

High Density Electronics Center

USER INFORMATION SHEET

To properly bill for use of the Fabrication Lab, the information requested below is required. By providing this information you are authorizing this student to charge the research grant/account you specify. Periodically an invoice will be provided to the principal investigator and an internal invoice will be processed on the BASIS system. For external clients, an invoice will be processed and mailed to the address provided. Lab rates for HiDEC laboratory facilities are given in the table below. Note hourly charges are billed on a quarter hour basis.

Table 1: HiDEC Facility Rate Fee

Activity	Description	User Categories	
		Academic Users (Direct cost/no overhead)	External Users (Overhead included)
Laboratory Time	Base Time	Up to 30 hrs/mo.	0 - 50 hrs/mo.
	Time cap	30 - 60 hrs/mo.	50 - 160 hrs/mo.
	Excess hours	> 60 hrs/mo.	>160 hrs/mo.
Laboratory Rates	Base Rate	\$54.00	\$80.00
	Cap rate	\$1,620/mo. per person	\$4,000/mo. per person
	Excess hours rate	\$5.40	\$8.00
Staff support ¹	Fabrication, design, training ²	Staff salary at cost	Staff salary + F&A rate ³
Misc. charges	Supplies	At Cost	Cost + F&A rate

¹ Staff support charges are in addition to lab charges calculated on an hourly rate that includes both salary and fringe.

² For all training, lab charges are billed for only one user. This applies when one student is training another student or when a staff member is training someone.

³ As of July 2016, the *maximum* staff support charge for external users is \$100.00.

Student Information:

Last Name: _____

Office Location: _____

First Name: _____

Office phone: _____

Degree/Title: _____

E-mail: _____

Department: _____

Webpage: _____

Principal Investigator Information:

Last Name: _____

Phone: _____

First Name: _____

E-mail: _____

Department: _____

Project Name: _____

Address: _____

Cost Center#: _____

City/State/Zip: _____

Principal Investigator (Signature)

Date