Perelman School of Medicine Biomedical Research Core Facilities Committee

OUTLINE FOR THE PROPOSAL OF A NEW RESEARCH CORE FACILITY

This outline is intended for the proposal of a new core, the concept for which has already been discussed with PSOM Core Leadership. Please contact Dr. Yale Cohen, Assistant Dean of Research Facilities and Resources, at ycohen@pennmedicine.upenn.edu, with any questions.

- 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 at neighboring institutions (e.g. CHOP, Wistar)
- Administrative/technical structure of facilities
- 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