

Core Facility Review

Periodic Review will be established (starting July 1, 2020) to assure cores comply with State and Federal regulations. This review will confirm that the School of Medicine and Public Health (SMPH) is operating a successful and sustainable set of core facilities. Cores are required to report various information to their granting agencies. The SMPH Core Facility Periodic Review can use the same information/reports, avoiding duplicative variations of the same information. If different or additional information is needed other than that already prepared for other sources, then we will strive to ensure that only essential information is requested and in forms that are most easily produced.

I. Describe the Core Facility Mission and Goal:

The mission and goals of SMPH Core Facilities are to provide access to technologies and/or expertise that are prohibitively expensive or unique for individual faculty to maintain on their own. Articulate the Mission and Goal for this Core Facility. Please note that this information will be used to populate the SMPH Cores website. Additionally, define specific goals for the next 3 years of operation.

II. Provide a Statement of Scientific Need and Impact:

Define the need for the Core Facility and the SMPH education and research programs it impacts. Discuss the broad applications of the technology or expertise that is provided by the Core Facility. Discuss the impact of the core on the education, research and service missions of campus. Discuss why it is better to have the facility housed within the SMPH rather than outsourcing the service.

III. Describe the Core Facility Activities:

Define the central elements of the Core Facility. Include routine access to technologies/expertise (service), training activities and dissemination of information regarding specialized technologies (education), and/or development of new technologies that are planned to be provided (R&D). Define the services, training opportunities, and/or R&D efforts that are being or will be provided by the Core Facility.

IV. Discuss the Impact of the Existing Core Facility:

Articulate the benefits of your Core within the SMPH and how it compliments other Cores on campus. Do similar facilities exist on campus? Define the similarities and differences between the equivalent cores.

V. Describe the User Advisory Group:

The User Advisory Group (UAG) is created to advise on scientific and technical service development necessary to meet the needs of the user community. The UAG should include a non-major user to reduce conflict of interest. There should be a minimum of 3-5 members for each core facility UAG. List the User Advisory Group in alphabetical order with the Chair of the UAG at the top. Explain why each individual has been selected to participate on this UAG. What is their professional relationship to the Core Facility and its Director? Is there an operational conflict of interest with any of the selected committee members? Provide the date when the last meeting was held and upload the minutes of UAG meetings held during the past year.

VI. Outline the Necessary Components of Operations:

Personnel:

Identify the Core Facility staff compensation/cost sharing supporting this Core Facility. Describe staff roles and responsibilities in the context of the core functions.

Equipment:

List existing large-scale equipment (>\$25k) in the Core Facility. Is the equipment being used effectively and efficiently? What service contracts exist to cover large-scale equipment. Describe the capacity and usage of each platform.

Space:

Describe the space currently used for the Core Facility. Is there a need for expansion or the ability for reduction? Requirements for remodeling?

Other:

Describe other required components for the sustainability of the Core Facility.

VII. Outline the Finances of the Core:

Clearly address the revenue and expenditures accrued during the past 12 months of operation. Any financial support requested from the Campus, College/School, Institute, or Center must be clearly stated and justified.

Personnel:

Define the cost/cost share of staff that supports this Core Facility? Include subsidized funding mechanisms, if applied.

Capital Equipment:

Define ongoing payments on current capital equipment within the Core Facility and newly purchased/gifted capital equipment and how it was acquired, e.g. Federal, Non-Federal, UW-Madison funds or if it is leased, gifted, etc. Will additional equipment purchases be required in the coming year? If so, itemize and estimate purchase costs. Indicate the funding sources identified for such capital and operating expenses.

Supplies/Reagents/Other:

Document the total cost of supplies, reagents and other required materials expended during the past 12 months. Separate the maintenance agreements and specify the platform(s) to which these agreements apply.

Service Rate analysis:

Document the rate schedule with calculations defining how the rates are determined. Include personnel, operating, equipment depreciation and other costs. Include internal and external rates. For External Customers, the minimum base rate would include the University F&A rate applied to the rate schedule. Note: There is no maximum limit on rates for External Customers.

Financial Projection:

Provide a 3-5 year operating budget projection, including anticipated funding sources. Expenses include personnel, equipment and maintenance costs (service contracts), supplies and ancillary expenses (computers, continuing education, secure data access and storage, etc.). Funding sources should include any current or anticipated grant(s) as well as department and/or school funds used to subsidize the operation.

Long-Term Sustainability:

Is the core facility on track to meet milestones determined in consultation with the SMPH Dean's office? What percentage of the core's budget is covered through sources other than SMPH subsidies?

Usage Projections/Market Analysis:

What is the market for this Core Facility? (Document “committed” and projected internal customers and partnerships as well as external customers.) Is it discipline specific (cell biology, microbiology, biochemistry, etc.)? Does the Core Facility service a particular research community on campus (basic, translational, clinical, population science)? Is there an untapped market for use of the core? Describe any previous or ongoing efforts to tap into this market. Who are the competitors in this market? Include the communication plan for targeting potential internal and external users. Include an indication of the total capacity of use of the facility. If capacity is met, will services be outsourced to an established provider or will expansion of the Core Facility be possible?

VIII. Five Year Plan for Equipment Purchases, Upgrades and Expansion:

What additional equipment will need to be purchased within the 5-year window? Indicate a preliminary plan for expansion. How will expansion needs be identified and how will decisions be made? Based on experience to date, is it anticipated that the services may become commoditized and outsourced? What is the plan for maintaining the relevance of the facility to the research needs of the campus community? Define current challenges and opportunities.

IX. Quality Assurance Standards:

The Core Director is responsible for the quality assurance and quality improvement of services provided by the Core Facility. List all such protocols that are administered within this Core Facility and the purpose for these protocols. Detail if additional protocols will be required for current/future services and the basis for these protocols.

X. Publications and Research Impact

List the manuscripts published during the past year supported in part by services from this Core Facility. Include the PI’s name. List the research proposal(s) and PI(s) that requested letters of support and/or the Resource Statement of this Core Facility for the submission of their proposal.

XI. Sun-setting:

Is this Core Facility planning to close in the near future? Indicate the exit strategy in the case that the Core Facility will cease operations due to the mission not being maintained and services fall well below the sustainability threshold.

XII. Regulatory and Conflict of Interest Commitment:

Confirm that the core is abiding by the guidelines and principles of an institutional Core Facility as well as State and Federal Policies.