Guidelines for Bridge Funding Program

Overview: The purpose of the Bridge Funding program is to provide up to 12 months of gap funding for research projects to enable the continuation of a basal level of lab activity such that a currently funded project may progress to funding renewal.

This program is intended to extend extramurally funded research projects only. Requests for pilot studies or other unfunded research will not be considered. Only projects administered through the School of Medicine will be eligible for gap funding. Lastly, only those projects with a high likelihood of continued funding by the sponsor will be supported by this program. For example, this program will not support projects that have either received a poor score or that have completed the third review without being funded.

Any approved gap funding will cease upon either the start date of the award or the notification that the final round of funding requests was not awarded.

Eligibility: All full-time School of Medicine faculty (tenure, C-E and research tracks)

Deadlines: Requests for Bridge Funding will be accepted three times per year on April 30, August 31 and January 15. Submit all requests to **Mary Kennedy-Bart** in the Finance office (**356 Anatomy-Chemistry**). Please contact Mary Kennedy-Bart regarding any operational or process questions via email (maryken@mail.med.upenn.edu) or by phone (573-8939).

Request parameters:
Requests should be made prior to the termination of existing funding. Justification should be provided if this is not the case.

Projects must have been submitted for renewal to the original funding agency at least once for consideration in advance of the termination deadline and the review must be in hand.

It is expected that the faculty member will have already explored all other possible funding sources with their home department chair. Requests will ideally be considered for individual unfunded projects if no overlap exists with other funded projects. However, if other funded projects exist, this factor will be considered by the committee and more stringent rules will be

applied. In addition, the committee will take into consideration any discretionary funds (special purpose funds, technology transfer funds, unrestricted gifts/endowments, etc.) available to both the department and the PI prior to making a funding decision.

The requestor's Home Department Chair must determine whether the request has merit and must enthusiastically endorse the request in writing before it can be considered for funding. In the case of requests to support gaps in the funding of sub-projects within program projects (P01, P50, SCOR etc.), the request must also have the written support of the program project principal investigator.

Budget guidelines:
- The request for bridge funding will not exceed 1 year.
- Funding may include essential project support personnel, services and supplies only.
- Equipment, travel and faculty salary should not be requested.
- Funding for graduate students should be sought from BGS emergency financial aid and not included in the request.
- See the attached Budget template for further details.

See the attached checklist for a list of documents that must be submitted.

PI NAME _____

HOME DEPARTMENT _____

CHECKLIST FOR BRIDGE FUNDING APPLICATION

- ☐ 1-2 page summary describing project for which funding is requested

- ☐ 1-2 page summary of project accomplishments in most recent funding period

- ☐ Statement related to importance of project to PI's overall research direction, including a detailed justification for personnel and other budget items that are being requested

- ☐ Summary of all other funding (intramural and extramural) available to support PI's research program, including fellowships, graduate students, gifts, endowments, etc.

- ☐ Copy of most recent request for funding continuation at the primary agency

- ☐ Copy of all reviews/critiques (NIH or other agency review summary statements)

- ☐ Faculty biosketch (NIH format)

- ☐ Letter of support from the requestor's Home Department Chair

- ☐ In the case of sub program projects or core grants, a letter of support from the program project PI.

- ☐ Budget request template- (Available on website)

- ☐ Funding history template- (Available on website)