GEOGRAPHIC INFORMATION SYSTEM (GIS) LABORATORY

Here is the proposed policy for charging users of the GIS lab. The policy is based on detailed calculations relating to each proposed effort in order to reduce the problems associated with simpler approaches. For example, a fixed percentage of each user's budget does not take into account the various kinds of organizations that might use the lab. A fixed per-hour charge does not consider that different projects might be using different equipment items in the lab.

1. Charges for use of the Fort Hays State University Geographic Information System laboratory will be assessed as follows:

   - For instructional use (GIS and remote sensing classes), no charge will be assessed.

   - For research use by employees of FHSU units, no charge will be assessed.

   - For research use by government and non-profit organizations outside of the FHSU community, charges will be assessed that allow complete recovery of the costs to provide and maintain the lab. The method for determining lab costs is described in section 2.

   - For research or operational use by profit-making businesses and consultants (even if those consultants work for FHSU university academic units), the assessed charges will allow recovery of lab costs plus a 7.5% profit.

2. Cost recovery for the GIS lab will be assessed on the following basis:

   - For printing, the cost of the printer, ink or pens, and paper on a per-page basis.

   - For digitizing or scanning, the cost per action (i.e. per page digitized or scanned).

   - For equipment other than printers and digitizers, the fraction of the useful life of the item used on a per-item-per-hour basis.

   - For management and maintenance labor, a fixed charge per month of the project's duration.

   - For special-purpose assistance and computer support, a fixed labor rate to be billed to the user.

   The procedure for obtaining use of the lab is as follows: First, the prospective user(s) will complete a form describing their organization, the purpose of the lab use, and the kind and amount of resources requested. Next, a decision will be made by the Department of Geosciences as to whether the lab has sufficient unused resources to allow the requested support. If the capacity does not exist, the form will be returned to the requester with a note of explanation and a recommendation for modification of the request. Then, information from the form will be entered into a spreadsheet, where a total cost will be calculated based upon the user inputs. Negotiation over the final amount may occur. Finally, the user will be invoiced for the calculated charges, as well as for any special-purpose labor used to support their work.

I think this process is both flexible and well-defined, so that any users will be able to determine the basis on which their charges have been assessed. A preliminary version of this form is included as an attachment. A sample printout of this spreadsheet is also attached, however please remember that the specific details of the sheet are likely to vary as new equipment is purchased and older equipment is retired.

I would appreciate any feedback you have on the proposed policy, and feel free to contact me at extension 4536 if you have any questions or wish clarification.

Sincerely,

John Heinrich
Department of Geosciences
Fort Hays State University
Hays, KS 67601

Adopted by Cabinet 04/07/99

REQUEST FOR FHSU GIS LAB SUPPORT

Organization

Name: _____

Address: _____

_____

City: _____   State: _____   Zip: _____

Phone: _____   Fax: _____   Email: _____

Type of organization: _____ FHSU academic unit
                              _____ Other academic institution
                              _____ Non-profit
                              _____ Government
                              _____ Business

Purpose of lab use: _____ Research
                              _____ Education
                              _____ Commercial
                              _____ Other

Description of purpose:

Period during which support is requested: _____

Number of personnel authorized to use lab: _____

List names of personnel and the number of hours per week each will use the lab overall, and the number of hours each week each employee will be using ArcView and ArcInfo.

Name	Overall	ArcView	ArcInfo
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Average amount of storage used on the GIS lab UNIX server: _____

Enter approximate number of pages to be printed each month using each of the following output devices:

_____ Calcomp pen plotter
_____ HP laser printers
_____ Epson color ink-jet printer
_____ Calcomp thermal wax color printer

Enter approximate number of pages to be scanned or digitized each month using each of the following input devices:

_____ Large digitizing table
_____ Small digitizing tablets
_____ Large color scanner
_____ Small flatbed scanner