



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Shared Resources

Policy Type:
Operations

Policy Owner(s):
Operations Manager

Policy contacts:
[Aaron Schilz](#)

Revised:
Reviewed: 2/5/2018
Effective Date: 8/31/15

POLICY STATEMENT

A key goal of the Masonic Cancer Center, University of Minnesota is to provide access to technologies, services and scientific consultation that facilitate interaction and enhance scientific productivity. The shared resources highlighted below provide stability, reliability, cost-effectiveness, and quality control that would be difficult to achieve otherwise. The Masonic Cancer Center's designation by the National Cancer Institute as a comprehensive center includes support for many of these resources, most of which are offered in the internal service organization (ISO) model. Investigators with peerreviewed, funded projects are the primary beneficiaries of all shared resources; many of the resources also are available to other researchers outside of the University community.

Definitions

- The MCC follows all policies, definitions and procedures associated with the management and operation of an internal service organization as detailed on the UMN ISO website: <http://www.finsys.umn.edu/sales/iso.html>
- MCC ISOs are not to be confused with the center's Shared Resources, some of which are also ISOs.
- The term "cores" is often used in place of "ISO", "Shared Resource" or both.

Creation of an MCC ISO

- In order to establish an ISO, standard UMN procedure must be followed in addition to meeting the following criteria:
 - Service and/or products offered by the resource must be accessible to all members.
 - The director(s) of the resource must be members of the MCC
 - Show membership demand for the proposed ISO predicated on member surveys or other data
 - Must be a new ISO (or division of existing ISO) that does not already exist on campus.
- All startup funds and space must be secured and confirmed before proceeding with the creation of a new MCC ISO. It is recommended that all required costs are reviewed and approved by MCC Finance and Operations.
- Rates must be developed in cooperation with the MCC Operations office and approved by MCC Finance.

Researcher Use of Shared Resources

- MCC ISOs are available for use by all UMN researchers
- Prioritization of users
 - All ISOs will give priority to users with cancerfocused research
 - Any ISO being supported by the CCSG must give priority to users with peerreviewed research funding.
- Researchers must follow the procedures and billing policy set forth by the ISO
 - Unless using a shared resource managed by a nonMCC entity (e.g. AHC), service requests should be made using the MCC service inquiry & billing form (for MCCmanaged ISOs) (See Section V. Forms & Helpful Links)
- Proper payment must be made within a reasonable length of time after the goods and/or services have been provided
- If training is needed prior to use of the ISO, researchers and their labs are responsible for completing any required training.
- Questions or issues related to the use of an MCC ISO should be directed to the:
 - Finance Manager, for billing and other financial inquiries
 - Operations Manager, for transactional, ISO activity and other operational inquiries
- Acknowledging the MCC ISO
 - Use of MCC resources should always be acknowledged in publications, e.g. "this work was supported in part by resources made available by the Masonic Cancer Center, University of Minnesota"
 - If using a CCSGsupported ISO, acknowledgement is required, e.g. "This work was supported in part by NIH P30 CA77598 utilizing the following Masonic Cancer Center, University of Minnesota shared resource(s)..."

Operating Shared Resources

- The core director oversees the the scientific direction and functions of the ISO
 - If ISO is supported by CCSG, includes writing scientific portions of applications and progress reports
 - Consults with users on services and expertise provided by the ISO
- A designated core coordinator maintains the daily functions of the core and is the primary operational contact with the ISO
 - Coordinating the invoicing and billing of users, including keeping a proper billing log and troubleshooting payment information issues
 - Working with MCC Operations to provide ISOrelated metrics to MCC Administration and Senior Leadership
- External Sales of Goods & Services
 - See separate policy for rules and procedures about working with researchers outside the institution.

Forms & Helpful Links

- MCC information
 - Main shared resource website:
<http://cancer.umn.edu/research/sharedresources/index.htm>
 - Standard service inquiry & billing form (for MCCmanaged ISOs) (TBD)
- UMN controller's office
 - [Internal/external sales business proposal outline](#)
 - [Internal/external sales approval form UM1608](#)
 - [Internal Sales vendor authorization form UM1793](#)
- NCI information related to CCSGsupported shared resources

- [Shared Resources section of the current CCSG program announcement](#)