

**PROCEDURE FOR POLICY 7.17 – Establishment, Governance and Review of Institutional Core Research Facilities**

**A. Establishment**

A proposal to establish an Institutional Core Research Facility (ICRF) shall include the information required by Schedule A.

**B. Renewal**

A renewal application must be submitted to the Office of the Vice-President (Research) three months in advance of the end of the current term of the ICRF. To meet this deadline, ICRFs are advised to begin the review process at least six months prior to the end of the term. A proposal to renew an ICRF shall include the information required by Schedule B.

**C. Administrative Responsibilities**

The administrative responsibilities of an ICRF include, but are not limited to:

- a) Preparing an annual report. This report is submitted by the Director to the Advisory Board and details the status, progress and immediate plans of the ICRF. Following revision if required, the annual report should be shared with the Dean(s) and Associate Dean(s) Research from the affiliated Faculty(s) and the Vice-President (Research).
- b) Holding an annual meeting of the Advisory Board. This meeting will discuss the status, progress and immediate plans of the ICRF, with meeting notes recorded and included as an appendix in the annual report.
- c) Managing staff. The ICRF is expected to oversee and provide continuing training opportunities for staff that maintain the operational needs of the ICRF.
- d) Maintaining website. Each ICRF should maintain an up-to-date, University-branded website including services and pricing, contacts, and details of the research activities supported.

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- e) Performing education and outreach. Participate in educational activities, where appropriate, that benefit the University research community and broader community.
- f) Developing access model. ICRFs are expected to develop fair, equitable and transparent access models that balance the needs of their research communities. Pricing models are expected to incorporate sound budgeting and provide access to internal users at rates that reflect the subsidy provided by institutional support, with rates for external users reflecting the full cost of the services provided. ICRFs are also encouraged to develop guidelines that encourage users to pursue grants for shared equipment, which might include preferred access to that equipment or credits for services at the ICRF.

### **SCHEDULE A**

#### **1. Purpose and Function**

- a) Name of the proposed ICRF.
- b) Link to the website.
- c) List of equipment and/or services provided.
- d) Faculties/Departments/Schools or external institutions directly involved in operations (provide documentation indicating support for the ICRF proposal from each unit, as appropriate).
- e) Rationale and justification; potential for impact as it relates to research and, where applicable, teaching, training, and EDI; alignment with the University's strategic research priorities; and anticipated benefits such as financial savings through economies of scale and reduced duplication of services within the University.
- f) Primary objectives, anticipated outcomes, and Key Performance Indicators (KPI) that will be used to measure progress towards those objectives as appropriate for the scope and mandate of the proposed ICRF. Include current KPI benchmarks along with targets.

#### **2. Governance, Administration and Organizational Relationships**

- a) Name, affiliation and qualifications of the proposed Director or the plan to identify a Director.

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- b) Description and membership of the Advisory Board. Include proposed membership if the Advisory Board is not yet established.

### **3. Students and Training**

- a) Level and type of involvement of undergraduate students, graduate students and postdoctoral associates.
- b) Contribution to training and instructional programs.

### **4. Physical Requirements**

- a) Space requirements at Western: (i) at start-up; (ii) within five years.
- b) Space requirements at other institutions or locations as appropriate (provide documentation of any arrangements in place to secure such space).
- c) Requests for customized supports from university services such as library, security, computing, purchasing, accounting, human resources and payroll.

### **5. Staffing Requirements**

- a) Requirements for administrative, and/or technical personnel support from the University, including descriptions of the expected requirements from supporting units (e.g. Animal Care and Veterinary Services).
- b) Details of all proposed support staffing arrangements, as follows: For each support staff member, indicate: i) proposed source of budget (e.g. University, Faculty, ICRF); ii) role or duties.

### **6. Business Model and Sustainability**

- a) Provide a five-year budget plan. Summary of funding sources, including projected fee-for-service revenue and associated rate cards for internal and external users, in-kind support requested from Faculties/Schools/Departments, central administration of the University, or external sources. In the case of financial/in-kind support from external institutions, provide evidence that necessary agreements

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**SCHEDULE B**

**1. Purposes and Function**

- a) Name of the ICRF.
- b) Link to the website.
- c) List of equipment and/or services provided.
- d) Faculties/Departments/School or external institutions directly involved in operations (provide documentation indicating support for the ICRF renewal from each unit, as appropriate).
- e) Rationale and justification; potential for impact as it relates to research and, where applicable, teaching, training, and EDI; alignment with the University's strategic research priorities; and anticipated benefits such as financial savings through economies of scale and reduced duplication of services within the University.
- f) Primary objectives, anticipated outcomes, and Key Performance Indicators (KPI) that will be used to measure success.



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