



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4712
<http://www.usuhs.mil>



Office of the President
PPM-002-2012 (BIC)
MAY 30 2012

SUBJECT: Organization and Oversight of the University's Biomedical Instrumentation Center

Purpose: This President's Policy Memorandum (PPM) describes updates for the organization and oversight of the USUHS Biomedical Instrumentation Center (BIC) in order to (1) maintain a simple, effective mechanism for overseeing BIC operations and expenditures and (2) ensure that BIC is an efficient, responsive, state-of-the-art core facility that best supports the needs of the USUHS teaching and research missions.

Applicability: This PPM applies to employees and users of BIC including investigators, faculty, post-doctoral fellows, students and technicians.

Policy: It is USUHS policy that:

1. BIC will serve as a resource for access and use of major equipment not readily purchased by grants obtained by individual principal investigators.
2. BIC will provide highly trained personnel to operate and maintain this equipment and will offer a unique individualized service that helps USUHS researchers gain access to state-of-the-art technologies.
3. Scientific oversight of BIC will be the shared responsibility of the BIC Oversight Committee, the Faculty Advisory Committees, and the BIC Director under the guidance of the Vice President for Research (VPR).

BIC Organizational Structure:

BIC shall consist of multiple core facilities, each overseen by its own Director. Each Facility Director shall receive scientific guidance from a Faculty Advisory Committee for that facility. Overall scientific coordination and direction shall be provided by the BIC Oversight Committee. Administrative, operational, and budgetary oversight shall be provided by the BIC Director.

BIC Oversight Committee Membership and Terms:

1. Membership – BIC Oversight Committee shall consist of:
 - a. Chair of the Committee, designated by the USUHS President.
 - b. Representative from each of the Faculty Advisory Committees.

c. Members from the faculty of the School of Medicine (SOM), Graduate School of Nursing (GSN) and Armed Forces Radiobiology Research Institute (AFRRI) representing users of BIC.

d. Ad hoc (non-voting) members representing VPR.

e. This committee shall not exceed nine (9) to eleven (11) voting members.

2. Terms – Members shall be appointed by the USUHS President and will serve, on a rotating basis, for a period of three years.

Faculty Advisory Committees Membership and Terms:

1. Membership – Faculty Advisory Committees shall consist of:

a. Chair of each Committee, designated by the BIC Oversight Committee.

b. Members from the faculty of SOM, GSN and AFRRI with expertise and experience in the technical needs of that particular facility.

c. Each Committee shall not exceed four (4) members.

2. Terms – Members shall be appointed by the BIC Oversight Committee and will serve, on a rotating basis, for a period of one to three years.

Responsibilities:

1. BIC Oversight Committee shall provide scientific coordination, direction, and oversight for BIC. It shall provide advice on the USUHS biomedical instrumentation needs at the request of the President, VPR, and Chair of the Equipment & Unfunded Requirements Review Committee (EURRC). It shall prioritize BIC proposals for major equipment through EURRC funding and extramural funding. It shall serve as a vehicle to address issues concerning BIC users, funding, and services. The Chair, with coordination of the BIC Director, shall convene quarterly meetings of the Committee.

2. Faculty Advisory Committee for each facility shall directly provide that Facility Director with scientific planning and guidance. Through the Facility Director, it shall develop BIC proposals for major equipment purchases. It shall also review spending proposals for equipment maintenance and upgrades. Each Chair, with coordination of the Facility Director, shall convene quarterly meetings of the Committee.

3. BIC Director shall provide oversight and administration of BIC day-to-day operations and employees. BIC Director shall ensure that facility directors train and assist users as needed; maintain accurate records of use and production; order and stock adequate supplies; maintain and ensure prompt repair of instruments; and ensure that the core facilities remain clean, safe, and in compliance with USUHS, Federal, and other operational requirements.

a. BIC Director shall coordinate with the Chair of the BIC Oversight Committee to schedule and set the agenda for quarterly meetings of the BIC Oversight Committee. BIC Director shall provide valid and timely information related to BIC as requested by the Chair.

b. BIC Director shall approve all arrangements regarding equipment acquired through non-EURRC funding that will be accepted into BIC. Written requests and commitments regarding space, maintenance, supplies, and support will be completed prior to the time the equipment is accepted into BIC.

c. BIC Director functions under the direction of the VPR. All allocations of funds and major equipment acquisitions are subject to VPR approval.

Effective Date: This PPM shall be effective prospectively from the date of signature and supersedes PPM-004-2009.



Charles L. Rice, M.D.
President