

March, 2024

To all users of the Shared Research Facilities and the Manufacturing Center

SIT Research Laboratories  
Research Promotion Office

## **About the use of the Shared Research Facilities and the Manufacturing Center (Notice of User Registration and Fees)**

Thank you for using the Shared Research Facilities and the Manufacturing Center at Toyosu and Omiya. For this year's use, please **submit the "Application Registration Form"** and the **"Techno Plaza Usage Fee Calculation Table"** from the website as shown below.

Please submit them to: [https://www.shibaura-it.ac.jp/research/internal/techno\\_plaza/officialpapers/index.html](https://www.shibaura-it.ac.jp/research/internal/techno_plaza/officialpapers/index.html)

### **1. Application Registration Form** (first page of Excel file)

Registration will be conducted on a per-laboratory basis.

Please enter your faculty advisor, graduate students, undergraduate students, and other users in the user registration applicant list.

\*Users will be registered to unlock the auto-locking door and will be able to enter with their card key. For details, please refer to the Center's Terms of Use.

### **2. Techno Plaza Usage Fee Calculation Table** (second sheet of Excel file)

Please select the device to be used from the list and calculate the annual usage fee (estimated billing amount).

Also, please designate the budget department that will be responsible for disbursing the user fees.

#### **[Charge system]**

Basic fee + Option fee (MAX 150,000 yen per device) = Total usage fee

<Basic fee (annual basic fee per lab)

the Shared Research Facilities 60,000 yen, Techno-studio or the Fab Lab-space 30,000 yen, and the Manufacturing Center 30,000 yen

※If you have paid the basic fee of 60,000 yen for the Shared Research Facilities, the basic fee for Techno-studio or Fab Lab-space is waived. The basic fee for the Manufacturing Center is a separate 30,000 yen and is not discounted. Therefore, if you use both centers, the basic fee will be 90,000 yen. Please note that the basic fee is the current estimated fee. Please note that the basic fee is subject to change in the future.

#### **[Budget department that can spend usage charges]**

①Department budget, ②Graduate budget, ③Budget of contributions, ④Contractual budget from company or collaborative research, ⑤Project Research budget (Shibaura budget for Puroken) on scientific research fund ⑥Project Research budget (Shibaura budget for Puroken, start-up) ⑦Project Research budget (Shibaura budget for Branding Project, S-SPIRE) ⑧FD Budget ⑨SIT Lab Budget.

#### **[Time to withdraw usage fee]**

Confirmation of the equipment applied for and used will be made in October, and the amount will be deducted around November or December. If you are additional devices to be used after that, please contact us individually.

**[Fees for each type of use]**

Use by on-campus laboratories, co-curricular activities, clubs, and club activities As above

Regular courses (including affiliated junior high and high schools) Free of charge

Boice, other universities, companies To be determined at a later date

Contact: [techno-office@sic.shibaura-it.ac.jp](mailto:techno-office@sic.shibaura-it.ac.jp)