

IST Austria

Institute of Science and Technology



Charging for the use of facilities at IST Austria

Monday, November 28th 2016

Overview

- Scientific Services Units at IST
- Project ‚Calculation of SSU Charges NEW‘
- Eligibility of charges in grants – timeline
- Charges calculation and cost components
- Booking and charging process

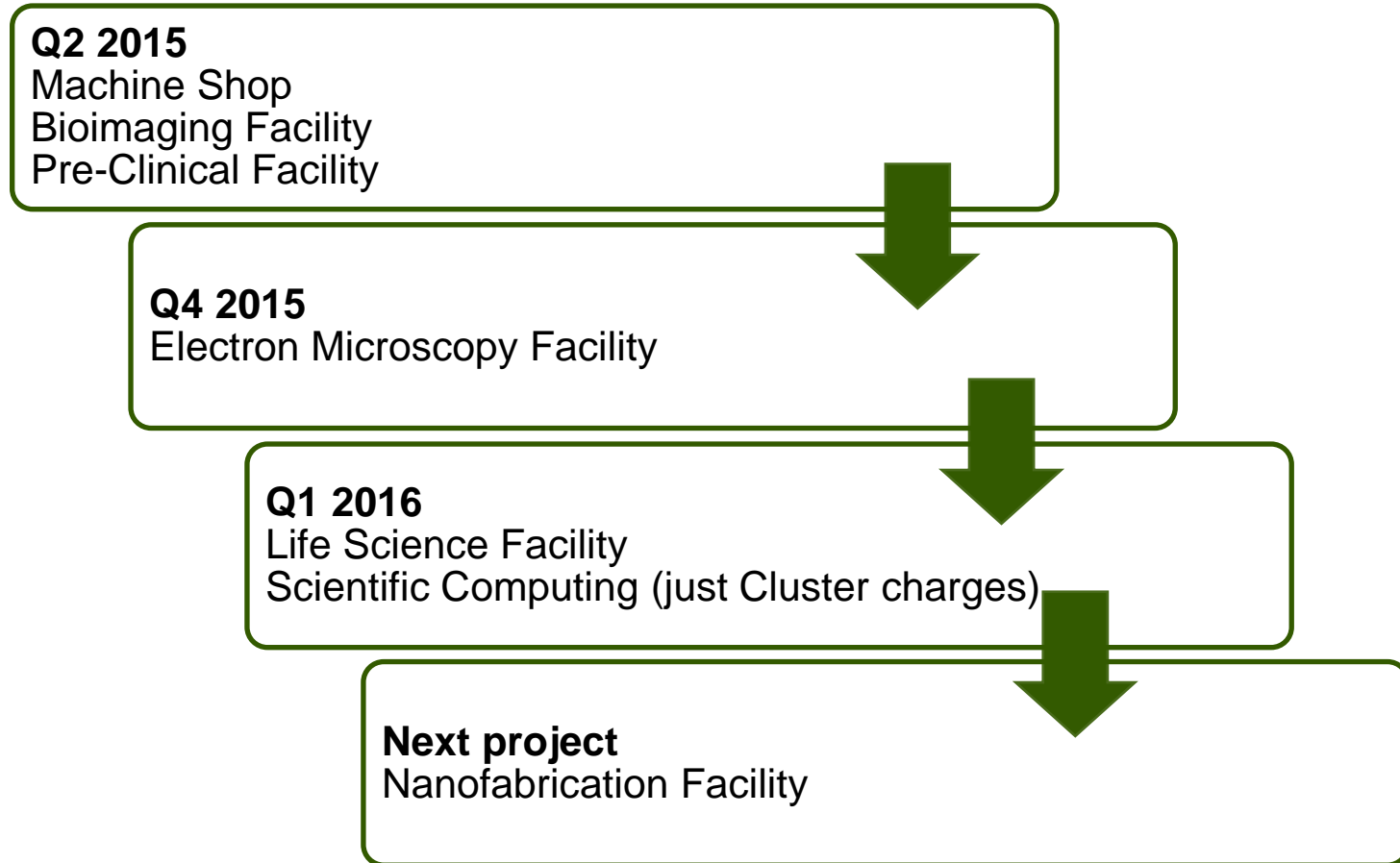
Scientific Services Units at IST

- Current status: 8 facilities on campus
 - *Machine Shop, Pre-Clinical Facility, Bioimaging Facility, Life Sciences Facility, Scientific Computing Facility, Electron Microscopy Facility, Library, Nanofabrication Facility*
 - 6 facilities are currently charging their products / services
 - 1 facility starts charging in 2017
- Main objectives
 - Provide easy access to technologies/resources and expert know-how
 - Provide a stimulating infrastructure for young scientists
 - Foster interdisciplinary research
 - Provide services that are not easily available from external sources
 - Increase efficiency by preventing necessary redundancies

Project ‚Calculation of SSU Charges NEW‘

- Start of project: 2014
- Project goals
 - Eligibility of costs in third-party funded projects (grants) for all SSUs
 - Using one common approach for charges calculation
 - Harmonization of SSU budgeting and cost types for all SSUs (running vs. infrastructure costs) → clear cost structure and transparency of costs
 - Economic use of resources / management of demand
- Eligibility in grants achieved step by step

Eligibility of charges in grants - timeline



Charges calculation and cost components I

- Internal prices are updated once a year (Q1).
- Data base is report of facilities from previous year.
- Cooperation between Facility Manager and Finance
- Operational costs = eligible cost types incl. in prices.
e.g. staff costs directly related to service, material, consumables, maintenance, repair, low value investments, depreciation
- Infrastructure costs = not eligible costs types excl. from prices.
e.g. travel / education / phone costs, literature, manager staff costs

Charges calculation and cost components II

- How to update prices:
 - Step 1: Generating data per cost center
 - Step 2: Updating of product / service catalogue
 - Step 3: Allocating cost positions to product / service
 - Which material / consumables are directly related to a product / service? Does a spread between different services have to be considered?
 - Is there a maintenance contract? Which costs will arise in the respective year?
 - Are low value investments associated with a product /service?
 - Which asset and therefore depreciation belongs to which product / service?
 - Is work from facility employees directly related to a product / service?
Costs for this time can be included in prices – time records vs. average time.
 - Acquiring staff costs for facility employees → cluster of persons with same position

Charges calculation and cost components III

- Step 4: Defining capacity for calculation for charging unit
(e.g. machinery hours, opening hours, total number of cages, standard hours for staff according to H2020)
- Step 5: Discussing new prices with Head of Scientific Service Units
(and Vice President)
- Step 6: Informing User Groups of facilities about new prices
- Step 7: Making prices available in intranet

Booking and charging process I

The usage of internal resources is usually charged on a quarterly basis or upon request if grant ends during a quarter.

Example: Booking 3 hours confocal microscope in Bioimaging Facility

- User has to reserve respective resource and time slot in internal booking system ,booked'.
- According to user profile just a few costing objects (cost center codes and project codes) are available.
- Booking is just possible either cost center or project code is selected via individualized drop down field.
- Tracking of bookings per user.

Create a new reservation

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Resources to be reserved

Accessories [Add](#) [⊕]

[Analysis Workstation II](#) [More Resources](#) [⊕]

Begin 11/26/2016 10:00 ▾

End 11/26/2016 13:00 ▾

Reservation Length 0 days, 3 hours

Repeat Does Not Repeat ▾

Title of reservation

Example for booking a resource

Description of reservation

Additional Attributes

Attend:

Title:

Cost center: ▾

Project code: ▾

Booking and charging process II

- Charging usage = quarterly
- Working day 1-5:
 - Invoice templates are provided by Finance.
 - Facility Managers generate reports about quarterly usage and invoices → reports are data base for invoices.
 - Every booking of a person is visible, even deleted positions.
 - Review of invoices by Finance and Head of SSUs
 - Sending invoices to Professors
- Working day 6-10:
 - Possibility for Professors to make an appeal
- Working day 10-12:
 - Approval of charges and booking in ERP system → visible in monthly cost center reporting → invoices for audits are available in SSU and Finance.

Thank you for your attention!

