

FIU College of Arts, Sciences & Education (CASE)

Core Facility Policy (effective as of May 1, 2012)

Purpose

The Core Facility Policy describes the procedures for establishing and maintaining core facilities in the College. Core facilities are centralized facilities based in CASE departments or centers with advisory committees to help ensure broad access to researchers beyond the host department/center and to help promote interdisciplinary research.

Planning for a Core facility

Units that have facilities with significant maintenance and/or replacement costs (i.e. major equipment) and require some E&G support and/or College space must establish a Core facility to recover the majority of the costs of operating the facility. Examples of ways in which costs may be recovered include allowable charges to grants, lab fees for courses using the facility, and charges to outside users.

Establishing a Core facility

A Core facility can be established by chairs, directors or their approved representatives. The steps to follow in establishing a core facility include:

- 1 Prepare a brief explanation as to the purpose of the Core facility (mission statement).
- 2 Establish an advisory committee (5 members suggested) including at least one member from outside the department/center where the facility is based and including the facility technician.
- 3 Prepare an annual operational budget for the Core facility including space requirements, salaries (including technicians), OPS, supplies and depreciation of OCO equipment.
- 4 Estimate the total units of service you will provide in a fiscal year.
- 5 Develop a rate per unit of service (Annual Budget/Estimated Annual Units of Service) that you will charge including any difference in the internal rate (FIU users) and outside rate (non-FIU users).
- 6 The proposed rate per unit should be compared against vendors offering the same type of service/product. If the rate is not reasonable, then we should not engage in the project.
- 7 Submit to the Executive Director of the corresponding school (SEHD, SEAS or SISH) the Core facility mission statement, rate structure and a three-year budget plan including any necessary E&G support or additional space requirements. The expectation of the College is that within 3 years at least 50% of costs are being recovered by each core facility.

Important note regarding items 4, 5 and 6: Facilities with an annual revenue above _____

10,000\$ have to have their fee structure approved by the Division of Research (DOR). Detailed guidance on preparing and submitting a rate proposal is provided in the Research Recharge Facilities Operating Procedures document. Facilities with revenue less than 10K are considered departmental recharge centers and do not need a DOR approved rate sheet.

Operating a Core facility

The operational requirements of recharge accounts include:

- 1 Recharge accounts must always have a positive balance of cash.
- 2 Recharge accounts should not accumulate a substantial reserve beyond that needed to replace major pieces of equipment.
- 3 Recharge accounts should not have additional charges assessed for grant transfers (i.e. 4% for Auxiliary accounts) beyond the approved rates.
- 4 Charges to grant accounts must be adequately documented including logs and approval signatures.
- 5 An annual accounting of all monies taken in and expended must be reviewed by the facility advisory committee and submitted in July to the School of Integrated Science & Humanity, c/o Alan Verdecia (adverdec@fiu.edu). Direct inquiries to Walter Van Hamme (vanhamme@fiu.edu) or Suzanna Rose (srose@fiu.edu). The Core facility annual report should include the current mission statement, general history including highlights since inception date, the leaders of the operation including contact information, breakdown of E&G and non-E&G funds collected and spent during year, current space including room numbers and square footage and goals/objectives for the next 3 years. Annual report requests will be sent out by the College, including an updated report template and submission details. Core facilities that do not submit annual reports including an updated budget plan are not eligible for College support or College space allocation.

Related files:

- [Core Facility Annual Report template \(generic\)](#)
- [Research Recharge Facilities Operating Procedures \(DOR\)](#)