



## **Core Advisory Committee**

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## **Essential Elements of an Institutional Core Facility or Resource at BUMC**

Institutional core facilities (ICFs) or resources at BUMC are those facilities and resources that exist to support basic, translational, and/or clinical research by investigators at BUMC across multiple departments and schools. They are distinguished from program cores or departmental cores that are not institutionally supported and primarily serve investigators affiliated with a specific department or P01. ICFs will vary in size, scope, use, etc., but ICFs must include the following essential elements:

### Essential Elements of an ICF

- 1) ICFs must provide a service in support of research.
  - a) An ICF must meet the need of multiple investigators across departments and schools. This should be demonstrated when the ICF is established, and reassessed annually.
  - b) An ICF must provide a service in support of research, without requirement for collaboration or co-authorship.
- 2) ICFs must have a scientific director.
  - a) The scientific director is usually a member of the faculty, serving in this capacity on a part-time basis. In some cases, a dedicated scientific director might be hired. The Core Advisory Committee and Dean will approve the appointment of the director.
  - b) The scientific director must be expert in the use of the facility or resource, and must be available for assistance with planning experiments.
  - c) The scientific director will oversee other personnel in the ICFR, possibly including a technical director, technician, and administrator.

- 3) ICFs must be available to researchers across the BU medical campus.
  - a) Access must be open to any qualified investigator at BUMC, who is able to meet requirements for sample preparation and reimbursement.
  - b) ICFs must be advertised on a central web site describing the core resources at BUMC. Information should be provided on available capabilities, sample preparation, scheduling, charges, and contact information for ICFR personnel. The institution will be responsible for maintaining the web site.
  - c) This does not preclude the use of the ICFR by the BU main campus investigators or by outside academic or commercial clients, as per the business and operational plan of the ICFR. However, priority should be given to investigators at BUMC.
  
- 4) ICFs must have an operational plan. The operational plan should address all aspects of efficient and transparent running of the ICFR including:
  - a) Personnel and their function
  - b) Administration, including oversight of scheduling and billing.
  - c) Advertising and maintenance up-to-date information about the ICFR on the institutional website.
  - d) Monitoring and reporting on use and throughput of the ICFR.
  - e) Ensuring quality control
  
- 5) ICFs must have a business plan
  - a) There should be a business plan for supporting the ICFR, including personnel salaries, equipment, and supplies. Support might come from chargebacks, grants, or institutional sources. The business plan should be developed in cooperation with the Office of Financial Affairs.
  - b) Charges for use of the ICF should be similar to those at other institutions, reasonable, and fair. Charges can defray costs of supplies that are not supported through grants or from other sources. While NIH requires consistency in rates, a mechanism to support pilot experimentation and junior investigators should be developed. Also, there can be different charges for assisted or unassisted use of the ICFR, or for internal and external investigators.

6) ICFs must have an oversight plan

- a) An ICF must have an user committee. Members will be approved by the Core Advisory Committee and will include a member of the Committee. The user committee would be responsible for reviewing operations, use, support, instrumentation, shared instrumentation grants.
- b) The scientific director of the ICF will be expected to report annually to the user committee, Core Advisory Committee, and Dean on the activities of the ICF including use, publications and grants arising from the ICF, finances, and needs.
- c) The user committee will communicate regularly with the other ICFR users about changes in operations, instrumentation, charges, scheduling, and will seek annual evaluation by users of ICFR services.

5) Training and teaching

- a) Part of the mission of an ICFR is to train users in the use of the instrumentation or facility, and in data collection and analysis. Teaching and training activities should be part of the operational plan of the ICFR.