

GUIDE FOR USASK RESEARCHERS TO ENGAGE THE FEDORUK CENTRE FOR ACCESS TO THE SASKATCHEWAN CYCLOTRON FACILITY

INTRODUCTION

The Sylvia Fedoruk Canadian Centre for Nuclear Innovation Inc. (Fedoruk Centre) operates the *Saskatchewan Cyclotron Facility (the Facility)*, which is located at 120 Maintenance Road on the main campus of the University of Saskatchewan (USask) in Saskatoon. The Facility encompasses a 24MeV Cyclotron, hot cells for safe handling of radioisotopes, radiochemicals and radiopharmaceuticals, equipment to perform radiochemical transformations and to analyze the resulting products, spaces to hold living specimens (animals and plants) temporarily, nuclear imaging equipment (PET/CT, SPECT/CT), as well as equipment to analyze bio-distributions and other characteristics for pre-clinical research and innovation in nuclear imaging or therapies.

The Fedoruk Centre is an independent not-for-profit corporation so, from a procurement perspective, USask researchers must request that a contract be established between USask and the Fedoruk Centre to access Facility workstations, project-specific personnel time, products and standard services for their projects (collectively, “Facility Access”).

PURPOSE

This document is intended to guide researchers through the steps to procure Facility Access for their projects.

1. PROCESS FOR A NEW REQUEST FOR FACILITY ACCESS

This guide begins with the assumption that all internal USask approvals, grant applications, etc... have been completed, and the researcher is ready to procure Facility Access through an Agreement with the Fedoruk Centre.

- 1) The researcher contacts the Facility General Manager to discuss the feasibility, safety and resources needed to support their project, scheduling, and other pertinent details that are captured in a User project proposal (Appropriate sections of procedure FA-GUI-0002).
- 2) Following this preliminary discussion of scope and feasibility, the Fedoruk Centre Corporate Business Officer (CBO) will provide a cost estimate to the researcher for the proposed scope of work, for review and negotiation to a mutually acceptable settlement of details.
- 3) Once the details are finalized, they will be stated in Appendix A (“Basis of Payment”), Appendix C (“Scope of Work”) and Appendix D (“Payment Terms”) of a standard Facility User Access Agreement between USask and the Fedoruk Centre;

- 4) The CBO will provide a draft standard agreement with all appendices to the researcher, detailing the terms and conditions of procuring Facility Access.
- 5) If all terms and conditions are accepted by the researcher, the researcher (User) will submit a request to [Acquire a Good or Service](#) to USask's ConnectionPoint, completing the necessary information and attaching the standard Facility User Access Agreement, including all Appendices;
- 6) ConnectionPoint will ensure that the appropriate authorities from both parties sign the contract (USask then Fedoruk Centre), and will record the fully executed contract in the financial system enabling prompt payment; and
- 7) ConnectionPoint will return a copy of the fully executed agreement to the researcher and the Fedoruk Centre Human Resources and Operations Manager, indicating that Facility Access and invoicing may begin.

2. PROCESS TO AMEND AN EXISTING REQUEST FOR FACILITY ACCESS

The amount of Facility Access can change over time as a research project unfolds. Amending the Facility User Access Agreement begins with an existing document that needs to be modified to account for changes to the amount of Facility Access. There are two scenarios for amendment:

- 1) If the amendment is valued at 100% or less of the original agreement value:
 - a. The researcher will ensure that any internal University approvals are secured prior to initiating an amendment to Appendix A of the Facility User Access Agreement;
 - b. The researcher will request an amendment to Appendix A by contacting the Fedoruk Centre Corporate Business Officer (CBO);
 - c. The CBO will provide an estimate for the proposed amendment for review and negotiation to a mutually acceptable settlement;
 - d. The CBO will provide an amended Appendix A, approved by the Fedoruk Centre Executive Director, to the researcher;
 - e. If the amended Appendix A is accepted by the researcher, the researcher (User) will sign and submit it to USask's ConnectionPoint through a request to [Amend or Extend a Contract](#); and
 - f. ConnectionPoint will forward a copy of the amended Appendix A to the Fedoruk Centre Human Resources and Operations Manager, make the necessary adjustments in the financial system, and update USask's contract file.
- 2) If the amendment is valued at more than 100% of the original agreement value:
 - a. The researcher will ensure that any internal University approvals are secured prior to initiating an amendment to the Facility User Access Agreement;
 - b. The researcher will request an amendment to the Facility User Access Agreement by contacting the Fedoruk Centre Corporate Business Officer (CBO);

- c. The CBO will provide a price estimate for the proposed amendment for review and negotiation to a mutually acceptable settlement;
- d. The CBO will provide the amended agreement and all appendices to the researcher, including Appendix A approved by the Fedoruk Centre Executive Director;
- e. If all terms and conditions are accepted by the researcher, the researcher (User) will sign Appendix A and submit a request to [Amend or Extend a Contract](#) to USask's ConnectionPoint, completing the necessary information and attaching the standard Facility User Access Agreement including all Appendices;
- f. ConnectionPoint will ensure that the appropriate authorities from both parties sign the amended agreement (USask then Fedoruk Centre), make the necessary adjustments in the financial system, update USask's contract file; and
- g. ConnectionPoint will return a copy of the fully executed amended agreement to the researcher and the Fedoruk Centre Human Resources and Operations Manager, indicating that the amended scope of Facility Access and invoicing may begin.

HAVE QUESTIONS OR NEED HELP?

Your USask Procurement team and the staff at the Fedoruk Centre are here to help enable your research in the most efficient manner possible. If you have any questions, please contact:

- ConnectionPoint for USask procurement process questions or support at <https://connectionpoint.usask.ca/>; or
- Fedoruk Centre Human Resources and Operations Manager, Niki.Schrie@fedorukcentre.ca