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 (vdradmin@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:


