

**FACULTY OF MEDICINE & DENTISTRY
Guidelines for Establishing a Core Research Facility**

Original Approval Date: February 13, 2023

Most Recent Approval Date: February 13, 2023

Most Recent Editorial Date: February 13, 2023

Office of Accountability:	Vice Dean, Research - Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	Vice Dean, Research - Faculty of Medicine & Dentistry
Approver:	Dean Executive Committee - Faculty of Medicine & Dentistry
Scope:	Terms of Reference

1. Purpose

Core Research Facilities are centralized research facilities providing fee-based access to instrumentation, technology and/or services. These facilities allow researchers access to essential scientific infrastructure at a reasonable cost. Benefits of using core facilities also include expert consultation, technical assistance, training and education from dedicated staff, enhancement of scientific collaboration, and promotion of higher-level experimentation. The Faculty of Medicine & Dentistry (FoMD) has acquired research infrastructure and expertise that can potentially be organized into core research facilities. In order to maximize research funding and infrastructure, and to improve transparency, FoMD will coordinate all core facilities within the Faculty. These guidelines outline the requirements for establishing a new core research facility in FoMD.

2. Guidelines

- 2.1 The proposal to establish a core research facility must define the need for the infrastructure and/or services by multiple researchers, and demonstrate minimal duplication with other facilities in FoMD and the University of Alberta. The scientific and business management structure (including user committee composition) and financial plan (including revenue sources and expenditures) must also be identified. Proposed user fees, including the rationale for these fees (e.g. operational costs) and any differential fees, should also be included.
- 2.2 The [Faculty of Medicine & Dentistry Template for Proposals to Establish a New Core Research Facility](#) should be used. Proposers are encouraged to consult with the Vice Deans of Research and the Manager of Core Research Facilities prior to drafting a proposal. Completed proposals are to be submitted to the FoMD Office of Research (vdadmin@ualberta.ca). Proposals will be assessed by the Faculty Research Committee which will advise the Vice Deans of Research. Successful proposals will be forwarded to the Dean Executive Committee for final approvals.
- 2.3 Approved core research facilities will be expected to provide annual reporting to the FoMD Office of Research.

3. References

This document was adapted from the following:

Carter JR, Delahanty DL, Strasser JE, Knoedler AJ, Wilson G, Davis RK, Engel D. (2019) Operational and Fiscal Management of Core Facilities: A Survey of Chief Research Officers. Journal of Research Administration. L(3). <https://www.srainternational.org/blogs/srai-jra1/2019/12/09/operational-fiscal-management-of-core-facilities>.

Faculty of Medicine & Dentistry 2010 Task Force Report on Core Facilities. July 2, 2010.

Hockberger P, Weiss J, Rosen A, Ott A. (2018) Building a Sustainable Portfolio of Core Facilities: A Case Study. Journal of Biomolecular Techniques. 29:79-92.

McGill University. Guidelines for the Development, Operation and Management of Shared Research Resource Facilities (v22112017). https://www.mcgill.ca/medresearch/files/medresearch/guidelines_for_srrfs_v22112017.pdf. Accessed April 20, 2020.

University of Alberta Academic Centres and Institutes Establishment Procedure. <https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Academic-Centres-and-Institutes-Establishment-Procedure.pdf>. Accessed April 20, 2020.