

Video recording of the meeting is available here,
<https://bluejeans.com/s/2nivi/>

- **Core Specific Job Families (presentation available here,**
<https://facilities.research.northwestern.edu/sites/facilities/files/Brown%20Bag%20Meeting%20%2314%20Core%20Job%20Family%20Update.pdf>)
 - The rollout of the core-specific job families has taken 1.5 years.
The Core Facilities Advisory Board approved the undertaking of the project. A steering committee was formed (5 core directors, 5 core staff, 5 business administrators). Job descriptions were formulated over the course of meetings and a retreat. HR recommended salary breakdowns and market evaluation for the roles.
The call for core-specific job families is consistent with recommendations by the NAS, NIH, and NSF to create full-time staff scientist positions to advance research programs. They identified core facility staff as exemplary examples already existing at many universities. Phil, Aaron, Andy, and Claire Landis with the help of HR, have crafted core categories to correspond to the job description trends within cores.
 - **Q&A**
 - **Q:** How will the implementation of the core-specific job families affect research faculty, research associates and postdocs working in cores?
A: 1. Research faculty are not covered by the new job families. They will remain separate faculty positions.
2. Research associates and postdocs can be moved into the Exempt job category, and HR will help map these positions to the core-specific job matrix by coordinating with core administrators/directors (starting in September).
3. The implementation of core specific job families is not mandatory. It is an opportunity to provide a more professional work environment where job roles and

responsibilities align more accurately with job titles and salaries across the University.

- **Q:** For Research Associates and Research faculty, will the job grade be determined by salary?

A: No. Job roles and responsibilities will determine salary levels. For FY18 Cost Studies, you should use current job titles and recommended salaries.

- **ReLODE Program Revisited (Research Loan for Old or Duplicative Equipment)**

- More information is available here:
<https://facilities.research.northwestern.edu/fall-2017-core-facilities-equipment-funding#ReLODE>
- ReLODE is a loan program to fund the purchase of old/duplicative equipment in cores. The loan is paid back via equipment depreciation.
- The program has been in effect since 2015
- As of FY2017, the Provost has provided \$2M to fund Equipment loans
- At the current program size, OR receives ~\$200K in paybacks to the program (10% of portfolio)
- Aaron will be reaching out to the “borrowers” for related usage data to provide to the Provost to support additional program funding
- ReLODE provides funds for older, highly-utilized equipment and duplicative equipment (e.g. an instrument for a location on the other campus)
- ReLODE funds typically apply to equipment that costs \$100K or more (not mandatory)
- Equipment proposals should clearly state the reason why they are not applying to the ReLODE program
- **Q&A**
 - **Q:** When setting the hourly rate for the instrument acquired with ReLODE funds, what is the rationale for setting the rate?
A: If the equipment is duplicative, consolidating instruments into a single service line is one solution. This way, there is no price advantage with either using the old or new instrument. Another way is to set

up a different service line for the new equipment and charge a higher rate so as to include the depreciation/service contract/maintenance. Both approaches are approved.

- **Q:** Can ReLODE be used for the purchase of service contracts?

A: It might be difficult to set up a depreciation schedule for a service contract. This can be further discussed on a case-by-case basis.

- **Q:** Are there separate review committees for ReLODE vs. regular equipment funding?

A: No, one review committee reviews proposals for both programs.

- **Q:** What if the equipment purchase/service date for the equipment loan does not line up with the fiscal year start?

A: Payback can be broken down in a half-year increment for the first and last year.

Q: Looks like the ReLODE funds have been used up. Can we anticipate more funds in the next equipment-funding round?

A: Probably. The Provost's office provides the funds for this program. We demonstrate the need by spending the amount provided by the Provost and request more funds. OR Leadership presents this data (loans/payback) in meetings with the Budget office to request more funds.

- **Q:** How successful are the borrowers in paying back the loans?

A: Those who have ReLODE loans have been paying back the loans successfully. Part of the process of evaluating borrowers is identifying whether they are capable of paying back the loan.

- **External users and research safety best practices**
 - How IMSERC holds external users to research safety best practices

- Core directors and staff have the responsibility of holding everyone in the core to the safety standards set by the core
 - Internal users are directed by PI's to undergo general and research-specific safety training before conducting research in the core
 - External users need to know the standards at NU and your core
- Know the safety requirements and your rights as a Core Director
 - External users do not necessarily have to use your equipment
 - Examine each external user request on a case-by-case basis
 - Evaluate experience level, training, company/vendor, insurance requirements
 - Track safety policy acceptance for each external user
 - IMSERC requires external users to watch a training video located at <http://imserctraining.northwestern.edu/GettingStarted/multiscreen.html> (made via Captivate, recommended by Research Safety)
 - At the end of the video, user registers for NUcore and key request (using INDALA number, later activated by Lock Shop) to IMSERC's lab space and access to their group's data
 - User attest to follow safety policy in video
 - User's name is added to a Google spreadsheet as willing to follow safety protocols

○ **Q&A**

- **Q:** Is there funding support for smaller cores that wish to secure the lab space with key card access?

A: This funding support can be requested in the annual report. It has been requested before and was resolved via cost sharing. The cost is between \$5K-\$10K

- **Q:** Do external users, both students and PI's go through the training?

A: Only the individual who is the external user does the training. IMSERC staff monitors vendors.

- **Q:** Are the external users required to train annually?

A: No, only once

- **Q:** How do you monitor chartstring assignments for users in NUcore?

A: There is an effort to move this responsibility to the departmental business offices (vs. the core director), so they can set up their user with the correct chartstring in NUcore

- **Q:** Where to start if there is a request for undergraduate students to work in the lab?

A: You should be comfortable and in the position to say "no" if necessary. The path starts with the Office of Risk Management, <http://www.northwestern.edu/risk/environmental-health-and-safety/labs.html> and any other training you deem necessary

• **Reconciling external payments**

- Please reconcile External Payments in NUcore in a timely manner
- Allows cores to see who still owes you (outstanding accts receivable)
- Important for tax purposes (header date must correspond to the date that you processed the payment)

Core Facilities Brown Bag #14
July 7, 2017

- **NU Community Picnic, 7/22/17**
 - Join us to represent Core Facilities on Saturday, 7/22/17 on the East Lawn of Norris
 - Register here,
<https://docs.google.com/forms/d/e/1FAIpQLSfA4-llpRAzizfhiZzDkPtjkaMwHDX0411-kpa1E7N5ahdbXg/viewform?c=0&w=1>
 - <https://news.northwestern.edu/stories/2017/july/community-picnic/>