

Speciation and Environmental Analysis (SEA) Group Financial Advice for Users of ICP-MS & ICP-AES

Protocols for the Use of the Facilities

Users should note that the Speciation and Environmental Analysis (SEA) group now have direct financial and technical responsibility for the upkeep of the ICP facilities. The SEA Group wish to maintain and enhance the facilities in the medium term and therefore users will be charged for the use of the facility at the rates given below. The SEA Group stresses the **value** it attaches to **discussion** between users prior to approval of use or during the preparation of a research grant application. **In all cases users/applicants should first discuss their requirements with relevant staff of the facility.** Our aim is to foster **collaborative research** across the institution and, in return, we will ensure a high quality outcome, The **Principal Investigator** or **Supervisor** (in the case of research students) should apply for time on an instrument together with a commitment to pay at the going rate. An application form and notes for guidance are available from the SEA website.

Types of Application for the Use of the Instruments

There are three types of applications for use of the instruments depending on circumstances:

1. ad hoc requests for instrument time, including honours/masters projects; under-/post-graduate teaching; on-going collaborative, research projects; non-collaborative research projects.
2. potential requests for instrument time as a result of preparing collaborative research grant applications
3. special requests for instrument time, including consultancy, requiring special expertise or analytical know-how.

Guidelines regarding costing scales are detailed below:

Ad Hoc Requests for Instrument Time

Work will be performed on an ad hoc basis (including teaching) for which there are several scales of charges depending on the category of applicant and type of work required, as detailed in **Table 1**.

Table 1 Costing scales for ad hoc analysis

Applicant category	Sub-category	Charge	
		Per. day	Per. sample
Research	Fixed cost PhD studentship ¹	£100	n/a
	Research Grant	£210	n/a
Teaching		£250	n/a
Consultancy	Routine	£300	Minimum £100 then £5 per. sample
	Specialist	£375	Minimum £100 then £10 per. sample
Emergency (short notice)	Any	£375	Minimum £100 then £10 per. sample

¹ UOP scholarships, Quota awards etc.

Requests for Instrument Time Programmed into Grant Applications

This is an important method of costing the application because it is more likely that sufficient provision will be made for the project. When costing a grant application that will involve use of the facility, applicants should refer to the scale of charges given in **Table 2**. These charges are guidelines which include both instrument running costs and technical support and it may be necessary to specify these individually in grant proposals.

Table 2 Costing scales for grant proposals

Nature of work	Charge	
	Per. Day	Per. sample
Routine	£190	Minimum £100 then £5 per. sample
Specialist	£240	Minimum £100 then £10 per. sample

Special Cases

Special cases sometimes arise which will be dealt with on an individual basis.