

RESEARCH CORE PROPOSAL OUTLINE

Brief overview of services and needs

List of services to be provided

Method of determining need for service/facility

Number of potential users

Projected volume of activity

Relationship to existing facilities

State whether service is offered commercially and provide prices

State whether service is offered at Penn or neighboring institutions (CHOP, Wistar)

Administrative/technical structure of facility

Expertise

Scientific and technical credentials and experience of proposed staff

Space requirements (new or existing)

Equipment requirements

Budget

Startup costs

Annual operating costs

Funding sources (include other commitments for support)

Projected fees and income

Department

Provide letter of support from Chair of responsible department

Identify commitments such as personnel, space, financial resources