

Service Center Business Plan Template

Application for status as a service center.
Revised July 25, 2025

Name of the Service Center

Date of this application

ABOUT THE CORE DIRECTOR

Title	First Name	Middle Name	Last Name
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School/College

Department

Academic Rank

ABOUT THE SERVICE CENTER

Identify the physical location of the core:

Campus

CRC Medical Campus

Building

Room Number(s)

Describe the resources utilized to provide the core services

Staffing (name/job function)

Equipment (identify with BU tag numbers)

Other major needs

Will this Service Center require new space? If yes:

Approximate square footage required:

Will the space require remodeling? If yes, please describe the scope of the needs:

ABOUT THE SERVICE CENTER

Provide current source of funding for:

Staffing

Equipment (identify with BU tag numbers)

Space remodeling

Other

Guarantee Account Number

Purpose of Service Center

Provide detailed narrative or paragraph about the purpose of the service center

Provide a description of the services to be provided by the Service Center

How are the services measured? (e.g. per unit, hourly rate, hourly rate + materials, etc.)

How many units are you estimating to provide during the first year of operation?

What are the projected units for years 2-5 of operation?

ABOUT THE SERVICE CENTER

Are other activities taking place in the same space?

Yes (please answer additional questions below)

No

If yes, provide a brief description of the other activities:

The funding source of the unrelated activities (research, instruction, other institutional or departmental activities, or other)

The relationship between the service center and the unrelated activities, if any

Percentage use of the space for other activities (%)

Do competitors exist outside the University?

Yes (please answer additional questions below)

No

If yes, please describe how the service center's rates compare to market rates and provide rates at 3 to 5 other institutions.

FINANCIAL SUPPORT/ASSISTANCE

If the proposed service center receives financial assistance, please indicate the types of assistance. Check all that apply.

Start-up (seed) money: usually one-time subsidy that pays for the costs associated with the initial (service center) business set-up.

Subsidy: use of funds from another source that is an integral part of the service center's annual operating budget.

Program project: existing federal or non-federal sponsored agreement/project that pays for personnel and non-personnel costs of service center activity.

Center support grant: existing federal or non-federal grant from individual departments or centers that assumes certain level of financial responsibility of the activities of service center.

Equipment: Equipment is defined as tangible non-expendable personal property that has a useful life of more than 1 year and an acquisition cost per unit that equals or exceeds \$5,000. The service center uses equipment provided by a sponsored project, or gift from a university, department, or external donor.

Other:

None

SERVICE CENTER USERS

List potential users and the number of service units they may use during the first year. Provide specific examples of individuals/divisions/departments which are interested in using the core.

SERVICE CENTER USERS

Provide a list of the proposed Core's User Committee members and frequency of meetings.

Provide a price schedule for the proposed core services.

Provide the Service Center's policy for:

Confidentiality Policy

Conflict Resolution Policy

Cost Recovery/Payment Policies

Prioritization of work policy

Publication policy

SIGNATURES

Service Center Director

Date

Department Chair/Dean

Date