

820.00 Research Facilities / Equipment Use by Non-MSU Billings Affiliates

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| Subject | Facilities |
| Revised | 05/2023 |
| Effective Date | 05/2023 |
| Review Date/s: | 05/2028 |
| Responsible Party | Facilities Services & Academic Affairs |

1. INTRODUCTION AND PURPOSE

The purpose of this policy is to address controlled access to University laboratories and the consistent application of rules and regulations for all non-affiliated users. Sales & Service activities performed by MSU Billings personnel are not impacted by these guidelines.

References: MSU Billings [Facility Use Policies and Procedures 603.1](#); Montana Board of Regents Policies [1008: Physical Facilities](#) and [1909: Competition with the Private Sector](#)

2. USE BY FACULTY, STAFF, AND STUDENTS

Faculty, enrolled students under the supervision of faculty, and other employees of MSU Billings who are acting within the course and scope of their employment, may be assigned to use research facilities/equipment on the MSU Billings campus upon receiving appropriate approval from the Department Chair, Dean or direct supervisor.

3. USE BY RESEARCH COLLABORATORS

Research collaborators may use research facilities of the University to work on collaborative projects. Research is collaborative if the University and industrial/external researchers have real and substantial intellectual involvement in joint planning and conduct of experiments, observations, or the like. It is not considered collaborative research if the University researcher provides little more than access to University-based equipment or facilities. Also, it is not collaborative research if the University researcher is acting as a private consultant to the company.

4. DEFINITIONS

- A. Research facilities include laboratories and other facilities used for the conduct of creative activities/research, but do not include the Library or any regular classrooms.
- B. Research equipment includes highly specialized or complex equipment such as NMR, SEM, Microscopy suite, etc.
- C. Non-affiliated persons or groups - For purposes of this policy, any person or group performing research activities in MSUB research facilities / equipment, who is not employed or engaged by MSU Billings to perform such research activities, is a non-affiliated person or group. Such research activities will be considered external and charged a user fee regardless of the for-profit or non-profit nature of the activity, person, or group.