Service Center Licensing

A collaboration between the VP&S Office for Research, VP&S Finance, & RPIC

• Why us?

• FY23 Service Center License submission

• Unallowable Expenses

• Updating your license

• External rates
Why us?

How and why is the Office for Research involved?

• Work with departments to ensure a smooth process, especially those with new Core Directors and those submitting a license for the first time

• Help VP&S Finance and RPIC understand how requested resources are needed to perform the supported science

• Timely submissions and quick turnaround times, which will allow for more accurate project cost estimates and consistent billing
FY23 Service Center License Submission

• FY23 Service Center Licenses must be submitted by 8/29/2022, this is about a month earlier than last year.

• Licenses will need to be submitted via the link below
  VP&S Service Center License Submission

• If you have any questions about the FY23 Service Center License process, please go to the VP&S website (VP&S Service Recharge Centers) or reach out to us
Unallowable Expenses

• Every year we have licenses that are not initially approved for various reasons, with the most common being unallowable expenses on the service center’s chart string

• Service centers are only allowed to recover for specific costs according to NIH guidelines, please review your service center chart strings for the costs below and have them transferred off prior to submitting your license
  o Capital Equipment – Any equipment over $5,000
  o Finance Leases for capital equipment – Recover depreciation instead
  o Alcohol – Can not be charged to NIH grants
  o Entertainment – Same as alcohol
Update Your License

- The fiscal years in your license
  - Cells/Sheets should only be referring to FY22 and FY23

- Variable/Consumables costs
  - Inflation is currently greater than 8% and has been greater than 3% since March 2021, update your costs

- Equipment coming off of warranty/end of life or hiring new staff?
  - Will you have to be paying for a service contract?
  - Will you be replacing this equipment?
  - Have you budgeted a high enough salary?
  - Reach out to Capital Asset Management at david.denman@columbia.edu if you see something off or don’t see equipment that should be in your capital asset query
Update Your License

• Service volumes
  o Please include accurate FY21 and FY22 service volumes in your license, along with projected FY23 volume

• Cost allocation by service
  o This can be complex for some of our cores due to the volume of services required, but most cores should be trying to allocate costs as accurately as possible
  o Accurate cost allocation allows us to see where the strengths and weakness of core might be, we can not pinpoint loss accurately without it

• Loss narrative
  o If your core ends with a deficit in FY22, please have a narrative ready that explains why the loss occurred and what you’re going to be doing to address it
External Rates

- Cores must have an approved “External Rate” on their rate license to bill external customers
- External Industry rate will be the full service rate with the addition of 64.5% F&A costs in FY23
- Guidance for External Academic rates will be announced in the coming months, prior to licenses being due
- Unless a contract has been executed, caution should be exercised when adding external revenue budget projections
Next Steps

• Start preparing your FY23 service center license as soon as possible to see how new costs/projected service volumes are going to change your rates

• I will be available to meet with cores to discuss their service center licenses in July and August, please email me at jh3293@cumc.columbia.edu to schedule some time to do so

• If you have any questions before you start to prepare your FY23 license or about FY22 close, please do not hesitate to reach out to me
Updates
Research Resources Fair

- Vagelos Education Center, 3-7pm
- Talks in the Auditorium 3-4 pm:
  - Opening Remarks
  - Lightning Talks (5’)
  - Keynote
- Poster Session 4th floor 4-7pm

104 Haven Ave.
Columbia ID and Green Pass Are Required
Snapshot, Photo and Poster

• Snapshot and photo:
  • Please send to ps-officeforresearch@cumc.Columbia.edu (Subject line: 2022 Core Day Snapshot)
  • Used for digital abstract book and later on might be used for marketing to external users and update the core website

Please let us know if you have any new services

• Poster:
  • 3x4, vertical or horizontal.
  • Due May 31 or we won’t be able to print it for you
  • Email to ps-officeforresearch@cumc.columbia.edu (Subject line: 2022 Core Day Poster). If the file is too big let us know and we can use Sharepoint or similar

46. VP&S Office for Research

The VP&S Office for Research facilitates the highest caliber of biomedical research among the medical school’s faculty, students, and staff across departments, centers, and institutes and helps ease the administrative hurdles for the investigators.

Through these services, the Office for Research aims to support the VP&S scientific community:

Services: Supports proposal development, pre- & post-award administration, core facilities, specialized scientific projects, concierge service

View website

Contact us: ps-officeforresearch@cumc.columbia.edu

This is a sample abstract page.
The event website is at https://research.ps.columbia.edu/content/2022-research-resources-fair
Other updates:

- This was the last Director Forum, we will restart the series in the Fall ’22.
- We remain available for your questions and as every year there will be office hours to assist you with the rate licensing process.
- Conflict Resolution Workshop: You should have received a calendar invite for all the sessions. We will follow up in early September with the location (tentative location is the Vagelos Education Center) and any other details.
- We will continue working on resources to facilitate publications tracking, grant applications, iLab utilization and other aspects of core management. As always, if you have any suggestions or ideas we are happy to hear it.

Let us know if there is any specific topic you would like to discuss during next year Director Forum!
VP&S Office for Research

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