

Appendix B

Core Facility Request Form

----- Complete Items Below -----	
Date of Request	
Core Facility Name	
Service(s) Provided (List services or provide attachment)	☐ Attached
Core Facility Director Name / Email	
Sponsoring Department/Unit/School	
Requested Start Date	Click here to enter a date.
Proposed Fee/Rate(s)	Internal Rate(s): External Academic Rate(s): Industrial Rates:
Other (if applicable)	

Signatures

Core Facility Director

I agree to monitor the activities of the Core Facility to ensure that the services provided are as described on this request form and that expenses charged to this Core Facility directly benefit its activities.

Core Facility Director

Date

Administration Approvals

It is agreed that the establishment of this Core Facility is critical and that the Department/Unit, School & Administration will provide the necessary administrative and financial support needed to maintain this Core Facility and to cover any deficits on this account on a fiscal basis as stated in this request and supporting documentation.

Chief Research Officer for Office of Research & Innovation

Date

Provost/Vice Chancellor for Academic Affairs

Date

Chief Financial Officer for Budget & Finance

Date