Guidelines and Procedures for Operating an Institutional Advanced Technology Core (ATC)

1. Operate under NIH guidelines for Cores

2. Operate under additional governance and guidelines for Institutional Advanced Technology Cores (ATC) at BCM.

3. The ATC is an organizational unit in the office of research (OOR) under the leadership of a scientific Executive Director and the Senior Vice President and Dean of Research. The College provides administrative support for Core operations including an administrative team for financial accounting, budgeting and management of service center accounts, marketing, and support of a LIM system (iLabs) for business operations of Cores.

4. Directors and Co-directors of ATCs are members of a standing Core Directors Committee chaired by the ATC Executive Director. The committee has regularly scheduled meetings bi-monthly for planning and organization.

5. Charge back service center accounts, HR for research staff and operating budgets are managed by the ATC administrative team.

6. ATC Cores operate under a common LIM software system (iLabs). Implementation and annual maintenance of the LIM system is funded by the ATC and the College.

7. ATC Cores are expected to participate in marketing and education venues that are organized and supported by the ATC administration including the ATC Web-Site, ATC newsletters, annual flyers and catalog, educational workshops and a monthly seminar series hosted by ATC.

8. ATC Core services are available to all BCM faculty with a single charge back rate established by ATC administration. Exceptions are subsidized rates for members of Center grants and CPRIT Core Facility Support Awards that provide direct support of Core operations.

9. ATC Cores undergo an annual reporting, review and evaluation process that includes:
    *   Annual written progress report on users, financials and scientific impact
    *   User performance/satisfaction survey
    *   Presentation of the annual report and progress to the ATC Faculty Oversight/Evaluation Committee
    *   Follow-up recommendations by the Oversight/Evaluation Committee and Executive Director to SR VP of Research. Recommendations can include approval without changes, approval with minor changes, probation with significant changes, or sun setting and closure.

10. Annual budget requests to the College for Core operations, seed requests to expand services and capital for equipment or space renovations are made centrally through the ATC based upon recommendations from the annual review process.