

KBS Space and Facilities Use Fees

Visiting researchers from MSU and other institutions have access to a wide range of facilities and equipment to support their work 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 preferably 3 months) prior to beginning work at KBS. The Facilities Coordinator and KBS Research Site Use Coordinator will work with visiting scientists to provide necessary space, facilities and other resources needed for the requested project. Every effort will be made to meet the needs of visiting researchers, but KBS-based researchers (faculty, students, and staff) and course instructors have priority for the use of all KBS facilities. All researchers (KBS and other) pay fees for use of unassigned and shared laboratory and other research facilities (including land) at KBS, unless other arrangements have been made with the KBS Director.

Fees for use labs, facilities and lands at KBS are based on expected impact of the proposed project, if the area or facility can be used by others, and the costs of maintaining these facilities. Assignment of research sites and fees for projects that will use agricultural lands are determined by the Farm Manager; use of specific research experiments (e.g. LTER, GLBRC, Conservation Lands, NutNet) are determined by the PIs of these projects. Access to, and fees for use of, other KBS research facilities is determined by the Research Site Use Coordinator in consultation with the KBS faculty or staff member who coordinates a facility (see <http://www.kbs.msu.edu/research/for-visiting-researchers/>). A modest site access fee (\$50-\$100) is charged to visiting researchers using KBS lands for research, even if they are not using any other facilities. This helps to defray the cost of coordinating and maintaining access to these sites.

Laboratory Space: Project-specific laboratory space is potentially available in the Academic-Stack building and various field labs (Experimental Pond Lab, Plant Ecology Field Lab, Boat House, Sustainable Agriculture Field lab). Space assignments in these facilities are made by the KBS Facilities Coordinator in consultation with the KBS faculty or staff member responsible for the use of these facilities (see: <http://www.kbs.msu.edu/research/visiting-research-info/approval>).

Fees: Bench space: ~\$1 per linear ft per month within shared area
Shared lab: ~ \$15 per ft² per month; ranges from \$100-\$600/month

Lab Set Up: A fee of \$20 per hr will be charged if more than nominal changes are needed to set up space for visiting researchers. This includes assistance with loading and unloading supplies, relocating, assembling or disassembling equipment or furniture. Labs are expected to be cleaned upon departure; if not a \$50 (minimum) cleaning fee will be charged.

Storage Space: There is limited space available at KBS for storing samples and materials. Use of this space (heated and unheated) is coordinated by the Facilities Coordinator. Storage space is available on a first come-first served basis. KBS cannot accept responsibility for samples stored here. A limited amount of short-term storage (1-4 weeks) of samples requiring freezer space (-80 and -20) is available in the Academic-Stack building.

Fees: \$10/ ft² per month (unheated); \$1/ ft² per month (heated);
Freezer space (-80 or -20): \$2 per week; \$10 month

Greenhouse Space: KBS has two greenhouses on site that are available for used visiting and KBS-based researchers. Both have moveable benches, supplemental lights and temperature control. Some assistance with scouting for pests and pest control is available. All greenhouse users must complete required safety training.

Fees: ~\$0.40 ft² of bench space; in the Main Site Greenhouse rates can be charged on a full room (size and fees vary) or bench space used rate

Growth Chambers or Incubators: There are several types of environmental chambers available in the Academic-Stack building and outlying laboratories that can be used by visiting (or other) researchers. Use of these chambers is supervised by the KBS Facilities Coordinator.

Fee: \$1/cu. ft per week.

Office Space: Visiting researchers may request desk space in shared offices in the Academic-Stack building or Boat House. These offices are not to be used as labs. They are air-conditioned and range in size and capacity but typically are 150-250 ft² and house 2-4 people. All offices have ethernet and wireless connections.

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

Desk Cubicles: Graduate students, research associates and technicians can request desk space in the shared graduate student offices in the Academic-Stack building, Library or other outlying labs. These desks are suitable only as office space; research materials and supplies should not be stored in this space.

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

University Vehicles: Only MSU employees or students can drive MSU vehicles leased to or owned by KBS. Signout sheets to reserve these vehicles are available in the KBS mailroom (Academic 325). Occasional use of a pickup truck can be arranged through the KBS Facilities Coordinator

Fees: \$19/day + \$0.54/mile

Boats, Motors & Trailers: KBS has a few boats available for use by researchers; contact the KBS Facilities Coordinator for information on availability and fees.

Stock Room: KBS has a stock room (Academic 104) with equipment and supplies that can be used by visiting researchers. The complete list of these items is available from the KBS Facilities Coordinator. Items borrowed from the Stock Room should be returned clean and in good working order. Summer instructors and students have priority for the use of materials in the Stock Room.

Questions? For more information, contact KBS Facilities Coordinator: facility-ops@kbs.msu.edu, the KBS Director (Director@kbs.msu.edu), or the individual(s) who coordinates use of these facilities (see <http://www.kbs.msu.edu/research/for-visiting-researchers/>). The current KBS Research Site Use Coordinator, Kay Gross (kgross@kbs.msu.edu), is also happy to assist new and/or returning researchers to KBS with information about how to develop research here.

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