

○Tohoku University Research Promotion and Support Organization Core Facility Center
Facilities Usage Regulations

April 12, 2017

Ruling by the Director of the Technical Support Center of the Research Promotion and Support Organization
Ruling by the Director of the Technical Support Center of the Research Promotion and Support Organization on
October 17, 2017

Ruling by the Director of the Technical Support Center of the Research Promotion and Support Organization on
August 10, 2018

Ruling by the Director of the Technical Support Center of the Research Promotion and Support Organization on
March 5, 2020

Ruling by the Director of the Core Facility Center of the Research Promotion and Support Organization on
October 1, 2021

Ruling by the Director of the Core Facility Center of the Research Promotion and Support Organization on
July 31, 2023

(Purpose)

Article 1 These internal regulations apply to Tohoku University (hereinafter referred to as "the University") registered with the Tohoku University Research Promotion and Support Organization Core Facility Management Center in accordance with the provisions of Article 7, Paragraph 2 of the Tohoku University Research Promotion and Support Organization Regulations (Heisei 29 Regulations No. 34). Research facilities and equipment that can be shared (hereinafter referred to as "facilities, etc."). The Core Facility Management Center Facility Integrated Management System (hereinafter referred to as the "Management System"). Necessary matters shall be stipulated regarding the use of the equipment, etc. to be applied for use.
(Equipment, etc.)

Article 2 The facilities to be used shall be determined by the Director of the Core Facility Center of the Research Promotion and Support Organization of Tohoku University (hereinafter referred to as the "Director").
(Eligibility of Users)

Article 3 A person who can use the Facilities, etc. shall be a person who falls under any of the following items.

- (i) Employees and students of the University (hereinafter referred to as "Staff, etc.")
- (ii) Researchers and engineers from other universities, research institutes, etc., who have a cooperative research relationship with the staff of the University and have been introduced by the staff of the University.
- (iii) Other persons specifically approved by the Director of the Center

(User Registration)

Article 4 (1) A person who intends to use the facilities, etc. (hereinafter referred to as "applicants") shall register their user information in the management system.

- (2) As a general rule, the person who wishes to use the service shall be the person responsible for the use (the person who pays the usage fee). However, if you do not become the person responsible for use, you shall appoint a person responsible for use at the time of user registration.

(Application and Approval of Use)

Article 5 (1) Applicants shall apply to and receive approval from the Director of the Center. However, this does not apply when the staff of the University uses the facilities of the department to which they belong.

- (2) The application set forth in the preceding paragraph shall be made by the person responsible for use.

- (3) When an application is made under paragraph 1, the Director of the Center shall approve it only if there is no hindrance to the business of the department that manages the equipment, etc. (hereinafter referred to as the "Management Department") and the person in charge of the management and operation of the facilities, etc. (hereinafter referred to as the "equipment and facilities personnel").

- (4) When the Director of the Center decides to approve or disapprove the use, he or she shall notify the applicant.

- (5) A person who has received approval for the use of facilities, etc. pursuant to the provisions of Paragraph 3 (hereinafter referred to as "user") shall, when using the facilities, etc., comply with the precautions of the facilities and follow the instructions of the person in charge of the facilities and equipment.

- (6) Users shall comply with the Foreign Exchange and Foreign Trade Act (Act No. 228 of 1949) and other relevant laws and regulations when using facilities and equipment. They shall also pay attention to the provision of technology as stipulated in Article 3, Item 2 of the Tohoku University National University Corporation Security Export Control Regulations (Regulation No. 1 of 2011).

(Form of use)

Article 6 The form of use of the Equipment, etc. by the User shall be in accordance with any of the following items.

- (i) Use of facilities

Those in which the user operates the equipment, etc. by themselves.

- (ii) Consignment use

The user entrusts the University with contract analysis and processing using equipment, etc., and the university's staff operates the equipment to analyze, measure, and process the sample.

(Support for use)

Article 7 When using the Equipment, etc., the User may receive technical guidance, support, lectures, etc. on how to operate the Equipment, etc., as well as technical consultation and guidance on contract analysis and processing, from the staff of the University.

(Prohibition of use for purposes other than those intended)

Article 8 The user shall not use the equipment, etc. for any purpose other than the purpose for which the use has been approved, or allow a third party to use it.

(Revocation of approval of use, etc.)

Article 9 (1) If a user violates these internal rules or causes a serious hindrance to the use of facilities, etc., the director may revoke the approval of the use or suspend the use.

(2) If the Director of the Center finds that the User (including the official or employee) is an anti-social force, the Director shall revoke the approval of the use or suspend the use.

(Usage fee)

Article 10 (1) The user shall pay the usage fee by the prescribed date.

(2) The amount of the usage fee set forth in the preceding paragraph shall be determined separately.

(3) If the user fails to pay the usage fee by the prescribed date, the user shall pay the arrears calculated at the rate of 3% per annum to the unpaid amount according to the number of days from the day following the payment due date to the date of payment. However, if the arrears are less than 100 yen, payment of the arrears is not required.

(4) Fees that have already been paid will not be refunded. However, in the event that the user becomes unable to use the facilities due to a disaster or other reasons not attributable to the user, or if the approval of use is revoked or the use is discontinued pursuant to the provisions of Article 9, part or all of the fees may be refunded.

(5) Notwithstanding the provisions of Paragraph 1, all or part of the usage fee may be waived if the Director of the Center specifically approves it.

(Acknowledgments)

Article 11 When a user presents the results of research conducted through the use of facilities, etc., in an academic paper, etc., the user shall write in the acknowledgments of the academic paper, etc. that the use of the facilities, etc.

(Disclaimer)

Article 12 The University shall not be liable to users (excluding employees of the University) for any damages incurred from the use of the facilities, etc.

(Compensation for Damages)

Article 13 In the event that the user intentionally or negligently loses or damages the equipment, etc. pertaining to the use, the user shall compensate for the damage.

(Confidentiality)

Article 14 (1) The University and Users shall not disclose any technical or business information, intellectual property, or any other information obtained or learned through the use of facilities without the written consent of the other party.

(2) The University and the User shall not use any technical or business information of the other party disclosed or known in the course of the use of the Facilities, etc., for any purpose other than the use of the Facilities, etc. However, this does not apply if the consent of the other party is obtained in advance in writing.

(3) If it is not possible to comply with Paragraph 1 or Paragraph 2 regarding the maintenance of confidentiality, a separate confidentiality agreement may be concluded.

(Intellectual Property Rights)

Article 15 The attribution and handling of intellectual property rights arising from the use of the equipment, etc., shall be determined in consultation with the university or research institute, etc., to which the user (excluding employees of the University) belongs, taking into account the circumstances of the occurrence of the invention, etc.

(Handling of Data, etc.)

Article 16 (1) The University does not guarantee the quality of data obtained through the use of facilities and equipment.

(2) Users (excluding employees of the University) may not publish data obtained through the use of the facilities, etc., by specifying the University's independence. In the event that the University suffers damage or loss due to the publication of the data to the outside world contrary to this provision, the user and the institution to which the user belongs shall be liable. However, this does not apply if the Director of the Center has approved the use.

(Administration)

Article 17 Administrative work related to the use of equipment, etc., shall be handled in cooperation with the Research Promotion Department and the administrative departments of the administrative departments.

(Miscellaneous)

Article 18 In addition to those stipulated in these internal regulations, necessary matters regarding the use of facilities, etc. shall be separately prescribed.

Supplementary Provisions

1. These internal regulations shall come into effect on April 12, 2017, and shall apply from April 1, 2017.
2. The Internal Regulations for the Use of Facilities of the Technical Support Center of the Center for Research and Education, Fundamental Technology of Tohoku University (ruling by the Director of the Technical Support Center of the Center for Research and Education on January 30, 2008) shall be abolished.

Supplementary Provisions (Revised on October 17, 2017)

These internal regulations shall come into effect on October 17, 2017, and shall be applied from October 1, 2017.

Supplementary Provisions (Revised on August 10, 2018)

These internal regulations shall come into effect on September 1, 2018.

Supplementary Provisions (Revised on March 5, 2020)

These internal regulations shall come into effect on April 1, 2020.

Supplementary Provisions (Revised on October 1, 2021)

These internal regulations shall come into effect on October 1, 2021.

Supplementary Provisions (Revised on July 31, 2023)

These internal regulations shall come into effect on August 1, 2023.