

NEES Equipment Site Preventative Maintenance, Calibration, and Repair (PMCR) Cost-Share Policy

Background

Currently under the cooperative agreement between the NSF and NEESinc, funds are provided to each equipment site to maintain, calibrate, and repair equipment in order that NEES equipment remains 100% operational for NEES shared-use research projects. Each site is unique in terms of equipment, facility, personnel, and type of research conducted. Some equipment sites have non-NEES projects, where NEES maintained equipment is utilized. These sites should develop a system by which the use of equipment maintained under the NEES O&M award is tracked and NEES is only charged for its proportionate share of the maintenance, repair, and calibration costs for that equipment. The uniqueness of each site and the varying level of non-shared use at sites were considered in the development of the PMCR policy described below.

Policy

Equipment:

Maintenance and repair costs of all equipment used by both NEES and non-NEES projects should be funded by NEES O&M funds in the proportion that the NEES equipment is used for NEES related activities.

Calibration costs of NEES equipment used by both NEES and non-NEES projects should be funded by NEES O&M funds in the proportion that the equipment is used for NEES related activities, unless NEES use of that item requires calibration in excess of what is needed for the non-NEES use, in which case, only the costs of calibration typically performed for the non-NEES use need be proportioned between NEES O&M and non-NEES funds.

Personnel:

Staff effort should only be paid with NEES O&M funds when working on NEES related activities. When working on non-NEES projects, the staff effort should be charged to non-NEES projects.

Policy Implementation

- Sites will develop a plan for implementing the above policy, specific to their situation. The implementation plan will be submitted to NEESinc for review and approval within 60 days of adoption of this policy.
- If NEES maintained equipment is only used for NEES related activities, a site need only certify in writing at the end of the fiscal year that NEES maintained equipment was not used for non-NEES activities during the past fiscal year.
- When NEES maintained equipment is used for non-NEES activities, the sites will provide documentation at the end of the fiscal year that includes the following information on equipment use during the previous fiscal year:
 - equipment used for non-NEES activities;
 - for each piece of equipment -
 - % used by NEES-related activities,
 - % used by non-NEES related activities,
 - average yearly maintenance costs,
 - repair costs for the previous year and a cost estimate of known needed repairs,
 - calibration costs (for the level required for non-NEES use) for the previous year.

Sites should keep backup documentation that clearly describes the basis of the values provided.

- Sites are required to maintain back-up documentation (not submitted, but available upon request) to show how the PMCR costs prorated to non-NEES work have been offset by non-NEES resources at the sites. Offset may take the following forms:
 - “in-kind” offset of non-NEES maintained equipment that is used for NEES projects,
 - use of non-NEES funds for maintenance, calibration, or repair costs of NEES equipment,
 - purchase of equipment with non-NEES O&M funds that is necessary to support existing NEES projects.

Sites will report the value of the offsets by non-NEES sources to NEESinc at the end of the fiscal year. If the total Site provided offset is less than the non-NEES usage PMCR costs for NEES equipment, the net amount will be deducted from the Site’s NEES O&M budget in the following year.

For universities that follow the federally mandated effort reporting/certification procedure, such a procedure suffices to document the implementation of the policy for personnel that are effort certified.

Definitions:

- Equipment: Testing apparatus and dedicated infrastructure, re-useable lab supplies and sensors purchased and/or maintained using NEES funds.
- NEES Project: Any NEESR project, pre-NEESR project or other project granted shared use status by NEESinc.
- NEES O&M: The annual NSF-funded Site operational budget provided through NEESinc.
- PMCR Costs: Personnel, vendor and other direct costs needed to maintain, calibrate and repair NEES equipment.
- Site: NEES equipment site that has an established cooperative agreement with NEESinc for operation and maintenance of the site to support share-use projects.