

**Video recording of the meeting is available here,**  
[https://bluejeans.com/s/EO\\_HA](https://bluejeans.com/s/EO_HA)

- Publications in Cores
  - Publication guidelines development
    - Faculty Senate released publication guidelines last April
    - Core facilities committee assembled and developed guidelines for cores
    - See publication guidelines document on core facilities homepage, <https://facilities.research.northwestern.edu/>
  - Highlighting Publications from Cores on the CFA website
    - <https://facilities.research.northwestern.edu/publications-our-core>
    - Send ideas to Andy Ott, [a-ott@northwestern.edu](mailto:a-ott@northwestern.edu)
  - Credit System
    - Article published in Science Magazine, [http://openscholar.mit.edu/sites/default/files/dept/files/pub28-2\\_151-155.pdf](http://openscholar.mit.edu/sites/default/files/dept/files/pub28-2_151-155.pdf)
    - Leading journals are adopting the credit system
  - ORCID (Open Researcher and Contributor ID)
    - FSM has adopted this system
    - <https://orcid.org>
    - Contact Phil Hockberger with questions, [p-hockberger@northwestern.edu](mailto:p-hockberger@northwestern.edu)
- Position Management Process for Staff Positions
  - Process and forms are changing frequently as a result of feedback to the hiring committee
  - 2-step process
    - Approval to post (or re-approval for already posted positions)
      - Salary range must include midpoint
      - If greater than 70% of salary comes from externally funded grants, then positions should be approved quickly (171 don't count)
      - If you can provide a budget showing position is funded externally or is part of a commitment, include that documentation
      - If you can provide a budget showing position is funded externally or is part of a commitment, include that documentation
    - Approval to offer
      - Some offers are being approved, but delayed until next fiscal year
      - Very narrow salary range
      - If greater than **2%** over initial window, offer must be re-reviewed by Position Approval Committee
  - If you feel that your position qualifies for approval, but the review is slow, consider updating documentation to new form
  - May also help to include external revenue

### Q&A

**Q:** Does this new process have a negative effect on hiring into the core job families?

**A:** The needs of the core should be reflected in the responsibilities of the position, and then, subsequently the position is defined as a staff or research role. As long as you make the argument that your core is fiscally able to support the new position there should not be difficulty in the hiring process

- CFaD (Pilot Grant) Program Details
  - Idea is to provide development costs which cannot be assigned to recharge
  - Request from Jay Walsh was to come up for a program that pays for itself
    - Looking for projects that would bring in ~2X (or more) in usage vs the project cost and enable important work
  - Projects should benefit 2 (or more) groups and have likely chance to increase long term usage (not necessarily cores)
  - \$15K maximum request (travel, software, supplies, small additions to equipment)
  - 2-page proposal
  - Funds for method development that leads to
    - increased core utilization
    - new service line on cost study
  - Faculty initiates the request; core may submit application via NITRO (includes faculty letter of support)
  - Rolling submission
  - Decision to fund comes from (1) meeting requirements outlined via link below and (2) a strong case for increased core utilization
  - <https://facilities.research.northwestern.edu/core-facilities-development-pilot-grant-program-cfad>
- Annual Report Guidelines Update
  - Goal of the annual report:
    - Proliferate best practices
    - Make funding decisions on requests
    - Assist with long term planning
    - Recognize excellence
  - Hopefully scoring reflects implementation of best practices
  - FSM Funding Application is equivalent to the annual report
    - Same budget/activity template
    - Label operating support requests for FSM and OR separately
  - Main change is to budget section
    - Need equipment listed even if you are not depreciating
    - List all equipment > \$50K
    - Give us the information you know
    - Goal is to better understand long term needs to maintain existing equipment and forecast funding requirements for growth in the future

## Core Facilities Brown Bag #16

March 8, 2018

- Cognos report can show tagged equipment in core (report may not be up to date)
  - Follow up with Accounting Services if report is inaccurate
- Funding request denials
  - Request is vague: \$5,000 to attend conferences or for marketing
    - Need staff name and conference identified
    - Explain why other funding sources are not available
  - Request is for staff that have sizable, non-core responsibilities
  - Request for added staff does not have business model
    - We typically follow up offline to understand plan
- Self-Evaluation advice
  - Easiest to use SWOT analysis
  - Evaluation needs to be stakeholder centered
  - Best plans have leadership driven deliverables (SMART Goals)
  - Address last year's feedback directly
- External Revenue Summary
  - Thanks to everyone on both campuses for completing their UBI reports
  - The tax burden will be calculated in the next few months; based on previous years, the estimate is approximately \$25K across both campus
  - Tracked \$3.8M in external revenue across all reporting recharge centers
    - Cut out \$2.3M for non-research facility revenue (MSS, CEM, MRI)
    - Leaves \$1.5M worth of research core facility revenue
      - Research core facility revenue is ~\$100K larger than FY16
    - CBC Breakdown (Chicago Biomedical Consortium Open Access)
      - UChicago & UIC spent roughly the same amount at NU as last year
      - NU's increased usage of UChicago facilities originates from using their sequencing facilities; this cost to NU is going down due to NUSeq's expanding capabilities
    - 77% of external revenue from non-profits
    - 23% of external revenue from commercial users
  - Reducing revenue loss on transactions
    - Recommended Guideline 1: if the external customer is not CBC nor from an affiliated hospital, charge 1.5 X unsubsidized calculated rate
    - Recommended Guideline 2: for commercial users charge at least 2 X the unsubsidized calculated rate (also do not undercut Illinois businesses offering comparable services)