

## **8 LABORATORIES**

### **8.1 Educational Laboratories and Equipment**

Each educational laboratory and/or piece of equipment is normally assigned to a faculty member who is responsible for the use and status of the lab and/or equipment, and for its proper educational use. Appropriate assistance will be provided by the facilities staff and by teaching assistants.

In return for accepting this responsibility, the faculty member has wide latitude and flexibility for the operation of the laboratory and/or equipment. However, the department has ultimate responsibility for the educational program and for the use, assignment and management of educational labs and/or equipment.

### **8.2 Keys**

All keys are obtained from the building deputy who provides keys according to the following policy.

Certain administrators require general access to the building:

- Department Head
- Associate Department Head
- Assistant Head
- Assistant to the Department Head
- Building Deputy
- Facilities Manager

Certain “support personnel” require general access to the building to carry out various operational duties:

- Building engineers
- Zone maintenance crew
- Building services
- Police
- Fire

Certain “maintenance, support, and technical staff” requires general access to the building to carry out various operational duties:

- Facilities staff
- Switchboard operator
- Delivery clerk

## Key Access

### *Faculty and Staff*

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| Terrace                              | 3102A & B Meeting Room A & B      |
| 1165 Break room                      | 3154 Faculty Suite Reception Area |
| 2142 Faculty Suite Reception Area    | 3162 Conference Room              |
| 3114 Lounge                          | 1168 Conference Room              |
| B122A or B124B Men or Women's Shower |                                   |

### *Student*

Graduate student access to areas will be granted on a case by case basis.

### *Lab*

Each laboratory has a person designated as responsible for that lab. This person authorizes keys for the lab.

## 8.3 Research Laboratory Space Allocation Policy

The Department Head is responsible for the allocation and reallocation of laboratory space for research within the department. The Department Head is expected to allocate space in a spirit of fairness and in consultation with all affected faculty. Laboratory space for research will be allocated to facilitate overall research productivity in the department, to showcase research to sponsors and visitors, and to attract quality faculty and students.

Assignment of laboratory space to a project or set of projects does not grant a permanent claim on that space, and reassignment of space may become necessary from time to time. Reallocation of space becomes necessary when there is unfulfilled demand for space and the currently allocated space is not consistent with the department allocation policy. Reallocation may also be desirable to consolidate fragmented space as projects shrink or change in focus. Such reallocations should be made so as to prevent unnecessary disruptions caused by changes in funding, staffing, or other resources. Faculty with common research interests should be encouraged to share lab space, because shared facilities are likely to provide synergy and may create an enhanced atmosphere for graduate students. At the least, space on related projects should be allocated in close proximity.

Space assignment and reassignment will balance the following considerations; the Department Head is encouraged to apply these considerations, in this order of precedence, when making allocation decisions:

1. Sponsored research (supported by contracts, grants, and gifts). Factors include, in order of priority.
  - a. Funding available to support graduate students, post-docs, and visiting scientists. Numbers of people involved in the research, including students working for credit and on scholarships may also be included in this determination.
  - b. Funding for special-purpose research equipment.
  - c. Special needs arising from the nature of the research activity, including specialized wiring or access control, proximity of the laboratory space to the PI's office and accessibility for the disabled.

- d. Ongoing research that requires periodic site visits: demonstrations, or display to current and potential sponsors, so as to enable renewal of support should be located where it can be adequately “showcased.”
  - e. If space for a sponsored project or related projects must be fragmented, the different spaces should be located in close proximity whenever possible.
2. Non-sponsored and exploratory research for a limited amount of time. Determining factors include, initial research by new faculty.

## **8.4 Research Computing**

### **Departmental Responsibility**

The departmental facilities budget pays for equipment and expenses that cannot be said to benefit a single grant, including:

1. Equipment and supplies for the common network infrastructure.
2. Maintenance of shared, administrative, clerical, and instructional facilities.
3. Software licenses for standard departmental operating systems and application packages.
4. Minor standard supplies such as printer paper and standard toner cartridges.

### **Faculty Responsibility**

Faculty should include in their grant proposals, as allowable and appropriate, funds for:

1. Hardware and software needed to conduct the proposed research, including memory and disk upgrades, peripherals, and other minor equipment.
2. Computing services, which includes:
  - a. Maintenance contracts and/or repair parts.
  - b. Labor charges for installation and maintenance by facilities staff that exceeds ½ day.

### **Proposal Preparation**

All research proposals should request funding for computing services. The amount requested is based on the expected costs listed above. Once the grant is received, funds in the computing services category will be charged only as needed. They may be re-budgeted for other purposes only if (1) the grant expires within 90 days, and (2) no further computing services charges are expected.

## **8.5 Use of Computing Facilities**

The Computer Science Department facilities staff operates the computing facilities in the department. Use of these facilities is governed by a policy described in the document "Policy on Access and Usage," made available to everyone who has an account. This document and other facilities policy documents are available online at <http://www.cs.purdue.edu/policy/facilities>.

The university makes other computing-related policies, most notably policies on electronic mail and World Wide Web publishing. Current copies of these policies are also accessible through the general facilities policy pages above.