

# Core Facilities Brown Bag

March 10, 2018

# Agenda

- ❑ New Publication Guidelines (Phil)
- ❑ Position Management Process Q&A (Andy)
- ❑ CFaD (Pilot Grant) Program Details (Andy)
- ❑ Annual Report Guideline Updates (Andy)
- ❑ External Revenue Summary (Aaron)

# New Publication Guidelines (Phil)

## ❑ Guidelines Posted at:

- <https://facilities.research.northwestern.edu/>
- <https://facilities.research.northwestern.edu/sites/facilities/files/Publication%20Guidelines%20for%20Users%20of%20University%20CFs%202-8-18%5B1%5D.pdf>

## ❑ Highlighting Publications from Our Cores

- <https://facilities.research.northwestern.edu/publications-our-core>

## ❑ CrediT System

- [http://openscholar.mit.edu/sites/default/files/dept/files/lpub28-2\\_151-155.pdf](http://openscholar.mit.edu/sites/default/files/dept/files/lpub28-2_151-155.pdf)

## ❑ ORCID Identifiers

- <https://orcid.org/>

# Position Management Process Q&A

- ❑ Process is still being revised. Pull documents from <http://www.northwestern.edu/hr/positionmanagementprocess/>
- ❑ 2-step process:
  - Must have approval to post (or re-approval for already posted positions)
    - Salary range should 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
  - Must have 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
    - You don't go to the back of the line for an update

# CFaD (Pilot Grant) Program

- ❑ <https://facilities.research.northwestern.edu/core-facilities-development-pilot-grant-program-cfad>
- ❑ 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

# Annual Report Guideline Updates

- ❑ Goal of the annual report:
  1. Proliferate best practices
  2. Make funding decisions on requests
  3. Assist with long term planning
  4. Recognize excellence
- ❑ Hopefully scoring reflects implementation of best practices
- ❑ 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



Microsoft  
Excel Worksheet

# Annual Report Guideline Updates

## ❑ 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