



Departmental Core Facility Policy

Overview: The purpose of this policy is to help departments efficiently manage their core facilities. Departmental cores offer an opportunity to experimentally ascertain the need for specific types of core services for Emory College of Arts and Sciences (ECAS) investigators. ECAS can provide advice in core services software and websites to streamline the administration of these departmental cores. Departmental cores are expected to be more narrowly focused as compared to the existing ECAS Service 'Centers' (NMR, Mass Spec and X-Ray). Establishing a departmental core requires the following actions:

Department:

1. Meet with the ECAS Senior Associate Dean of Research to discuss outlines of proposed departmental core facility.
2. Draft and submit a New Core Proposal application to the ECAS Office of Research Funding and Support (ORFS).
3. Draft and submit a Proposed Core Profit & Loss Statement to the ECAS ORFS.
4. Establish a Memorandum of Understanding with ECAS reflecting that the Department will be responsible for core facility operating deficits.
5. Work with ECAS ORFS to finalize service offerings.
6. Work with ORFS to develop a website to advertise services to users.
7. Identify adequate space for the Departmental Core Facility.

ECAS ORFS:

1. Meet with the Departmental Chair and/or departmental representatives to discuss the outline of a proposed departmental core facility.
2. Review New Core Proposal and Proposed Core Profit & Loss Statement provided by the Department.
3. Obtain approval from the ECAS Senior Associate Dean of Research and the ECAS Chief Business Officer.
4. Establish a Memorandum of Understanding with the Department reflecting that the Department will be responsible for core facility operating deficits.
5. Oversee establishment of a Departmental Core Facility. For example, see <http://exray.chemistry.emory.edu>.
6. Aid in the configuration of a PPMS site for the Departmental Core Facility.
7. ECAS will work with the Departmental Core Facility to establish rates, review them annually. Invoicing of users for services provided will be the responsibility of the Departmental ADA.