

# Ohio State University Neuroscience Center Core

## Shared Staff and Equipment Policy

### *Purpose of this policy*

Some core staff devote less than 100% FTE to their core efforts, with the balance of their effort spent on projects in the laboratory of the core Director or another PI. In addition, some cores benefit from equipment on loan from the core Director or another PI. This document explains the principles that will guide what core services the Directors or PIs in this position will be charged for. The purpose of these principles is to delineate clearly who is paying for the core and non-Core effort of the Core staff and what activities are considered Core-related and non-Core related.

### *Guiding principles*

- Core staff will track and record all of their time devoted to Core and non-Core activities and submit these records to the Core Admin Associate monthly
- The tracking process will be transparent and reviewed periodically by the Core Steering Committee
- Core staff activities on Core and non-Core related tasks will not be expected to align precisely with %FTE assigned to those tasks on a weekly basis, but should align on average from month to month
- Directors or other PIs that pay for a portion of a core staff member's effort will not be charged for those non-Core activities
- Directors or other PIs that pay for a portion of a Core staff member's effort will pay the same user fees for Core services as other Core users, and will have the same access priority
- Each Core will establish a list of equipment that is on loan to the Core
- PIs will not be charged for the use of equipment that they have loaned to the Core if that equipment is used by non-Core staff or by Core staff for non-Core tasks. If that equipment is used in conjunction with other core equipment (e.g. a camera owned by a PI that is loaned to the core and installed on a core microscope) then a discounted fee may be charged, subject to approval by the Steering Committee.
- These principles will be reviewed periodically by the Steering Committee and may be adjusted at their discretion

*Revised June 5, 2018*