

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, FY16 budget and projections, and FY17 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, FY16 budget and projections, and FY17 projections):

- FinMIS twenty-two digit account number

- Income - source and annual total

- Expenditures - category and total

- Personnel - itemize by role and include salary and effort

- Surplus/Deficit