

Department of Pediatrics Core Research Support for “Wet¹ Laboratories” Policy December 2010

General Principles:

1. This policy applies only to individuals holding their primary academic appointment in the Department of Pediatrics of SSoM.
2. The Department will provide an annual budget for core research core support.
3. All members of the laboratories of the Department should have access to core equipment, instruments and services. Where feasible, the core research resources (e.g. centrifuges, gel imagers, bacteria shakers, developers, etc.) should be comparable in the main locations of the Pediatrics’ laboratories (currently, Grant, CCSR and SIM-1).
4. The Research Advisory Committee (RAC) will annually submit to the Chair a report that
 - a. briefly summarizes the proposals it received;
 - b. their recommendations and outcomes;
 - c. financial statement of the allocated budget and subsequent expenditures.

Purchase:

Pediatric faculty members may submit a written proposal to the Research Advisory Committee to purchase or replace core equipment, instruments or services at any time during each fiscal year. Each proposal, submitted on the RAC template request form, must:

- a. identify the individual or laboratory who will be responsible for the oversight of the equipment and the approach for the use;
- b. propose an approach for accessibility to the equipment by the faculty who submit the proposal and for other members of the department;
- c. justify its purchase and describe how the purchase will benefit their own and other department investigators;
- d. include a minimum of 3 faculty members who indicate their support;
- e. The RAC will review the proposal. If they are in support of the original or a revised proposal, and the required funds are available from the annual budget, the RAC will forward their recommendation to the Chair for investment in core equipment, instruments and services.

On-going Costs:

Equipment

- 1) The RAC, after consultation with the relevant faculty, will recommend to the Chair on an annual basis the yearly renewal and/or purchase of service contracts for selected core research equipment and instruments.
- 2) The Department will contribute 50% of the costs for repair and maintenance of core equipment and instruments that meet the requirements for continued Core

¹ The RAC has been asked to develop a Departmental policy for the support of core services related to dry lab (touching patient) research.

Research Support. The faculty will contribute 50% of the costs for repair and maintenance of the Core Resources, proportional to the total assigned square footage per individual faculty member. Assigned square footage will be verified against annual space certification reports.

- 3) All core equipment and instruments that meet the requirements for Core Research Support must have individuals assigned to monitor and assist in the training, use and maintenance of the resource. The faculty members will specify who from their laboratories are assigned to support the equipment and instruments. Should misuse or negligence of equipment result in repair cost, the PI of the responsible party will be required to contribute 50% of the cost, up to \$2,500.
- 4) A list of all core equipment and instruments in the Department (with the name of the individual assigned to monitor the resource) will be distributed by E-mail to all faculty members at least once per year.

Services

To be developed.