

Video recording of this meeting available here,  
<https://bluejeans.com/s/12GsZ/>

- **Service Excellence Award**
  - If your colleague(s) exceed(s) their usual responsibilities, please consider nominating them for a Service Excellence Award
    - <https://www.northwestern.edu/hr/learning/recognition/service-excellence.html>
    - Download the template, fill out, and send to HR
    - Employee receives a certificate, a gift, and a luncheon invite
    - CFA will announce the award recipients at future Brown Bags
- **Annual Reports due 5/1**
  - Revised instructions here:  
<https://facilities.research.northwestern.edu/operations#annualreports>
  - Follow the updated narrative template on the CFA website
- **Grants and Publications on Annual Report**
  - List key projects (3-5)
    - If you have chart strings, Andy can help you tie them to the grant
    - Core can then look up the abstract (NIH/NSF)
      - <https://report.nih.gov/>
      - <https://www.nsf.gov/awardsearch/>
    - Looking for compelling “stories” about how your core helped support the project
- **Rigor & Reproducibility Working Groups Update**
  - See the attached PowerPoint for details
  - Sign up for groups/teams through the survey at the attached link:  
[https://weinberg.co1.qualtrics.com/jfe/form/SV\\_8q1Z85OsvBndu0B](https://weinberg.co1.qualtrics.com/jfe/form/SV_8q1Z85OsvBndu0B)
- **Cores Data Management and Retention Policy**
  - Cores and faculty need clarity regarding data management expectations
  - Primary goal: take the burden off core directors
    - OR and FSM are developing a joint policy for data management and retention
      - Likely to enforce a 30-day period for user-generated data (cores can keep data longer if desired)
      - Service-based cores (-omics and others) that generate the data themselves must keep data in alignment with record retention policies for the projects supported
    - NUIT/Research Computing exploring transferring data to investigators (voluntary/involuntary)
      - PI's are ultimately responsible for their own data
      - 2 primary repositories: Box (free) and RDSS (~\$130 per TB)

- Investigators should transfer data to their own repository within the 30-day window
- If investigator fails to retrieve data after 30 days
  - Core may create a Box or RDSS account on the PI's behalf to transfer data
    - Investigator pays for the cost of the storage
- One key piece of the solution is archiving
  - RDSS is running out of space
    - IT will provide a mechanism for archiving data in RDSS, with symbolic links to the stored files
- FSM does not charge PI's currently
  - With an archival solution in place, costs may be reduced
- Core would still be responsible for keeping record of
  - Methods needed to reproduce the experiment
  - Calibration parameters of instruments
- **External Revenue Summary Report**
  - External Revenue generated by cores is increasing
    - FY18 = \$5M in transactions tracked
      - \$3M was not direct core activity (FSM non-core recharges)
      - \$2M core facility revenue
      - 29% more than previous FY core facility revenue
    - Revenue from CBC is increasing
      - \$200K from UIC and UChicago (combined)
    - For-profit vs non-profit
      - Commercial revenue is up
        - About ¼ of all external revenue was commercial in past FY's
        - This has increased to about ½ of external revenue in the most recent report
      - Most growth of external usage happening on Evanston campus
    - Profit vs Loss
      - Losses (cost basis vs. revenue) examined
        - Losses analyzed
          - Points back to accuracy of Calculated Rates on the Cost Study
          - Highly-subsidized cores also show a loss on some transactions if offering subsidized rates to external users
      - External User Rate Guidelines (OR and Office of Cost Studies)
        - **External Academics** = Unsubsidized Cost Basis x 1.5

- **External Commercial** = Unsubsidized Cost Basis x 2  
(at least)
- **Central Support for Cores: Expenses vs. Transfers in FY19**
  - Need both Cash **and** Budget Authority in order to spend, generally
    - Please see the attached OR Support Rules document for details on how OR will support specific activities (with either budget authority or a transfer)
    - We will provide more details on how this works as a part of the budget planning process
    - If your core received an equipment award this year, the core must process and fully receive the corresponding PO this year
- **ABRF Takeaways and highlights**
  - ABRF is transitioning to a “Trackless” model, encouraging more inclusive programming across core technologies
    - Next meeting (Feb 29 – Mar 3, 2020, in Palm Springs CA) will include programming for more types of cores disciplines and administrative functions
    - Phil is on the committee implementing these changes; please contact him if you have suggestions