CIRMMT User Fee Policy

Regular members

Approvals
- ▪ CIRMMT Executive Committee June 29, 2020, revised March 8, 2023
- ▪ CIRMMT Board of Directors May 11, 2020, revised May 26, 2023

Policy and guidelines

All regular members of CIRMMT contribute to the centre's mission through user fees.

Administrative User Fees: Centre membership **$150** per year for administrative and technical support. This amount will go towards conferences, training and/or development sessions, and hospitality expenses.

Research User Fees: Variable fees based on the usage of Centre's facilities and equipment (see fee schedule at the end of this document). Revenue will be used towards other costs incurred by CIRMMT, including the upkeep of CIRMMT's equipment and facilities, casual salaries, CIRMMT-funded research opportunities and our outreach initiatives where we bring in speakers and artists from all over the world which aids towards student learning and scholarships.

User fees are to be paid every year, for a period running from June 1-May 31.

This process will be evaluated on a yearly basis to ensure that the policy is running as planned, does not require modification and is working for our members. In the event that CIRMMT expenses drastically change, the policy will be revised. This current policy aims at recovering between 5-10 % of CIRMMT expenditures.

Please note that this policy does not apply to industrial collaborations, which are handled differently. Please contact CIRMMT to discuss any such collaborations and how to proceed with regards to organization and payment.

Agreement & payment information

- At the beginning of each CIRMMT financial year (May), members must agree to the amount prior to the fee being charged to him/her. Multiple years of payment are possible. (Note: members must take caution not to prepay for years beyond their grant termination date). This will be requested via an MS Form (updated on a yearly basis) with a statement of account then being issued. The different methods of payment are:
  - o **For members who are paying from McGill funds**: provide a **FOAPAL** from which an internal transfer of funds will be processed via a journal. This can be from a grant fund, or from an operating fund, or professional development fund. *For those who pay above the basic membership ($150) for the Research User Fees from McGill research grant(s):* The University's policy requires the Centre to provide a detailed invoice to justify the charges based on the actual usage of the Centre's infrastructure/equipment. Usage details must be approved by the PI. This invoicing process will be conducted at the end of each fiscal year. Excess payments will either be returned or deducted from the next year's charge.
  - o **For non-McGill members AND for any members (including from McGill) who are not paying from internal funds**: payment can be made either by cheque or wire transfer via an internal informal CIRMMT invoice or formal McGill invoice.
- Each agreement will stipulate that no increase or change to the initially established rate will be allowed within the current fiscal year.
- Non-payment by the end the current year will result in the individual being moved from Regular member to Collaborator status.

How to include user fees in grant applications

Members are strongly encouraged to include CIRMMT user fees in grant applications – if you require advice on how to budget for this, please review the CIRMMT in-kind support and user fees policy for grant applications (pdf) available on our website, contact the CIRMMT Director or McGill's OSR. All members, regardless of amount of user fees paid, will continue to have the same access to events, available funding, all common areas, laboratory and equipment bookings, offices, the meeting room and poster printing. The FabLab (laser cutter, 3D printing) will continue at the same cost as already associated with these services.

Room & Equipment Fees

Room #	Room name	Price/day	Price/half day
A016	Performance Research Lab	$1,000	$500
A816	Spatial Audio Lab	$1,000	$500
A817	Critical Listening Lab	$1,000	$500
A818	Performance and Recording Lab	$1,000	$500
A820	Immersive Presence Lab	$1,000	$500
A821	Audio-visual Editing Lab	$500	$250
A822	Perceptual Testing Lab	$500	$250
A807	Conference Room	$25/hr	N/A
Equipment rental will be calculated at $500 per day.		$500	N/A