

- I. Administration
  - A. Nature of the FSML
  - B. Nature of the Directorship
  - C. Organization Chart
  - D. Relationship With Sponsoring Institution
  - E. Staffing
  - F. Consortia and Other Formal Associations
  - G. Insurance and Liability
  - H. Legal Issues
  - I. Administrative Policies
  - *Safety... Liability.*
- II. Facilities
  - A. Housing
  - B. Education and Training Facilities
  - C. Research Facilities
  - D. Public Facilities
  - E. Food Service Facilities
  - F. Support Facilities
  - G. Facility Policies
  - H. Operations and Maintenance
  - I. Facility Construction
- III. Programs
  - A. Research
    - 1. Visiting Scientists
    - 2. Sponsored (In-House) Research
    - 3. Research Policies
  - B. Education
    - 1. Undergraduate Education
    - 2. Graduate Education
    - 3. Research Training
    - 4. PreK-12 Education
    - 5. Informal Education
    - 6. Education Policies
- IV. Finances
  - A. Budgets
    - 1. Cost Analysis
    - 2. Cost Recovery (Setting Fees)
    - 3. Software and Other Budgeting Tools
  - B. Financial Reports
  - C. Financial Policies
  - D. Endowments
  - E. Funding Sources
- V. Planning
  - A. Master or Academic Plan
  - B. Business or Financial Plan
  - C. Strategic Plan
  - D. Construction Planning Process

Appendices

Lists:

Sample Policies:

Cross-Reference Key to Identify FSML Sources of Examples: