Basic Do’s and Don’ts for Recharge

* Research Service Centers *

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Introduction to Recharge * Research Service Centers *

- SPECIALIZED EQUIPMENT AND SERVICES
- OPEN ACCESS FOR INVESTIGATORS
- COST RECOVERY
Basic Do’s and Don’ts for Recharge

* Research Service Centers *

- RATES
- INVOICING
- OPERATIONS
- CAPITALIZED EQUIPMENT
Rates

Do’s:

- REVIEW AND UPDATE RATES AS NEEDED
- INCLUDE ALL DIRECT COSTS
- “ROLL FORWARD” ANY OPERATING SURPLUS OR DEFICIT
- CALCULATE ANY SUBSIDIZED USAGE AND EXTERNAL RATES BEGINNING FROM THE INTERNAL BREAKEVEN RATE
Rates

Don’ts:

- RATES SHOULD NOT DISCRIMINATE BETWEEN USERS
- DON’T INCLUDE INDIRECT COSTS
- DON’T INCLUDE UNALLOWABLE COSTS
**Invoicing**

**Do’s:**

- **COLLECT ACCOUNT NUMBER TO BE CHARGED AT TIME ORDER IS PLACED**
- **INVOICE REGULARLY**
- **INCLUDE DATA IDENTIFYING EACH CHARGE**
- **USE CORRECT OBJECT CODES FOR RECORDING REVENUE**
Invoicing

Don’ts:

➢ DON’T ADVANCE BILL

➢ DON’T WAIT UNTIL THE END OF LONG TERM PROJECTS TO INVOICE
Operations

Do’s:

- TRACK ALL OUTPUT
- TRACK SUBSIDIZED USAGE AND MEASURE AGAINST AMOUNT OF SUBSIDY
- FIRST COME, FIRST SERVED
Operations

Don’ts:

- DON’T USE OPERATING SURPLUS TO FUND UNRELATED ACTIVITIES
- DON’T ‘BANK’ SURPLUS FOR A ‘RAINY’ DAY
Capitalized Equipment

Do’s:

- KEEP EQUIPMENT RECORDS CURRENT
- USE ALLOWABLE FUNDING FOR EQUIPMENT PURCHASES
- INCLUDE ONLY THE PERCENTAGE OF THE EQUIPMENT AND RELATED EXPENSES WHICH ARE DIRECTLY USED BY THE RECHARGE SERVICE CENTER
Capitalized Equipment

Don’ts:

- DON’T INCLUDE FULL PURCHASE PRICE OF EQUIPMENT IN YOUR RATES
- DON’T INCLUDE DEPRECIATION ON EQUIPMENT PURCHASED WITH FEDERAL FUNDS IN THE RATE CALCULATION