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| ----- Complete this form to request establishment of a recharge center. ----- |
| Date of Request | Click here to enter text. |
| Recharge Center Name | Click here to enter text. |
| Recharge Center Service(s)(List services or provide attachment)  | Click here to enter text.[ ]  Attached  |
| Faculty Director Name / email | Click here to enter text. |
| Administrator Name / email | Click here to enter text. |
| Sponsoring Department/Institute/Center | Click here to enter text. |
| Requested Start Date  | Click here to enter a date. |
| Please attach:* Written Proposal
* Service Center Rate Analysis Template
 | [ ]  Attached [ ]  Attached  |
| % USC Internal Users  | Click here to enter text. |
| % USC Internal Users from Federal Sources  | Click here to enter text. |
| Faculty Recharge Center Director | *I agree to monitor the recharge center activities to ensure that the services provided are as described and that expenses charged directly benefit the activities of the recharge.*   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Faculty Director Signature Date |
| Department Chair Approval | *I agree to the establishment of this recharge center, and my Department/ Institute/Center will provide the necessary administrative and financial support to maintain this recharge center and to cover any fiscal deficits on this account.*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department Chair Signature Date |
| If this request is for a [core facility](https://grants.nih.gov/grants/policy/core_facilities_faqs.htm#3597), forward the form and attachments to the Vice President of Research (vice.president.research@usc.edu). Otherwise forward the request and attachments to the Office of Financial Analysis at ofa@usc.edu. |
| Request Approved | [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Office of Vice President of Research Date[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Office of Financial Analysis Date |
| Request Denied | [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |
| Comments | Click here to enter text. |