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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](mailto:USCCORES@usc.edu)). Otherwise forward the request and attachments to the Office of Financial Analysis at [ofa@usc.edu](mailto: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. |