**NEW RESEARCH CORE FACILITY PROPOSAL FORM**

New research cores at MUSC are approved by the MUSC Cores Committee. If you are seeking to establish a new core at MUSC, please provide the following information and send to the MUSC Cores Director (currently Dr. Steve Rosenzweig, [rosenzsa@musc.edu](mailto:rosenzsa@musc.edu)).

1. Brief overview of the mission of the proposed core
2. List of services to be provided and proposed charges (the “menu”)
3. If a rates analysis has been conducted by the Office of Grants and Contract Accounting (GCA), please attach approval letter. If not, state when the rate study is planned.
4. Method of determining need for service/facility:

* Number of potential users per year (internal and external)
* Projected volume of activity

1. Needs-assessments are strongly encouraged, *e.g.* by a RedCap survey? If one has been conducted, please append.
2. Relationship to existing facilities:

* State whether service is available at MUSC
* State whether service is offered commercially or at other academic institutions and provide example prices.

1. Administrative/technical structure of facility and allocated effort (*i.e.* director, technical personnel and financial administration)
2. Governance:

* Is an Internal (or External) Advisory Committee in place. If so, provide names.

1. Expertise:

* Scientific and technical credentials and experience of proposed staff

1. Space requirements, if applicable (new or existing)
2. Equipment:

* List all equipment needed and state whether it is available or requires purchase.
* For existing equipment, please confirm it is owned by MUSC (*e.g.* has an MUSC asset tag)

1. Described proposed marketing of the core (web page, flyers, workshops etc).
2. Proposed budget (use provided table on following page):

* Funding sources (include all commitments for support)
* Projected fees and income
* Annual operating costs
* If there are startup costs, please state amount, purpose and source of funds

1. Does the core wish to enroll on MUSC’s core management system *Infinity by Idea Elan*?
2. Department/College approval:

* Provide letter of support from Chair of responsible department or College Dean, as applicable. The letter should describe any commitments to the proposed core, such as personnel, space, financial resources.

Use this table to provide estimated financials for annual operation of the proposed core.

|  |  |  |
| --- | --- | --- |
| $ |  | **Proposed**  **FY2025 Budget** |
| **Revenue** | Provost funding\* |  |
|  | HCC funding\* |  |
|  | Other support, e.g. COBRE\* |  |
|  | Projected revenue from user fees& |  |
|  | Other (please specify) |  |
|  | **Total revenue** |  |
|  |  |  |
| **Expenditures** | Personnel (salary and fringe): |  |
|  | *#Person A (% effort)* |  |
|  | *#Person B (% effort)* |  |
|  | *#Person C (% effort)* |  |
|  | **Total personnel costs** |  |
|  | Supplies |  |
|  | Service contracts |  |
|  | Other |  |
|  | **Total expenditures** |  |
|  |  |  |
| **Projected Balance** |  |  |

\*If applicable

&Can be listed for each category of service if preferred

#Can be aggregated for confidentially purposes