UNIVERSITY OF NEVADA, LAS VEGAS

Scheduling

POLICY AND PROCEDURES FOR SCHEDULING

POLICY:

In order to maintain an efficient use of laboratory space, all research, teaching, and other activities (e.g., tours, meetings, etc.) must be scheduled on the center calendar at least 48 hours prior to use.

The Advisory Board will determine which faculty members are granted access to schedule events. Each faculty member who has been given access to the calendar will also be able to add a main student contact who can also schedule events.

Efforts should be made to avoid conflicts. However, when conflicts are unavoidable, priority scheduling will be made in this order:

1. Faculty externally funded projects with Facility and Administrative (F&A) included in the budget.
2. Faculty externally funded projects with no or reduced F&A.
3. Faculty internally funded projects.
4. Teaching
5. Student funded projects (same order as Faculty projects).
6. Faculty directed research.
7. Student dissertation research.
8. Student thesis research.
9. Student undergraduate research.
10. Community outreach / clinical use
11. Demonstrations / Lab tours

Note:

- Travel awards are not considered funded projects.
- Equipment donations are not considered funded projects.

RATIONALE:

The Center is available to a variety of faculty and students; in some cases, the Center serves as the primary research location for some faculty members but secondary research location for others. For a shared use space, it is critical to have an open process for scheduling lab space.

The Center consists of three main ‘research spaces’ (Main, Life Sciences, Clinical Neuromehcnaics Laboratory) that can be scheduled independent of each other. However,

there may be times when the doors between sub-spaces should remain closed. This should be communicated via the schedule.

The Main space is also further sub-divided into logical sub-spaces (Biomechanics Laboratory, Athletic Training Research Laboratory). In these cases, there may be times when the entire Main space should be reserved and times when multiple activities can be conducted such that they do not interfere with each other (e.g., strength testing and shoe testing).

PROCEDURE:

- Research Principal Investigator (PI) (i.e., faculty member or student) who has been designated as having access to the calendar will schedule dates/times and indicate what instrument(s) and sub-space(s) is/are needed.
    - The PI should also indicate if the laboratory sub-space needs to be 'closed' (i.e., no access for any other activities) or if the activities can be conducted concurrent with other sub-space use.
    - All instruments will have a 'Primary Faculty Contact' – when scheduling instruments, it is the Research PI's responsibility to gain permission from the Primary Faculty Contact.
    - If a faculty or student who does not has not been granted access to the calendar will request dates/times through the Primary Faculty Contact (for the main instrument that will be used).
- If a schedule conflict exists, alternate times should be considered.
- If a conflict still persists, the priority schedule will be followed.
    - A currently scheduled event can only be trumped if the new event is being scheduled 1-week in advance.
    - A currently scheduled event cannot be trumped for tentative reservations.
- Tentative reservations can be made (e.g., blocking times to schedule subjects) but must be returned to open scheduling 1-week prior if they are not filled.
- If a Research PI does not use the reserved slots, he/she will not be allowed priority scheduling.

INSTRUMENT PRIMARY FACULTY CONTACT

Kistler force platforms	Janet
Shoe impact tester	Janet
High speed camera systems	Janet
Instrumented walkway	Janet
Vicon (Biomech, LS)	Julia
Vicon (CLNL)	Kai-Yu
Portable force platforms (teaching equipment)	Julia
Noraxon EMG (tethered/telemetry)	John
Accelerometers	John
Alter-G	John
Electrogoniometers - Noraxon	John
Instrumented treadmill	Ping
Delsys	Ping
AMTI force platforms	David
Biodex	Michelle
CSMi isokinetic dynamometer	Ping