

UNIVERSITY OF HAWAI'I AT MĀNOA – INNOVATION LABORATORY (iLAB) POLICIES AND PROCEDURES

I. PURPOSE

To provide guidance on iLAB usage, in compliance with EP 10.201, Use of University-Owned Facilities, and Board of Regents Policy RP 10.205, Use of University Owned Facilities.

II. DEFINITIONS

A. iLAB - The mission of the iLAB is to promote innovation, creativity and entrepreneurship among interdisciplinary student teams mentored by faculty. Based on the hub-and-spoke concept, iLAB acts as the central hub for meetings and presentations where exchanges of ideas and concepts occur, bringing together many individuals from all fields and disciplines. Participating UH Mānoa departments/colleges/schools, community stakeholders, and/or local businesses act as the spokes, providing the necessary tools and spaces to further advance these ideas and concepts and thereby creating a wheel of innovation on the UH Mānoa campus.

B. iLAB Advisory Committee (iAC) – The iAC is comprised of UH Mānoa campus and Community stakeholders, appointed by the Vice Chancellor for Research for a two-year term.

C. iLAB Program Manager – The iLAB Program Manager is appointed by the Vice Chancellor for Research and is a de facto member of the iAC.

D. Appropriate use – The iLAB's intended use is for all innovatively themed activities that require the use of the specific assets of the iLAB. Justification of the appropriateness may be requested by the iLAB Program Manager after receiving a request for use. Appropriate use does not include use simply due to the iLAB's size, configurability, convenience and/or large monitors. Appropriate use of the iLAB could include holding laboratory sections of innovation themed courses, but not the instructional components of those courses.

III. PRIORITIES AND POLICIES OF USE

A. PRIORITY OF USE

1. Priority for assignment and use of the iLAB shall be as follows:

- a. iLAB Program Activities
- b. iLAB sponsored workshops

c. UH Mānoa Faculty and/or Student-sponsored functions, activities and workshops which are appropriate for the iLAB.

e. Functions and activities of UH Mānoa affiliated organizations which are appropriate for the iLAB.

f. Functions and activities of UH Mānoa non-affiliated organizations which are appropriate for the iLAB.

2. University functions and activities that do not directly support the mission of iLAB may be accommodated at iLAB if such use does not displace appropriate users and if iLAB has the operational resources to accommodate the activities. The iLAB Program Manager, in consultation with iAC if necessary, is authorized to determine whether to accommodate other uses, on a case-by-case basis. These other uses, for example, include, functions and activities of the Board of Regents' Chartered Organizations, e.g., Associated Students of the University of Hawaii (ASUH), or a Faculty Senate, and general fund raising activities of UH affiliated organizations that solely benefit University programs, e.g., University of Hawaii Foundation, or University of Hawaii Alumni Association.

B. CONDITIONS OF USE

1. Use of the iLAB shall be confined to the kitchen, open area, two office areas, and rest rooms.

3. There shall be no permanent attachment of materials on any surface of the building.

4. Events at the iLAB shall be scheduled between the hours of 8:00 a.m. to 12 a.m., Monday through Sunday. Exceptions to this schedule may be made by the iLAB Program Manager and will be posted on the iLAB website, ilab.hawaii.edu.

5. It is understood that all users will abide by all statutes, ordinances, and policies of the state, city, University of Hawai'i – System, UH Mānoa, and the iLAB.

6. Groups using facilities must restore them to original condition, including, but not limited to; removal of trash, turning off/unplugging of electrical equipment and ensuring doors are securely locked.

7. Groups reserving space are responsible for the behavior of their guests and members.

8. Any card key issued for iLAB access must be returned to the iLAB Program Manager within 7 days of completion of the scheduled event. Loaning out a keycard or failure to return the card will result in suspension of scheduling privileges.

C. RESERVATIONS

1. Reservations shall be made upon application through either the iLAB email address, info@ilab.hawaii.edu, or the iLAB Program Manager's email address (see contacts).
2. Reservations for approved uses will be accepted on a first come, first served basis.
3. The Chancellor and/or the Vice Chancellor for Research of UH Mānoa, shall have the authority to preempt a previously scheduled function when it is determined to be in the best interest of UH Mānoa.
4. On-going/re-occurring reservations cannot exceed one-year, but can be renewed.
5. Any single reservation can be cancelled with 48-hour prior notification *via* email or phone call.
6. Any on-going/re-occurring reservation can be cancelled with a 30-day written notice.

D. ORGANIZATIONS WITHOUT UNIVERSITY AFFILIATION WHICH HAVE OBTAINED APPROVAL TO USE CAMPUS FACILITIES SHALL BE REQUIRED TO:

1. Abide by all statutes, ordinances, and policies of the state, city, University of Hawai'i – System, UH Mānoa, and the iLAB.
2. Indemnify, defend, and hold harmless the UH Mānoa and the State of Hawai'i from any liability arising out of the actions of the organization or its agents incidental to the use of the facilities by the organization.
3. Reimburse the UH Mānoa for any damage (beyond normal wear and tear) to the facilities resulting from their use.
5. Provide evidence of appropriate and adequate insurance protection covering property damage, personal injury, or death arising out of the use of UH Mānoa owned facilities. The Chancellor and/or Vice Chancellor for Research of UH Mānoa may waive this requirement upon an adequate showing of responsibility by the organization.
6. Restore the iLAB to the original condition, including removal of trash.
7. Be responsible for the behavior of their guests and members.
8. Ensure there will be no permanent attachment of materials on any surface of the building.

E. PUBLIC FORUM AREA

1. The iLAB is not designated as a Public Forum Area.

D. SOLICITATION

1. UH Mānoa affiliated users must be in accordance with Hawai'i Administrative Rules Section 20-13-7.
2. UH Mānoa non-affiliated users of the iLAB must clearly indicate in all promotional material that the program is neither sponsored nor endorsed by UH Mānoa, and must agree to not solicit any services and/or products to any UH Mānoa faculty, staff or student.

E. VIOLATION

Failure to observe the policies and procedures governing the use of the iLAB will result in suspension of scheduling privileges.

F. SPONSORSHIP

1. UH Mānoa affiliated organizations can sponsor other organizations.
2. UH Mānoa non-affiliated organizations that have obtained approval for use of the iLAB may not sponsor other organizations.

G. DENIAL OF USE

If individuals or organizations seeking approval for use are denied, they may file an appeal in writing to the iAC. The iAC has final authority on appeals regarding the use of the iLAB.

H. ENFORCEMENT

The enforcement the policies and procedures, governing the use of the iLAB, is the responsibility of the Office of the Vice Chancellor for Research at UH Mānoa.

I. INTELLECTUAL PROPERTY RIGHTS AND PUBLICATIONS

1. If any invention or discovery (patentable or not), copyrights, tangible materials, works of authorship, software, or other intellectual property are conceived or developed, including as a project deliverable, as a result of iLAB related activities, all parties involved in conception or development of the intellectual property will disclose and discuss the matter with the University of Hawaii's Office of Technology Transfer (OTT), in accordance with the University's Intellectual Property Policies referenced herein and made a part of this Policy and Procedures document.
2. If any publications or presentations are prepared or expected as a deliverable from any iLAB related activity, all parties involved will discuss authorship at the beginning of

the project and assign authorship in accordance with standard academic and scientific practice, and applicable guidelines established by the journal and/or the venue targeted for publication, if any.

J. STORAGE OF EQUIPMENT

1. In general, long-term storage of non-iLAB equipment will not be permitted.

2. If long-term storage is required, it must be approved by the iLAB Program Manager and subject to the following, under AP 8.523, Sponsor-Furnished or Loaned Equipment and Controlled Property:

a. UH Mānoa affiliated users: The receipt of equipment and controlled property not purchased by the UH Mānoa, such as sponsor-furnished equipment or loaned equipment, also requires prompt verification of quantity and condition before the UH Mānoa assumes accountability. Sponsor-furnished equipment and controlled property includes items furnished by the State of Hawai'i, the Federal Government, other educational institutions, and other private organizations.

For equipment that is provided in support of a sponsored project, the principal investigator or authorized designee (iLAB Program Manager) is responsible for receiving the equipment and controlled property and promptly furnishing PFMO with the signed transfer/receipt form(s) *via* the appropriate fiscal office. Depending on the sponsor, documentation of the property transfer may be processed using one of the following forms:

- DD Form 1149, Requisition and Invoice/Shipping Document
- DD Form 250, Material Inspection and Receiving Report
- GSA SF 122, Transfer Order Excess Personal Property
- Transmittal Letter
- Memorandum of Understanding

b. If a UH Mānoa non-affiliated users: If approved to store any of its equipment, supplies or other property at the iLAB, the non-affiliated user which leaves equipment, supplies or other property at the UH Mānoa premises does so at its own risk and peril. UH Mānoa will not be responsible in case of loss or damage to the organizations equipment, supplies or other property left on the iLAB premises. Any equipment, supplies or other property left on the iLAB premises beyond the approved time will be deemed abandoned and discarded by the UH Mānoa without further notice to the user.

K. INTERPRETATION

The Chancellor of UH Mānoa shall have final authority over all matters of interpretation or application arising under this policy.

IV. DELEGATION OF AUTHORITY

These policies and procedures are issued by the Chancellor of UH Manoa under the authority delegated to the Chancellor by Executive Policy 10.101 and Executive Policy 10.201.

V. AUTHORITY OF APPROVAL/DENIAL OF USE

A. The Vice Chancellor for Research of the UH Mānoa has administrative oversight of the iLAB.

B. All agreements for usage of the iLAB must be approved by either; (i) the Vice Chancellor for Research of UH Mānoa, or, (ii) the iLab Program Manager.

VI. CONTACT INFORMATION

Vice Chancellor for Research, Michael Bruno
956-7837 or mbruno2@hawaii.edu

OR

iLAB Program Manager, Chad Walton
956-4532 or cwalton@hawaii.edu

VII. REFERENCES

A. EP 10.201, Use of University-Owned Facilities

B. Board of Regents Policy RP 10.205, Use of University Owned Facilities

C. RP 12.205 Board of Regents Patent and Copyright Policy

D. EP 12.205 Administration of the Patent and Copyright Policy

E. EP 12.101 Delegation of Authority to Execute Contractual Documents for University Inventions, Patents, Copyrights and Technology Transfer

F. UH Administrative Procedures: A5.500 Procedure for Invention Identification, Disclosure and Reports under State Funding

G. UH Administrative Procedures: A5.501 Procedure for Copyrights of Work Produced for Hire

H. UH Administrative Procedures: A5.502 Procedures for Invention Identification, Disclosure and Reports under Extramural Contract Patent Clauses

I. Hawai'i Administrative Rules Section 20-13-7

J. AP 8.523 Sponsor-Furnished or Loaned Equipment and Controlled Property

K. Executive Policy EP 10.101, Delegation of Authority to Develop Procedures Regarding the Use of University-Owned Facilities

APPROVED

By: 

David Lassner

Interim Chancellor

University of Hawai'i at Mānoa

Date: 9 Aug 2017

ATTACHMENTS

- I. FACILITY USE AGREEMENT FROM**
- II. USE REMINDER SHEET**

FACILITY USE AGREEMENT FORM

SIGNATORY PAGE

I, the undersigned, have read and agree to abide to by the UNIVERSITY OF HAWAI'I AT MĀNOA – INNOVATION LABORATORY (iLAB): POLICIES AND PROCEDURES.

EFFECTIVE DATE

The effective date of this Facility Use Agreement is _____ and will be in effect until _____ (cannot exceed one year).

REQUEST DATE(S): _____

REQUESTED TIME(S): _____

By: _____

Michael Bruno
Vice Chancellor for Research
and Interim Vice Chancellor for
Academic Affairs
University of Hawai'i at Mānoa

Date: _____

By: _____

Title: _____

Date: _____

OR

By: _____

Chad Walton
Research Program Officer and
iLAB Program Manager
University of Hawai'i at Mānoa

Date: _____

ILAB USE REMINDER SHEET

Below are reminders of the responsibilities of using the iLAB:

1. It is understood that all users will abide by all statutes, ordinances, and policies of the state, city, University of Hawai'i – System, UH Mānoa, and the iLAB.
2. Use of the iLAB shall be confined to the kitchen, open area, two office areas, and rest rooms.
3. Do not install programs on computers, unless prior approval has been obtained.
4. There shall be no attachment of materials on any surface of the building.
5. Trash must be taken out at the end of the event. The dumpster is located across the street.
6. All electrical equipment must be turned off, or unplugged.
7. The kitchen must be clean and left free of leftover food and/or beverages.
8. All doors must be securely locked.
9. Any spills or trash on the floor or table tops need to be cleaned up. Cleaning supplies are located in the kitchen.
10. Erase all white boards used.
11. Delete all personal files saved on the iLAB computers.
12. Return any materials, equipment that was removed from storage areas.
13. Any card key issued for iLAB access must be returned to the iLAB Program Manager within 7 days of completion of the scheduled event.