



# NEESCOMM – EQUIPMENT SITE UTILIZATION FORM (ESUF)

VERSION 2009-1 (12-15-2009)

<b>Description and Scope of Special Experimental Site Services Needed (if applicable):</b>	
<b>Project-specific Risks &amp; Safety Issues (if applicable):</b>	<b>Associated Mitigation Plans (if applicable):</b>
1)	1)
2)	2)
3)	3)



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	<input type="checkbox"/>	<input type="checkbox"/>
<b>Notes (from last column above)</b>		
<b>List of Services Available to Researcher Through O&amp;M Budget</b>		
<i>Laboratory cost estimation</i>		<input type="checkbox"/>
<i>Equipment safety training</i>		<input type="checkbox"/>
<i>Provide Site Safety Plan</i>		
<i>Provide Training Assistance for All Equipment</i>		<input type="checkbox"/>
<i>Material and test specimens receiving</i>		<input type="checkbox"/>
<i>Equipment and test setup (each project will be allocated certain personnel time depending on the scope of the project)</i>		<input type="checkbox"/>
<i>Video conferencing support</i>		<input type="checkbox"/>
<i>Instrument calibration and data acquisition</i>		<input type="checkbox"/>
<i>Technical support for data collection and management</i>		<input type="checkbox"/>
<i>Office space for external researchers including telephone and Internet services (long distance charges may apply)</i>		<input type="checkbox"/>
<i>***Other Services Provided by the Site</i>		<input type="checkbox"/>

<b>Exceptions to NEES Data Sharing and Archiving Policies and Guidelines (nees.org)</b>				
<p>*** It is expected that the results of this project will be shared with the Equipment Site and NEES Community in accordance with the NEES Data Sharing and Archiving Policies and Guidelines found on the NEES website. In this section, please explain if you expect to request any exemptions from portions of this plan.</p>				
<p>Expected Data Volumes: Typical data volumes produced in a research project are described in the data guide (nees.org). Indicate if you expect low, typical, or high data volumes resulting from your project.</p>				
<u>Data type</u>	<u>Low</u>	<u>Typical</u>	<u>High</u>	<u>Comments</u>
Photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Videos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sensor Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If more space is needed, please attach extra pages to this form. Some sites may wish to attached a Risk-Mitigation Template, or a Fee Schedule.

**ACKNOWLEDGMENT OF ROLES AND RESONSIBILITIES**

*(For All Participants)*

Participant and Site have discussed and understand each party’s roles and responsibilities listed on the Roles & Responsibilities Checklist.

Participant understands and acknowledges that:

1. Equipment Site scheduling will be in accordance with the NEES Facilities User Guide and is subject to the approval of Purdue. In the event a change to the schedule is needed, Participant shall submit a request to modify the Equipment Site Utilization Form. Equipment Site shall evaluate the request and coordinate as required under the Site User Agreement. If a mutually acceptable compromise cannot be achieved, Participant or Equipment Site can petition Director of Site Operations at NEEScomm. NEEScomm will work with both parties to reach that acceptable compromise.
2. The NEES Site is supported under an NSF subaward from Purdue University. The Site shall be operated in accordance with said subaward, Purdue’s Cooperative Agreement (CMMI-0927178) and all NEES policies and guidelines, which can be found at nees.org.
3. Results of this project will be shared with the Equipment Site and NEES Community in accordance with the NEES Data Sharing and Archiving Policies and Guidelines found on the NEES website. Exceptions to following these policies and guidelines are listed earlier on this form.

*(For Participants external to Equipment Site’s institution)*

Participant understands and acknowledges that:

1. Participant’s institution has entered into a NEES Site User Agreement with the Equipment Site, and the project shall be conducted in accordance with that Site User Agreement and this Form.
2. Any non-standard costs described on this form shall be paid to the Equipment Site by the Participant’s Institution prior to the start of the project, unless agreed to in writing by the Site.

	Name and Title	Signature	Date
Participant PI			
Equipment Site PI			
NEEScomm	Director of Site Operations		