

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.

PSOM Finance will coordinate the approval from appropriate PSOM personnel and submit the request to the University Office of Research Services, Director of Cost Analysis.

At a minimum, a combined packet should provide sufficient information to explain the following key operational and financial elements:

- Brief overview of services and needs
- Anticipated Start Date
- 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
 - Name of facility & parent name/org #
 - Names of DIR, Tech DIR and Senior BA
- Expertise
 - Scientific and technical credentials and experience of proposed staff
- Space requirements (new or existing)
- Equipment requirements
- Budget
 - Breakdown of the Center's 3-Year Cash & Operational expenditures, including start-up costs and any capital equipment purchases
 - Breakdown of the Center's 3-Year Revenue projections based on number of services/rates
 - Funding sources (include other commitments for support)
- Department
 - Provide letter of support from Chair of responsible department
 - Identify commitments such as personnel, space, financial resources