



Standard Operating Procedure for ***Research and Administrative Oversight and Organizational Chart***

1.0 PURPOSE

This SOP spells out in detail the Research and Administrative Oversight of the WNYSTEM Core Facilities.

2.0 SCOPE

This SOP applies to all Core Facilities and can be used as a policy statement of WNYSTEM.

3.0 PROCEDURE

3.1 Management: WNYSTEM reports to the SUNY-Buffalo VP for Research, currently Dr. Cartwright. Day-to-day management of the Center is by Dr. Gronostajski as part of the Administrative Unit (AU). The AU includes a Project Manager (25% effort) currently Sue Batt. She implements center policies and practices on fiscal operations and communications. She is responsible for all reporting functions in conjunction with Sponsored Projects which submits all reports, and she performs meeting scheduling, minuting, and organizing of workshops and the Annual Meeting and Site visits. The Core directors report to Dr. Gronostajski and assist him in management of the Center as a Management Committee (MC). The MC meets monthly or as needed to plan and review progress, identify problems and propose solutions, and develop and implement policies and procedures for coordination of activities across the Cores. The Core directors prepare budgets annually based on the services they provide. Expenditures are monitored by the Project Manager by comparing actual expenditures against the approved budgets and monthly reports are given to the MC. The AU also manages the project timeline and coordinates any collaborative activities. A diagram showing the organization, directors, FTEs and functions of each Core and the Administrative unit is below in 3.4.

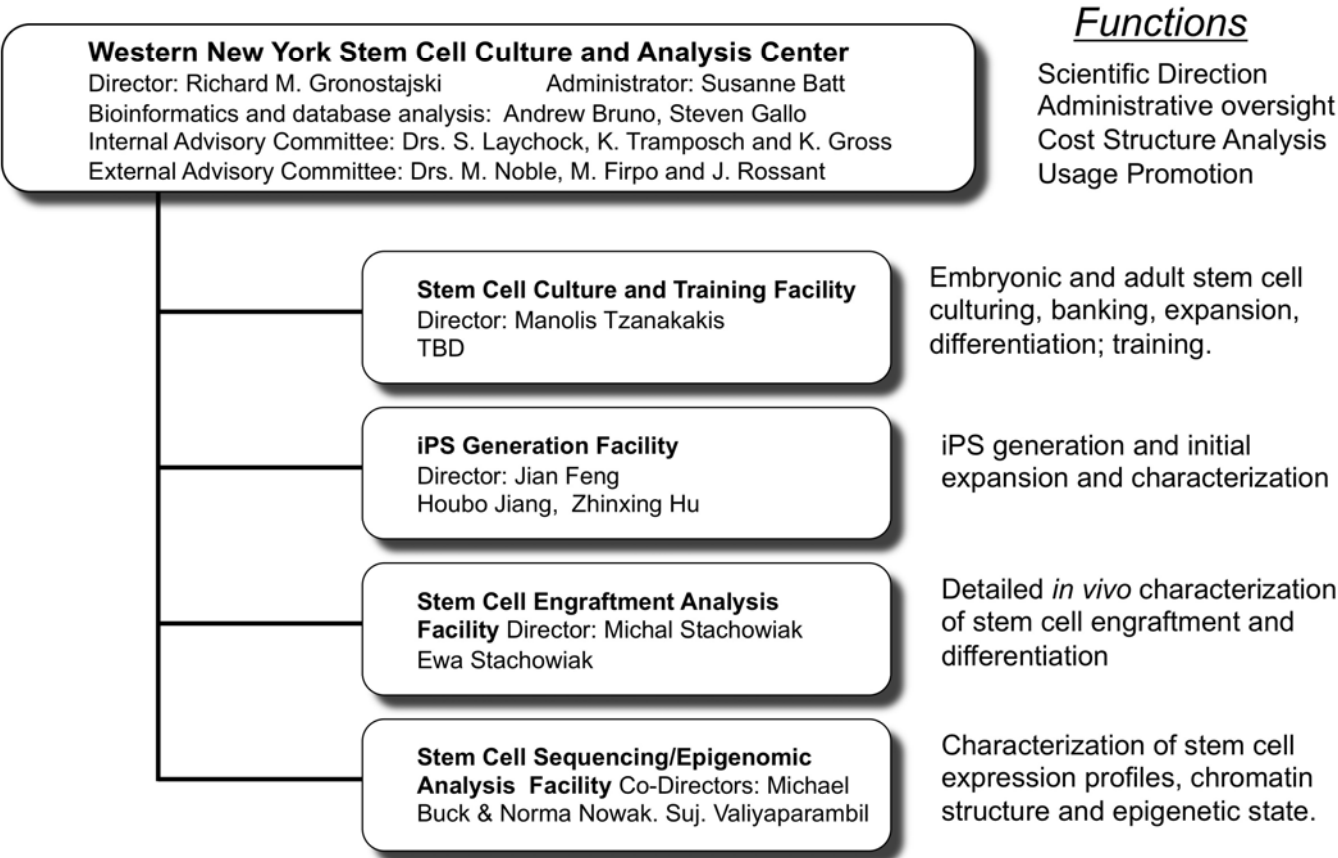
3.2 Advisory Committees: Two committees advise the MC. An External Advisory Committee (EAC) consists of 3 external advisors with internationally recognized programs in stem cell biology. All 3 EAC members run their own Stem Cell related facilities and laboratories: Dr. Noble is a renowned stem cell researcher from U. Rochester; Dr. Firpo has established several hES cell lines, runs a renowned Stem Cell course at the U. Minn. Stem Cell Institute and is a member of the US Stem Cell Bank Advisory Board; Dr. Rossant is an internationally recognized Stem Cell investigator, Chair of the Research Institute of the Hospital for Sick Children in Toronto, Director of the Center for Modeling of Human Diseases in Toronto and was recently elected a foreign member of the US National Academy of Sciences. The EAC provides advice on the overall direction of the core resources and monitor progress. The EAC meets once a year to review the Center's progress. Here the MC presents the plans for the Facility and establishes the objectives for the coming year. The findings of the EAC are used by the MC in planning and for generation of the Annual Report for NYSTEM.

An Internal Advisory Committee (IAC) of faculty and administrators from UB and RPCI also advises the MC. This group consists of senior leaders with experience in leading multi-disciplinary teams and research resources: Dr. Suzanne Laychock, Senior Associate Dean for Research and Biomedical Education in the UB School of Medicine; Dr. Kenneth Trampusch, Assistant VP for Research at UB and Dr. Kenneth Gross, Chair of Cell and Molecular Biology at RPCI. They provide guidance and support to the MC that improves the effectiveness the core services and the multi-disciplinary activities and collaborations stimulated by the Center.

3.3 Chargebacks: The upkeep and maintenance of core equipment is performed by core specialists using funds requested in the contract budget. The Core Facilities provide users, at a minimum cost, the critical expertise, equipment, reagents and other supplies to encourage the development of new stem cell research projects. As utilization of the cores grows and new users are added expenses will exceed the NYSTEM

budgeted amounts. To meet these expenses and to provide funds for new technologies a charge-back system has been instituted. The charges are based on cost accounting standards as approved by the UB Office of Grants and Contracts. The funds generated are used to defray the actual costs of the core operation and are set so that no profit will be generated. Charges will be reviewed annually by the MC and adjusted to reflect net expenditures.

3.4 Current Organizational Chart



Created by R. Gronostajski, 8/23/12 partially with material from contract submission.