

Guidelines for High-Value Instrument Use Management, Academia Sinica

Approved on December 28, 2017

Amended on December 5, 2023

1. The Academia Sinica (AS) Core Facilities and High-value Instruments Management Committee (the Management Committee) has established these Guidelines to effectively manage various high-value instruments within AS and enhance their efficient use.
2. The term “high-value instrument” in these Guidelines refers to instruments with an acquisition cost exceeding NT\$5 million and having not exceeded their life expectancy.
3. Each high-value instrument should have an assigned instrument supervisor, who is responsible for guiding instrument operation, scheduling instrument use, conducting basic maintenance, training, and providing technical consultation related to the instrument.
4. The instrument supervisor is generally assumed to be the property custodian, and for a shared instrument, is designated by the head of the respective unit.
5. High-value instruments are categorized as research service-oriented or research project-oriented based on their purpose of use.
6. Instruments purchased for shared research facilities within each unit are considered research service-oriented instruments. To promote the sharing of high-value instrument resources, the supervisor for such instruments should:
 - (a) Set up a dedicated webpage for each instrument and provide relevant information such as brand name, specifications, instrument name, and service offerings for the instrument.
 - (b) Participate in the AS-wide annual high-value instrument use survey by providing relevant data for evaluation purposes.
7. The supervisors of research project-oriented high-value instruments should participate in the annual AS-wide high-value instrument use survey, and provide instrument-related data and an annual self-assessment report to the Management Committee for reference.
8. Each unit with high-value instruments should designate a contact person, who should participate in the annual high-value instrument use survey. After the relevant data has been reviewed and confirmed by the head of the unit or their designate, the contact person should submit it to the Management Committee for evaluation.
9. Research service-oriented instruments with suboptimal use, as determined by the Management Committee, will result in notifications to the unit head indicating the need to improve instrument management. To ensure effective instrument use, the Management Committee may assign personnel to various units to monitor the improvement. When necessary, the instrument supervisor may be requested to attend a Management Committee meeting and provide explanations.
10. Matters not covered by these Guidelines shall be handled in accordance with the relevant regulations of Academia Sinica and resolutions of the Management Committee meetings.
11. These Guidelines and amendments thereof have been approved by the Academia Sinica Core Facilities and High-value Instruments Management Committee.