

Please follow the outline below when compiling your Research Core Facility Annual Report. Please be brief in your report. Additional details should be included in the Appendix, where indicated below.

1. **Introduction:**  
General description of the Core and its mission (limit to 1 paragraph)
  
2. **Summary of Activities and Accomplishments** (since the last annual report)(limit to 2 paragraphs)
  
3. **Services Offered, Fees, Accessibility:**  
General description (limit to 1 paragraph)  
Provide details in Appendix
  
4. **Administrative Structure of the Core:**  
Management Structure (limit to 1 paragraph)  
Provide details in Appendix
  
5. **Resources:**  
Space utilized (location and square footage) (1 paragraph)  
Provide details in Appendix
  
6. **Utilization of Services** (historical and projected)  
General description (limit to 1 paragraph)  
Provide details in Appendix
  
7. **Effectiveness Measures:**  
General description (limit to 1 paragraph)  
Provide details in Appendix
  
8. **Budget** (historical, FY17 budget and projections, and FY18 projections):  
General description (limit to 1 paragraph)  
Provide details in Appendix
  
9. **Future Plans:**  
Proposals of new services/initiatives (limit to 1 paragraph)  
Documentation of need for service, potential user list and survey, fee structure and comparison to commercial services or similar cores at other academic centers.  
Resource Requirements (limit to 1 paragraph)  
Space / Equipment

## **APPENDIX**

Please use the following sections to provide tables and/or bulleted lists as required for the information below.

### **3. Services Offered, Fees, Accessibility:**

- Detailed list of services offered
- Consultation Services
- Fee structure (historical and projected)
- Means of advertisement, e.g. Web page
- Accessibility for ordering, e.g. Web page
- Educational services offered (courses, symposia, seminars)

### **4. Administrative Structure of the Core**

- Members of Advisory Committee (Name, Title and Department)
- Minutes or feedback from the core's advisory committee

### **5. Resources:**

- Major Equipment (inventory)

### **6. Utilization of Services** (historical and projected)

- Include current year user logs (breakdown by Centers and Institutes)

### **7. Effectiveness Measures:**

- Measures to assess quality of service:

- Analysis of user satisfaction.

- Timelines of services.

- User Fees - historical and projected by fiscal year.

- Cost comparison with commercial pricing and with equivalent services provided by similar cores at other academic research centers.

- Publications/grants in which core is utilized.

- Are services duplicated by other Cores?

- Medical School

- Elsewhere on campus

- Commercially

### **8. Budget** (historical, FY17 budget and projections, and FY18 projections):

- Twenty-six digit account number

- Income - source and annual total

- Expenditures - category and total

- Personnel - itemize by role and include salary and effort

- Surplus/Deficit