

# Core Managers Meeting

**VUMC Office of Research  
Core Managers Meeting  
May 15, 2013**

# AGENDA

- \* Review: External billing and Accounts/Receivable (A/R)
- \* VA update
- \* Biosafety questionnaire
- \* iLab benchmarking survey
- \* Lab safety update
- \* FAQs for Costing of NIH-Funded Core Facilities
- \* CORES update 2.2.3 – planned for May 21  
*See details posted on Core Managers' website*

# External Billing and A/R

## Review of Core Manager responsibilities:

- \* Bill charges in CORES.
- \* Forward invoices to customer for payment promptly after Upload.
- \* Follow up to ensure that payment has been received, or to collect overdue amounts.
- \* Document all attempts to collect overdue amounts.
- \* Obtain approval from OOR and Finance to write off uncollectible amounts.
- \* Refer to SOP:  
<http://www.mc.vanderbilt.edu/documents/CoreManagers/files/Managing%20and%20Collecting%20Accounts%20Receivable.pdf>

# VA Update

- \* All invoices for April should have been submitted to VA for payment by May 10.
- \* VA is working on both interim and long-term solutions.
- \* No further work should be done for VA-funded projects that are not under specific contract, **until further notice.**

# Biosafety Questionnaire

- \* The Office of Research is working with Environmental Health and Safety to gather information about the use of biological specimens/materials in core facilities.
- \* Most core managers will be receiving an email with a link to this questionnaire.
- \* We need only one response per core.
- \* Please submit your response by **Monday, May 27**.

# iLab Benchmarking Survey

- \* CORES/Office of Research are working with iLab Solutions to collect benchmarking information about core management.
- \* All core managers will be receiving an email with a link to this survey.
- \* The data from a previous Benchmarking Studies was published in an article the *Journal of Biomolecular Techniques*: [http://jbt.abrf.org/index.cfm/page/jbt\\_toc.htm](http://jbt.abrf.org/index.cfm/page/jbt_toc.htm)
- \* Last year's survey results can be found here: <http://www.ilabsolutions.com/wp-content/uploads/2012/07/20120725-BMS2012M1.pdf>
- \* We need only one response per core.
- \* Please submit your response by **Thursday, May 23**.

# Lab Safety Update

On April 26, Dr. Patrick Harran of UCLA was ordered by the judge to stand trial on felony charges after a preliminary hearing. He faces a maximum of 4.5 years in prison. In the preliminary hearing, the prosecution continued to emphasize the following points:

- \* The PI is ultimately responsible for the safety and health of those working in his/her laboratory
- \* The PI is responsible for lab staff receiving adequate training for working with hazardous materials and for hazardous processes
- \* Training and procedures (including use of PPE) for working with hazardous substances and for hazardous processes should be documented
- \* LA Times article : <http://www.latimes.com/local/lanow/la-me-ucla-prof-20130426,0,1938374.story>
- \* Link to CSB video about this incident and two other incidents:  
<http://www.csb.gov/videos/experimenting-with-danger/>

# FAQs for Costing of NIH-Funded Core Facilities

# FAQs for Costing of NIH-Funded Core Facilities

## Background

- \* Release Date: April 8, 2013
- \* Initiated following NCCR meeting in 2009, where the Core Facility community requested guidance from NIH and other federal agencies regarding federal cost principles.
- \* Vanderbilt was part of a working group to draft FAQs. This initial document was published for comment in 2010.
- \* Following a long pause while NCCR was dissolved, the effort was revived by the NIH Office of the Director in late 2012/early 2013.
- \* <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-053.html>

# FAQs for Costing of NIH-Funded Core Facilities

## Outcomes

- \* As a consensus document, the FAQ does not break any new ground or cover all relevant issues facing Core Facilities.
- \* The document is largely consistent with Vanderbilt approach to Core Facility management and Core Guidelines.
- \* A resource for both core business and scientific managers.
- \* First step toward a more consistent approach across research institutions.

# FAQs for Costing of NIH-Funded Core Facilities

## Purpose

To provide answers to common questions regarding NIH-funded core facilities and other applicable research related facilities that support NIH Grants.

Not intended to establish new policies or interpretations of applicable Federal cost principles, or represent broad guidance on the costing treatment of all institutional service and recharge centers.

Notice Number: NOT-OD-13-053

Release Date: April 8, 2013

Issued by: National Institute of Health

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-053.html>

# FAQ for Costing of NIH-Funded Core Facilities

## General Information

Are cores limited in the types of costs they may recover on an NIH grant?

Answer: Cores can recover the allocable, allowable, and reasonable direct cost of providing a service to an NIH grant.

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# FAQs for Costing of NIH-Funded Core Facilities

## General Information

Can one core support another?

Answer: Generally, no. The charges for one core can't directly subsidize the implementation or operations of another core.

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# FAQs for Costing of NIH-Funded Core Facilities

## General Information

How should institutional fiscal contributions to the operations of the core be managed and described in an application to NIH?

Answer: Amounts charged to NIH grants for core facilities need to be managed to ensure that over a reasonable period of time the amounts charged do not exceed the actual costs of the core facility.

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# FAQs for Costing of NIH-Funded Core Facilities

## Charges to NIH Supported Users

What are the considerations for determining appropriate charges?

Answer:

- a. The schedule of rates should be established using a documented method.
- b. Rates shall be reviewed, adjusted when necessary, take into consideration any operating deficit or surplus of the previous period.

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# FAQs for Costing of NIH-Funded Core Facilities

## Charges to NIH Supported Users

What are typical allowable costs for determining rates?

- a. Labor (Salary and Fringe)
- b. Operating supplies and materials
- c. Service Contracts for core equipment
- d. Depreciation on non-federally purchased equipment

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# FAQs for Costing of NIH-Funded Core Facilities

## Unallowable Costs

- \*Advertising
- \*Alcoholic beverages
- \*Bad Debt
- \*Contributions and Donations
- \*Entertainment expenses
- \*Fund Raising
- \*Public Relations

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# FAQs for Costing of NIH-Funded Core Facilities

## General Core Operating Principles

Ensure cost of providing service are allowable, allocable, consistently applied, and reasonable.

A core facility should not purposefully accumulate profit from its charges to internal users.

Monthly billing is expected of each core.

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# FAQs for Costing of NIH-Funded Core Facilities

## General Core Operating Principles

If a core director or other staff scientist is awarded a shared instrumentation grant, may the PI of that grant and other co-PIs be charged discounted user fees as a benefit of the award?

Answer: Applying a discount or credit to the user fees is not allowed.

# FAQs for Costing of NIH-Funded Core Facilities

## Accommodating Different Types of Rate Payers

Are there any circumstances when one federally-supported project may be charged a reduced or discounted rate compared to another?

Answer: Billing rate should not discriminate between federal and non-federal users, including internal institutional activities.

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# FAQs for Costing of NIH-Funded Core Facilities

## Accommodating Different Types of Rate Payers

If an investigator acquires an instrument on a project and this instrument is assigned to a core facility, can the investigator's usage be given preferential treatment?

Answer: Yes, as long as the treatment does not entail reducing rates and is clearly defined in operating policies and procedures for the core.

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# FAQs for Costing of NIH-Funded Core Facilities

## Non-institutional usage

Can a third-party, for example another biomedical research institution, educational institution, or commercial (for-profit) organization be charged at a different rate from the institutional rate?

Answer: Yes, NIH encourages the sharing of available research resources including core facilities at reasonable rates.

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# FAQs for Costing of NIH-Funded Core Facilities

## Non-institutional usage

How should an additional fee in excess of the cost of service generated by the third-party be treated?

Answer: Such recoveries in excess of full costs may need to be treated as program income if the costs of the core facility charged to external users are supported on any NIH grant and if other conditions pertinent to recognizing program income are applicable.

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# FAQs for Costing of NIH-Funded Core Facilities

## Equipment

If a PI receives an S10 award and installs the equipment in a core, can the PI or major users be charged discounted user fees as a benefit of the award?

Answer: No. There is no basis for such a discount or credit to be applied.

# Additional Information:

1. Overview of the terms and conditions for NIH Grant Awards are in the NIH Grants Policy Statement (10/12):

[http://grants.nih.gov/grants/policy/nihgps\\_2012/nihgps\\_ch3.htm#terms\\_conditions\\_overview](http://grants.nih.gov/grants/policy/nihgps_2012/nihgps_ch3.htm#terms_conditions_overview)

2. Cost Principles for Educational Institutions OMB Circular A-21 (2 CFR Part 220):

[http://www.whitehouse.gov/omb/circulars\\_a021\\_2004/](http://www.whitehouse.gov/omb/circulars_a021_2004/)

3. Cost Principles for Non-Profit Institutions OMB Circular A-122 (2 CFR Part 230):

[http://www.whitehouse.gov/omb/circulars\\_a122\\_2004](http://www.whitehouse.gov/omb/circulars_a122_2004)

