

Administration (Organizational / Management Plan) (6 pages)

Describe the organizational plan to administer the grant. Describe where the instrument will be located, how it will be utilized, how requests to use the instrument will be made, how time will be allocated among Major and Minor Users, how other projects and new users will be enlisted. Describe how users will be trained in experimental design, instrument operation and data analysis. Describe typical day-by-day management of the instrument. If the plans are to install the instrument in a setting other than a core or a shared resource facility, describe the procedures that will implement and assure broad access to the instrument and its use on a shared basis.

List the names and titles of the members of the local Advisory Committee. The membership of this Committee should be broad to balance interests of different users and should include members without conflicts of interest (non-users of the requested instrument) who can resolve disputes, if they arise. The membership of this Committee should include at least one senior institutional official (e.g., Provost for Research, Dean of School, Department Chair) who will represent the financial commitment of the institution. It is recommended that the Advisory Committee includes at least 4 members. Major and other active Users (such as Minor Users) of the instrument may be members, but none may Chair the Advisory Committee. The PD/PI cannot be a voting member of the Advisory Committee.

The PD/PI and the Advisory Committee should convene meetings and prepare annual reports on the instrument status. The reports will become part of the Final Research Performance Progress Report (Final RPPR) and the Annual Usage Reports (see Section VI.3).

Provide a plan about how the Users will be instructed and reminded about citing the S10 award in their publications and how their compliance will be verified.

Describe a plan for managing access to the instrument if users' projects involve human subjects, vertebrate animals, or biohazards such as infectious materials.

Financial Plan: Submit a specific financial plan for the long-term operation and maintenance of the instrument as such costs are not supported by the S10 Program. Explain how various operational costs will be met; specifically, costs associated with routine operation and maintenance of the instrument and costs for support staff. Enumerate the sources of income such as charge back fee structure, grants, or institutional support. The financial plan must include a table for years 1-5 of operation. For year 1, enter anticipated expenditures and anticipated income, showing how these estimates were derived. For years 2-5, specific dollar amounts are required; for years 2 – 5, approximate amounts, based on data for year 1, are sufficient. Typically, during year one, the maintenance costs are fully covered by a one-year manufacturer's warranty. In subsequent years, costs of maintenance must be considered in the financial plan.

Include a description of projected changes of the financial plan over the subsequent four years.

Operation: Include salary support of expert personnel that will operate the instrument and oversee routine care and procedures for standardization.

Maintenance: May include a service contract or funds for parts and local technical personnel who will maintain the instrument (if such personnel are qualified to do so).

Supplies: Include necessary supplies for operating the instrument such as chemicals, cryogenics, and other expendable items.

Software: include costs for updates/maintenance of software licenses needed for the proper operation of the instrument or additional software for data analysis.

Anticipated Income: Enumerate the sources of income, such as any charge back fee structure, grants, or institutional support.