

Core Facility Directors/Managers/Administrators

Brown Bag Luncheon Meeting Notes

June 4th, 2014

Moderator: Phil Hockberger, Executive Director of Research Facilities

Welcome – This is our third Brown Bag Luncheon Meeting. I've handed out agendas and several documents regarding business continuity planning. Everyone will be sent a copy of all handouts via email and they will also be available on our website [here](#) under "Brown Bag Meeting #3) Documents."

1. Brief Reminders/Announcements (10 min):

Phil Hockberger:

- **1st Kellogg Course June 9-13: Business for Scientists and Engineers** (2nd course in December specifically for Core Facilities December 8-11 Wieboldt Hall)
- **IT Support:** Work-study available during summer. Let us know if you have IT issues. You'll need to complete a computer inventory spreadsheet first; contact Leah Seiffert: l-seiffert@northwestern.edu
- **Open Access Initiative Town Hall Meeting:** June 16th, 2:00-3:00 PM
- **Website Version 3:** Send suggestions to Leah Seiffert: l-seiffert@northwestern.edu

Aaron Rosen:

- **NuCore Updates:**
 - Bulk reassignment for payment sources
 - Improvements to PO system in NuCore
 - Improvements to Access List Management
 - Properly handling Minimum Cost
- **HHS Payment Management System Changes**

2. Effort Reporting (30 min) – Jennifer Wei

Presentation today on effort reporting is for researchers, the individuals who are certifying the effort reports. This content is a bit different and shorter because it is geared towards researchers that are certifying the effort reports and certification shouldn't be that difficult. There is a mini course (video) on our website about effort certification geared toward NU researchers. Click [here](#) to watch.

Jennifer continued with going through the rest of the slides. The slides are available on our website [here](#) under "Brown Bag Meeting #3."

****If 100% on 160 accounts, don't need to be filling out effort reports. If mixed funding, then effort reports are necessary.**

3. Business Continuity Planning (20 min) – Phil Hockberger

Four handouts. They will be sent to everyone via email and are also available on our website [here](#).

- **1st handout:** Case study from NYU and Hurricane Sandy. Provided by Phil's counterpart there, Sheenah Mische. She met with him over the telephone and put together notes for him. The point of this handout is to impress upon you how important it is to have plans in place beforehand. They

were prepared for a catastrophe, but they weren't prepared for the magnitude of Hurricane Sandy. As you read through the notes, you will see a very clear study. Business Continuity is getting the business back in operation after you have been such a tragedy. Business continuity plans we are asking you to turn in by July 3rd is our attempt to try and think through for each of your facilities what do you need to get you back in operation after such a tragedy.

- **2nd handout:** "Or Business Continuity Planning Primer," is a series of terms, among them, "Critical Function." Definition of "Critical Function" may change over time, depending on what you bring into your facility.
- **3rd handout:** What you need to turn in: "Basic Continuity Plan URCs and Cores Template"
****Due July 3rd.**
- **4th handout:** "Basic Continuity Plan URCs and Cores_Guidance, provides guidance to filling out the template.

****Complete "Basic Continuity Plan URCs and Cores Template" by July 3rd, The University is going live with this starting in September. If we don't get it in by July 3rd, you won't be in the system and you won't be notified if something happens. Important to talk to faculty director, business admins are available to help.**

Ellen: University Research Centers without core facilities had these forms due last Friday. The response that she got was terrific. Tool for everyone to take home and do something with. When you are asked who your external contacts are, include their contact information, where it says, "external contacts," so that when you are at home and can't get to work, you know who to call.

Q&A session

- 1. Effort Reporting: What is the best way to ensure that percent effort and corresponding salary amounts are properly quantified for core facility staff members that may work on grants?**

Jennnifer: There are slides we will get to (side 12 and 16). If you have been working in a core facility and you do have effort to report, then there are aspects you need to consider.

- 2. Effort reporting: There may be some gray territory when core staff performs work on a grant. Should we assume that if there is no core staff payroll on a grant, then there is no corresponding core staff percent effort on that grant? There are some cases where staff transition from working exclusively on the recharge to assist with sponsored research taking place in the core facility.**

Jennifer: Grant should pay for any work related to the grant. "Help out on the grant," means work on the grant and shouldn't be charged to the 160. If someone is helping out on the grant and the grant isn't paying for it, that cost still can't be charged to 160. 160 is your recharge center's operational cost.

3. **We have a lot of rooms and space. Can we just include a space survey that's attached to the plan, or do we need to type in this form every room that we manage?**

Ellen: That isn't the purpose. We don't need a list of equipment, we need to know what the plan should be if we aren't operational.

Phil: It's less important what the equipment is, than what you need in term of electrical power, liquid nitrogen, delivery of certain chemicals, chemicals in freezers, etc. Ask yourself: is there anything the University doesn't know about your facility, but needs to know? What are the things that are critical to you? Put on a different hat and ask yourselves what the functions that you depend on that could disappear in a disaster.

4. **When you are talking about continuity, are you talking about being able to provide service to the users, or preventing total loss?**

Phil: The former, getting your core back into operational form to keep the business of research going.

5. **Can you help with providing alternative contact means for learning the status of power in buildings or ventilation systems?**

Phil: Not yet, but this is under discussion within Facilities Management.