



University of California
Office of the President

Vice President—
Research & Graduate Studies

Research Administration Office

Memo

Operating Guidance

No. 09 – 04
Supp. 1
July 1, 2009

CONTRACT AND GRANT OFFICERS

Subject: Idaho National Laboratory Advanced Test Reactor Non-Proprietary User Facility Agreement

Attached is the subject User Facility Agreement approved for use all campuses for work to be performed at the Battelle Energy Alliance, LLC, Idaho National Laboratory (INL) Advanced Test Reactor (ATR). As of July 1, 2009, this new Non-Proprietary User Facility Agreement replaces the one published with Operating Guidance Memo 09-04, *unless your campus has already executed the User Agreement in that memo*. If your campus has an in-place version of the INL User Agreement published in Memo 09-04, then that User Agreement remains in force for the period stated in it.

While User Agreements generally do not involve any exchange of funds, Battelle INL may provide researchers with funds for supplies and travel. If INL provides the University researcher with funds for the proposed project, a Funding Statement as Attachment 2, (See Article III) will be included with each new approved Scope of Work as Attachment 1. (See Article I.) In addition, when this User Agreement includes funding, INL will provide the campus with a separate Standard Research Subcontract (Attached to this Memo). A Statement of Work, Subcontractor Requirements Manual Applicability, and Occurrence Notifications and Reporting by the Supplier will be Attachments 1, 2, and 3 to this Standard Research Subcontract. Indirect costs are not covered by Battelle INL for funding related to the User Agreement. (See waiver no. 09R-192.) Applicable federal indirect costs apply when the Standard Research Subcontract is for a campus research project.

Under Article 4. d., IRS Forms, in the Standard Research Subcontract, Battelle requires the subcontractor to submit a completed IRS Form W-9. This should be completed by the campus as the recipient of the funds, with the campus federal employer identification number, not the Principal Investigator.

Article 10., Subcontractor Personnel Performing Work at Contractor's Facility, states that Battelle will provide any required hazards training for personnel visiting INL. The University Principal Investigator and any other University personnel visiting INL under this User Agreement are responsible for complying with INL's health and safety rules.

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The term of this User Agreement will generally be five years from the date that it is fully executed. (See Article II.)

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Attachments: [INL Non-Proprietary User Agreement](#)
[Standard Research Subcontract](#)