision.

6. Access rights

Each Core Facility Head specifies the policy and procedure to access the facility itself, to request a service or collaborate in research project.

All relevant security matters, as well as obligatory training sessions, shall be arranged directly by the CF Head. Access to the Core Facility might be refused by the Core Facility Head or her/his deputy due to serious reasons (e.g. breach of common, laboratory or safety rules, capacity reasons, technical feasibility, instrument failure).

7. Financial model and pricing policy

Each Core Facility uses financial model cost matrixes, in which a particular pricing list is specified. The price lists are available upon request by each Core Facility Head and/or Core Facilities manager.

The cost matrix of the respective CF is prepared by the CF Head in cooperation with the CF Manager/Administrator and approved in two stages: firstly, by the CF Head and secondly, by the OU Secretary.

The pricing model (including cost matrixes and pricing lists) is updated annually or based on need. The financial contribution of RGs to CFs will be managed by CEITEC management based on the financial model in respect of the national financial system that is not known yet.

8. Assessment of Core Facilities

Evaluation of the Core Facilities is organized in two forms:

Scientific Evaluation of the Core Facilities

Core Facilities are evaluated within the Evaluation of the Scientific Excellence. Specific conditions and rules are stated in document *CEITEC Evaluation Rules*.

User Feedbacks

User feedback is done for each CF. The User Committee and on-line questionnaire are used for the feedback collection.

Data collected via on-line questionnaire and from the user committees is assembled, analysed and submitted to the CF Oversight Committee once a year or based on need. Relevant outcomes will be reflected in the plan of work for the CF.

Besides these two forms of evaluation, each CF can be assessed by its respective partner institution or externally, e.g. as a part of a large infrastructure.

9. Monitoring and Reporting system

Monitoring and reporting system of the CFs is composed of the following:

- Annual plan (as a part of the Annual Plan for the Coordination Board)
- Annual report (as a part of the Annual Report for the Coordination Board)
- Long-term 5-year plan/report including vision, etc. (as a part of the Evaluation of the Scientific Excellence)
- Report including internal users, together with the price - quarterly for each research group
- Data collected from the above mentioned sources will be used for other required reports after its approval by the Core Facility Head or his/her deputy.

Areas covered by the year plan/report:

- Personnel plan/report
- Budget plan/report
- Investment plan/report
- Capacity plan/report
- Users plan/report
- Interdisciplinary usage

Before its submission to the Coordination Board, the annual plan/report is discussed by the CF Oversight Committee.

Other reports could be required, based on need.

10. Acknowledgement policy

The publication and acknowledgement policy of CEITEC is stated in the CEITEC Common Publication Policy.

For Internal users and Academic users

- The acknowledgement to the Core Facility is required, if any data has been published in a paper and none of Core Facility staff is a co-author
- The acknowledgement templates are set out in [Annex III](#) as well as on the IS system intranet

11. List of Abbreviations

CEITEC Partners	all institutes participating in CEITEC: CEITEC BUT, CEITEC MU, CEITEC MENDELU, CEITEC VFU, CEITEC IPM, CEITEC VRI
CF	Core Facility
CMS	Central Management Structure
OU	Organizational Unit
RGL	Research Group Leader
OP RDI	Operational Programme Research and Development for Innovation

12. Annexes

ANNEX I List of CEITEC Core Facilities

ANNEX II Core Facility change(s) form

ANNEX III Acknowledgements to CEITEC Core Facilities

Annex I

Core Facility	Core Facility Head
Nanofabrication and nanocharacterization	David Škoda
Structural Analysis Laboratory	Ondřej Man
Nanobiotechnology Core Facility	Petr Skládal
Josef Dadok National NMR Centre	Radovan Fiala
Biomolecular Interactions and Crystallization	Michaela Wimmerová
X-ray Diffraction and Bio-SAXS Core Facility	Jaromír Marek
Cryo-electron microscopy and tomography	Jürgen Plitzko
Proteomics Core Facility	Zbyněk Zdráhal
Genomics Core Facility	Boris Tichý
Multimodal and Functional Imaging Laboratory	Ivan Rektor

Annex II

CEITEC | Core Facility (CF) change(s)

Establishment, repeal or change of Core Facility is also subject to a major change of the Decision of Ministry of Education, Youth and Sports (MEYS).

Please, fill-in only relevant boxes.

Application type <i>(keep only relevant)</i>	<i>new CF establishment / CF repeal / CF name change / CF change</i>		
Proposer	<i>name</i>		
	<i>position, Organisational Unit</i>		
	<i>date</i>	<i>Signature</i>	
Reasoning of the proposal			
New CF	<i>Czech CF name:</i>		
	<i>English CF name:</i>		
CF repeal	<i>Name of repealed CF:</i>		
CF change <i>(change of CF name)</i>	<i>Current CF name:</i>		
	<i>New/changed Czech CF name:</i>		
	<i>New/changed English CF name:</i>		
Other change			
Comments			

Statement on the application <i>(replace text in italics)</i>	<i>Comment (approved / not approved / reservation)</i>		
	<i>Name, surname</i>		
	Organisational Unit Director	<i>date</i>	<i>signature</i>
	<i>Comment (approved / not approved / reservation)</i>		
	<i>Name, surname</i>		
	Executive Director	<i>date</i>	<i>signature</i>

Contact persons:

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CEITEC BUT: Jan Nedvěd, nedved@ceitec.vutbr.cz, phone: 541 14 6130

Annex III

Acknowledgements to CEITEC core facilities

This work/Part of the work was carried out with the support of Nanobiotechnology core facility of CEITEC – Central European Institute of Technology under CEITEC – open access project, ID number LM2011020, funded by the Ministry of Education, Youth and Sports of the Czech Republic under the activity „Projects of major infrastructures for research, development and innovations”.

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