

# **CORE RESEARCH FACILITIES GUIDELINES AND OPERATING PRINCIPLES**

**presented by**

**Research Core Committee**

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The purpose of a core facility (or “Shared Resource facility”) is to provide state-of-the-art scientific services required for scientists to conduct innovative research that are too costly, in terms of equipment and scientific technical support and expertise, for an individual investigator or department to support.

Guiding principles for the development, management, monitoring, and funding of cores are as follows:

- Cores must serve users from multiple disciplines, departments and/or schools. They should be open to all users in the University.
- A leading scientist, who has expertise in the relevant field and requires such services to conduct his/her personal research, should serve as the Core Director.
- An experienced, senior-level technician or key operator, should serve as the Technical Director, directing the day-to-day service activities.
- Cores should have an educational mission, educating faculty and students in learning new research techniques, and in applying the services of the core to their research.
- Cores should not be clinical services. Rather, cores should be research-oriented only, limiting their effort to helping investigators to conduct their innovative research projects. Clinical services should be organizationally and functionally distinct from cores.
- Cores should be cost neutral, net of funding provided through grant mechanisms (e.g., PO1’s, Cancer Center Core Support Grant, Diabetes Center grant) or department contributions. Institutional (school) support should be available for start-up costs, special major expenditures (e.g. new equipment) and on a continuing basis in special circumstances. The generation of profits in order to support other departmental or center initiatives are prohibited. When there are excess revenues, they should be used for the core which generated the funds and core prices should be lowered.
- Cores that are no longer needed or sufficiently active will be phased out.
- Cores will be regularly evaluated to ensure that they provide state-of-the-art services, have advanced equipment, are operating efficiently, set prices that are attractive to provide a high level of user satisfaction. This evaluation should be performed by a Core Research Facilities Committee that is comprised of representatives from multiple schools, centers, and institutions on the Penn campus. The Core Research Facilities Committee may elect to accept the annual review conducted by centers in order to prevent duplication of effort.
- A well-designed core facility directory, modeled after the one produced by the Cancer Center, should be distributed at least annually to all campus faculty involved in conducting research. Such information should also be made available via the Internet.

## Guidelines and Operating Principles

- Consolidation of department-funded facilities that provide the same services should be facilitated.
- Department chairs, and center/institute directors should be encouraged to seek the advice and counsel of the Core Research Facilities Committee before approving plans or committing funds to a department-specific service.
- Only those cores that have been reviewed and approved by the Core Research Facilities Committee will have access to available funds (excluding sponsored research funds) from the School of Medicine or its multiple departments, centers and institutes.
- Competitive grants that include funding of core research facilities should come to the attention of the Core Research Facilities Committee. The intent of this process is to prevent the proliferation of new duplicative cores. Instead, investigators are encouraged to provide incremental funding to existing relevant cores so that they can provide the needed services.
- The space occupied by cores reviewed and approved by the Core Research Facilities Committee should be excluded when calculating departmental/center research revenue and expenditures per square foot.
- Every core should establish an Advisory Committee to provide oversight, direction, policy-making, and advice to the Facility Director. Advisory Committees should meet no less than twice a year, and should submit minutes and a report annually to accompany the overall core annual report.
- Oversight of the cores will be provided by the Core Research Facilities Committee. The Core Research Facilities Committee is advisory to the Dean through the Office of the Vice Dean for Research and Research Training.

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