


Name of Policy: <u>College of Medicine & Life Sciences: Research Core Facilities Subsidy (“Core Cash”)</u>	 Revision date: October 11, 2019 Original effective date: January 1, 2008
Policy Number: 3364- 81-03-013-00	
Approving Officer: Dean, College of Medicine & Life Sciences	
Responsible Agent: Chair, Research Advisory Committee, College of Medicine & Life Sciences	
Scope College of Medicine & Life Sciences Faculty	
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

The Dean of the College of Medicine and Life Sciences may approve “Core Cash” for use by departments only for the designated purposes described in Section B.

(B) Purpose of Policy

The allocation of Core Cash is intended to support faculty recruitment and retention, to optimize utilization of existing core facilities in the College of Medicine & Life Sciences, and to promote new research projects.

(C) Scope

This policy applies to faculty researchers in the College of Medicine and Life Sciences.

(D) Procedure

“Core Cash” may be used to cover regular services fees, except for the actual cost of materials/reagents, such as gene chips, protein chips, antibodies, etc. in the following core facilities: The Integrated Core Facilities (Genomics, Flow Cytometry, Advanced Microscopy & Imaging) and the Physiological Core. Additional core facilities may be added to the list approved to accept core cash upon review by the Research Advisory Council and approval of the Dean of the College of Medicine and Life Sciences.

Department Chairs may request from the Dean of the College of Medicine & Life Sciences “Core Cash” for the following purposes:

- (1) Annually - Department Chairs may request up to \$50,000 in total in “Core Cash” to retain productive faculty members. They may use “Core Cash” to launch new research projects, to obtain additional preliminary data for grant proposals, and to train graduate students and post-doctoral fellows.

- (2) Start-up Funds - As part of the start-up package for newly recruited faculty members, Department Chairs may request up to \$25,000 in “Core Cash” for each recruitment.
- (3) Bridge Funding – Department Chairs may request up to \$10,000 to complement institutional and/or departmental bridge funding for faculty members who have lost extramural funding over the last 18 months.

“Core Cash” may not be used for on-going research projects that are supported by extramural funding.

Core Directors may claim “Core Cash” as income for the Core Facility for budget justification.

Request & Approval Process

Department Chairs will submit a letter requesting allocation of “Core Cash” and justifying the purpose and intended use to the College of Medicine and Life Sciences Research Advisory Council (RAC), through the office of the Dean.

The RAC will notify the requesting Department Chair and all Core Directors of all approved “Core Cash” allocations. Department Chairs will be responsible for notifying faculty members and Core Directors as to eligibility for “Core Cash” awards.

Core Facilities will account and track “Core Cash” utilization by faculty member and department. Core Facilities will provide quarterly the first week of April, July, October, and January a report to the Associate Vice President for Finance and Strategy and all Department Chairs with faculty using “Core Cash” detailing the use of “Core Cash” by faculty member.

Departments will be responsible for payment of service fees in the event a faculty member or department uses more “Core Cash” than has been allocated or uses “Core Cash” for any purpose not listed in Section B.

<p>Approved by:</p> <p><u>/s/</u> Christopher J. Cooper, M.D. Executive Vice President for Clinical Affairs and Dean of the College of Medicine and Life Sciences</p> <p><u>October 11, 2019</u> Date</p> <p><i>Review/Revision Completed by: Chair, Research Advisory Council, SLT</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: January 1, 2008</p> <p>Review/Revision Date: 03/03/16, 8/30/19 (review), 10/11/19</p> <p>Next review date: October 11, 2022 (three years from most recent revision/review date)</p>
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