

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