CIRMMT Physical Resources Allocation Policy and Procedures

Approvals

- CIRMMT Executive Committee June 15, 2007; revised June 17, 2008, April 20, 2023 & March 20, 2026
- CIRMMT Board of Directors June 20, 2007; revised June 20, 2008, May 26, 2023 & September 18, 2026

CIRMMT's Physical Resources

N.B. "Physical resources" refers to research laboratories (and associated control stations) and equipment.

CIRMMT's seven research laboratories, located in the Elizabeth Wirth Music Building (EWMB), are shared resources available to all members of the CIRMMT community for interdisciplinary, collaborative research projects. They include:

- The 8th floor laboratory suite:
  - A816: Spatial Audio Laboratory
  - A817: Critical Listening Laboratory
  - A818: Performance and Recording Laboratory
  - A820: Immersive Presence Laboratory
  - A821: Audiovisual Editing Laboratory (Maurice Pollack Foundation)
  - A822: Perceptual Testing Laboratory
- The –2 floor laboratory:
  - A016: Performance Research Laboratory (PeRL)

An 8th CIRMMT laboratory, the MultiMedia Room (MMR), also located on the -2 floor of the E. Wirth Music Building, follows its own policy, which is available on the CIRMMT booking site:
https://booking.cirmmt.org/items/labs/MMR

Usage of CIRMMT physical resources

CIRMMT research laboratories have no default users; it is presumed that all members of the Centre have been allocated individual research space within their respective faculties when appropriate.

CIRMMT members (regular & student), collaborators, and visiting researchers have card-reader access to the Centre's main doors after having completed the orientation workshop.

CFI Research Regulations

CIRMMT's research facilities (laboratories) and equipment have been established principally through a series of Canada Foundation for Innovation (CFI) grants. Research facilities funded through the CFI **must follow the Foundation's usage rules**.

Due to the Centre's interdisciplinary research mandate and CFI restrictions, physical resources must be used for one or more of the following activities:

- Scientific and technological research,
- Research-creation projects, including concerts and demonstrations,
- Training of highly qualified personnel (HQP).

CIRMMT's physical resources, therefore, **cannot be used for recurrent teaching purposes/classes, nor** can individual members use them **for commercial or profitable activities.** Similarly, CIRMMT's physical resources cannot be used for regular rehearsals or practice.

At the discretion of the Directors, CIRMMT's physical resources may be used for academic activities, e.g., demonstrations and non-recurrent teaching activities related to HQP training, or rented for external use, e.g., in industry-based collaborations or special events.

In case of doubt regarding either laboratory or equipment usage, the final decision will be made by the Directors, in consultation with the technical staff and the CFI Principal Investigator(s)/McGill CFI Office.

Non-compliance with regulations concerning CIRMMT equipment and lab use will be assessed by the Centre's Executive Committee or its delegates and, in cases of property damage or repeat offences, may result in replacement charges for the full cost of damaged/lost goods and termination of the user's membership.

Booking Physical Resources

All CIRMMT members can book physical resources for interdisciplinary, collaborative research and HQP training either through **the online booking system** (https://booking.cirmmt.org) or by contacting the technical staff (cirmmt.tech@mcgill.ca).

Regular and Long-term Bookings:

Regular bookings include:

- Laboratory and equipment booking requests for **on-site use** (see details below) **of a maximum of 10 consecutive working days**.
- **Off-site** equipment booking requests **of less than 7 consecutive days**.

Regular bookings for CIRMMT resources that comply with CIRMMT's policies are reviewed for technical requirements by the technical staff and are monitored by the Directors to ensure equitable use of the space.

Long-term bookings of laboratories and equipment, both on-site and off-site, must be approved by the Directors.

Laboratory Bookings

General considerations:

- CIRMMT physical resources are allocated on a per-experiment basis.
- Access to the CIRMMT labs and office spaces is allocated according to the booking schedule.
- To ensure maximum availability of laboratories and equipment for the Centre's membership, physical resources may be used for non-recurrent academic activities at the Directors' discretion, provided this does not impede research activities.
- Members must notify the Centre's staff when a reserved physical resource will not be in use, so that it can be made available to others. Members who repeatedly fail to cancel unused physical resource reservations may have their booking privileges constrained.
- Special booking priority is given to collaborative research projects involving two or more CIRMMT researchers.
- Food and drink are not allowed in the labs.

Bookings by CIRMMT Regular Members (researchers and students):

- Members can submit single booking requests with a total duration of up to 2 months (40 business days).
- Bookings requests for more than 10 consecutive working days (long-term bookings) must be approved by the Directors to ensure maximum access to the Centre's physical resources.

Bookings by CIRMMT Collaborators and Visiting Researchers:

- Collaborators and visiting researchers are requested to link their bookings to collaborative projects conducted by regular members.
- Activities not linked to research projects led by CIRMMT regular members cannot lead to extended or repeated bookings. Such bookings can be made for a maximum of 2h/week and can be accumulated, e.g., to 1 day/month.

Technical Support:

- Technical support for CIRMMT physical resources is available to members during office hours (Monday-Friday, 9:00 a.m.- 4:00 p.m.).
- Technical issues concerning the use of labs and equipment should be directed to CIRMMT technical staff.

Training courses:

- CIRMMT's technical staff develops training courses and regularly offers them to all Members to provide them with the knowledge needed to operate the Centre's equipment safely and responsibly.
- Members must obtain CIRMMT accreditation by taking a training course or by demonstrating to Centre technical staff that they have adequate working knowledge of the equipment and related Centre procedures prior to using or borrowing the Centre's equipment.

Default Laboratory Equipment Configuration:

Access to equipment included in the Centre's default laboratory configuration of physical resources is allocated **according to the Centre's booking website.**

Members and their project participants using default laboratory equipment are subject to the regulations outlined in this policy.

- Members using the labs in their standard configuration, as outlined on the booking website, and who do not require assistance from the technical staff, will be automatically reserved. The technical team will review all bookings placed to ensure equitable use and will contact the members concerned as soon as possible if any adjustments are required.
- Equipment that is part of the default lab configurations (as detailed on the CIRMMT website) **is not to be modified, reconfigured or removed from the laboratories and control stations** by members at any time without the prior documented consent of the technical staff.
- **Users may not install or remove software from the laboratory computers**.
- It is the user's responsibility to perform backups of their data during and at the end of their booking. CIRMMT does not guarantee the safeguarding of user data stored on lab computers.

It is the responsibility of members to follow all regulations governing the use of the Centre's physical resources.

CIRMMT's staff and administration will implement and periodically revise working procedures in accordance with the above policy to safeguard the Centre's physical resources and facilitate access to them for the membership. These working procedures will be subject to approval by the Executive Committee.

Loan Pool Equipment Bookings

Equipment not part of the default lab configuration is available for loan to members, subject to the guidelines outlined above. **This equipment may be used <u>on-site</u> or <u>off-site</u>** (equipment loans for use outside the Centre are addressed under 'Off-site loans' in this policy, below).

General considerations:

- All equipment loan pool booking requests, whether for on- or off-site use, depend on the availability of technical staff. Requests are submitted online and processed manually.
- Members can request equipment check-in/out appointments between 9:00 am and 4:00 pm on weekdays. A response to booking requests from the technical staff is expected within two working days.
- Loan pool requests are first assessed for technical feasibility by the technical staff. Conflicting requests, long-term loan pool requests, or requests for equipment with an estimated value of over $50,000 will be forwarded to the Directors for review.
- Requests will be reviewed on a first-come, first-served basis. Last-minute booking requests are subject to the technical staff's schedule.
- Booking request conflicts that remain unresolved will be moderated by the Directors, with special priority given to collaborative research projects involving two or more CIRMMT researchers from different disciplines.

Equipment loan procedures:

- All equipment booking requests are made via **CIRMMT's online booking system** [https://booking.cirmmt.org].
- The technical staff ensure that detailed, up-to-date equipment lists, default lab and control station configurations, and related user manuals are available to members on the CIRMMT booking website.

User responsibilities:

- **It is the responsibility of users to handle borrowed equipment in accordance with the Centre's specifications. The Borrowing Member is responsible for equipment loss or damage and for payment of all ensuing costs** (including McGill's insurance deductible).
- Members are asked to report any malfunctions to the technical staff as soon as possible by email.
- Equipment brought from outside CIRMMT for use in the labs remains the responsibility of the designated users for the duration of the lab booking and must be validated by the technical staff. In cases where outside equipment is installed in the Centre's labs, the technical staff will ensure that no members outside the designated project team are granted lab access during the booking period without prior documented consent from the responsible person.

Types of equipment loans

On-site loans

On-site loans include equipment borrowed from the loan pool **for use in the central CIRMMT laboratories**.

- Members must have an active laboratory booking for the duration of the equipment loan.
- Members can submit joint lab and equipment loan pool requests online or add a request for additional equipment to an existing online lab booking.
- It is the responsibility of the technical staff to install and remove loan pool equipment from the laboratories at the times confirmed in the booking.

Off-site loans

Off-site loans include equipment borrowed from the loan pool **for use outside the CIRMMT research laboratories.**

The Centre will make off-site equipment loans only to Regular Members who hold the required equipment accreditation.

General considerations:

- Off-site loans are subject to the Centre's Equipment Off-Site Loan Agreement, which will be kept current with McGill insurance policy and reporting obligations. This Agreement clearly outlines the responsibilities of Centre staff and Borrowing Members regarding training requirements, equipment transport, upkeep and maintenance, insurance and liability.
- Borrowing Members will be provided with all necessary equipment information (such as the make, model number of major system components, date of purchase, and value) to file a police report in the event of loss.

User responsibilities:

- The Member and the technical staff member issuing the equipment will sign the Off-Site Equipment Loan Agreement that confirms:
  a) that the loan agreement follows CIRMMT loan procedures and
  b) that the Borrowing Member accepts the loan terms and insurance conditions.

  This document only needs to be signed once and will be kept on file.
- The Member may sign the equipment loan request electronically and designate an accredited delegate to pick up the equipment and sign the Equipment Loan Document.

Any requests with needs that fall outside of the above guidelines will be considered on a case-by-case basis by the Directors, in consultation with the technical staff.

Laboratory research ethics

Researchers working with human participants must obtain proper certification before research may begin.

- Research projects carried out in CIRMMT's central labs that involve McGill members, including Visiting Academics to McGill, must comply with the McGill University research ethics policies: https://www.mcgill.ca/research/research/compliance
- Researchers carrying out projects at CIRMMT **must include their ethics certificate number** when placing their laboratory via the CIRMMT booking site.

Acknowledgments

It is expected that, when CIRMMT labs are used in a research project, **CIRMMT will be listed as part of the institutional affiliation in any publication.**

- Example: "Centre for Interdisciplinary Research in Music Media and Technology (CIRMMT), Department X, University Y."

If this is not possible (e.g., those publications which only list the university), the use of CIRMMT labs must be recognized in the acknowledgements section with the following:

- We would like to thank the Centre for Interdisciplinary Research in Music Media and Technology (CIRMMT) for their support.
- Nous tenons à remercier le Centre interdisciplinaire de recherche en musique, médias et technologie (CIRMMT) pour son soutien.

The CIRMMT logo should be attached to documentation when possible. The logo can be downloaded from the CIRMMT website (https://www.cirmmt.org/en/about/media).