



POLICY FOR UNIVERSITY RESEARCH CORE FACILITIES

Effective Date: April 1, 2017
Responsible University Official: Vice President for Research

Rationale

University Research Core Facilities (URCFs) are proposed to advance the strategic initiatives of the

[REDACTED]

All research community by providing a centralized location and cross-campus access to

[REDACTED]

one faculty member's start-up funds or individual research grant, and whose complexity requires specialized training for use and maintenance.

- House major research equipment that is of general use to several disciplines, not limited to one subfield of research.
- Operate under an identified Faculty Director.
- Maintain a dedicated staff person (Assistant/Technical Director or Research Specialist) to provide facility oversight and technical expertise

- Maintain a faculty advisory committee of at least 3 members that includes major users and established researchers from relevant departments with expertise in the area

institutional leadership, individual investigators, collaborative groups of faculty, and URCF staff.

Criteria to guide decisions for the removal of equipment from a URCF will include the extent to which existing equipment is (i) underutilized; (ii) no longer functional; or (iii) no longer aligned with the evolved purpose of the URCF or the institutional strategic priorities for research.

A proposal for a new URCF designation should be submitted to the Associate Vice President for Research. Information to be provided in this request is listed in **Appendix I**.

Funding mechanisms such as the Meier Research Instrumentation (MRI) Program

University central administrators, and will be based on the metrics of productivity described above for creation, maintenance, and sun-setting of an Academic URCF.

Faculty Director: will develop the mission plan, oversee the facility, grow the user base, work with users to develop proposals for external and internal support of the facility, and serve as liaison between the URCF, users, and administration. The Faculty Director will work with URCF staff to generate reports and to review and revise policies and rates for the URCF on an annual basis. Specific duties of the Faculty Director will be defined for each URCF in the MOU document. The Director will receive one annual course release to carry out these duties.

Staff Person (Assistant Director or comparable position): will be responsible for the day-to-day operation, equipment maintenance, scheduling, training, billing, report generation, and web page


based on actual costs and use, and rate revisions will include consideration of any operating deficit or surplus of the previous period, greater than 60 days duration.

Fees may cover costs of consumables (operating supplies, reagents, materials, etc.), other

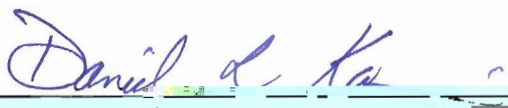
necessary staff support (student assistants, training buy-off, etc.), equipment costs, supplies, cost

Signatures

Approved: Rita Hartung Cheng, President, Northern Arizona University

Signature  Date 3/1/17

Approved: Daniel L. Kain, Provost, Northern Arizona University

Signature  Date 3/1/17

Approved: William Peter Grabe, Vice President for Research, Northern Arizona University

 3-1-17

Signature

Date

