Fiscal Year End Reminders
- 9/10/2015, 4:45 PM, CST is the FY2015 Billing Deadline
- Journals must be created in NUCore before this deadline
- Must change the Journal header date to 8/31/15 to post in FY15
- Orders and reservations must be “Complete” as of 8/31/15
- Orders still sitting in “New/In Process” that should be billed in FY15 should be cancelled and then re-entered with a date of 8/31/15 and a status of “Complete”

FY2016 Cost Study Approval
- If you have not completed your cost study, please contact Sophia Gabay ASAP (s-gabay@northwestern.edu)
- You cannot charge for any FY16 activity until your cost study is approved

FY2016 NUCore Price Policies
- After your cost study is approved, you must update your facility’s Price Policies for all Instruments, Services, and Items
- If you are updating the price policy now, back date it to 9/1/2015 – 8/31/2016 so that it covers the full fiscal year
- If some orders went to the Problem Queue because a Price Policy was not in place:
  - Enter the new Price Policies
  - Go to the Problem Queue, and click “Assign Price Policies”; this will fix all problem orders missing pricing

Space Survey – See attached Space Service Activity Code Guide
- May be coordinated by your Center or Department
- General information for completing the survey by a Core Facility:
  - Complete activity coding based on % of revenue in each category
  - Sponsored Research: Fund 610 – 650, any charges to cost share on sponsored projects
  - Non-sponsored Revenue: Departmental Research
  - External Revenue: Other Institutional Activity
- If you have any questions, contact Kevin Grzyb, k-grzyb@northwestern.edu or Jay Decker, j-decker@northwestern.edu
- The check box for the recharge center is for populating space user, not
for the activity coding

• **Equipment Depreciation Transfers**
  - Use a Journal Upload Spreadsheet
  - Back date FY2015 transfers to 8/31/15
  - NEW ACCOUNT CODE: 78782 – Recharge Cost Recovery
  - Two lines for every piece of equipment (Debit/Credit)
  - Include the tag number in description field
  - If equipment is not currently tagged, contact Michael Youakim, m-youakim@northwestern.edu
  - If equipment is recorded in Capital Equipment database, but the tag is not issued at the time of depreciation, state that the tag # is TBD

• **Credit Card Payment Update**
  - Looking to launch this quarter!
  - Rough Outline of Process
    - Core will send a statement to a user through NUCore
    - There will be option to pay with credit card
    - After payment, core will claim the money with a CRT
  - Flat % rate fee for all users, all card types, all $ amounts

➤ "Mid-Tier" IT Support: Lab IT Support Core by Jackie Milhans, NUIT Research Computing, milhans@northwestern.edu - See attached PowerPoint presentation

• The fiber optics backbone is being upgraded
  - Driven by center and core needs

• The NSF-Funded CI (Cyber-infrastructure) Engineer from Research Computing will be examining those already connected to the Fiber Optics backbone to identify issues and improve efficiency

• The Research Lab Engineer will be the one coming to labs to help set up and interface acquisition systems with back-end data solutions, and they will help implement best practices at the CI Engineer’s findings

• OLD / Fragile computers will be serviced

• Possible to put agreements in place for regular maintenance and checkups

• Fee for Service, subsidized by OR, but managed through NUIT
  - Targeted subsidized rate $70/hour

• Contracts can be drafted - require a minimum purchase of 80 service hrs.

• Physically based in Research Computing – Mudd Library
• NUIT is hoping to fill the position by 12/1/2015

➤ **Kellogg Course "Leadership in Core Facilities" Winning Project Presentation**
Gajendra Shekhawat (NUANCE-SPID): *Expanding the External Customer Base* - *See attached PowerPoint presentation*

➤ **Announcements**

• **Software Core**
  o Labview Site License – announced in the next week
    ▪ User will purchase a seat using IBuyNU
    ▪ $100 per seat
    ▪ Students can purchase a $10 student license; mechanism will be worked out
  o Site License paid to National Instruments directly
    ▪ Need a mechanism to collect fees and track buyers
    ▪ SHI will collect money and then send us check
    ▪ If you have ideas for other software that is useful to the research community, let Jeff/Phil know

• **MWACD/ABRF Upcoming Meetings**
  o Consider events you’d like to attend, build into your facility recharge rate
  o MWACD in October in Kansas City; ABRF in Spring in Florida
  o Industry Meetings – exposing corporations to Core’s services – should talk to Phil

• **Michael Rosen**
  o Bridges international companies with space/resources at Illinois Science and Technology Park (Skokie). Even if the company is not interested in ISTP, they may still be interested in using Core Facilities at NU.
  o If you’re not taking in enough users and capacity allows it, talk to Phil about partnering with a recruiter like Michael Rosen.
  o Suggestion from the audience: invite Michael Rosen to the next BB meeting