**Research Core Facility Review Processes**

**Overview:**

Research Core Facilities (RCFs) are OVPRI-affiliated facilities that provide shared access to research instrumentation and services to the broader research community. The primary purpose of RCFs is to support and advance the research and training missions of the university’s researchers. RCFs should promote research excellence and be viewed as strategic assets that catalyze faculty and student research. Conducting regular reviews of RCFs is vital to the health of the system and helps ensure faculty research interests are being met.

**Purpose of Review Processes**:

* To ensure that RCFs are well-positioned to address future research needs of faculty, students, researchers, external collaborators and industrial partners, as well as their own pursuit of long-term success and sustainability.
* To provide criteria for expectations for continued support by OVPRI.
* To provide an opportunity for Faculty, RCF users, and OVPRI to formalize a plan to revitalize RCFs that may need attention or have specific challenges that need to be addressed.
* To provide an objective, transparent process for review, revitalization, merger and/or sunsetting of RCFs.

**Review Processes:**

1. The first review process is Evaluation. Specific criteria will trigger a review.
   1. Criteria for RCF Evaluation (any of the following):
      1. Unexpected departure of RCF director/manager (D/M) or difficulty filling D/M role
      2. Two consecutive years of negative balances (while not in RCF evaluation/startup)
      3. FAC or RCF Director/Manager request
      4. Drop (projected or actual) in revenue of more than 33% in one year
   2. When criteria are met, RCFs will develop requested documentation working with a VPRI-designated point of contact to review and revise until it is agreed that the document is ready for VPRI review. In the event that an RCF D/M departure triggered the review, an interim will be named by the VPRI, and the interim will assist in this effort
   3. Documentation: *Revitalization Plan*. Describe plans to revitalize the RCF to re-establish sustainability. This can include staffing, costing, services, merger with another RCF, or other points relevant to the RCF. Highlight the continuing need and value of the RCF for the research community, including the user base, grant funding dependent on the RCF, products (papers, etc) derived from the RCF, and other pertinent data.
      1. Describe multiple mitigation strategies or backup plans that include specific measurable goals with the expectation of a 2-year path toward successful reconditioning of RCF business.
      2. Specifically detail any issues with costs/revenue/services/user-base/staffing.
      3. If requested, discuss how the current OVPRI subsidy model is insufficient to support the RCF. There must be significant data to support the assertion, and this argument alone is not a sufficient strategy for revitalization planning.
   4. Documents should be submitted to the VPRI (vpri@uoregon.edu), who will nominate reviewers and seek input and recommendations. Criteria for review will be:
      1. Need and value for UO Faculty and the university at large
      2. Strength of requested documentation
      3. Costs/Budget
   5. The VPRI will consider all input and make a final decision.
2. The second review process will typically occur 2 years after the Evaluation process above to determine whether revitalization steps have been successful in re-establishing the RCF. If those goals have been met, the RCF will continue on its new successful trajectory. Otherwise, RCFs will go through Transition Planning.
   1. Criteria for Transition Planning (any of the following):
      1. Unmet goals from a prior evaluation/revitalization process
      2. Consensus FAC/users request
      3. An inability to agree on a revitalization strategy during Evaluation process
   2. When RCF Transition Planning criteria are met, RCFs will develop requested documentation working with a VPRI-designated point of contact to review and revise until it is agreed that the document is ready for VPRI review.
   3. Documentation. *Transition Plan*. It is expected that one of these three options will be included: Merger, Reclassification, and/or Sunsetting. Describe the plan to transition the RCF to a different structure. What will remaining users do? How will RCF resources (human or equipment) be allocated? Does it make sense for the facility to live within another unit (e.g., an RCF, Institute, or Department)?
      1. Describe any financial or space commitments requested of OVPRI
      2. There is an expectation that this will be a 2-year process; provide significant rationale for any requested deviation from this
   4. Documents should be submitted to the VPRI (vpri@uoregon.edu), who will nominate reviewers and seek input and recommendations. Criteria for review will be:
      1. Need and value for UO Faculty and the university at large
      2. Strength of requested documentation
      3. Costs/Budget
   5. The VPRI will consider all input and make a final decision.