

MICHIGAN STATE
UNIVERSITY

April 11, 2018

MEMORANDUM

To: Dr. Carl Boehlert, Professor
Department of Chemical Engineering and Materials Science

From: Roger Gray, Senior Financial Analyst
Office of Financial Analysis and Reporting
Contract and Grant Administration

RE: Billing Rate Approval for Account DY100042

The attached billing rate schedule for the **Testing Charges for Scanning Electron Microscopy** has been reviewed and approved by Financial Analysis and, if users include grants, by Contract and Grant Administration for the following users:

- On-campus/Internal (ex: departmental billings)
- Off-campus/External (ex: individuals, businesses, external entities)
- Grants (ex: federal/state grants administered by Contract and Grant Administration in RC##### and RG##### accounts)



Please attach this approval and rate to the e-doc when billing RC and RG accounts.

**OFFICE OF THE
CONTROLLER**

**Financial Analysis &
Reporting**

Hannah Administration Bldg
426 Auditorium Rd Rm 301
East Lansing, MI
48824

517-355-5029
FAX: 517-353-1706
<http://ctrl.msu.edu>

If these rates are charged to University grants, depreciation of capital assets purchased with general or Federal funds and any profit component must not be included in the rates.

If this rate includes a labor and/or fringe benefit component, it is the unit's responsibility to ensure that those labor and fringe benefit costs are funded by the departmental account for which this rate is approved.

University policy and Federal regulations require that billing rates are updated every 2 years, at a minimum. In the event these rates change in the interim, please submit new billing rate information to billing.rates@ctrl.msu.edu.

Please retain substantiation for the calculation of the rates in your department for audit purposes.

If you have questions, please contact the Office of Financial Analysis and Reporting at 517-355-5029. Thank you for your assistance in submitting and defining your billing rates.

MICHIGAN STATE
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April 3, 2018

Office of Financial Analysis

RE: External Testing charges for microscopy

I am writing this letter to set testing rate charges for a testing account to be administered by DER-College of Engineering. We have a Scanning Electron Microscope (SEM) in the Department of Chemical Engineering and Materials Science (CHEMS) that can be used for performing microscopic analysis of materials, including backscatter electron imaging, secondary electron imaging, electron backscatter diffraction mapping, and energy dispersive spectroscopy. Although there are other test-for-fee facilities available at MSU, we offer our testing services for understanding processing-microstructure-property relationships for structural alloys and materials. This instrumentation can be used for this service.

The billing rate for services rendered for users outside of MSU is as follows: {Note that this is different than that for internal users because external users will require the technician help}

Salaries, Wages, & Benefits:

Principal Technician (\$500/week x52)	\$26,000
Support Technician (2@\$350/week x 52)	\$36,400
Administrative assistant (\$1,500/month x 30% x 12)	\$5,400

Equipment maintenance	\$25,000
Supplies	\$2,500
Total Cost of Service	\$75,300

The estimated number of samples run during the year:	200
The cost per sample (\$75,000/200)	\$376.50

We estimate that it takes 1 hour to characterize each sample. Thus, the testing charge would be \$376.50/hour of SEM usage. This would be the rate we intend to use for up to 15 samples. If we are given more than 15 samples, the estimated charge would be \$300.00/hour. If we are given more than 50 samples, the estimated charge would be \$250/hour. If we are given more than 100 samples, the estimated charge would be \$200/hour.

I have checked with Mr. Michael Rich of the Composite Materials and Structures Center and Dr. Andre Lee, an associate professor in CHEMS, and their rates are quite similar. I seek approval of this hourly rate for such a testing account.

Sincerely yours,

Carl Boehlert

Professor

CHEMS

Department of
Chemical
Engineering and
Materials Science

2100 Engineering Building
East Lansing, MI 48824-1226

517/355-5135

FAX: 517/432-1105

EMAIL: chems@egr.msu.edu