**APPLICATION FOR THE DESIGNATION AS**

**CAMPUS RESEARCH CORE FACILITY**

|  |  |
| --- | --- |
| **Name of the Facility** |  |
| **Name of Faculty Director** |  |
| **Primary contact phone number** | (530) xxx-xxxx |
| **Email address** |  |
| **URL** |  |
| **Date of submission** |  |

**A) Mission & Vision**

*Describe briefly the mission and vision of the resource facility and why it should be considered as a CRCF with strategic impact on the scientific mission of UC Davis. Please provide justification on the basis of scientific impact and strategic considerations for UC Davis. Explain how your facility contributes to scientific advances and discoveries.*

**B) User Base**

*Describe the user base of the resource facility over the past 3 years, considering specifically the number of users on and off campus and their affiliations. Provide a summary table with number of PIs, number of trainees (students, post-docs, etc.), number of UC Davis departments and schools, and current number of external non UC Davis users served. In an appendix include a user list (students, postdocs & staff scientists) together with the corresponding PI, department and college. Please use the template table provided for this purpose.*

**Summary Table representing 2013-15 User Base**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2013 | 2014 | 2015 |
| Total Number of Users (incl. students, postdocs, …) |  |  |  |
| Number of PIs [Research Groups] |  |  |  |
| Number of UC Davis departments |  |  |  |
| Number of UC Davis colleges/schools |  |  |  |
| Number of external users |  |  |  |
| from academic institutions & national laboratories |  |  |  |
| from industry |  |  |  |

**C) Services & equipment**

*Include a list of all accessible equipment and services available in the facility, and summarize the usage records over the past 3 years (used time, available capacity, downtime). If applicable, provide information how equipment maintenance is carried out (vendor service contract or time & materials as needed, facility personnel, etc.).*

**D) Staffing**

*Include a list of all facility staff and their sources of support, including all technical, non-technical staff, students, and facility directors. In addition, please identify the members of the faculty advisory board, group or committee and how frequently it meets.*

**E) Management Plan**

*Describe the management plan for the facility that outlines the responsibilities of all staff. This section must also explain the decision making process in the facility with regards to hiring, equipment acquisition, and sun-setting of services.*

**F) Financial Plan**

*Provide a detailed financial plan for the entire facility including all financial expenses and all funding sources over the past 3 years along with a budget projection for the current fiscal year. Include all sources of subsidy including grants, department, school or OR support. The financial plan must include the financial aspirations towards reduction of institutional financial support and strategies to achieve potential financial sustainability within reasonable time intervals. Please use the XLS document provided in the application package and attach to your submission. Use table automatically generated on the F&U SUMMARY tab and copy/paste it into this section (see example below)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **FY 2013-14** | **FY 2014-15** | **FY 2015-16** | **Projection FY 2016-17** |
|  |  |  |  |  |
| **SOURCES OF FUNDS** |  |  |  |  |
| Carry Forward | ($89,000) | $6,812 | $113,973 | $138,875 |
| FY Sources of Funds | $870,000 | $900,000 | $829,000 | $750,000 |
|  |  |  |  |  |
| Cumulative Sources of Funds | $781,000 | $906,812 | $942,973 | $888,875 |
| FY Total funds from user fees | $550,000 | $580,000 | $609,000 | $550,000 |
| FY % of funds from user fees | 63% | 64% | 73% | 73% |
|  |  |  |  |  |
| FY Operating Expense | $774,188 | $792,839 | $804,098 | $751,502 |
|  |  |  |  |  |
| FY Operating Surplus/(Loss) | $95,812 | $107,161 | $24,902 | ($1,502) |
| *FY Surplus/deficit to Op Exp Ratio* | *12.38%* | *13.52%* | *3.10%* | *(0.20%)* |
|  |  |  |  |  |
| Cumulative Operating Surplus/(Loss) | $6,812 | $113,973 | $138,875 | $137,373 |
| *Cumulative Surplus/deficit to Op Exp Ratio* | *1%* | *14%* | *17%* | *18%* |

**G) Strategic Planning**

*What will be the strategic goals for your facility as a Campus Research Core Facility within the next 5 years? Please address specifically the following subjects:*

1. *Explain why your goals are critical for the research mission of UC Davis, and provide a justification why the goals could not be achieved without the designation as CRCF.*
2. *What actions, such as changes in staffing, equipment acquisition and replacement, new services to be implemented, do you anticipate within the foreseeable future?*
3. *What financial challenges do you foresee in the immediate future (next 12 month) and beyond?*

*Note: all facilities accepted to the program will be asked to formulate a 5-year strategic plan.*

**H) Appendix**

Please attach the completed XLS spreadsheet to include information on

* Facility User base (past 3 years)
* Funding & Uses FY2013-14
* Funding & Uses FY2014-15
* Funding & Uses FY2015-16
* Funding & Uses Projections FY2016-17