

INTERNAL DOCUMENT

University of South Alabama Guidelines: Use of Space by External Entities for Research Purposes

These guidelines supplement the University policy "Use of University Research Facilities and Equipment by External Entities

external to the University and that each request for use of University facilities or equipment will be addressed on a case-by-case basis to determine if, in fact, the specific use is beneficial to USA and consistent with its mission

An assessment must be made to determine if the benefit to the University is specific, reasonably quantifiable and sufficient to justify allowing an External Entity to use the University facilities or equipment requested. It is generally expected that every allowed use of the facilities or equipment will enhance the operations of the University beyond the revenue from the use. A statement regarding benefit to the University must be included in the justification. Further, other benefits may be present as well and those should also be documented.

In order to initiate the request to use University facilities or equipment

Rates for the facility and/or equipment to be used must be calculated and documented completely by the Grants and Contracts Accounting Office. It must be demonstrated that steps were taken to ensure that all federal dollars used to construct the facility or purchase the equipment have been removed from the calculation. It must also be demonstrated that all appropriate costs (e.g., interest expense, depreciation, utilities, janitorial and other normal and reasonable operating costs) have been identified, captured and included in the calculation. It must be determined whether or not the facility is currently covered by a government-issued bond. Once all adjustments to the

calculated rate have been made, an assessment must be made as to whether, given the resulting calculated rate, proceeding with the agreement

University funds or federal funds) are only being used for University projects. Any potential conflict of interest will be handled in accordance with existing University conflict of interest policies and processes.

¾ A periodic review must be performed and documented to ensure that only facilities or equipment covered by the agreement with the External Entity are being used and that such use is only for the purposes described in the formal request and agreement. For example, if an External Entity has agreed to use 250 square feet of a facility, then it must be documented that departmental personnel have determined that the External Entity is only using 250 square feet.

All employees of the External Entity shall, at the discretion of the University, be subject to criminal background checks. USA, if it so chooses to proceed x Tw ()T(s)Tj0.3.9

If the use

External Entity business plan, including:

- ¾ Corporate structure and additional operating locations, if applicable
- ¾ Management team, investors and advisors
- ¾ Description of the work to be performed in the facility or with the equipment requested and the services and/or products the External Entity is seeking to develop
- ¾ Documentation of intent to sub-contract any sponsored research to the University
- ¾ Summary of goals the External Entity expects to accomplish during its use of the facility and/or equipment
- ¾ Summary of the funds needed to achieve the External Entity's