The Advanced Science Research Center
Core Facilities Personnel Grant Program
Submission Deadline: Friday December 30, 2022

The Advanced Science Research Center (ASRC) **Core Facilities Personnel Grant Program** provides funding to ASRC core facilities that have a **justifiable need** to hire lab technicians who will assist core managers in the operations of the cores. The purpose of the program is to provide funding for personnel for a pre-determined period which will allow the core to expand (customers or throughput) to increase revenue. The goal at the end of the program is for the core to financially support the additional staff member(s) and continue with increased levels of operation and staff support.

The **Core Facilities Personnel Grant Program** will award grants to selected core facilities over a three-year period. Each grant covers up to $50,000 in salary expenses and fringe benefits from RF funds. The maximum annual funding available for a lab technician is $68,420.

In the first year (initial appointment), the program will cover 100% of the salary and benefits costs for three lab technicians. In the second year (first reappointment), the program will cover up to 70% of the salary and benefits cost for the same lab technicians. In the third year (second reappointment), the program will cover up to 35% of salary and benefits costs for the same lab technicians. In the second and third years, the cores are expected to cover the salary and fringe differential for their lab technicians hired under this program. Beginning in the fourth year the core facilities are expected to cover 100% of the salary and fringe costs. The table below illustrates the funding structure per full time employee.

Table 1.

Funding Structure per new lab tech				
Maximum annual salary:	$ 50,000			
Fringe benefits:	36.50%			
MTA Payroll Tax:	0.34%			
Total Salary + Benefits per FTE	$ 68,420			
	Year 1	**Year 2**	**Year 3**	**Year 4**
Admin's salary coverage	100%	70%	35%	0%
Admin's share of salary	$ 68,420	$ 47,894	$ 23,947	$ -
Core's salary coverage	0%	30%	65%	100%
Core's share of salary	$ -	$ 20,526	$ 44,473	$ 68,420

Three grants will be available in the initial allocation. Two new grants will be awarded in year 2 and two additional grants in year 3. The new grants in years 2 and 3 will follow the same funding structure as described above for the first three grants. At the end of 2025 (Year 3), we will evaluate the effectiveness of the **Core Facilities Personnel Grant Program** and make a decision on whether to extend the program. The program represents an almost $1 million investment in the ASRC Core Facilities.

Eligibility and Expectations

- Only ASRC Core Facility directors/managers are eligible to apply.
- Core facilities will be expected to cover the differential in salary and benefits costs in years 2 and 3 of the program, and the full costs beyond year 3.
- The grants must be used to hire lab technicians who will contribute to increasing performance in the core facilities, thereby making the core more attractive for external funding.
- If a core facility hires someone at a higher salary than the grant amount, that core will be responsible to make up the difference.
- If a core facility wants to give a lab technician a pay increase during the three-year period, where the total salary will be greater than $50,000 plus applicable fringe benefits, the core will be required to cover the salary differential.
- The program encourages applications that leverage the ASRC's collaborative mission. Therefore, core directors can apply jointly if they wish to share the cost of a lab technician. The proposal should define what the lab technician will be doing in each core and how they will split their time between the cores.
- If a lab technician hired through the program leaves before the end of the third year, the successor will simply carry on under the same funding structure in progress.
- Proposals must include a narrative explaining the exact nature of the work that the lab technician will be doing and how that work will contribute to increase performance.
- Proposals should demonstrate a need for funding from the ASRC's Core Facilities Personnel Grant Program with clearly defined benefits that hiring will bring to the Core.
- Proposals will be reviewed by ASRC leadership. ***Funding decisions will be announced by January 23, 2023.*** All award decisions are final, and core facilities that have not received a grant are encouraged to reapply in the following year.
- If awarded a grant, a core will not be eligible to apply in subsequent years during the pilot phase of this program.

Funding and Budget Guidelines

This program will commit funds to provide a total of 7 awards over the course of 5 years, with beginning annual salary budgets up to $50,000 per new hire. Funding will taper off each year

and reduced to zero at the end of year 3 for each lab technician. The core is expected to cover salary and fringe differentials in years 2 and 3, and cover the entire costs by year 4. The earliest available start date will be March 1, 2023.

Grant funds may be used for personnel expenses, part-time or full-time, and fringe benefits only. In all instances, funding is subject to the availability of funds and budgetary approvals. Funds that are unspent at the end of the funding period will be returned to the ASRC, unless a no-cost extension is approved by the ASRC Executive Director at least two months prior to the end date.

Submission Guidelines

- Core directors must use the following link to submit their application no later than Friday December 30, 2022 at close of business. The application must include a narrative description of the need for additional personnel: https://asrc.formstack.com/forms/asrc_core_facilities_personnel_grant_program

- The description should provide:
  - sufficient background on why lab technician support is needed
  - a collaboration plan (if applying jointly with another core) detailing how time will be split and specific duties in each core
  - performance metrics: clearly indicate how the core's performance will improve by hiring a lab technician (number of active users or user groups, number of samples processed, instrument usage, etc.)
  - describe opportunities where hiring lab technicians will improve the possibility of getting external funding for the core.
- Proposals should include a job description suitable for HR submission upon awarding the grant
- Hiring must occur within 3 months from the start of the award

Review Criteria (this list is not exhaustive):

- Justifiable need will be measured by highlighting potential discrepancies between requested services and actual services completed and invoiced within the previous 12 months
- The existence of a backlog in processing and completing service requests, which would be addressed by a technician
- Number of instrument hours used relative to full capacity
- Number of projects completed vs. in progress vs. pending
- Quality and specificity of the job description

- Reasonableness of increased revenue projections if grant is awarded
- Availability of funds to cover service contracts and supplies