

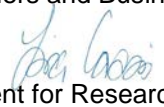


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April 30, 2015

MEMORANDUM

TO: University Researchers and Business Officers

FROM: Lisa A. Cassis, PhD   
Interim Vice President for Research

RE: Changes in Research Equipment Managed Maintenance Program for FY15-16

The Unity Lab Services Research Equipment Managed Maintenance Program provides cost-effective and efficient service for both equipment repair and periodic maintenance service for many items of research equipment. The Office of the Vice President for Research has budgeted funds that have been used to subsidize 50% of the maintenance costs for shared equipment and for equipment in fee-for-service core facilities. Most likely as a result of growth in research across campus, we have expended all funds budgeted for this matching program for the current fiscal year. As a result, new requests for institutional subsidy of equipment maintenance through the remainder of the fiscal year will be evaluated on an item-by-item basis. As this program continues from year to year for existing equipment coverage, we anticipate that we will have insufficient funds to provide the same level of institutional subsidy for currently covered pieces of equipment in the next fiscal year. Please plan accordingly in making decisions for continued equipment maintenance using the information provided below.

As of July 1, we will continue to subsidize, at a level of **50%**, maintenance of equipment within fee-for-service core facilities (this is only for facilities that have annual rate sheets). For shared equipment, the institutional subsidy will decrease to **40%**, requiring 60% of maintenance costs to be charged to the unit. While we recognize that this is a budgetary hardship, this is required to enable institutional subsidy for a larger number of pieces of equipment.

To maximize use of resources, we will also be instituting additional scrutiny for requests to subsidized maintenance on equipment that duplicates equipment already subsidized within fee-for-service core facilities. These items may require additional justification. Also, the acceptance of Equipment Maintenance subsidy funds from the VPR is taken as an agreement that the equipment will be made available to all responsible users from the University community.

Finally, we wish to remind you that Unity Lab Services is able to provide many kinds of reports to end-users. They maintain a national database of equipment reliability for many types and makes of equipment. This may be beneficial when making decisions on equipment purchases. For equipment that is covered under the current maintenance program, the company can also let you know whether a certain piece of equipment is located on campus.

If you have any questions about the Unity Lab Services Research Equipment Managed Maintenance Program or need any clarification about the subsidies available, please contact Nancy Ison (neelam00@uky.edu).