

## Setting Up a New Recharge Center

### What is a Recharge Center?

A recharge service facility is a self-supporting operating unit within the University that:

- (1) exists principally to provide research related goods or services to University faculty, staff, or students at no more than the cost of providing the goods or services (break-even);
- (2) bills sponsored programs for such goods or services;
- (3) has operating costs that are funded by charges to the customers receiving the goods or services; and
- (4) has revenues between \$10,000 and \$1 million annually.

### Steps:

1. Complete the preliminary recharge facility eligibility form located [here](#). ORED will review the eligibility form and make an initial determination as to the feasibility of the proposed facility. If approved, you will get a notification and a meeting will be set up to discuss further details.
2. Submit rate development tool and backup documentation for review to the ORED Office of Budget and Cost Analysis at [recharge@fiu.edu](mailto:recharge@fiu.edu).
3. Final meeting will be scheduled to go over the rates submitted and revised by ORED.
4. If rate tool is approved, you will receive a notification. ORED will initiate the process to request a new activity number as soon as the rate tool submitted is approved. Recharge Center requestor should provide ORED with a Guarantee Activity Number.
5. As soon as New Activity Number ID is setup, ORED will load initial Budget based on rate tool calculations approved.
6. New rates approved should be published at recharge center web page.
7. Department will request access to create smart internal billing for the new recharge center ID assigned. As soon as access is approved, staff should create new rates using the “define items” tool in Panthersoft Financials.
8. Transfer all equipment to new recharge center ID using an [Asset management transfer form](#).

## Process Flow for Setting up New Recharge Centers:

Department contacts ORED-Budget & Cost Analysis Office(BCA) at recharge@fiu.edu

BCA sends Eligibility Form for initial screening. This form will be revised by ORED, Associate VP for Research Administration.

If Associate VP approves recharge center request, then BCA will proceed by sending rate development tool and procedures. Otherwise, a "Denied" notification will be sent.

BCA will set up an initial meeting/training if needed.

Department submits rate development tool and backup documentation for review by BCA.

BCA will schedule final meeting with Associate VP. Department responds to questions. As a result, adjustment to the rates may be requested.

Final rate development tool is submitted by department. Rate tool is approved by ORED Associate VP . An "Approved" notification is sent by BCA office.

BCA office provides guidance to department during the transition of activity from auxiliary ID to recharge center ID.

Rates will be reviewed on biannual basis, to ensure continuing compliance with federally mandated standards.