

**Management System of Shenzhen Institute of Advanced Technology,
Chinese Academy of Sciences on Sharing Large-scale Scientific
Research Instruments and Equipment**

Article 1 To implement the requirements of the *Opinions on Opening up National Major Scientific Research Infrastructure and Large-scale Scientific Research Instruments and Equipment to the Society* (GF [2014] No. 70), promote the open sharing of scientific research facilities and instruments, fully utilize the existing large-scale scientific research instruments and equipment resources of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (SIAT), achieve the sharing and optimal allocation of research resources, avoid or reduce duplicate purchases, and improve the efficiency of using large-scale scientific research instruments and equipment, this System is specially formulated in accordance with the construction goals of the Chinese Academy of Sciences and the layout of the Institute's research development, and through resource integration, highlighting key points, streamlining relationships, and innovating management systems and operational mechanisms, and gradually establishing a large-scale instrument and equipment open sharing service platform with clear positioning, reasonable layout, comprehensive functions, efficient openness, stable teams, adequate guarantees, and complete information.

Article 2 Large-scale scientific research instruments and equipment mentioned in this Management System refers to instruments and equipment with a purchase price of over 500,000 yuan or with a unit price below 500,000 yuan but can be used by multiple disciplines and have strong versatility. Instruments below 500,000 yuan can voluntarily join the sharing platform and follow the rules of this System.

Article 3 Sharing of large-scale scientific research instruments and equipment resources refers to the cooperation and sharing of resources of large-scale instruments and equipment and the sharing of information. Cooperation and sharing refer to the provision of various shared services such as analysis and testing to units and researchers inside and outside the Institute by scientific research instruments and equipment based on the Division of Auxiliary Platform through certain paid use methods. Information sharing refers to the publication of information about large-scale scientific research instruments and equipment on the Internet.

Article 4 All large-scale instruments and equipment that meet the sharing conditions shall be registered on the National Network Management Platform for Major Scientific Research Infrastructure and Large-scale Scientific Research Instruments and the Instruments and Equipment Sharing Management Platform of Chinese Academy of Sciences. Instruments that meet the conditions shall be equipped with the Chinese Academy of Sciences card swipe system. The platform is open to users inside and outside the Institute, providing services such as information inquiry, service promotion, and online reservations for the sharing of large-scale scientific research instruments and equipment.

Article 5 Large-scale instruments and equipment are managed and maintained by specialized personnel according to discipline, and the Division of Auxiliary Platform and the department to which the instruments belong shall provide relatively stable management personnel for large-scale scientific research instruments and equipment, carry out planned business training such as instrument operation and analysis, ensure the normal operation and service quality of shared instruments and equipment, and if personnel changes occur, the laboratory head shall supervise the handover of work.

Article 6 Departments within the Institute must submit an application to use large-scale instruments and equipment from other departments, and after approval by the Department of Public Service Platform for Science and Technology, they will be authorized to use the instruments. Users must apply for reservations in advance on the Instruments and Equipment Sharing Management Platform of Chinese Academy of Sciences website and explain the special requirements and conditions of their experiments to ensure that instruments and equipment provide testing services on time. After the reservation is confirmed, the applicant shall test or submit samples on time. When providing shared services to external institutions, the Department of Public Service Platform for Science and Technology will sign a service contract with users on behalf of SIAT. The contract shall specify service content, charging standards, property rights, confidentiality requirements, damage compensation, breach of contract responsibilities, and dispute resolution.

Article 7 Before using equipment from external institutions and signing testing agreements, departments within the Institute must investigate whether similar equipment is available within the Institute. If there is no such equipment or if the parameters of the equipment in the Institute cannot meet the testing requirements, they can apply for testing outside the Institute. After testing, they shall provide relevant proof such as testing reports and lists.

Article 8 The person in charge of the instruments and the users must use the instruments properly and keep records of daily use, maintenance, debugging, etc., in the *Scientific Research Equipment Use Registration Book*. The standardized registration of shared instrument use will be included as one of the monthly laboratory "safety-clean-standard" inspection items.

Article 9 To understand the use of instruments in various departments in real time, the Department of Public Service Platform for Science and Technology will compile and verify instruments use hours every month.

Article 10 The principle of compensated non-profit use is adopted for the use of large-scale scientific research instruments and equipment. Internal testing fees are settled through internal transfers, and external testing fees are mainly settled through bank transfers, with cash settlements following the regulations of the Department of Finance. The specific charging standards for each instrument and equipment are specified in the *Charging Standards for Large-scale Scientific Research Instruments and Equipment of the Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences*. Following the principle of "overall consideration", 25% of the total analysis and testing fees collected will be used for the maintenance, repair, and upkeep fund for instruments at SIAT (managed by the Department of Public Service Platform for Science and Technology). 50% will be retained by the department to which the instruments belong, 20% will go to the department to which the instruments operator belongs, and 5% will be retained by the Department of Public Service Platform for Science and Technology.

Article 11 Departments to which the instrument belongs can use a certain number of free hours of their own instruments and equipment each month (specific arrangements are negotiated individually). If exceeded, 25% of the instruments maintenance fund fee will be charged. When using shared instruments and equipment from other departments, settlement will be made monthly according to the charging standards. The accounting of testing fees will be the responsibility of the Department of Public Service Platform for Science and Technology.

Article 12 The use hours and shared hours of large-scale scientific research instruments and equipment are important indicators for the annual assessment and evaluation of research equipment and will be important reference factors when purchasing new equipment for centers or research groups. It is strictly prohibited to leave large-scale instruments and equipment idle or monopolize it without sharing.

Article 13 These Measures are interpreted by the Department of Public Service Platform for Science and Technology and shall be implemented from the date of promulgation. The original *Management System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Sharing Large-scale Scientific Research Instruments and Equipment* (SYK ZI [2019] No. 107) shall be repealed simultaneously.