1. Name & Purpose statement: What is the Lab name & purpose of establishing the Lab? For example, what are the educational and research goals of the Lab?
2. What are the current and anticipated contracts and grants that will be house in the Lab? Specify the funder, amounts and time frame of funding.
3. Who will be the customer (Internal & External)?
4. Will your department invoice your customer for service/product provided?
5. Define the Lab’s Funding Sources: General Use Funds (GU), or Restricted Use (RU), or a combination of GU and RU funding?
6. Who is the assigned P.I. of the Lab?
7. What percentage of the P.I.'s time will be dedicated to the new Lab?

100% department, 5% overload? This can be a combination the PI’s assignment of time. The PI could be 100% direct to the Lab, or 50% Direct to Lab and 50% to the College, or 50% Direct to the Lab, 10% Indirect to the Lab, 30% to the College and 10% to other assigned projects. It will depend on the PI’s utilization of their time. We can also work with the PI's as we development the Lab Rates. The PI should initially provide their best estimate/assignment of their time.

1. Are research scientists or technicians currently working in the Lab? If yes, how many and how much will they be paid?
2. Will the Lab be hiring additional new research scientists or technicians? If yes, how many and how much will they be paid?

8. Will GRA’s and students be assigned to the Lab? If yes, how many and how much will they be paid? If GRA’s and Students are already supporting a contract or grant and will be assigned to the Lab provide the name of the GRA or student and their current hourly Labor rate and percent of time employed; i.e., 20 hours per week, 30 hours per week.

1. Will the Lab be hiring additional new GRA’s or students? If yes, how many and how much will they be paid?
2. Define the numbers of hours each employee/student will be working in the lab directly and indirectly?
3. Will equipment be assigned to the Lab that cost $ 5,000.00 or above per item? If yes, provide a list of the equipment and the purchase price of the equipment if available. Will the Lab be purchasing new equipment? If yes, provide a list of new equipment to be purchased in FY14 and the timing of each future equipment purchase.
4. Give thought to the required operating expenses for the Lab; i.e., telephone, postage, WSU IT computer ports, travel, outside consultants, Lab research supplies, stationary & computer paper, small tools, and other known expenses.
5. Will the Lab receive a subsidy to initiate/operate the lab? If so, please specify the name (department, college, others) that will provide the subsidy.
6. After receiving the preliminary questions and documentation, a template will be sent out to the PI from the ORTT to collect the final information/document to process lab rates.