Cores and External Users

Guidelines and Opportunities

December 11, 2019
External use of cores

Use of cores by non-Columbia affiliates is allowed – “External users”

Can allow for new collaborations, and ensure resources are used at capacity (i.e. help with core recoveries)

However, considerations must be made

- To protect university
- To ensure core facility receives payment
- To ensure internal users are not impacted
General workflow

1. Evaluate capacity
2. Develop external rate
3. Request W-9 form
4. Execute service agreement
5. Obtain Purchase Order

Can be performed ahead of time
Applicable to all external users
Specific to external customer
Capacity: Internal user priority

Cores are required to prioritize internal work

- The university is not a business
- External customers should be accommodated only if there is existing excess capacity available
- Many grants that fund cores also reiterate this requirement

Taking on too much external work can also affect budgeting, rate license

- If volume of external work varies widely, rates may be affected year-to-year
- May distort hiring, equipment purchasing decisions
External rate: RPIC license

- Cores must have an approved “External Rate” on their rate license to bill external customers
- External rate will generally be the full rate with the addition of 62% F&A costs
- This external rate can be charged to external academic and industry users
- Unless a contract has been executed, caution should be exercised when adding external revenue budget projections
Customized W-9 form

- Helps ensure payments from external customers are sent to correct address
- Otherwise checks may end up going to central offices
- Request takes 3-5 business days
- Complete, signed form can be sent to customer with quote for service

Instructions online: https://www.ps.columbia.edu/research/core-and-shared-facilities/non-columbia-users
Service agreements

Service agreements cover issues including

- Intellectual property rights
- Payment
- Termination policies
- Liability
- Warranties/guaranties of service
- Confidentiality/disclosure

Service agreements protect the third party, Columbia, and the core facility.
New service agreement workflow

Sponsored Projects Administration will handle all service agreements for VP&S core facilities

- If sign-off is required from CTV, the IRB, or IACUC, SPA will coordinate this process
- SPA will work directly with the third party to finalize the agreement
- An online submission system has been implemented to allow for better tracking of agreements
  - Submission: [https://cumc.co1.qualtrics.com/jfe/form/SV_d1i5OHcU4FbTa3r](https://cumc.co1.qualtrics.com/jfe/form/SV_d1i5OHcU4FbTa3r)
New service agreement workflow

Sponsored Projects Administration will handle all service agreements for VP&S core facilities

- Currently, agreements are made on a case-by-case basis
- Looking into the possibility of standardized agreements which can allow for faster execution
Service agreement timeframe

Initial draft sent from SPA in a few business days

Subsequent review time depends on:
• General responsiveness of the other party
• Negotiation of terms
• Waiting for IRB approval when needed
• Signature processing

Once a first agreement with an outside user has been made, any subsequent agreements with that entity tend to go much faster – often in 1-2 business days after receipt
Getting a Purchase Order

• Submit the quote and core’s W-9 for to the external customer and request a PO

• Check to ensure that the PO has the core facility’s billing address to ensure that checks make it to the appropriate office

• Invoice and collect payment after services are performed/milestones are achieved
General workflow

Evaluate capacity

Develop external rate

Request W-9 form

Execute service agreement

Obtain Purchase Order

Can be performed ahead of time
Applicable to all external users

Specific to external customer
Upcoming opportunities

LaunchLabs

Other industry collaborations becoming more common
Resources

Website:
https://ps.columbia.edu/research/core-facilities

Mailing list
Future discussion topics

January
Alexandria LaunchLabs

February
S10 Grants, User Survey Preview

March
Funds Flow Credit: Publication Tracking

April
Funds Flow Credit: Grant Descriptions, Standard Operating Procedures

May
Rate Licensing: Updates and General Walkthrough

June
Rate Licensing: Hands-on Workshop

Schedule on our website: https://www.ps.columbia.edu/research/core-and-shared-facilities/core-director-forums
Questions?

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