



POLITECNICO
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1st 2016 CALL: Interdepartmental University Laboratories

Introduction

The Academic Senate of the Politecnico di Milano, in its meeting of 16/07/2012, approved the Regulations for the allocation of University contributions for Interdepartmental Laboratories.

The purpose of the contribution is the creation or expansion of Interdepartmental Laboratories of interest to the University.

The following types of Interdepartmental Laboratories have been identified:

1. Service, when the main activity is the provision of charged services in support of University research activities and local industrial activities;
2. Teaching, when the exclusive activity of the laboratory is within the scope of Laurea (equivalent to a Bachelor of Science) or Laurea Magistrale (equivalent to a Master of Science) courses;
3. Research, when the main activity is research.

The University contribution approved for 2016 amounts to 1,000,000.00 euro.

Call

The resources available for this call amount to 500,000.00 euro.

Each application must be submitted by at least two Departments, with the approval of their respective Department Boards (or Committees, if specifically delegated by the corresponding Board), **using exclusively the attached application and resolution forms.**

The maximum amount which can be financed for each application is 150,000.00 euro.

The maximum number of applications that may be submitted by each Department is as follows:

DABC	2
DAER	1
DASTU	3
DCMC	2
DEIB	4
DENG	2
DESIGN	2
DFIS	1
DICA	2
DIG	1
DMAT	2
DMEC	2

The overall cost of the Interdepartmental Laboratory project must be split between a portion of funding requested from the University and a portion of co-funding made available by the proposing Departments.

The funding requested from the University may only be used for the purchase of new equipment to supplement existing equipment which the proposing Departments make available to the Interdepartmental Laboratory. In the case of Teaching Laboratories, instead of existing equipment, adequate space in which to situate the laboratory must be made available to the Laboratory itself.

For Interdepartmental Laboratories that receive funding, a new funding application cannot be submitted for the next two rounds.

For the first three years from the date of funding, Interdepartmental Laboratories will be monitored annually, based on the success indicators defined in the proposal.

The monitoring results will be evaluated by the Academic Senate.

Service Laboratories

65% of the University contribution will consist of a free grant, while the remaining 35% must be reimbursed (in a period of time defined in the proposal) by the Laboratory to the University in the Interdepartmental Laboratories Fund.

• Governance Model

The Service Laboratory:

1. is not a cost centre, but relies on the proposing Departments for this;
2. is managed by a Management Committee:
 - a. consisting of a maximum of 7 members (of which at least 5 belonging to the permanent staff of the University) and indicated by mutual agreement by the participating Departments;
 - b. whose members remain in office for three years, renewable once only;
3. is governed by Regulations defined by the Management Committee and approved by the participating Departments that must, among other things, regulate the terms and rates for services provided to the various Departments and the outside world, as well as laboratory management procedures;
4. is represented and managed on a daily basis by the Laboratory Manager who:
 - a. is appointed by the Management Committee from among its internal members;
 - b. chairs the Management Committee;
 - c. remains in office for three years, renewable once only;
 - d. has the permanent authority (pursuant to the Regulations of the participating Departments) to commit the Departments vis-a-vis third parties within the scope of Price-listed Third Party Contracts;
 - e. manages the Laboratory's funds supported by the Departments, to the extent and in the manner defined by the Regulations referred to in point 3;
 - f. organises the Laboratory's activities in accordance with the Regulations referred to in point 3 and with the guidelines provided by the Management Committee;
 - g. can be justifiably exonerated during his/her term of office by the Management Committee.

• Requisites for access to the contribution

All funding applications must meet the following requisites (in brackets the documentation required for the application):

1. indication of the scope of activity and types of services provided (Board/Committee resolution of the proposing Departments);
2. availability of sufficient existing experimental equipment for carrying out a significant service activity (equipment list, complete with year of purchase and asset value, made available to the Laboratory by the proposing Departments);

- Board/Committee resolution of the proposing Departments);
3. ability to provide services with declared hourly or estimated rates, based on internal regulations or procedures, carried out by dedicated TAS and able to work in full autonomy without the aid of TS, except for the possible function of Laboratory Manager (list of dedicated TAS and service activities carried out with declared rates; Board/Committee resolution of the proposing Departments);
 4. detailed definition on use of the funding (equipment list, its use and cost; Board/Committee resolution of the proposing Departments);
 5. positive implications for the University (list of new services that will be provided and which are not already available at the University; Board/Committee resolution of the proposing Departments);
 6. definition of two measurable indicators of the success of the initiative and their target values for each of the first three years (Board/Committee resolution of the proposing Departments);
 7. indication of the names of the Management Committee (Board/Committee resolution of the proposing Departments)

Teaching Laboratories

The University contribution will be 100% a free grant.

• **Governance Model**

The Teaching Laboratory:

1. is managed within the University teaching circuit (outside, therefore, the availability of the Department), or within the experimental teaching laboratories of a Department.
2. is governed by Regulations defined by the proposing Departments;
3. is represented and managed on a daily basis by the Laboratory Manager appointed by the proposing Departments.

• **Requisites for access to the contribution**

All funding applications must meet the following requisites (in brackets the documentation required for the application):

1. Laboratories included in the timetable of at least one compulsory course for all students of a Programme (course list; for each course: number of students in the previous AY, number of credits and number of laboratory hours envisaged; resolution of the School Committee involved; Board/Committee resolution of the proposing Departments);
2. existing spaces sufficient for carrying out of the proposed teaching activity (list of space made available to the Laboratory by the proposing Departments; Board/Committee resolution of the proposing Departments);
3. forecast of permanent structural funds from the proposing Departments sufficient for normal operations (Board/Committee resolution of the proposing Departments);
4. detailed definition on use of the funding (equipment list, its use and cost)
5. importance of the laboratory and its real need (list of other technical universities which provide similar laboratories);
6. definition of two measurable indicators of the success of the initiative and their target values for each of the first three years (Board/Committee resolution of the proposing Departments);
7. indication of the name of the Laboratory Manager (Board/Committee resolution of the proposing Departments)

Research Laboratories

The University contribution will be 100% a free grant.

• Governance Model

The Research Laboratory:

1. is not a cost centre, but relies on the proposing Departments for this;
2. is managed by a Management Committee:
 - a. constituted by a maximum of 5 members (of which at least 3 belonging to the permanent staff of the University) indicated by mutual agreement by the proposing Departments;
 - b. whose members remain in office for three years, renewable once only;
3. is represented and managed on a daily basis by the Laboratory Manager who:
 - a. is appointed by the Management Committee from among its University members;
 - b. chairs the Management Committee;
 - c. remains in office for three years, renewable once only;
 - d. manages the Laboratory's funds supported by the Departments;
 - e. organises the Laboratory's activities in accordance with the indications of the Management Committee;
 - f. can be justifiably exonerated during his/her term of office by the Management Committee.

• Requisites for access to the contribution

All funding applications must meet the following requisites (in brackets the documentation required for the application):

1. indication of the research fields (Board/Committee resolution of the proposing Departments)
2. definition of an appropriate amount of existing equipment to be made availability of the Interdepartmental Laboratory (equipment list, complete with year of purchase and asset value, made available to the Laboratory by the proposing Departments; Board/Committee resolution of the proposing Departments);
3. detailed definition on use of the funding (equipment list, its use and cost; Board/Committee resolution of the proposing Departments);
4. positive implications for the University (analysis of the positive implications, including an analysis of similar equipment already existing at the University);
5. definition of a minimum amount of annual funding that the Departments undertake to make available (without constraints) to the Laboratory Manager (Board/Committee resolution of the proposing Departments);
6. definition of two measurable indicators of success of the initiative and their target values for each of the first three years (Board/Committee resolution of the proposing Departments);
7. indication of the names of the Management Committee (Board/Committee resolution of the proposing Departments)

Procedures and deadlines the submission of proposals

The person responsible for this procedure is Claudia Raimondi. Applications, complete the required resolutions, must be received exclusively from one of the Heads of the proposing Departments by mail to the Research Service, ricerca@polimi.it, **by 31 March 2016**.

They must be formulated exclusively in accordance with the forms attached to this call.

Please note that the forms have been updated as recommended by the Evaluation Committee and approved by the AS on 15.12.2014.

For further information and clarification, please contact ricerca@polimi.it.

Proposal assessment criteria

The following shall constitute justification for exclusion:

- funding request for expenses other than purchase of equipment;
- submission of the application with a format different from that attached or containing a number of words exceeding that indicated;
- lack of the Board/Committee resolutions of the proposing Departments according to the attached facsimile;
- lack of the resolution of the School Committee for applications for Teaching Laboratories;
- envisaged use of Teaching Laboratories other than as part of Laurea (equivalent to a Bachelor of Science) or Laurea Magistrale (equivalent to a Master of Science) courses;
- failure to indicate (as required in the attached format) or non-compliance of the contribution access requisites;
- submission by a Department of a number of applications exceeding the maximum number indicated; in this case, all applications submitted by the Department will be excluded.

The proposals eligible for funding shall be defined by the Academic Senate, following an investigation carried out by a specially appointed Commission based on the following criteria:

- 1) significance to the Laboratory vis-a-vis University policies:
 - *for Research and Service Laboratories, "the extent of the catchment area of the activities carried out by the laboratories, in line with the strategic guideline, contained in the three-year plan, to contribute to the competitiveness of our reference ecosystem;*
 - *for the Teaching laboratories "the presence of similar structures in the main international universities", in line with the strategic guideline, contained in the three-year plan, to be a quality international University*and appropriateness of the proposed success indicators: up to a maximum of 10 points;
- 2) creation or consolidation of synergies between Departments and lack of duplication of facilities in the University: up to a maximum of 10 points;
- 3) number of Departments involved in the contribution requested: 0 points in the case of 2 Departments; 5 points in the case of 3 Departments; 10 points in the case of four or more Departments;
- 4) share of funding requested compared to the total cost (by total cost is meant the sum of the funding requested and the co-funding of the proposing Departments, as detailed in the attached format): up to a maximum of 10 points;
- 5a) *for Research and Service Laboratories*, appropriateness of the proportion of funding requested compared to the value of the equipment made available to the Laboratory and, only for Research Laboratories, to the annual funding guaranteed by the proposing Departments: up to a maximum of 10 points;
- 5b) *for Teaching Laboratories*, number of annual hours of use of the Laboratory, number of credits and number of students enrolled in the courses in the previous AY: up to a maximum of 10 points;

Proposals that have received a total score of less than 35/50 cannot obtain a favourable opinion for funding from the Commission.

Attachments:

- Funding application format for an Interdepartmental Service Laboratory
- Funding application format for an Interdepartmental Teaching Laboratory
- Funding application format for an Interdepartmental Research Laboratory
- Department Board/Committee resolution facsimile
- School Committee resolution facsimile

Funding application for an Interdepartmental Service Laboratory

Proposed name of Laboratory:	
Proposing Departments: (attach extract of Department Board/Committee resolutions as per facsimile attached to the call)	Department 1: Department 2: ... (repeat for the other proposing Departments) ...
Management Committee Members (name and Department):	Member 1 (Department) Member 2 (Department) ... (repeat for the other Members) ...
Project cost (use of funding requested from the University and Co-funding from the Departments):	
Funding requested from the University	
☐ Purchase of Equipment 1:	00000.00 euro
☐ Purchase of Equipment 2:	00000.00 euro
☐ ...	
☐ <i>Total requested from the University</i>	<i>00000.00 euro</i>
Co-funding from Department 1	
☐ ...:	00000.00 euro
☐ ...:	00000.00 euro
☐ ...	
☐ <i>Total from Department 1</i>	<i>00000.00 euro</i>
Co-funding from Department 2	
☐ ...:	00000.00 euro
☐ ...:	00000.00 euro
☐ ...	
☐ <i>Total from Department 2</i>	<i>00000.00 euro</i>
... (repeat for the other proposing Departments) ...	
Funding requested from the University:	00000.00 euro
Total co-funding from Departments:	00000.00 euro
Total project cost:	00000.00 euro

Timing for reimbursement of 35% of the University funding	
Indication of the scope of activities and types of services provided (max. 100 words):	
Existing experimental equipment that will be made available to the Laboratory (indicate the Department of origin, year of purchase and indicative asset value):	
Location of the laboratory and equipment:	
Service activities carried out and related rates:	
Dedicated TAS (indicate name and Department of origin):	
Description of use of the funding (maximum 500 words):	
Positive implications for the University (maximum 500 words - list of new services that will be provided and which are not already available at the University):	
Definition of two measurable indicators of success of the initiative and their target values for each of the first three years:	

Place, date

Funding application for an Interdepartmental Teaching Laboratory

Proposed name of Laboratory:	
Proposing Departments: (attach extract of Department Board/Committee resolutions as per facsimile attached to the call)	Department 1: Department 2: ... (repeat for the other proposing Departments) ...
Project cost (use of funding requested from the University and Co-funding from the Departments):	
Funding requested from the University ☐ Purchase of Equipment 1: 00000.00 euro ☐ Purchase of Equipment 2: 00000.00 euro ☐ ... ☐ <i>Total requested from the University</i> <i>00000.00 euro</i> Co-funding from Department 1 ☐ ...: 00000.00 euro ☐ ...: 00000.00 euro ☐ ... ☐ <i>Total from Department 1</i> <i>00000.00 euro</i> Co-funding from Department 2 ☐ ...: 00000.00 euro ☐ ...: 00000.00 euro ☐ ... ☐ <i>Total from Department 2</i> <i>00000.00 euro</i> ... (repeat for the other proposing Departments) ...	
Funding requested from the University:	00000.00 euro
Total co-funding from Departments:	00000.00 euro
Total project cost:	00000.00 euro
Forecast of permanent departmental funds from proposing Departments sufficient for normal operations (indicate for each Department the annual amount and the number of years, as per the Board/Committee Resolution):	Department 1: 00000.00 euro for 0 years Department 2: 00000.00 euro for 0 years ... (repeat for the other proposing Departments) ...

Physical location of the Laboratory (as per the Board/Committee Resolution):
Management procedures (within the teaching circuit, or within the experimental teaching laboratories of a Department):
Programmes with compulsory course for all students which envisages/will envisage attendance of the Laboratory (attach Resolution of the School involved, Programmes, course list, no. of students previous AY, no. of credits and no. of hours of laboratory envisaged):
Description of use of the funding (maximum 500 words):
Importance of the laboratory and its real need (maximum 500 words – include a list of other technical Universities with similar laboratories):
Definition of two measurable indicators of success of the initiative and their target value for each of the first three years:
Name of the Laboratory Manager:

Place, date

Funding application for an Interdepartmental Research Laboratory

Proposed name of Laboratory:	
Proposing Departments: (attach extract of Department Board/Committee resolutions as per facsimile attached to the call)	Department 1: Department 2: ... (repeat for the other proposing Departments) ...
Management Committee Members (name and Department):	Member 1 (Department) Member 2 (Department) ... (repeat for the other Members) ...
Project cost (use of funding requested from the University and Co-funding from the Departments):	
Funding requested from the University ☐ Purchase of Equipment 1: 00000.00 euro ☐ Purchase of Equipment 2: 00000.00 euro ☐ ... ☐ <i>Total requested from the University</i> 00000.00 euro Co-funding from Department 1 ☐ ...: 00000.00 euro ☐ ...: 00000.00 euro ☐ ... ☐ <i>Total from Department 1</i> 00000.00 euro Co-funding from Department 2 ☐ ...: 00000.00 euro ☐ ...: 00000.00 euro ☐ ... ☐ <i>Total from Department 2</i> 00000.00 euro ... (repeat for the other proposing Departments) ... Funding requested from the University: 00000.00 euro Total co-funding from Departments: 00000.00 euro Total project cost: 00000.00 euro	

Structural funds made available by the departments (indicate for each Department the annual amount (and the number of years) that the Departments undertake to make available (without constraints) of the Laboratory manager, as per the Board/Committee Resolution):	Department 1: 00000.00 euro for 0 years Department 2: 00000.00 euro for 0 years ... (repeat for the other proposing Departments) ...
Indication of the research field (maximum 100 words):	
Existing experimental equipment that will be made available to the Laboratory (indicate the Department of origin, year of purchase and indicative asset value):	
Location of the laboratory and equipment:	
Intended use of funding (maximum 500 words):	
Positive implications for the University (maximum 500 words – analysis of the positive implications, including an analysis of similar experimental equipment already existing at the University):	
Definition of two measurable indicators of success of the initiative and their target values for each of the first three years:	

Place, date

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Extract of the Minutes of the Board/Committee meeting of the Department of of --/--/----

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Resolution no.) 2nd call Interdepartmental University Laboratories

The Head of the Department hereby submits the following proposal(s) for establishing (an) Interdepartmental laboratory (ies) (see the attached data sheets):

[Type of Laboratory - Service/Research/Teaching]

[Proposed name of the Laboratory]

[proposing Departments]

[Funding requested from the University: amount and intended use]

[Co-funding from the Department: amount and intended use]

[Analysis of the synergies made possible by the Laboratory, both in the Department as well as in the University and peculiarities compared to other similar existing laboratories in the University]

for Service Laboratories:

[Composition of Management Committee - Name, Role, Department]

[List of existing experimental equipment, year of acquisition, asset value put at the disposal of the Laboratory]

[Indication of field of activity]

[Method of reimbursement of 35% of the contribution]

[List of dedicated TAS and service activities carried out with declared rates]

for Research Laboratories:

[Composition of Management Committee - Name, Role, Department]

[List of existing experimental equipment, year of acquisition, asset value put at the disposal of the of laboratory]

[Indication of field of activity]

[Annual amount of permanent departmental funds made available to the Laboratory Manager and number of years of commitment]

for Teaching Laboratories:

[Annual amount of permanent departmental funds made available for the ordinary operations of the Laboratory and number of years of commitment]

[List of spaces made available by the Department]

[Laboratory management procedures]

[Course list and for each course: no. of students in the previous AY, no. of credits and no. of laboratory hours envisaged; Programme for which the course is compulsory for all students]

[Name of the Laboratory Manager]

The Department Board/Committee hereby approves the proposal(s)

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The Secretary Taking the Minutes

The Head of the Department

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Extract of the Minutes of the Committee meeting of the School of of --/--/----

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Point no.) 2nd call Interdepartmental University Laboratories

The Dean hereby submits the following proposal(s) for establishing (an) Interdepartmental Teaching laboratory (ies) as per the attached funding request:

[Proposed name of the Laboratory]

[proposing Departments]

[Course list and for each course: no- of students in the previous AY, no. of credits and no. of hours of laboratory envisaged]

The School Committee hereby approves the proposal(s)

.....omissis.....

The Secretary Taking the Minutes

The Dean