CONTRACTING RULES FOR ANALYSIS AND PROCESSING CONDUCTED AT GLOBAL FACILITY CENTER, NATIONAL UNIVERSITY CORPORATION HOKKAIDO UNIVERSITY CREATIVE RESEARCH INSTITUTION

As of April 1, 2009

HU Doc. No. 25

(Outline)

Article 1

These *Rules* prescribe necessary matters pertaining to commissioned analysis and processing conducted at the Global Facility Center established at the National University Corporation Hokkaido University Creative Research Institution (hereinafter referred to as the “Center”) by using equipment owned by the Center or equipment specified in Article 2 of the *National University Corporation Hokkaido University Rules for the Use of Open Facilities* (HU Doc. No. 231 of 2005).

(Definitions)

Article 1-2

In these *Rules*, the meanings of the terms in the following items are as prescribed respectively in those items.

(i) “Analysis” refers to the analysis set forth below:

(a) Molecular structure analysis (meaning the analysis relating to the structural analysis of organic compound that includes biological component); and

(b) Material analysis (meaning the chemical or physical analysis or surface observation of organic or inorganic compound that includes metals).

(ii) “Processing” refers to the processing relating to the manufacturing of microstructure such as inorganic crystal or inorganic compound that includes metal or semiconductor and organic thin film that includes macromolecules.

(iii) “Faculties” mean faculties, institutions, centers, etc. that manage their own budget, set forth in the Appended Table of the *National University Corporation Hokkaido University Rules for Budgeting, Settlement of Account and Accounting* (HU Doc. No. 118 of 2004).

(iv) “Managing Faculties” mean Faculties that are actually managing the equipment.

(Eligible Persons)

Article 2

Persons who fall under any of the following items may commission an analysis or processing to the Center:

(i) Employees of Hokkaido University (hereinafter referred to as the “University”);

(ii) Undergraduate students, graduate students, auditors and credited auditors of the University and other persons who study at the University;

(iii) Researchers, commissioned researchers and other persons engaging in research at the University;

(iv) Persons who belong to a university other than the University or a public agency and who use equipment to conduct academic research;

(v) Persons who belong to a private company or a corporation and who use equipment to conduct research development; or

(vi) Other persons who are regarded as appropriate by the director of Hokkaido University Creative Research Institution (hereinafter referred to as the “Director”).

(Items for Molecular Structure Analysis)

Article 3

Items available for molecular structure analysis shall be as set forth in column 1 of Appended Table 1.

(Equipment Used for Material Analysis and Processing)

Article 3-2

Equipment used for Material Analysis or Processing (hereinafter referred to as the “Processing, etc.”) shall be as set forth in column 1 of Appended Table 2.

(Application for Analysis or Processing)

Article 4

(1) Persons who wish to commission an Analysis or Processing to the Center must submit a designated application form (plus designated registration form if the person is to commission a molecular structure analysis for the first time) to the Director.

(2) Persons who wish to commission an Analysis to the Center must attach an analysis sample to the application form referred to in the preceding paragraph.

(3) The Director may accept the application submitted under paragraph (1) only when it is regarded that the Center’s business will not be impeded.

(Payment of Fees)

Article 5

(1) Among the persons who have commissioned a molecular structure analysis (hereinafter referred to as the “Entrustor of Analysis”), those under items (i) through (iii) of Article 2 (hereinafter referred to as the “University Staff”) must pay the fee set forth in column 2 of Appended Table 1, those under Article 2(iv) must pay the fee set forth in column 3 of the same Table and those under items (v) and (vi) of Article 2 must pay the fee set forth in column 4 of the same Table, in accordance with the analysis items set forth in column 1 of the same Table.

(2) Persons who have commissioned a Processing, etc. (hereinafter referred to as the “Entrustor of Processing”) must pay the fee according to the category of equipment set forth in column 1 of Appended Table 2, and the fee shall be calculated by multiplying the amount specified in the following items by the number of hours of using the equipment.

(i) Among the University Staff, persons who pay the fee from the Managing Faculty’s expense: the amount set forth in column 4 of Appended Table 2.

(ii) Among the University Staff, persons who pay the fee from the expense of Faculties other than the Managing Faculty: the amount set forth in column 5 of Appended Table 2.

(iii) Persons under Article 2(iv): the amount set forth in column 6 of Appended Table 2.

(iv) Persons under Article 2 (v) and (vi): the amount set forth in column 7 of Appended Table 2.

(3) When persons who wish to commission a Processing, etc. have received technical consultation regarding the Processing, etc., they must pay a consultant fee specified in Appended Table 3, and the fee shall be calculated by multiplying the amount specified in the following items by the number of hours of receiving consultation.

(i) University Staff and the persons under Article 2(iv): the amount set forth in column 1 of Appended Table 3.

(ii) Persons under Article 2(v) and (vi): the amount set forth in column 2 of Appended Table 3.

(4) Notwithstanding the provisions of the preceding three paragraphs, all or part of the fees prescribed in the preceding three paragraphs may be exempted when specially permitted by the Director.

(5) As for the payment of analysis fees, processing fees and consultant fees, if the Entrustor of Analysis, Entrustor of Processing or the person who received consultation under paragraph (3) (collectively referred to as the “Entrustor” in this paragraph) is the University Staff, payment shall be made by transfer of cost within the University. If the Entrustor is not the University Staff, payment shall be made by transferring the amount to the bank account designated by the University by the designated date.

(Returning Analysis Samples)

Article 6

In principle, analysis samples received from the Entrustor of Analysis or Entrustor of Processing shall not be returned.

(Notification of Analysis Results)

Article 7

Results of Analysis shall be notified to the Entrustor of Analysis or Entrustor of Processing by using a designated test report form.

(Sending Results of Processing)

Article 7-2

Processed samples shall be sent to the Entrustor of Processing promptly after the Processing is completed.

(Administration)

Article 8

Administration relating to the Analysis and Processing shall be handled by the Research Support Division, Research Promotion Department.

(Miscellaneous Provisions)

Article 9

In addition to what is prescribed in these *Rules*, necessary matters relating to the Analysis and Processing conducted at the Center are specified by the Director.

Supplementary Provisions

(1) These *Rules* come into effect as of April 1, 2009.

(2) The *Contracting Rules for Analysis Conducted at the Hokkaido University Instrumental Analysis Center* (HU Doc. No. 161 of 2008) are abolished.

Supplementary Provisions (HU Doc. No. 300 of December 1, 2010)

These *Rules* come into effect as of December 1, 2010.

Supplementary Provisions (HU Doc. No. 7 of February 1, 2011)

These *Rules* come into effect as of February 1, 2011.

Supplementary Provisions (HU Doc. No. 48 of April 1, 2011)

These *Rules* come into effect as of April 1, 2011.

Supplementary Provisions (HU Doc. No. 161 of August 1, 2011)

These *Rules* come into effect as of August 1, 2011.

Supplementary Provisions (HU Doc. No. 13 of April 1, 2012)

These *Rules* come into effect as of April 1, 2012.

Supplementary Provisions (HU Doc. No. 94 of July 1, 2012)

These *Rules* come into effect as of July 1, 2012.

Supplementary Provisions (HU Doc. No. 105 of September 4, 2012)

These *Rules* come into effect as of September 4, 2012.

Supplementary Provisions (HU Doc. No. 9 of February 1, 2013)

These *Rules* come into effect as of February 1, 2013.

Supplementary Provisions (HU Doc. No. 92 of August 1, 2013)

These *Rules* come into effect as of August 1, 2013.

Supplementary Provisions (HU Doc. No. 17 of February 1, 2014)

These *Rules* come into effect as of February 1, 2014.

Supplementary Provisions (HU Doc. No. 51 of April 1, 2014)

These *Rules* come into effect as of April 1, 2014. However, the revised provisions of Appended Table 1 will come into effect as of July 1, 2014.

Supplementary Provisions (HU Doc. No. 172 of August 1, 2014)

These *Rules* come into effect as of August 1, 2014.

Supplementary Provisions (HU Doc. No. 20 of April 1, 2015)

These *Rules* come into effect as of April 1, 2015.

Supplementary Provisions (HU Doc. No. 217 of July 1, 2015)

These *Rules* come into effect as of July 1, 2015.

Supplementary Provisions (HU Doc. No. 239 of October 1, 2015)

These *Rules* come into effect as of October 1, 2015.

Supplementary Provisions (HU Doc. No. 4 of January 1, 2016)

These *Rules* come into effect as of January 1, 2016.

Supplementary Provisions (HU Doc. No. 10 of January 29, 2016)

These *Rules* come into effect as of April 1, 2016.

Supplementary Provisions (HU Doc. No. 22 of March 1, 2016)

These *Rules* come into effect as of March 1, 2016.

Supplementary Provisions (HU Doc. No. 120 of September 1, 2016)

These *Rules* come into effect as of September 1, 2016.

Supplementary Provisions (HU Doc. No. 209 of December 1, 2016)

These *Rules* come into effect as of December 1, 2016.

Supplementary Provisions (HU Doc. No. 35 of April 1, 2017)

These *Rules* come into effect as of April 1, 2017.

Supplementary Provisions (HU Doc. No. 199 of October 1, 2017)

These *Rules* come into effect as of October 1, 2017.

Supplementary Provisions (HU Doc. No. 1 of January 1, 2018)

These *Rules* come into effect as of January 1, 2018.

Appended Table 1 (Re: Articles 3 and 5)

(Translation omitted)

Appended Table 2 (Re: Articles 3-2 and 5)

(Translation omitted)

Appended Table 3 (Re: Article 5)

(Translation omitted)