

Core Facility Brown Bag #8
Friday, September 4, 2015, 12-1 PM
Meeting Notes

➤ **Fiscal Year End Reminders**

- 9/10/2015, 4:45 PM, CST is the FY2015 Billing Deadline
- Journals must be created in NUCore before this deadline
- Must change the Journal header date to 8/31/15 to post in FY15
- Orders and reservations must be “Complete” as of 8/31/15
- Orders still sitting in “New/In Process” that should be billed in FY15 should be cancelled and then re-entered with a date of 8/31/15 and a status of “Complete”
- **FY2016 Cost Study Approval**
 - If you have not completed your cost study, please contact Sophia Gabay ASAP (s-gabay@northwestern.edu)
 - You cannot charge for any FY16 activity until your cost study is approved
- **FY2016 NUCore Price Policies**
 - After your cost study is approved, you must update your facility’s Price Policies for all Instruments, Services, and Items
 - If you are updating the price policy now, back date it to 9/1/2015 – 8/31/2016 so that it covers the full fiscal year
 - If some orders went to the Problem Queue because a Price Policy was not in place:
 - Enter the new Price Policies
 - Go to the Problem Queue, and click “Assign Price Policies”; this will fix all problem orders missing pricing
- **Space Survey – *See attached Space Service Activity Code Guide***
 - May be coordinated by your Center or Department
 - General information for completing the survey by a Core Facility:
 - Complete activity coding based on % of revenue in each category
 - Sponsored Research: Fund 610 – 650, any charges to cost share on sponsored projects
 - Non-sponsored Revenue: Departmental Research
 - External Revenue: Other Institutional Activity
- If you have any questions, contact Kevin Grzyb, k-grzyb@northwestern.edu or Jay Decker, j-decker@northwestern.edu
- The check box for the recharge center is for populating space user, not

for the activity coding

- **Equipment Depreciation Transfers**
 - Use a Journal Upload Spreadsheet
 - Back date FY2015 transfers to 8/31/15
 - NEW ACCOUNT CODE: 78782 – Recharge Cost Recovery
 - Two lines for every piece of equipment (Debit/Credit)
 - Include the tag number in description field
 - If equipment is not currently tagged, contact Michael Youakim, m-youakim@northwestern.edu
 - If equipment is recorded in Capital Equipment database, but the tag is not issued at the time of depreciation, state that the tag # is TBD
- **Credit Card Payment Update**
 - Looking to launch this quarter!
 - Rough Outline of Process
 - Core will send a statement to a user through NUCore
 - There will be option to pay with credit card
 - After payment, core will claim the money with a CRT
 - Flat % rate fee for all users, all card types, all \$ amounts

➤ **"Mid-Tier" IT Support: Lab IT Support Core** by Jackie Milhans, NUIT Research Computing, milhans@northwestern.edu - *See attached PowerPoint presentation*

- The fiber optics backbone is being upgraded
 - Driven by center and core needs
- The NSF-Funded CI (Cyber-infrastructure) Engineer from Research Computing will be examining those already connected to the Fiber Optics backbone to identify issues and improve efficiency
- The Research Lab Engineer will be the one coming to labs to help set up and interface acquisition systems with back-end data solutions, and they will help implement best practices at the CI Engineer's findings
- OLD / Fragile computers will be serviced
- Possible to put agreements in place for regular maintenance and checkups
- Fee for Service, subsidized by OR, but managed through NUIT
 - Targeted subsidized rate \$70/hour
- Contracts can be drafted - require a minimum purchase of 80 service hrs.
- Physically based in Research Computing – Mudd Library

- NUTT is hoping to fill the position by 12/1/2015

➤ **Kellogg Course "Leadership in Core Facilities" Winning Project Presentation**

Gajendra Shekhawat (NUANCE-SPID): *Expanding the External Customer Base - See attached PowerPoint presentation*

➤ **Announcements**

- **Software Core**

- Labview Site License – announced in the next week
 - User will purchase a seat using IBuyNU
 - \$100 per seat
 - Students can purchase a \$10 student license; mechanism will be worked out
- Site License paid to National Instruments directly
 - Need a mechanism to collect fees and track buyers
 - SHI will collect money and then send us check
 - If you have ideas for other software that is useful to the research community, let Jeff/Phil know

- **MWACD/ABRF Upcoming Meetings**

- Consider events you'd like to attend, build into your facility recharge rate
- MWACD in October in Kansas City; ABRF in Spring in Florida
- Industry Meetings – exposing corporations to Core's services – should talk to Phil

- **Michael Rosen**

- Bridges international companies with space/resources at Illinois Science and Technology Park (Skokie). Even if the company is not interested in ISTP, they may still be interested in using Core Facilities at NU.
- If you're not taking in enough users and capacity allows it, talk to Phil about partnering with a recruiter like Michael Rosen.
- Suggestion from the audience: invite Michael Rosen to the next BB meeting