Guidelines for Bridge Funding Program

Overview:
The purpose of the Bridge Funding program is to provide up to 12 months of gap funding for research projects to enable the continuation of a basal level of lab activity such that a currently funded project may progress to funding renewal. These guidelines are revised to incorporate changes in NIH resubmission policy pertaining to applications submitted after January 25, 2009, and to allow somewhat greater flexibility for projects that are highly likely to be refunded but that may fall outside previous guidelines.

The program is intended to extend extramurally funded research projects only. Requests for pilot studies or other unfunded research will not be considered. Only projects administered through the School of Medicine will be eligible for gap funding. Lastly, only projects with a high likelihood of continued funding by the sponsor will be supported by this program. For example, this program will not support projects that have received a poor score that makes subsequent funding unlikely. Similarly, the program will not fund projects that have completed the second review without being funded, except in extraordinary circumstances. In this case, the unfunded application should have received excellent scores reviews and have just missed funding, making it highly promising for renewal in a revised format, and a clear plan should be offered as to how the project will be continued in the form of a restructured new application.

Any approved gap funding will cease either upon the start date of the award or the notification that the final round of funding requests was not awarded.

Request parameters:
Requests should be made prior to the termination of existing funding. In addition, projects must have been submitted for renewal to the original funding agency at least once for consideration in advance of the termination deadline and the review must be in hand. If either of these conditions are not satisfied, clear justification must be provided.

It is expected that the faculty member will have already explored all other possible funding sources with their home department chair. Requests will ideally be considered for individual unfunded projects if no overlap exists with other funded projects. If other funded projects exist, this factor will be considered by the committee and more stringent rules will be applied.
In addition, the committee will take into consideration any discretionary funds (special purpose funds, technology transfer funds, unrestricted gifts/endowments, etc.) available to the department and the PI prior to making a funding decision.

The requestor’s Home Department Chair must determine whether the request has merit and must enthusiastically endorse the request in writing before it can be considered for funding. In the case of requests to support gaps in the funding of sub-projects within program projects (P01, P50, SCOR etc.), the request must also have the written support of the program project principal investigator.

Eligibility: All full-time School of Medicine faculty (tenure, C-E and research tracks)

Deadlines: Requests for Bridge Funding will be accepted three times per year on April 30, August 31 and January 15. Submit all requests to Mary Kennedy-Bart in the Finance office (356 Anatomy-Chemistry). Please contact Mary Kennedy-Bart regarding any operational or process questions via email (maryken@mail.med.upenn.edu) or by phone (573-8939).

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Budget guidelines:
- The request for bridge funding will not exceed 1 year.
- If this request is not for bridging of an existing grant for which a competing renewal application is pending, a clear and specific explanation should be provided.
- Funding may include essential project support personnel, services and supplies only.
- Differences between requested funding and pending grant application should be explained.
- Equipment, travel and faculty salary should not be requested.
- Funding for graduate students should be sought from BGS emergency financial aid and not included in the request.
- See the attached Budget template for further details.

See the attached checklist for a list of documents that must be submitted and the Summary of Other Support for additional reporting requirements.
PI NAME ____________________________

HOME DEPARTMENT _______________________

CHECKLIST

☐ 1 page summary describing project for which funding is requested.

☐ 1 page summary of project accomplishments in most recent funding period.

☐ 1 page summary outlining specific plan for resubmission including overview of proposed changes addressing critiques.

☐ 1 page statement related to importance of project to PI's overall research direction, including a detailed justification for personnel and other budget items that are being requested.

☐ If PI has previously received PSOM Bridge Funds, please indicate details (including outcome of independent funding and relationship to current request).

☐ Summary of all other funding (intramural and extramural) available to support PI's research program, including fellowships, graduate students, gifts, endowments, etc. (Summary of Other Support).

☐ Most recent request for funding continuation at the primary agency. Include: Cover page; Year 1 Budget page and budget justification; Project Abstract; Specific Aims and Rebuttal (if appropriate).

☐ Copy of all reviews/critiques (NIH or other agency review summary statements)

☐ Faculty biosketch (NIH format). If Biosketch Grant Support does not match Other Support summary, please provide explanation.

☐ Letter of support from the requestor's Home Department Chair.

☐ In the case of sub program projects or core grants, a letter of support from the program project PI.

☐ Budget request template (Available on website). Include detailed explanation of any differences between requested funding and pending grant application.

☐ Funding history template (Available on website).

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PI NAME

HOME DEPARTMENT

SUMMARY OF OTHER SUPPORT
* Please specify which grant (past/current/pending) for which bridging is requested.

A. Current Support

B. Pending Support

C. Recently Completed Support *(ended within the past year - either original grant dates or NCE)*

Format for Other Support:
Source / Number
Grant Title
PI (if not PI, specify role on project)
Dates of Project (if applicable, indicate NCE dates)
Annual Direct Costs (if not PI, also specify amount to applicant’s lab)
If in NCE, indicate NCE amount available

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