

Perelman School of Medicine Research Core Facilities Committee

**OUTLINE FOR THE PROPOSAL OF WORKSHOP OR SYMPOSIUM
BY AN EXISTING CORE FACILITY**

Brief overview and purpose of workshop or symposium

Expected outcome of workshop or symposium

Length of event

Half-day

Full-day

Other

Frequency of event

One-time

Series

Expertise

List speaker's names, titles, and institutions (to the extent known or proposed)

Space and technology requirements

Budget*

Promotional materials

Travel costs for any external speakers

Catering

Host site fees, if any

**Maximum award amount for a workshop or symposium from the Research Core Facilities Committee is \$10,000. Cost sharing is highly encouraged. Please note whether full or partial funding for the event is being requested from the committee. If partial funding is requested, please list all expected funding source(s)*

In addition to costs, approved funding requests will receive logistical support from PSOM including: event publicity, coordination of catering, travel, and room reservations.

Please submit your request to aweakley@pennmedicine.upenn.edu