

**Video recording of the meeting is available here,**  
<https://bluejeans.com/s/Pn6E1>

- **Overview of Funding Support**

- See attachment, Review of OR Funding Programs
  - **Note:** CFaD Program is not included in the table because the details of the program have not yet been finalized.
    - Please complete the feedback survey here, [https://feinberg.qualtrics.com/jfe/form/SV\\_8nWbMIG2xTayBJX](https://feinberg.qualtrics.com/jfe/form/SV_8nWbMIG2xTayBJX)
- ReLODE program is currently out of funds for the remainder of FY18
  - \$1M has been requested from Provost (very likely to be funded next fiscal year)
  - ReLODE proposals for Spring 2018 cycle should be submitted. Awardees will be notified in July and funding will be available in September
  - CFA will know fiscal status before call for Spring 2018 proposals
- Small Equipment Competition
  - Requests larger than core's annual revenue rarely funded
  - Proposals should clearly state the (1) quantifiable usage of the instrument and (2) how instrument will impact research in letters of support
- Large Equipment (see **Voluntary Cost Share** below)
  - OR has dedicated funds specifically for non eligible expenses on S10 proposals
    - Main school supporting grant submission contributes 10%, OR contributes 90%
- External Grant Writing
- Expanding Personnel/Core Consolidation
  - Talk to CFA before submitting annual report for help in crafting the request
- Collaborative Service
  - CFA is still looking to fund such requests

- **Example:** Proteomics + Flow (isolate cells + ID protein) – new service line that makes it easier for users
  - Proof of concept first, then propose in annual report
- Facility Expansion - **NEW**
  - Facilities/infrastructure needs of cores (can't recover from recharge)
- Professional Development
  - Specific opportunities for full time core staff
    - (Conference name, dates, etc. to be listed)
- IT / Electronic Services
- Loss of major user/instrument downtime
  - Clearly show loss of revenue
  - If downtime results is on an instrument that is not adequately protected (no UPS), OR will not cover
- Marketing
  - Specific requests funded
  - Internal marketing is allowed, external is not
    - If internal, present argument that it is not fair to charge users
- Feedback summary
  - \$400K/year disbursed for Operating Support (mostly covers Evanston cores)
  - FSM cores encouraged to take better advantage of requests for OS
  - Support for ReLODE is increased based on proposals
- **Core Facility Pilot Grant Program**
  - Core Facilities Development (**CFaD**) Program
    - Internal, peer-reviewed grant
    - For PI's method or technique development
    - Funds for consumables, staff, services, instrument time
    - Awards up to \$15K, to be completed w/in 6 months of award notification
    - Targeting launch of program in April 2018
    - Program similar to NUCATS/CBC grants
    - Funding 5-8 proposals per round

- Proposal review criteria
  - Novelty
  - Importance of data to success of grant application
  - Applicability to the greater research community
  - Financial impact to core
- Examples of Allowable costs
  - Equipment usage
  - Sample analysis
  - Staff time
  - Non-capital hardware upgrades
  - Consumables and Reagents
- Examples of un-allowable costs
  - Faculty/student salary
  - Travel
  - Food/meeting expenses
  - Capital equipment
  - Computers/software
  - Rate reduction
- Details still being finalized
  - Send feedback via survey, [https://feinberg.qualtrics.com/jfe/form/SV\\_8nWbMIG2xTayBJX](https://feinberg.qualtrics.com/jfe/form/SV_8nWbMIG2xTayBJX) or directly email Andy Ott, [a-ott@northwestern.edu](mailto:a-ott@northwestern.edu)
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- **Annual Report Update**
  - Resource Management – Space Management (Section 4 of Annual Report, <https://facilities.research.northwestern.edu/operations#annualreports>)
    - Need accurate representation of space
      - Needed for OR master space plan
    - Listing of rooms and specifics related to space/facilities needs
    - Requests for improvements
- **Expanded Voucher Program**

- Details here,  
<https://facilities.research.northwestern.edu/employee-resources/grants#voucher>
- **Voluntary Cost Share**
  - Details here,  
<https://facilities.research.northwestern.edu/employee-resources/grants#>
  - Formula for cost share: 25% of first \$200K, 10% of next \$800K (\$130K total)
  - Make argument that current rates will negatively impact project
- **Unrelated Business Income Reminder**
  - Due 1/31/18. Report on money **deposited** in FY17 (9/1/2016 to 8/31/2017)
  - To assist with populating the UBI template, NUcore contains a feature that can generate a report of all “Reconciled” transactions for a given fiscal year
    - (Reports > General > Start/End Dates corresponding to FY17 > select “Reconciled” from drop down on left)
    - All external revenue must be properly reconciled in NUcore for this report to be accurate
  - Reporting for-profit and not-for profit (including affiliates) is important for this report. Tax status of customers is theoretically not-relevant for tax treatment of revenue
  - **(Column I)** Be sure to use the applicable rate for any particular line. Differentiate between External Commercial, External Academic, CBC Rate, etc. Use the rate charged to the customer in this instance.
  - **(Column J)** Match number of units sold with the Service Line Rate. If your Service Line Rate is recorded in hours, be sure the units entered are in terms of hours as well. (E.g. records in NUcore may reflect number of 15 minute increments, divide this number by 4 to obtain hours)
  - **(Column K)** Be consistent with the Rate and the Number of Units sold
  - **(Column L)** Auto calculates by multiplying rate by units, but change this if it is not accurate (or simply enter if this is a pass-through)

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- **(Column M)** May include items from FY2016, if payment received in FY2017. Exclude projects completed in FY2017, but unpaid in FY2017
- **(Column N)** Revenue Posting Date should be in FY2017 only
- **(Column O)** Going forward, Unsubsidized, Calculated Service Line Rate (Per Unit Cost Basis) is in row 56 of your cost study
- Automated template requires:
  - Paste “Export Raw” NUcore data into the first tab
  - Paste rates into second tab (contact Aaron Rosen)
  - Other cells for which NUcore does not have data
    - will not calculate pass-through (manually-handled)
- Yes/No and qualitative questions on the right-hand side of the UBI template allow Northwestern to put transactions into the appropriate IRS-defined categories
- UBI rules exist to make sure non-profit organizations are not using tax exempt status to avoid taxes that for-profit companies would pay
- Do not “cut and paste” responses to the qualitative questions. This may subject Northwestern to audit risk