Facilities & Research Infrastructure Sub-Committee

Meeting minutes: August 2, 2019, 10-11:30AM

1. Welcome / Apologies / Previous Minutes

Attendees: David Simmons (chair), Tim Forrest, Darryl Whitehead, Sean Millard, Oliver Rawashdeh, Melanie Flint, Harmony Rose, Melissa Reichelt, Shaun Walters, Sarah Piper, James Fraser, Brittany Campbell (RDO)

- Minutes from previous meeting accepted
- David to circulate asset list

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2. Report from Core Facilities

- Committee discussed upcoming tutor requirements and the possibility of integrating these roles with practical or lab staff (Sean happy to talk to Scott about needs/gaps and a proposal to grow the team); Tutors could possibly get involved in some of the training or workshops also used to support the students. David will also consider previous enrolments in these courses (average last 5 years?) and what will be coming up in future. Darryl to develop a proposal to estimate the amount of time required and the best solution to be considered based on this estimate.
- Fortnightly training sessions have been scheduled on each piece of equipment out to the end of the year. Schedule to be put on the first page of PPMS (along with instructions on accessing facilities/materials, how to use PPMS, etc.). Shaun to do a school-wide announcement and include in new SBMS Update.
- UQ Research Capabilities Showcase (September 20th) includes a walkthrough of the facilities, DVCR pushing to highlight facilities within all of UQ and to companies- good day to learn all about UQ's infrastructure.
- Histology Focus Group update:
  - Overall, group impressed by what is available in the facility.
  - Noted: (1) a lack of hardened equipment for cutting bone/dental, so a saw microtome was donated and will either sit in the GAF or with Darryl; (2) a lack of pathologists for analysis, but entire pathology facility look after this area; (3) some difficulty with ageing equipment and knowledge on how to design new projects using both old and new equipment.
- IPF focus group recently completed.

> **Action:**
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> - Darryl to develop a proposal to estimate the amount of tutor time required and the best solution to be determined based on this estimate. David will also consider previous enrolments in these courses (average last 5 years?) and what will be coming up in future.
> - Shaun to put training schedule on PPMS and do a school-wide announcement/include in new SBMS Update.

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3. Cost Recovery for Core Facilities

- To facilitate payment from researchers to the facilities, Sarah presented proposed cost recovery processes including standard monthly processes, debt recovery processes, and setting annual default chartstrings and alterations.
    - Once PPMS is complete, researchers will be able to assign default chartstring and use this system to book. Cat is happy to liaise with researchers to set defaults for the year and update as required. Complexity added for individuals shared across labs, but it is the responsibility of the group leader to choose the proper chart string for booking and this will be highlighted in further information circulated to staff.
    - Some academic group leaders still have not registered in PPMS, and this needs to be completed. There seems to be some confusion, so committee proposed having Shaun/Sarah speak at next academic staff meeting (~October) to let all academics know they need to register and can then track all details of equipment usage- as an administrator, the group leader should be able to see each user and the chart string being used.
    - There should be a stage when a discussion happens if there is no money in the account- would be best for discussions about flagged accounts to occur early on.
    - You can only have a single budget holder on a chartstring.
    - Shaun aims to have this up and running by the 1st of September for August charges and see how the system operates over a few months, with timely updates to researchers on what they are spending.
- Tim presented finance reports on histology, imaging, and the IPF.
    - 45-50% is an ideal benchmark for cost recovery.
    - Committee discussed the impact of service contracts on cost recovery
        - Shaun to put together list of the costs of all service contracts for discussion
    - Broader suite of fees have been discussed to be introduced for the IPF, and all managers have been asked to review/revise pricing lists-Tim will forward to David to discuss at next meeting.

Action:

- Shaun/Sarah to be added to agenda for next academic staff meeting
- Shaun to put together list of the costs of all service contracts for discussion

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4. Training within the Core Facilities

- David spoke to Charlotte Young about a grant to make training videos. Charlotte suggested she could organize a personalized workshop with the group who produces these videos to assist with equipment, training, etc. (very professionally done). Equipment can then be booked out. After the workshop, we can decide what videos are feasible to complete. David to book a workshop with Charlotte.
- For advertising purposes, committee proposed making videos to show off each facility- Sarah previously spoke with Justin about this and David to email Simone Moyle to enquire further; Mel has also previously worked with Matt Petersen.

- Committee also discussed the potential for online training modules for self-learning/quizzing prior to training (like OHS training modules)

Action:

- David to speak to Charlotte about organizing a workshop for making training videos.
- David to email Simone Moyle about videos to advertise facilities.

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5. Custodianship program

- Aim to provide consistency in training and maintenance for equipment.
  - David presented proposed program to Research Committee, but it was not supported.
  - Suggested not to formalize, but encourage primary users to be responsible and help others. Is it possible to have a contact (EOI to senior users/PhD Candidates/Postdocs?) that Shaun can refer to when someone needs training, and give the senior user recognition for doing this training as service? Shaun is also trying to keep a record of training/usage. With James, some of this burden will now be alleviated.

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6. MEI Grants

- Round will open soon and would be best to begin planning for submissions (at least 2-3); Scheme may also undergo substantial change after this year.
- Usually around$ 300,000 total, but $300,000-500,000 cutting edge equipment (or equipment not available in Australia, etc.) would make a good application.
- Potential items discussed:
  - 12k flex system- upgrade to present QuantStudio systems
  - H-REM (possibly multi-channel) plus workstation or software
  - Flow cytometer request? /Sorter
- Sarah encouraged committee to speak to other researchers in other org units about applications as well.
- To be further discussed next meeting.

Action: Discuss at next meeting and begin organizing equipment ideas and applications for upcoming round.