

Video recording of this meeting available here,
<https://bluejeans.com/s/pxDM7/>

- **Announcements**
 - **Cores on Tap Networking Event**
 - Social event for Open Access Initiative (meet and network with your peers from UChicago and UIC)
 - This Friday, 9/7/18, 12-5 (Lunch included)
 - CG Life Office: 657 W Lake Street, Chicago 60661
 - **Everyone is encouraged to attend**
 - Take public transport, carpool, or ride-share – CFA will be on site before noon, come early!
 - 30 mins on Metra (UP-N) @11:00 (from Evanston)
 - 30 mins on CTA Red/Green lines or bus #66 (from Chicago)
 - **Midwest Association of Core Directors (MWACD)**
 - [10-24/10/26 @ Case Western Reserve University](#)
 - Biomedical Science and Core Administration focus
 - **Core Facilities Colloquium and Awards Luncheon**
 - Moved to Winter 2019
 - Dates will be announced soon
 - Award winners will be announced this month
- **Lab IT Support**
 - Aaron Matthews no longer with the University
 - Jenni Hartman (Research Lab Engineer) and Jason Pattie (SBF User Support Specialist) will support research data workflows and certain lab equipment support in core facilities
 - See presentation in attachment
- **CFA Support for Cores**
 - See presentation in attachment
- **Managing Pass-Through Charges**
 - Every pass-through transaction has two steps: the core incurs a charge on behalf of a user for an item, service, or reservation. Then, the core passes along that charge to the end user at cost. Examples-items: kit costs, reagents, other consumables; services: CCM fees; reservations: work performed at another core on behalf of an end user.

Core Facilities Brown Bag #18
September 4, 2018

- Exclude pass-throughs from your Cost Study. Pass-through's are sold at cost and are not a part of a given Service Line established on a Cost Study. An alternative to charging for a pass-through would be to bake the cost of reagents into the Service Line rate. When these expenses are added to the per unit rate for a specific service that you offer, then you cannot charge for the pass-through as if it were independently sold. Choose an approach for any given category of expense (include in Service Line rate OR sell separately as pass-through)
 - Pass-throughs are the only Products in NUcore that will not correspond to an equivalent Service Line on your Cost Study. It is a best practice to label these Products as pass-through's either in the Product Name or in the Description.
 - Type of pass-through that happens when a core manager uses another core to provide services to an end user. Happening in both the physical (NUCAPT-NUANCE) and biological sciences (SBF-KeckBio, DTC-CAMI) cores. We have a protocol for managing this within NUcore:
<http://sites.northwestern.edu/nucore/core-forms/collaboration-model/>
 - When doing work on behalf of an end user at another core, you can charge the user for both the pass-through cost of the instrument reservation and also charge them for your own time, since you are performing work on their behalf. Be sure that you have a "consulting" or "tech time" service established on your own Cost Study.
- **Revenue Account Changes**
 - In FY2019, the following external revenue charges will no longer be available for use:
 - Miscellaneous services (40698)
 - Miscellaneous fees (40778)
 - Miscellaneous Income (40441)
 - Miscellaneous Service (40572)
 - Miscellaneous (41870)
 - As a general replacement, we recommend using: **40616** (Sale of Technical Services) for most use cases.
 - Accounting Services maintains an Account Code lookup tool if you would like to explore other options.