

## College of Medicine New Shared Service Request

### I. Submitted By:

<b>Last Name</b>	<b>First Name</b>	<b>Academic Title</b>
<b>Department</b>	<b>Email</b>	<b>Phone</b>

The following information must be provided in order for the Bioinstrumentation Subcommittee to evaluate a request for funding in the College of Medicine and forward to the Dean's Research Council. The request will not be forwarded until adequate information is received.

### II. Purchase Proposal Outline:

Proposed name of Shared Service:

### III. Definition of the Service and location.

A. Will the new shared service you are proposing be:

- a University Shared Service?
- a College of Medicine Shared Service?
- a Department, Center or Unit Service?

See *College of Medicine (COM) Core Research Support Services Guidelines* document

B. Where will the service be located?

Room number:  Building number:

C. What department, center or unit is allocating the space indicated? Please provide a letter of support from the department head, center or unit director.

**IV. Definition of Function.** What are the unique contributions that the service will provide to the research community? Provide a statement of the specific aims for the use of the service. List all equipment that will be part of the Shared Service.

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**V. Website dedicated to the Service.** Provide the website url for the Shared Service. The website must include a contact name and email address, phone number, building number, hours, list of major equipment, technologies available including services and protocols offered, and fee protocol including a no charge statement.

### **VI. User Group Committee in place.**

List the names, titles and department affiliation for members of the Users Committee. How often does the committee meet?

If a proposal is for a new shared service and the committee is not in place, list the names of five faculty, their title and department affiliation who would use this equipment.

### **VII. Documentation of Services offered including fee structure.**

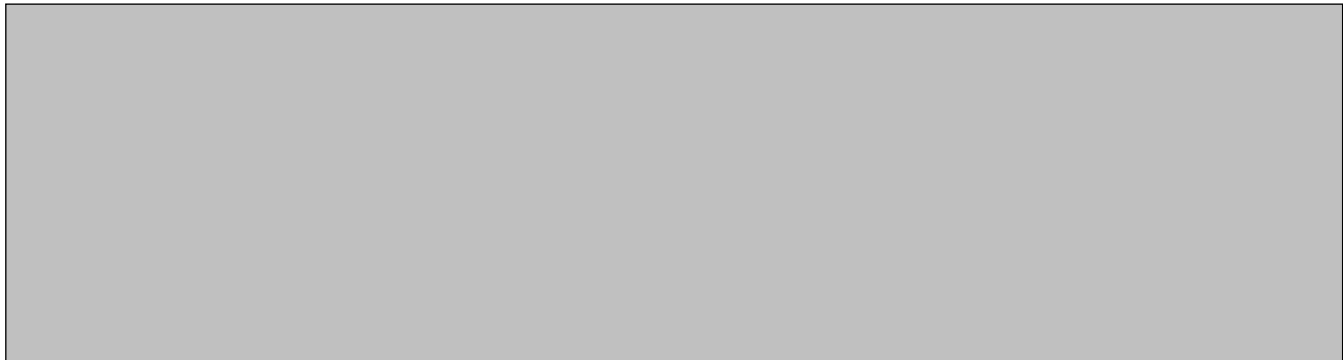
A. List the technical services provided with fee structure. (A log must be maintained that includes user names, user department and units of service received.) Approved Rates applies to federal grants and contracts but in a competitive sense, may be needed for all Shared Services. Rates charged for the use of equipment and services must reflect costs accurately as well as adequately. In the event of a federal audit, the rates approved by the Financial Services Office (FSO) must meet that standard. Rates charged to non-federal users must not be less than those charged to federal grants and contracts although they may be higher than those charged to federal sponsors.

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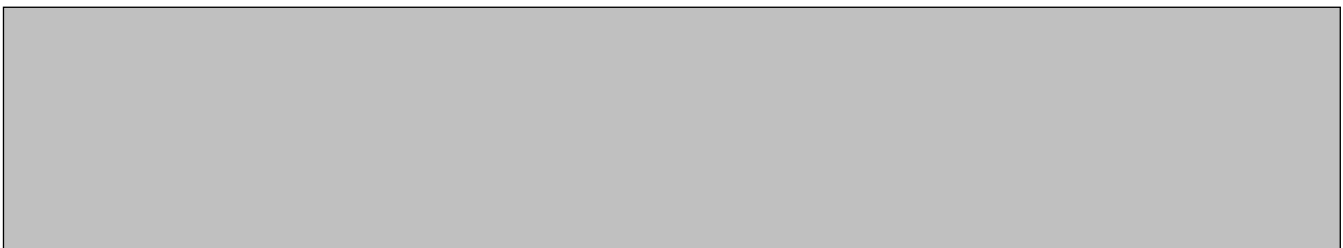
B. List the funding in place for the service. Include a list of grants using the service. Include PI, grant title, FRS number, funding period of the grant, direct costs, and indirect costs.

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B. Provide a statement of the nature of the training the service will provide. Will in-house training be available?

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C. Provide a Priority Use Plan: the criteria for user accessibility.

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**VIII. Management: Strategic and Financial Plan.** Provide all of the following information:

A.. Cost Recovery Plan (including operating and maintenance costs and the plan for the purchase of Service Contracts.)

B. Operating Costs Budget.

C. Plan for advertising the service.

E. Personnel. List personnel who will be responsible for the following activities with percent effort and funding source:

Responsibility (person responsible)	% Effort	Funding Source
1. Daily oversight and Operation:		
2. Advertising:		
3. Training:		
4. Accounting:		
5. Website:		