



Lab Fees and Cost-Recovery Schedule

Cost-recovery framework for internal and external users

Document	FEE-15
Status	Draft for internal approval
Version	0.1
Effective date	Upon approval
Owner	BEER Lab Leadership
Review cycle	At least annually
Applies to	Projects that use BEER resources with attributable operating costs

Behavioral & Experimental Economics Research Lab · Tecnológico de Monterrey

1. Purpose

Define a transparent cost-recovery framework for use of BEER facilities, recruitment infrastructure, staff time, equipment, and participant-payment administration. The objective is cost recovery and equitable access, not profit generation.

2. User categories and proposed default treatment

Category	Facility/admin charge	Direct project costs
A. BEER-affiliated project	No facility charge	Project pays participant compensation, consumables, special licenses, travel, and dedicated staff costs.
B. Tec internal, non-BEER	Direct staff/admin time at cost	Same direct costs; standard lab space normally waived when capacity permits.
C. External academic with Tec/BEER collaborator	Direct costs + 15% service charge on BEER-incurred variable costs	Participant payments, staff, special equipment, licenses, shipping/travel.
D. External academic without Tec collaborator	Direct costs + 25% service charge; facility use quoted by session/day	All direct costs.
E. Public/private/non-academic organization	Full-cost quotation + applicable institutional overhead	All direct and attributable indirect costs.

3. Principles

- Participant compensation is always charged to the project and is not included in a facility waiver.
- External users never purchase or receive ownership of the participant pool or contact database.
- BEER may waive or reduce charges for strategic academic collaborations, student training, or jointly funded research.

- Charges may increase for after-hours staffing, unusual equipment, high-volume recruitment, travel, field logistics, or dedicated technical support.

4. Quote and approval

1. Project submits expected sessions, participants, modality, staff support, equipment, and payment-administration needs.
2. Lab Manager prepares an estimate of direct costs and service charges.
3. Lab Leadership approves external quotes and any waiver.
4. The project confirms funding before recruitment or scheduling that creates financial commitments.

5. Cancellation costs

A project is responsible for nonrecoverable participant, staff, travel, venue, or vendor costs caused by late cancellation, unless BEER caused the cancellation.

6. Annual review

Service-charge percentages and any facility day-rates are reviewed annually. Institutional finance and overhead rules take precedence where applicable.

7. Related documents

- Governance Rules
- SOP-01 Project Registration and Approval
- SOP-03 Participant Recruitment
- Compensation Schedule