MSE Department Labs & Shops
FAQs for Faculty & PIs

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Billing

When will I be billed?

All fees are charged to UW budgets monthly.

Where can I see detailed invoices for Lab and Shop fees?

Go to the CORAL web interface at www.coral.washington.edu/tomcat/CORAL/, and use the tabs to navigate My Profile > Invoices, or visit the CORAL invoicing site directly at www.coral.washington.edu/billing/invoices.cgi?mode=mine.

Who do I contact for billing questions?

E-mail dobcena@uw.edu for billing questions.

Rates

What are the MSE Department Lab/Shops Rates?

As of Fall Quarter 2018, the rates for the MSE Department labs and shops are:

Category	STF	UW Internal	External User
Rates are per hour, unless otherwise noted. Internal users must use a UW Budget Number			
Machine Shop		$50	$150
Composite Shop		$50	$150
Lab Engineer/Staff Consulting		$37	$100
Profilometer	X	$25	$125
Digital Microscope		$15	$115
X-Ray Fluorescence	X	$50	$200
UG - Scanning Electron Microscope	X	$50	$200
Sputter Coater		$20	$200
UV-Vis Spectrometer		$25	$125
ThermoGravimeteric Analyzer	X	$25	$125
Differential Scanning Calorimeter	X	$25	$125
Fouier Transform Infared Spectroscopy	X	$25	$125
Universal Test Frame		$25	$125
Vickers/Knoop Microindentor		$25	$125
Light Scattering Particle Size Analyzer		$25	$125
X-Ray Diffractometer		$50	$150
MarkForged Composite 3D Printers	X	$50	$150
Onyx 3D Filament - Per Roll	X	$150	$250

Is everyone paying the same rates?

According to the UW rules for revenue centers, all internal UW users must be charged the same rates. The MSE department is covering the fees for students doing coursework & MSE-sponsored teamwork, and is working with other academic departments and the COE to get support for non-MSE undergrad student shop fees. Researchers from all departments, including MSE, are charged the same rates. Industry users and non-UW academic users have higher rates. Students who are paying regular tuition will be trained and given access to all STF equipment free of charge. STF equipment use policies is governed by the Student Tech Fee Committee. More information can be found at uwstf.org.

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What are these fees used for?

Lab and shop fees are based on the actual cost of operating each MSE instrument and shop.
Fees help pay for:
- Technical staff salaries
- Consumables such as drill bits and thermocouples.
- Equipment maintenance

Fees for UW users are NOT used for:
- Large equipment purchases
- Consumables for courses, such as metal stock for MSE310 or test specimens for MSE313.

My group is doing unfunded research or obtaining preliminary data- is there a way to waive Lab/shop fees?

The MSE department will sometimes subsidize fees for MSE faculty to obtain preliminary data for proposal submission or MSE grad students to do unfunded research. To discuss this possibility, please email Prof. Jihui Yang (jihuiy@uw.edu) This department subsidy is only available to members of the MSE Department.

Does the MSE department subsidize lab and/or shop fees for undergraduate research?

The MSE department subsidizes fees for MSE undergraduate coursework, including MSE 310, MSE 311, MSE 312, MSE 313, MSE 491, MSE 492 and MSE 499. **Undergraduates who are not receiving academic credit for research are subject to lab and shop fees under the same policies as graduate students and PIs should provide them with a budget number for their work.**

How should I budget for lab and shop fees in proposals for federal grants & contracts?

Lab and shop fees are generally allowed for federal grants & contracts as long as they benefit the project and fit the stated scope of work. When preparing budgets for proposals, list shop fees under object code 03 Campus Services.

Will I be charged the "Lab Engineer/Staff consulting" rate?

You will be charged for staff time if the shop staff or lab engineers spend significant time on your project, such as making an instrument for your research or setting aside an entire day to train your lab members. You won't be charged staff time for most shop use by students, such as if your student is making or testing a part and has a question about how to use a machine.

Account Creation & Approvals

Do I need to take any action for the students in my lab to use the MSE Department Lab or shops?

Users from your lab will ask you for a budget number to use for their MSE lab and/or shop fees. You will then need to sign up for a CORAL account as a PI in order to give your students one-time approval to charge fees to your budget.

1. Sign up for a MSE Shops CORAL account from the MSE facilities page here:
   http://www.coral.washington.edu/tomcat/CORAL//MSE.html?mode=register
   On the User Role page, select "non-user" if you are just creating an account to approve fees (you can change your user role later if necessary). Check the "PI" box at the bottom of the page.
2. Your students will e-mail you an individualized approval link that you must visit and agree to as their sponsor. This step is to ensure that PIs are aware of lab and shop fees that may be charged to their budgets.

My budget is expiring- how do I switch my students to a new budget number?

1. Instruct your students to change the budget number in their account with these steps:
   a. Visit www.coral.washington.edu and log in
   b. Go to the "My Profile" tab
   c. Press the "Budget Numbers" button (upper left) and enter the new budget number
2. If your budget has already expired, or you would like to prevent any future charges to your budget, contact dobcena@uw.edu and ask to have the account associated with your budget number deactivated.

How do I set up the students in my class for MSE accounts?

The MSE department subsidizes all shop fees for students working on MSE coursework. If you teach an MSE class that expects students to do work in the MSE department labs or shops, please contact Tuesday Kuykendall (tuesday@uw.edu) for instructions on setting up accounts for the students in your class.