



RUTGERS POLICY

Section: 90.3.1

Section Title: Operations

Policy Name: Core Facilities and Specialized Equipment

Formerly Book: N/A

Approval Authority: President

Responsible Executive: Vice President for Research and Economic Development

Responsible Office: Vice President for Research and Economic Development

Originally Issued: 7/1/2013

Revisions:

Errors or changes? Contact: Vincent Smeraglia, Office of Innovation and Technology Commercialization, (732) 235-9356, ext. 3021, Patrick Sinko, Office of Research Advancement at sinko@rutgers.edu

1. **Policy Statement**

The University is a center for innovative research and offers many unique services and specialized equipment that facilitate cutting edge research. The University shall from time to time establish additional research core facilities and purchase specialized equipment, which may be supported by University budgetary resources, special provisions from State appropriations, endowment funds, external grants or contracts, and/or some combination of these. This policy covers Core Facilities, Services and Specialized Equipment.

2. **Reason for Policy**

This policy describes the process for establishing core facilities, determining University funding of appropriate, defining access, prioritization, pricing and billing, and providing information on University Core Facilities and Specialized Equipment. This policy also identifies the governing bodies that have authority over Core Facilities.

3. **Who Should Read This Policy**

- Chancellors and Vice Presidents
- Deans, directors and department chairs
- Faculty members
- Academic administrators

4. **Related Documents**

5. **Contacts:** Vincent Smeraglia, Office of Innovation and Technology Commercialization, (732) 235-9356, ext. 3021, Patrick Sinko, Office of Research Advancement at sinko@rutgers.edu

6. The Policy

90.3.1 CORE FACILITIES AND SPECIALIZED EQUIPMENT

A. Introduction

Core facilities, services and specialized equipment make technical expertise and experimental capabilities accessible across the Rutgers, The State University of New Jersey (University) research community. These services and equipment are essential for University scientists to carry out laboratory research at the highest level enabling value-added research, grant applications and collaboration. This document outlines the policies for Rutgers University Core Facilities, Services and Specialized Equipment. The policy addresses definitions, philosophy, structure and governance.

B. Definitions

Research Core – A Research Core is a staffed resource that provides equipment, technical and administrative support, repository, consultation and/or training services in a specific scientific area for a fee to all investigators within the institution and possibly to external constituents. Research Core encompasses the previous definitions of “Service Centers” and “Specialized Service Facilities”.

Specialized Equipment – Defined as specialized equipment, frequently in a single laboratory, available to other users on a limited basis or to a limited set of people (e.g., the members of a single department), which may charge annual user fees, but samples are run by trained users and not dedicated staff.

C. Establishment and Discontinuation of Core Facilities

Research Cores are established and may be supported financially by the University with the approval of the Strategic Advisory Committee. If the utilization of a Core diminishes and there is no longer a compelling scientific justification for maintaining the Core, the Shared Resources Advisory Committee or the Strategic Advisory Committee may recommend that financial support to the Research Core be discontinued. The Vice President for Research and Economic Development and the Strategic Advisory Committee shall make the final decision regarding starting, funding and discontinuing a Research Core.

D. Governance

A *Shared Resources Advisory Committee* for each Core will be composed of scientific leadership representing the Office of the Vice President for Research and Economic Development (OVPRED) and the Dean’s Office from individual schools hosting a Core. The Shared Resources Advisory Committee will meet on a quarterly basis to evaluate the ongoing scientific need, quality control, SOPs, management and fiscal soundness of the Core. The Shared Resources Advisory Committee will evaluate the financial situation annually, which is reported by the Research Core in a profit/loss (P&L) statement.

A *Strategic Advisory Committee* will include senior scientific leadership at Rutgers University appointed from the Schools that host or use core facilities and the OVPRED. They will review recommendations made by the Shared Resources Advisory Committees, evaluating the overall Research Core performance, need, allocation and strategy on a yearly basis.

Each Core Facility will have a dual reporting relationship to the Dean of the individual School in where is hosted and the OVPRED.

E. Accessibility to Services

All University constituents will have access to all services within the constraints by which the service was established. The original funding source or terms of the ongoing funding mechanism for the Core may dictate constraints on user accessibility. Since University constituents will have priority access,

external entities will be given access as capacity permits.

F. Classification of External Entities

All faculty, staff, departments, schools, centers, bureaus and institutes at the University should be charged the same rate for services. This rate should be the minimum or most favorable rate that is charged for the service. Designated extramural funding sources can be utilized to support fees for designated investigators or participants in the identified program. External entities will be allowed to use services within the priority and capacity constraints discussed in the previous section. However, in general, the University encourages collaboration and strives to make its core services and specialized equipment available to external entities. Users may be distinguished for purposes of differential pricing, which will be determined by a number of factors including strategic goals of the Core Facility or Specialized Equipment, availability, need and user priority.

The outside potential users will have rates established that will likely differ from the Rutgers user rate. Users within specific groups will be charged the defined rates, groups can include State of New Jersey Educational Institutions, Educational institutions, Non-profit Institutions, Federal, State, and Local Agencies, Rutgers University based companies (businesses that have spun out of Rutgers University from which Rutgers University receives licensing revenue and/or intellectual property) and for-profit businesses.

F. Billing and Financials

Billing, payments and record-keeping will be handled in a responsible and consistent way. The Research Core Director is responsible for maintaining a record of all use, expenses and payments to the Research Core. These Finances will be overseen and managed by the Offices of Research and Finance at the individual Schools, in coordination with Division of Grants and Contracts Administration.

The pricing and management of Core Facilities will be OMG A-21 compliant. The administrative and costing requirements for all NIH grants, including projects supporting core facilities, are referenced in the terms of award. These terms incorporate Title 45 CFR Part 74 or 45 CFR 92 as applicable, which apply the applicable Federal cost principles by reference. For NIH grants that support core facilities, one of the following cost principles are most commonly applicable:

* Cost Principles for Educational Institutions OMB Circular A-21 (2 CFR Part 220), http://www.whitehouse.gov/omb/circulars_a021_2004/

* Cost Principles for Non-Profit Institutions OMB Circular A-122 (2 CFR Part 230), http://www.whitehouse.gov/omb/circulars_a122_2004

*Uniform Administrative Requirements for Awards and Subawards to Institutions of higher education, hospitals, other nonprofit organizations, and commercial organization Title 45 CFR Part 74, <http://www.hhs.gov/opa/grants-and-funding/grant-forms-and-references/45-cfr-74.html>

G. Listing of Core Facilities and Specialized Equipment

A current listing of Core Facilities and Specialized Equipment shall be maintained by the OVPRED. The listing of Core Facilities and Specialized Equipment is available at <http://corefacilities.rutgers.edu>.