

General Regulations of the core facility Humanise

1. Mission

- 1.1. The aim of the core facility is to facilitate **access and use of research equipment** at the Vrije Universiteit Brussel (VUB) in order to promote **excellence** of research.
- 1.2. In addition, by sharing equipment and expertise, the core facility facilitates **research collaboration**, fostering an environment of mutual benefit and **excellence** of research.

2. Management of the core facility

- 2.1. The core facility is headed by an **academic director** and **operational director**, affiliated with the VUB, and assisted by:
- 2.2. A **steering committee** representing different scientific disciplines of the core facility. The maximum number and status of members must allow easy, efficient and flexible decision making (a maximum of 10 effective/substitute memberships, with a majority of users affiliated with the VUB). The steering committee convenes at least every 2 months during the academic year.
- 2.3. A **user committee** representing users from different disciplines and academic or non-academic affiliations. The academic users from the VUB approve the composition of the steering committee. The users committee convenes at least 2 times during the academic year.

3. Categories of users

The core facility has several categories of users:

- 3.1. **Academic:** Academic user at the **VUB** or **other universities and public academic research institutions**. An academic user consists of 1 principal investigator (PI) and his or her academic team (i.e., the PhDs and post-docs he or she is supervising).
- 3.2. **Co-investigator:** An academic user who donated equipment to be housed in the core facility and available for all other users; in return a co-investigator receives **for this donated equipment a reduced fee** and **special rights** (including **guarantee** of use; see below) for a minimum duration of 4 years; but remains regular academic user for other equipment.
- 3.3. **Non-academic** user affiliated with a **profit/business** or a **non-profit** organization.
- 3.4. The steering committee determines the application procedure (including specific conditions) and makes a final decision about requests
 - 3.5. to become co-investigator via **donation**.
 - 3.6. to **sell** equipment to the core facility; the price offered for purchasing equipment is the original purchase minus an amount reflecting the wear and tear after the original purchase, and can be offered by financial remuneration and/or credits for future use of equipment in the core facility.
 - 3.7. **other special requests** by users such as equipment storage.

4. Rights and management of use

The use of equipment is only accessible to **technically highly qualified users** who oversee the relevance of the scientific questions, and are trained to service and operate the equipment and resulting data.

- 4.1. The use of equipment by users depends on **proof** of safe and responsible use.
- 4.2. The user is responsible for the adequate sampling, analysis, and storage of data resulting from the equipment.

- 4.3. **Damage** of equipment will lead to financial reimbursement by the user if caused by unsafe or improper use of the equipment, as decided by the steering committee.
- 4.4. Co-investigators help to determine the **guidelines** for safe and responsible use of their donated equipment in consultation with the core facility.
- 4.5. All users follow the guidelines of the VUB – Charter for researchers.
- 4.6. Use of **equipment** or **rooms** is scheduled via a booking system; commitment to bookings is encouraged by conditions (e.g., cancellation fee) determined by the steering committee.

5. Management of benefits for users

- 5.1. Use of **equipment** in the lab is based on the principle of **reciprocity**, so that specific benefits are given to co-investigators who donated equipment. In particular, **co-investigators** can receive the following benefits:
 - 5.2. Have **guarantee of use** for equipment and (peripheral) materials donated by them, including the rooms/infrastructure related to their donated equipment.
 - 5.3. Part of the **maintenance, repair, and consumables** of their donated equipment is covered by the core facility
 - 5.4. Pay a reduced net fee for the use of their donated equipment (see table)
 - 5.5. Receive a credit equivalent to a percentage of the net fee income from the use of their donated equipment by other users (see table); this can be spent on use of other equipment in the core facility (within the next 4 years).
- 5.6. All users with **expertise on some specific equipment** of the core facility can be invited by the core facility to provide training to other users, in exchange for credit, depending on the individualized approach used (e.g., a general lecture versus individualized workshop or training). This may include
 - 5.7. In-depth **expertise** on the equipment, materials or analyses (e.g., in general lectures or in hands-on workshops organised by the core facility)
 - 5.8. Personalized **expertise and guidance**
- 5.9. Financial benefits that users receive from the core facility are given in the form of credits for future use of equipment in the core facility, with identical financial value, unless indicated otherwise (e.g., purchase).
- 5.10. The steering committee determines further specific conditions for these benefits, in order to ensure an optimal and responsible use of all equipment in the core facility.

6. User fee

- 6.1. Detailed financial net fees (see table) are requested from the user for each equipment/instrument for its use, peripheral materials, and analysis, and for expertise requested in use or analysis.
- 6.2. The lowest fees are contributed by co-investigator users, higher fees for academic users, while non-academic users contribute the highest fee.
- 6.3. Non-VUB academic and non-academic users are charged additionally taxes and VUB-overhead (see table).
- 6.4. Payments of fees are organized within reasonable terms (see table).

Net fee per hour in Euros (2024-2025)				
Net Fee	Users			
	Co-investigator	Academic	Non-academic	
	20%	100%	400%	
Equipment				
tDCS*	10	2	10	40
EEG + 2 PC	55	11	55	220
Rooms				
		PE-PSYC**		
1 Cubicle + PC	1	0	1	4
5 Cubicles + PC	5	0	5	20
Rooms (office type)	5	0	5	20
Staff				
Lab Technician / Pre-doc	46		46	184
Post-doc	68		68	272
Professor	80		80	320
<p>*tDCS electrodes are charged separately</p> <p>** Users affiliated with PE-PSYC are considered co-investigators of cubicles until renewal of material (PCs mainly)</p> <p>Non-VUB academic and Non-academic users are charged additionally taxes (21%) and VUB-overhead (20%)</p> <p>Co-investigators receive credit equivalent to 20% of the net fee income of other academic users and 40% of non-academic users of their donated equipment</p> <p>Payment terms: a provisional invoice will be send to the user 1 month after use of equipment, a check by the user of the invoice is expected within 2 weeks, and a final payment of invoice is expected after 2 weeks. These terms are extended by academic holiday periods.</p>				