



Proposal Submission



**Award and Account
Establishment**



**After Research
Commences**



Closeout

What is a Recharge Center?

A recharge center is a unit within USC that provides fee-based technical or administrative services to the University's research community on a recurring basis.

What is a Specialized Service Center?

A specialized service center is a recharge center that is established to provide specialized services to a few users, such as animal care facilities, but they may also be used to provide commonly used goods or services, such as telecommunications centers or computer centers. A Specialized Service Facility usually provides services involving the use of complex or highly-specialized services.

How are recharge centers established?

To establish a recharge center, you must contact and receive approval from the Office of Financial Analysis (OFA) at 213-821-1937 or via email at ofa@usc.edu.

How to determine if your unit or department is eligible to set up a Recharge Center.

To qualify as a recharge center, the unit's goods and/or services:

- Must be provided on a regular basis.
- Must be in demand by multiple users.
- Must have a clearly identifiable cost that meets government requirements (i.e., no government unallowable costs may be included).
- Must have reasonably measured usage and billing rates. Recharge Centers must strive to "break even" and must adjust their rates on an annual basis to eliminate deficits or surpluses.

Can I charge different rates to grants?

Federal regulations require that Recharge Centers charge any grant customers the most favorable rate offered so grants and contracts do not subsidize other customers.

What forms are required to set up a Recharge Center?

OFA required forms can be found on their website at <https://fbs.usc.edu/financial-analysis/recharge/how-to-establish-a-service-center-checklist/>

The policy can be found here: <https://policy.usc.edu/recharge-centers/>

