

**OUTLINE FOR THE PROPOSAL OF NEW SERVICES
BY AN EXISTING CORE FACILITY**

1. Brief overview of service and needs.
2. Method of determining need for service/facility
 - Number of potential users.
 - Projected volume of activity.
3. 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).
4. Expertise.
 - Scientific and technical credentials and experience of staff.
 - Will additional staff be required.
5. Space requirements (new or existing).
6. Budget
 - Startup costs
 - Equipment requirements.
 - Please note whether full or partial funding for the equipment is being requested form the Core Facilities Oversight Committee.*
 - Annual operating costs
 - Funding sources (include other commitments for support)
 - Projected fees and income