

Cores Standard Business Plan

Date

Core Name

Department

Division

Responsible Person

Executive Summary of Proposed Core

Detailed Description of the Proposed Core

Include:

Who are the major key players?

What is the purpose of the Core?

What resources and instrumentation are required for this service? Explain what is already existing vs. what will be needed along with any sources of funding.

When will the Core operation start?

Location of the Core operation (specific building(s)/room(s))?

Why is the Core needed? Who are the users?

Will services be provided to external users? If yes, who are expected type of clients (commercial, other educational institutions, etc?)

Estimated Pricing and Usage of the Proposed Core

Include:

Estimated annual direct operating cost

Estimated annual gross revenue

What is the basis for the rate (i.e. unit of measure price is applied to)

Estimated annual usage of the service (e.g. if basis is hourly, how many hours do you expect to bill annually?)

Estimated percentage of revenue from federal sources

Plan for tracking usage of the Core service

Plan for full cost recovery – i.e. charging at full published rates or describe any subsidy

I understand and agree to the following:

- Recipients of federal research funds must comply with regulations that govern the use of those funds, including the Federal cost principles applicable to the operation of Research Core Facilities. I will adhere to the requirements set forth in several federal regulatory documents (including 2CFR Part 200: Uniform Guidance, which now encompasses the guidance previously published in the separate Office of Management and Budget (OMB) Circulars A-21, A-110 and A-133) as well as institutional policies and procedures.

- Pricing will be established at a full published rate. Any discounts/subsidies will be approved by the appropriate Board/Committee and/or VPR. Notification of any approved discounts/subsidies will be given to Research Finance
- for proper accounting treatment and rate development.
- Rates will be updated by the Core Director and approved by Research Finance on an annual basis. Rates will include the proper treatment of any surplus/deficit from a prior period so that the Core will charge actual cost over time.
- All Cores charges will be processed through the Cores Billing System.
- If this Business Plan is approved, a separate cost center will be established and maintained.
- The pricing included in this business plan is only an estimate. Final rates must be reviewed and approved by the office of Research Finance.
- Rates will be reviewed, updated, and approved by Research Finance at least annually. In the event that there is a surplus or deficit on any June 30, rates will be adjusted accordingly to ensure that the federal government is not paying more than the actual cost of the service over time.
- My department will be responsible for any deficits that cannot be recovered in future rates.

Signed in the order specified below:

1. *PI / Core Director*
2. *Department Chair*
3. *School Dean*
4. *VPR*

Copy of approved business plan will be provided to Research Finance along with rate workbook to finalize rates.