



August 2018

New ECAS or Departmental Core Facility Proposal and Business Plan

New Service Core Facility Type:

- Are you proposing a Departmental Core Facility within Emory College of Arts and Sciences?
- Are you proposing an ECAS Core Facility?
- Are you proposing a new Integrated Core Facility that includes two or more units at Emory? If so please contact the Senior Associate Dean for Research before proceeding with this form and identify the participating units.

Strategic Justification for New Core Facility:

- Describe the scientific platforms and capabilities this core will provide?
- How will this core enhance recruiting/retention of ECAS faculty members?
- What organizations/units at Emory will benefit from this core facility and may be potential partners in an integrated core facility?

Service and Financial Plan for a New Core Facility:

- Service list: Please list the specific services to be provided with a very brief description.
- How will services in this core be distinct from those offered by other core facilities?
- Estimated usage (who is your market; likely individuals to use the core)
- Financial summary (upfront costs such as new equipment, supplies, etc.)
- Three-year funding plan (see attached format)

Operational Plan for a New Core Facility:

- Operations Management: Please identify candidates for the scientific director, core director, and technical support staff. Briefly describe their experience in this area. Please indicate if you need to hire new staff.
- Major Users Group: Please identify faculty members who are to constitute the major users group
- Equipment: Please identify any existing equipment to be used in the facility, including specific model numbers. (Tag # inventory to be included in the budget template)
- Location: Please indicate the building and room number(s) where the facility will be housed.

Proposal must include all required signature before submitting to ECAS Office of Research Funding and Support. Completed form should be submitted to the Senior Associate Dean for Research, currently Ronald L. Calabrese: biolrc@emory.edu.



If you are proposing an ECAS service core then the expectation will be for a larger user group that encompasses multiple departments and will need to be pre-negotiated with the Senior Associate Dean for Research before submission of a proposal.

Proposed Core Scientific Director Signature

Date

Signature indicates agreement to follow all Uniform Guidance and University Policies related to service core management

Proposed Core Financial Support Signature

Date

Signature indicates agreement to follow all Uniform Guidance and University Policies related to service core management

Departmental Chair Signature

Date

Signature indicates Understanding of service core requirements and departmental financial responsibility for all equipment and end of year deficits

Assistant Dean for Research Signature

Date

Signature indicates service core start-up requirements, including rates, has been reviewed and approved