

### **Procedures for Starting a New Institutional Advanced Technology Core (ATC)**

1. Identify a qualified faculty level Academic Director and/or Core Technical Director.
  - Academic Directors are typically a tenured track faculty who will provide overall guidance and responsibility for Core, and dedicate a minimum of 10% effort with maximum of 20%.
  - Technical director (or lab manager) is either a non-tenured track faculty or high level research technician who will dedicate the majority of their time to running the day-to-day operations of the Core.
2. Identify existing space and equipment available to be dedicated to the Core.
3. Define technologies and procedures to be provided as Core services.
4. Provide documentation that proposed services are not a duplication of existing Cores. If there are duplications or overlaps, then justification must be provided.
5. Complete a survey of all BCM faculty to document the potential need for the proposed Core.
  - The ATC administration will help with conducting the survey.
  - Potential users should be across a broad range of faculty in different departments.
6. Submit a written proposal and budget request for new Cores to the Executive Director of the ATC using a template provided that encompasses the points above.
7. The proposal and results of the survey will be submitted to the ATC Faculty Oversight Committee for evaluation at the time of the annual review of Cores. The deadline for submission is typically the end of January.
  - The Director of the proposed Core will be asked to make an oral power point presentation to the Oversight Committee at its annual review meeting. This is typically at the end of February.
8. Final approval of a proposed new Core will be made by the ATC Executive Director and SR VP of Research with the explicit understanding that the Core will operate by NIH guidelines as well as the guidelines and governance established for Institutional Advanced Technology Cores at BCM.

9. Work with the ATC Administrator to perform a cost analysis for charge back rates and submission of a separate application to the College for a business plan and a service center (charge back) account.
10. Approved cores will be provided with essential seed support for one year as “emerging or pilot” cores.
  - After one year, new cores will be required to submit an annual progress report and will be evaluated by the ATC Oversight Committee for their user base and demonstrated ability to operate as a fee-for-service. Further decisions will be made at that time for whether or not to continue support.

To obtain application forms for new Cores contact the ATC administrator: [ATCadmin@bcm.edu](mailto:ATCadmin@bcm.edu)