

Access to The Rockefeller University Resource Center Services for Non-RU Users

While the primary mission of The Rockefeller University Scientific Resource Centers is the support of research conducted by Rockefeller scientists, the University extends access to these Center's services to researchers from other not-for-profit research institutions. Priority is given to Rockefeller scientists; service is made available to qualifying non-Rockefeller scientists based on availability and capacity. Costs for non-Rockefeller scientists, while still subsidized, are higher than for RU-scientists, generally at two times the internal rates.

Prior to initiating use of a Resource Center, potential non-RU users must not only meet all the access requirements for an RU user (e.g., training, registration), but must also establish a method of payment for the requested services. For most non-RU users, a purchase order (PO) will be required.

In general, non-RU users are allowed access to Center facilities and equipment only during Center business hours.

Method of payment:

University Account Number

If your institution currently has a Rockefeller University account number you may use that number in conjunction with a purchase order generated from your institution. If your institution does not currently have a Rockefeller University Account number you may contact Robin Maloney – Rockefeller University Finance Office to determine if one can be established. For frequent and repeat users, we strongly encourage establishing a University Account Number.

Whether you have an account number at Rockefeller or not, a purchase order from your institution must be generated for the service to be done. Guidelines for purchase orders are as follows:

Purchase Orders

List the name of the University Center Manager/Director and the name of the Rockefeller University Resource Center as the provider. The vendor address is 1230 York Avenue, New York, NY 10065-6399. Please reference your Rockefeller account number on the PO, if possible.

The Billing Address is Accounts Receivable, Box 259, 1230 York Avenue, New York, NY 10065-6399. The payee is always The Rockefeller University.

- One time use/service – Specify the requested service and the price on the PO.
- Standing PO – These are appropriate only for repeated requests for the same service over an extended period of time. Specify the requested service, the frequency and duration of service, and the price per service. Note that Standing POs for longer than six months will not be accepted. Also note that, regardless of when the Standing PO was issued, the University will recognize it only for the remainder of the current University fiscal year (July 1 to June 30). A new Standing PO will need to be issued for services rendered on or after July 1st.
- Blanket PO – A Blanket PO can be used to cover multiple types of services. The dollar amount on this PO must be sufficient to cover the obligation to the invoices for the actual services rendered. Specify the nature of the requested service and the dollar amount which should not be exceeded for the services provided. Note that regardless of when the Blanket PO was issued, the University will recognize it only for the remainder of the current University fiscal year (July 1 to June 30). A new Blanket PO will need to be issued for services rendered on or after July 1st.

Payment is required for services rendered. Payment in advance of services is not required. Retainers or payment for non-specified services is not allowed. Payment is due within 30 days of invoicing.

Invoicing

For non-RU users who have a Rockefeller issued account number (the University refers to these account numbers by the acronym "PTAEO"), the Center director/manager will include charges for these non-RU users, referencing the PTAEO and the appropriate PO, on the monthly billing statement sent to the University Finance office. The University Finance office will generate the appropriate invoice to be sent to the non-RU user and will transfer funds against the specified PTAEO to credit the Center account.

For non-RU users who do not have a Rockefeller issued PTAEO number, the Center director/manager will generate and send an invoice referencing the PO number, a description and the date of the service(s), and the amount due. The invoice will include instructions that the payee is "The Rockefeller University," and that payment should be directed back to the attention of the Center. The Center director/manager will forward the payment, once received, to the University Finance office, and provide the PO number under which the services were obtained and the Center PTAEO into which the payment should be deposited.

Establishing individual user access rights:

Advice/consultation – All of the Resource Centers provide advice and consultation related to the services of the Center. The nature of some of the services makes it prudent if not mandatory to meet with the Center Manager/Director first to discuss your research support needs and how the Center may best be able to meet them. See the individual web sites for the Resource Centers for more information on advice and consulting.

Orientation/Training – Most of the Resource Centers maintain equipment that is available and intended to be used by researchers directly. Prior to first use of any of this equipment, you must undergo orientation and appropriate training. In most cases, this does not require advance scheduling, but in some cases, advance scheduling is required or attendance at scheduled sessions is required. More information on required orientation and training is available on the individual center websites.

Registration – For purposes of creation of computer access rights, card key access rights, billing information, or on-line scheduling, many of the Centers have established an on-line registration system. More information on this is available from the individual center websites. Note that prior to issuance of an electronic access card, individuals will be required to agree to terms of use and pay a deposit for the card.

Medical surveillance (lasers, BL3) – The University has established certain medical surveillance requirements for work with specific equipment or in specific facilities. You may be required to document compliance with or informed consent/declination prior to being allowed to use Resource Center equipment or facilities. Questions about the medical surveillance program may be posed to [Laboratory Safety & Environmental Health](mailto:labsafety@rockefeller.edu) (labsafety@rockefeller.edu).

Sample preparation and submission

Guidelines for sample preparation and submission are specific to the requested services and the individual Resource Center. Standard procedures are posted on the [Resource Centers' websites](#). For more information, contact the Director or Manager of the Center.