**Research Core Facility Business Plan Template**

RCFs must provide services across campus to users and capture costs and revenue operating as a service center. As such, a business plan is required for all RCFs. Significant changes to RCF structure, costs, balance of external/internal users, or revenue may require a revision of an existing business plan. This document outlines a template for the required elements in an RCF business plan. These will be submitted to OVPRI for review and approval.

**Purpose**:

* 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 facilitate strategic planning and visioning
* To provide a clear consistent template for developing and revising RCF business plans.

**Business Model Template:** Describe the services to be provided, costs of operation, anticipated revenues, and plans for sustainability. OVPRI Research Core Business Services is available as a resource during the preparation or revision of this document.

1. Services: Describe the products or services to be provided
2. Costs: Describe the costs associated operating the facility, including any transition period if needed. Please include the following:
   1. Fixed Costs
      1. Personnel/benefits
      2. Capital equipment
         1. Describe initial source of funding for each
         2. Provide refresh cycle for upgrade/replacement
      3. Other operating expenses (examples below; RCF-specific expenses may be added)
         1. Maintenance contracts
         2. Office supplies (Phone, Computers, copying, etc)
         3. Travel, Professional Development, etc.
   2. Operating costs
      1. Costs of creating each unit of product/service (e.g., reagents, supplies, etc., per sample)
      2. Time and materials equipment repair
3. Revenue: Describe plans to generate revenue to support the facility (user-fee income is expected to contribute a majority of cost recovery).
   1. Attach a proposed rate schedule for all services.
   2. What fiscal resources are expected from users, departments/units/colleges, VPRI, and other sources?
   3. How are the RCF costs projected to change over the next 3 years?
   4. Describe your plans for marketing the products/services provided by the RCF, both on and off campus, including responsibilities for developing/maintaining the core facility web site?
4. Sustainability: Describe in detail the plan for sustainability that balances costs and revenue over a 5-10 year period.
   1. Are there costs that cannot or will not be recovered?  Why?
   2. Describe mitigation plans if revenue does not meet expectations
   3. Describe plans to refresh equipment (see RCF Equipment Refresh process for guidance)