

KBS Space and Equipment Use Fees for Visiting Scientists

Visiting scientists (researchers and instructors) from the MSU campus or from other institutions have potential access to many of the resources at the W.K. Kellogg Biological Station (KBS). To request use of these resources a KBS Site Use Request Form (SURF; <http://www.kbs.msu.edu/research/visiting-research-info>) must be submitted well in advance (at least one month and preferable 3 months). All researchers working at KBS are expected to complete a SURF, including those collaborating with KBS resident faculty. The KBS Site Use Committee and the Facilities Coordinator will then work with the visiting scientists to make available the necessary space, facilities and other resources needed for the requested project, course, or workshop. Every effort will be made to meet the needs of visiting researcher and instructors, but assignments and requests for facilities use will be on a 'first-come first-served' basis. KBS-based researchers (faculty, students and staff) and courses will have priority for the use of all KBS facilities. Fees are charged for office and laboratory space used by visitors at KBS, unless arrangements have been made with the Director.

Fees for use of KBS research sites (e.g. LTER, Pond Lab, Farm and Dairy) are posted online early each calendar year. A schedule of current fees for the use of KBS space and equipment is listed below; fees vary depending on circumstances and the expected impact of the proposed project.

Office Space: Visiting researchers and instructors may request desk space in shared enclosed offices in the Academic/Stack complex. These offices may only be used for office activities, not as labs. They are air conditioned and range in size and capacity but typically are 150-250 ft² and house 2-4 people. They also offer ethernet or wireless connections for PCs.

Fees: \$30/week; \$100/month

Desk Cubicles: In the Academic/Stack building, offices shared with four to eleven other people are available for use by graduate students, research associates, and research assistants. These desks are suitable *only as office space*; research materials and supplies should not be stored in this space. Small stations (25" x 45") and large stations (30" x 60") are available; typically the smaller stations are assigned to short-term (< month) or part time (< 5 days/week) visitors:

Fees: Small cubicle - \$10/week; \$30/month; Large cubicle - \$15/week; \$50/month

Laboratory Space: Project-specific laboratory bench space is potentially available in the Academic/Stack complex, Boathouse, Bird Sanctuary, Greenhouse, Pond Lab, LTER Field Lab, Plant Ecology Field Lab, and Sustainable Agriculture Field lab facilities; this space may be shared with other users. Space assignments in the Academic/Stack complex and Boathouse are made by the KBS Facilities Coordinator. Use of the Bird Sanctuary, Greenhouse, Pond lab and other outlying field laboratory facilities are coordinated by the KBS faculty members responsible for their oversight (see Table at: <http://www.kbs.msu.edu/research/visiting-research-info/approval>). Visiting researchers should contact these individuals directly to discuss needs and determine suitability for the proposed research; a Site Use Request Form is still required before initiating research or using these facilities.

Fees: Bench space (10-20 linear ft.) within shared area: \$30/week; \$100/month

Small unshared lab (~100 ft²): \$40/week; \$150/month

Large unshared lab (~200 ft²): \$100/week; \$300/month

Lab Set Up Fee

A fee of \$20/hr may be charged if more than nominal changes are necessary to prepare or set up your research spaces. This could also include time to assist you loading, unloading supplies, relocating, assembling or disassembling equipment or furniture.

Storage Space: There is limited space available for storing samples and materials at KBS, and use of this should be coordinated with the Facilities Coordinator or appropriate Faculty member. Storage should be limited to the 'field season' unless prior arrangements are made and is available on a first come basis. Fees are charged for storage space, however KBS cannot accept responsibility for samples stored here.

Freezer, Growth Chamber or Incubator space: In the Academic-Stack Building or outlying Field labs
Fee: \$1/cu. ft per week.

Unheated storage space: Garage or Storage Buildings
Fee: \$10/sq. ft. per week.

Use of Storage Space during Inactive Times: Very limited storage is available during the 'off-season' for researchers planning to return to KBS and must be arranged with the Facilities Coordinator. Researchers collaborating with KBS faculty can make arrangements to store samples, materials in their collaborators space.
Fees: \$20/week; \$75/month

University Vehicles: MSU policy does not allow use of MSU vehicles (leased to or owned by KBS) to be operated by non-MSU personnel. Non-KBS researchers with MSU appointments are to use KBS vehicles with sufficient advance notice.

Fees: Standard sedan: \$17.50/day + \$0.54/mile

Minivan (7-passenger) or station wagon: \$17.50/day + \$0.54/mile

Pickup truck: \$25/day + \$0.54/mile

Boats, Motors & Trailers: Rowboats are permanently deployed on a number of local lakes and are also available for transport to other sites. Permission of the KBS Facilities Coordinator or faculty member is required to use these boats.

Fees: Row boat (14' or smaller): \$15/day; \$60/week; \$200/month

Outboard motor (5HP): \$30/day; \$120/week; \$400/month

Row boat trailer: \$15/day; \$60/week; \$200/month

* Students can apply to the Director for a waiver of fees if they or their major professor do not have grant or other funds to support a proposed project.

2016 fee structure for KBS: Fees will not be charged unless the total exceeds \$100. Internal users are defined as 1) KBS staff and 2) MSU affiliated projects that pay overhead to KBS and/or have a KBS faculty co-PI. KBS reserves the right to request higher fees for projects that consume an inordinate amount of space, KBS staff time, or other resources. KBS also will consider ability to pay and may reduce or waive fees in certain cases.

Subunit	Per lab space, land used, or staff time needed	Equipment use	Internal user fees as % of external fees
Use of space in Academic Bldg offices and labs	Office \$30/week; small cubicle \$10/wk; large cubicle \$15/wk; Labs \$30-100/week; storage space: see Space & Equipment fee policy in this document	Freezer \$1/ft ³ per week (consult Facilities Manager for special needs)	No fees
Classrooms (outside of Conference Center jurisdiction)	\$100/day at the discretion of the Conference Center	NA	No fees
Satellite labs (Pond Lab, Plant Ecology Field Lab, Agroecology Lab, Boathouse, Sanctuary Lab, Farm Learning Center, Dairy Field Lab, LTER Field Lab)	See Space & Equipment fee policy in this document	Consult faculty member in charge of lab	25%
Greenhouse and Head House Lab	Fee structure to be determined by Conner and Lau	Consult faculty member in charge	25%
Ponds at Pond Lab	\$300 per pond per season if it precludes other uses	Consult faculty member in charge	50%
Non-agric. lands on KBS property	\$50 KBS land use charge per project, per year, unless lab fees paid		No fees
Kellogg Farm Cropland, Pasture or Farming Systems Center	\$500 annual base fee plus \$75 per acre per year (internal discounts available)	Consult with Farm Manager Brook Wilke and/or Use Kellogg Farm Cropland Fee Calculator**	MSU: \$65/acre KBS: \$50/acre
Dairy Facility animal research	See separate Dairy Facility fee policy in this document	See separate policy	See policy
Site tours, education & outreach	Fee may apply, determined on case-by-case basis. Use the Education SURF form for tours.		No fees
IT support	\$50/hour per staff member (does not include Conference Center users)	Fees for printers already in place	No fees
Vehicles, boats, outboard	NA	See Space & Equipment fee policy in this document	No fees

**Available at <http://www.kbs.msu.edu/index.php/research/kelloggfarm>