CFA Brown Bag

March 3, 2021
Agenda

- VPR Address
- Announcement
- Annual Reports
- Core Support for External Audits
Announcements

Where to find information

Questions on status?


- Chicago
- Evanston
Announcements

 Visitors

 - Follow state, municipal and NU policies
 - Minimize visits to instances where onsite presence is required to complete work
 - Maintenance/Installation of equipment are currently approved activities
 - Requests to allow onsite visitors are processed by the Office for Risk Management (https://www.northwestern.edu/coronavirus-covid-19-updates/university-status/expectations/visitors/visitors-requirements.html)
  - Vendors providing services must be listed on the Approved Contractor List (https://www.northwestern.edu/risk/environmental-health-safety/facility-safety/approved-contractors-list.html)
  - All visitors must the online visitor request form at https://www.northwestern.edu/risk/services/visitors.html
    - Core staff can complete on behalf of the visitor
    - Allow at least 48 hours for review
    - Choose date range that realistically covers dates visitor will be onsite to avoid repeat requests
Announcements

- Box Retirement
  - Details at [https://www.it.northwestern.edu/about/it-projects/box-transition/index.html](https://www.it.northwestern.edu/about/it-projects/box-transition/index.html)

<table>
<thead>
<tr>
<th>Phase</th>
<th>Target Date</th>
<th>Status</th>
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<tbody>
<tr>
<td>Discovery</td>
<td>June—August 2021</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Building</td>
<td>September 2020—February 2021</td>
<td>In progress</td>
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<tr>
<td>Pilot</td>
<td>March—August 2021</td>
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<tr>
<td>Deployment</td>
<td>October 2021—March 2022</td>
<td></td>
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<tr>
<td>Completion</td>
<td>April—August 2022</td>
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Secure Computing

Services that provide a secure computing environment for end users.

Service Offerings

Endpoint Security Software

Northwestern has licensed the CrowdStrike Falcon software application for protecting managed endpoints against viruses, malware, and ransomware. This solution is an integral component of endpoint security, which utilizes artificial intelligence and a lightweight agent, providing visibility into the entire threat lifecycle and allowing IT and security professionals to act quickly and effectively to critical security events on Windows, Mac, and Linux devices.

LEARN MORE

Client Antivirus Software

Symantec Endpoint Protection is currently Northwestern's licensed software application for protecting your computer against viruses and other malware. It is critical that every Northwestern student, faculty, and staff member install antivirus software, update virus definitions, and run virus scans daily. Other recommended antivirus programs include: Microsoft Defender (formerly Windows Defender), Sophos, and Avast.

LEARN MORE
Submit requests through **SmartSheets**

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**NIH SIG and HEI Funding Opportunity**

March 1, 2021

- **SIG S10 OFFICIAL SITE**
  - NIH Shared Instrumentation Grant Program (SIG) (S10)

- **HEI S10 OFFICIAL SITE**
  - NIH High-End Instrumentation Grant Program (HEI) (S10)

**DEADLINES**

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<tr>
<th>Internal Letters of Intent Due from PIs</th>
<th>March 12, 2021</th>
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<tr>
<td>Internal Approval Notifications Sent to PIs</td>
<td>April 2, 2021</td>
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<tr>
<td>NIH Deadline (Full Proposal)</td>
<td>June 1, 2021 (5:00 PM Local Time)</td>
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**INTERNAL LETTERS OF SUPPORT TEMPLATES**

**S10 LOI SUBMISSION FORM**
UBI

Completion of UBI templates saves cores
- For FY 19 ~$6M income reduced to ~$1.5M in taxable expenses
- Must maintain documentation of receipts and cost basis must be auditable!
  - If NUcore matches Nufinancial for receipt dates and cost study information matches NUcore, a strong audit trail exists
  - Make sure CRT’s are reconciled in NUcore in same FY as received in NUFinancials (preferably same date)
  - Limited corrections can be made in NUcore by un-reconciling and re-reconciling with correct date

Will be turning data over to Tax a Regulatory Services on 3/19/2021
- If NUFinancial exceeds documented revenue in UBI sheet, a line will be added with the difference and assumption is that receipts will be taxed at highest UBI rate
Signature Routing

For Core Users

1. Northwestern University has a history of cooperation with external clients including for-profit and nonprofit organizations. Cooperation is encouraged because it produces mutual benefits as well as benefits to society. This cooperation includes use of NU's core facilities at appropriate external rates. If you are interested in using the instruments or services of a core facility, please contact the director or manager of the facility to inquire about availability. We strive to implement best practices when working with external researchers.

2. Northwestern University, University of Chicago and the University of Illinois at Chicago are members of the Chicago Biomedical Consortium (CBC). These universities are partners in the Open Access Initiative that allows researchers at each university to use each other's core facilities seamlessly. For information about specific instruments and services, please contact the manager of the core facility you wish to use. If you have administrative questions about how this works, please contact the Core Facilities Director at CoreFacilities-Director@northwestern.edu or the counterpart at your university.

3. Directors and managers of Northwestern’s core facilities who are considering accepting work from an external customer should read the document Processing a Service Request for an External Customer BEFORE agreeing to the work. These questions address issues related to external rates, research safety, risk management, material transfer, intellectual property, nationality and purchase orders. Please see this workflow chart to help guide external customer decisions. [NOTE: If external customers wish to visit your facility to perform work, they MUST demonstrate insurability by completing the “Volunteers and Visitors Lab Use Agreement” below.]

4. Below are examples of pre-approved “service” agreements (not research) for external customers that may be appropriate for core facilities:

a. Laboratory Service Agreement™: expected review is available for Agreements totaling $25,000 or less. Agreements MUST be signed by the requesting entity prior to submission to the Office for Research for approval.

b. Volunteer and Visitor Lab Agreement™: for more information about Northwestern’s policies regarding risk management, please visit the Office of Risk Management website.

c. Uniform Biological Material Transfer Agreement™:

Research or Reagent Form – please visit the INVQ website.

Confidential Disclosure Agreement™: for more information about disclosure agreements, please visit the NUT website

Memorandum of Understanding™: For examples of “research” agreements, please visit the INVQ website.

The above referenced agreements can be submitted for signatures by completing the intake form via the Office of the Vice President for Research Intake Portal for Non Proposal Signature Requests. [NOTE: the intake portal is for internal use only. Signature request submissions are restricted to Core representatives that have reviewed said documents.]

https://facilities.research.northwestern.edu/core-users/
Lab IT Core

- Jenni Hartman accepted another position within ORIT
- Many cores accessing services through their Departments
- Will transition Core IT over next few months
  - Hardware repair will continue to be supported on a best effort basis though SBF. Initiate requests through labitconsult@northwestern.edu
  - ORIT will assume an additional role supporting firewall, data lifecycle, and remote access over the next few months for URIC cores.
    - Details being finalized
    - Materials will be made available to other IT Departments
Introducing the NSF-ATE InnovATEBIO National Biotechnology Education Center

<< Return to Presentations

View Presentations from: ABRF 2020 Empowering Team Science

Presenter Affiliation[s]:
Digital World Biology

Presentation:
Community colleges play a vital role in preparing the highly skilled technical workforce needed to support the biotechnology industry. Community colleges offer students hands-on practical experience, certificates, and technical degrees. Students include high-school graduates, individuals changing careers, college graduates, and even PhD holders. As these colleges support the many facets of the biotechnology industry, their laboratories are equipped to teach modern techniques, including DNA sequencing, mass spectrometry, microscopy, chromatography, immunoassays, and bioinformatics. Many programs are also developing education skill standards and curriculum to support the latest biotechnology manufacturing that includes CRISPR-based gene therapies, CAR-T, immunotherapeutics, and patient derived tissues. Some programs have established contract service organizations and business incubators to catalyze regional economic development and provide internships for students entering the workforce. These college-run organizations share many similarities with ABRF core facilities.

Over the last 20+ years, community college biotechnology programs have come together to share experiences and learning through the Bio-Link network. Bio-Link was funded by the NSF-ATE (National Science Foundation Advanced Technological Education) program until the fall of 2016. In the fall of 2019, InnovATEBIO, a new national center for biotechnology education, was initiated through a five-year NSF-ATE award. InnovATEBIO will build on the Bio-Link foundation to further advance connections between high schools, community colleges, and the biotechnology industry to increase the number of highly trained biotechnology technicians in the United States. InnovATEBIO will support activities designed to increase authentic research and work-based experiences, and seeks to develop collaborations with ABRF members supporting course development and to partner on projects that could be funded by NSF or others.

Current and Upcoming Events

- **ABRF 2021**
  - Supporting Interdisciplinary Science:
  - Sun, Mar 7 2021 to Thu, Mar 11 2021

- **Using open data to do research at home:**
  - Mon, Mar 8 2021 to Wed, Mar 10 2021

- **Moving Up! Strategies for Preparing for your Next ATE Project Proposal:**
  - Thu, Mar 11 2021

View all upcoming events

View past events

Database Reports

- Articulation agreements
Leadership and Management in Core Facilities

How to meet the unique challenges of operating in a university setting

Running a core facility successfully requires both a strong set of business management skills and deep insights into the nuances of leadership in a university setting. This four-day executive learning experience focuses specifically on helping you enhance your business and management skills and develop the leadership capacity to run your operation more effectively.

In this hands-on program, you'll expand your knowledge and learn new approaches to leadership as you practice applying them to a challenge in your own organization. You'll develop a team orientation that will enable you to engage your teams more effectively. You'll leave this program with a deep understanding of your individual strengths and how to leverage them to meet difficult challenges and seize new opportunities.

This program is offered in a live virtual format. Our live virtual programs are built to deliver a rich experience that's comparable to our in-person programs. You will have the opportunity to engage with our faculty and your peers in live discussions and lecture sessions. You will come away with the tools to navigate and succeed in the new business landscape.

### Who Should Attend

### Key Benefits

### Program Content

### Faculty

### Accommodations, Fees & Policies

### What Participants Say

<table>
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<tr>
<th>2020 Session</th>
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<tbody>
<tr>
<td><strong>June 14-17, 2021</strong></td>
<td>$4,500</td>
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<tr>
<td><strong>START:</strong> June 14 at 8:30 AM</td>
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<tr>
<td><strong>END:</strong> June 17 at 5:00 PM</td>
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<tr>
<td><strong>Live Virtual Program</strong></td>
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User Survey Results

- Jeffrey Weiss Presentation
  Note: documents referenced in this segment cannot be shared.
Annual Report Update

- Narrative Instructions
  - Last year’s instructions still posted
  - Next year’s will be posted by April 1st

- Will be reducing reporting requirements where possible
  - Focus on changes and highlights over exhaustive lists

- Transition year for CFA sections of report
  - Increased emphasis on strategic planning
  - CFA needs to understand planned personnel changes, equipment proposals, acquisition, renovations …
    - Cover in Advisory Committee meetings
  - Aggregating data historically provided by cores
    - Will require cleanup this year (summer)