



# UCSF Research Resource Program

## Enabling Technology Centers (cores)

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### ETC Guideline Document: How to accept work from external customers

Note: This document applies only to established core facility services provided to external clients. Clients from UCSF affiliates (Gladstone, HHMI, VAMC, SFGH) are treated as INTERNAL clients – no contract is necessary.

**Question 1:** Have you performed a cost study for services or instrument usage and obtained approved rates from the Recharge Operations of the Office of Budget & Resource Management? [Note: external rates should be at least the internal base rate calculated without any subsidies (total direct costs) plus 26% additional overhead. Higher rates are possible if the local commercial market rate for the same services is higher. See section III.4. at <http://policies.ucsf.edu/250/25011.htm>]

- Yes - continue to question 2.
- No or I Don't Know –please contact the [Research Resource Program](#) or [Recharge Operations of the Office of Budget & Resource Management](#) for assistance to complete this task.

**Question 2:** Will the work involve non-UCSF personnel working in your UCSF facility?

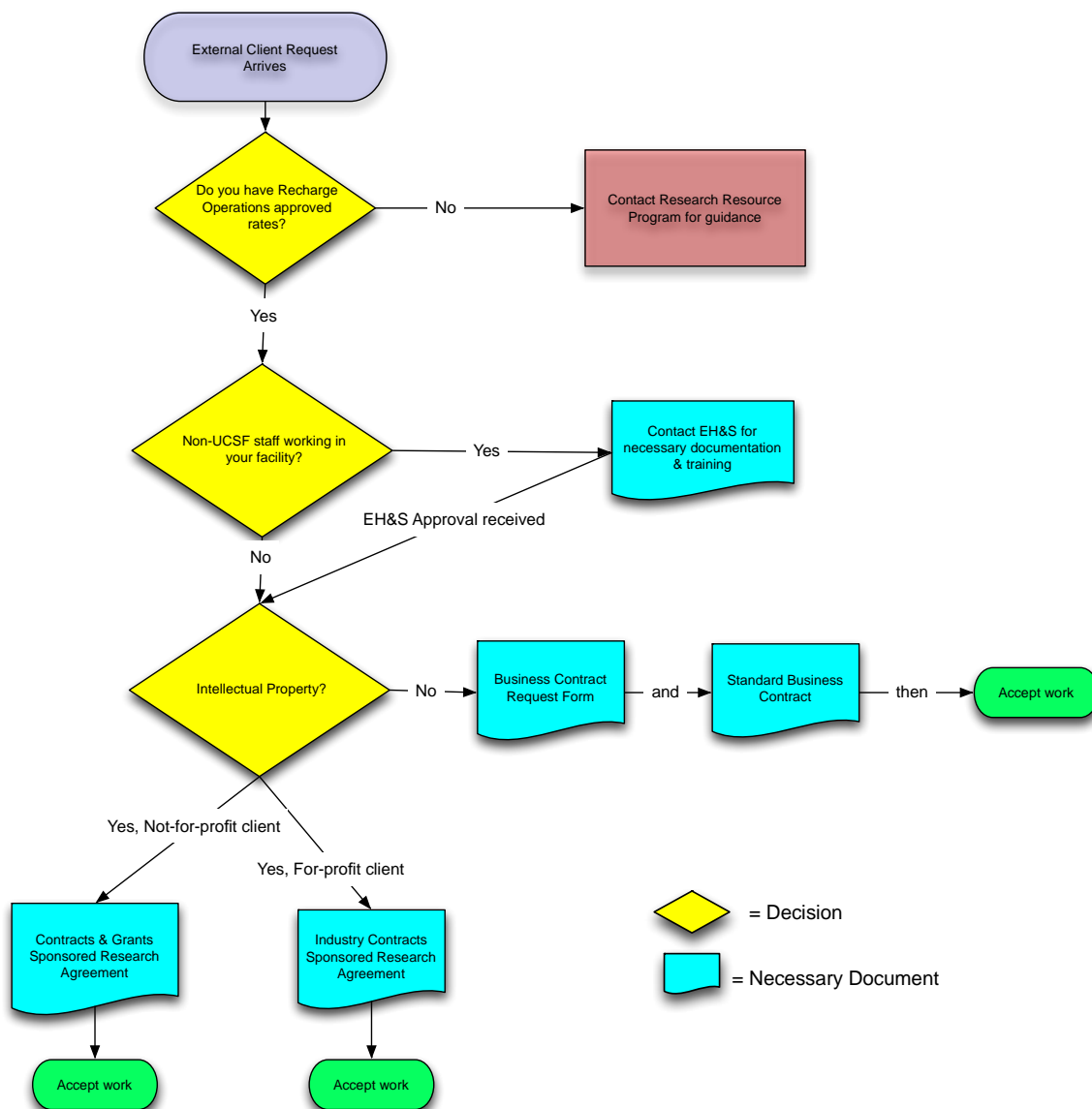
- Yes – Contact the [UCSF Environmental Health & Safety](#) and determine whether visitors working in your facility will need to complete biological, chemical, radiation, or other safety trainings. Visitors will also need to provide a Certificate of Insurance (COI) from their organization (email in pdf form to [UCSF Contracts and Grants](#)).
- No – continue to question 3.
- I Don't Know – Determine scope of work and extent of client presence on the UCSF campus while work is being performed.

**Questions 3:** Will UCSF faculty, staff (including post-docs), or students be contributing intellectually to the project or data collection (i.e. providing services that require development of new ideas, methods or skills or data interpretation beyond routine)? Will any property, intellectual property or other assets generated by UCSF (as opposed to equipment and/or reagents available commercially) be used in the provision of services? Will there be any UCSF claim to intellectual property resulting from the use of services or instruments?

- Yes (or Maybe) – A Sponsored Research Agreement may be necessary. If the external customer is a **for-profit organization**, please contact the [Industry Contracts Division \(ICD\) of the Office of Innovation, Technology & Alliances](#); if the external customer is a **non-profit organization** or an agency of the government, please contact [Contracts and Grants \(C&G\) Division](#).
- No (to all 3 questions) :

- A. Completed a **Business Contract Request Form** and submit it along with a Scope of Work and Rate List (see attached example) to [orbusinesscontracts@ucsf.edu](mailto:orbusinesscontracts@ucsf.edu)
- B. Ask external client to sign and return the **Standard Business Contract** to [orbusinesscontracts@ucsf.edu](mailto:orbusinesscontracts@ucsf.edu)
- C. When these two documents are in place, you are ready to accept work from the external client.

### Process Work Flow



### Example Scope of Work and Price List

Sandler-Moore Mass Spectrometry (SMMS) Core Facility

Service	Recharge Rate per Analysis*
Intact Protein Mass Determination by ESI	\$297.25
Peptide HPLC MALDI MS and MS/MS	\$357.21
Mass Determination by ESI or MALDI	\$86.00
Peptide HPLC ESI MS and MS/MS	\$355.89
Sample Desalting	\$33.08
Additional Database Search	\$39.69
Consultation/Data Interpretation*	\$178.61
Preparation of Data for Publication*	\$178.61

\*hourly rate

*Example of text that satisfies the Explanation and Justification section requirements of the Business Contracts Request Form:*

The UCSF Sandler-Moore Mass Spectrometry (SMMS) Core Facility will perform sample preparation and acquire mass spectrometry data on the samples submitted to the core facility by [insert client name] on an as need basis [or insert agreed upon time frame in which the analyses will be performed]. The UCSF SMMS Core Facility is located on the Parnassus Heights campus, 521 Parnassus, SF, CA, Clinical Sciences Building, Room C-18. The results of the mass spectrometry experiments will be communicated to [insert client name]. [insert client name] will pay the UCSF SMMS Core Facility for services rendered according to standard external user recharge rates approved by the UCSF Office of Budget and Resource Management. UCSF will bill [insert client name] on a monthly basis for services rendered by the SMMS Core Facility.