

MEMORANDUM

TO: Perelman School of Medicine Faculty Members Working with Mice
FROM: Stuart N. Isaacs, M.D., Associate Dean for Animal Research
DATE: March 19, 2015
RE: PSOM Subvention of Mouse Cryopreservation Services

The Perelman School of Medicine (PSOM) will continue, on a more limited basis, the subvention policy for cryopreservation services of essential mouse strains by the Transgenic and Chimeric Mouse Facility (TCMF).

All PSOM faculty members are eligible to apply to be considered for supplemental support of the cryopreservation service, which would cover ~50% of the base cost of the cryopreservation service at the TCMF. If more expensive cryopreservation services are requested from the TCMF, the PSOM subvention will not exceed \$387 per approved mouse strain. Faculty based at CHOP or other Penn Schools should discuss the similar opportunity for subvention with their respective dean.

Please note also that subvention depends on PSOM verification that the strain is unique (e.g., is not-commercially available) and essential. Since these institutional funds are limited, for an individual investigator, a maximum of 5 strains/ fiscal year (July-June) will be supported by subvention funds.

The PSOM, with the encouragement of the School of Medicine Animal Research Committee (SOMARC), originally established the subvention policy in the aftermath of the Mouse Hepatitis Virus (MHV) outbreak in 2005, which destroyed several unique mouse strains derived on campus. The policy was/is intended to promote proactive steps such that these unique strains are maintained for easy, rapid re-derivation both in the event of a lethal infectious outbreak or other catastrophe, and to reduce the costs of animal housing, and maximize space use, to investigators who may need to wind-down aspects of their projects for extended periods. The TCMF offers a full range of cryopreservation services. More detail on this range of services is available on their website: <http://www.med.upenn.edu/tcmf/>

How to Apply for Subvention

Faculty members are encouraged to contact Jean Richa, Ph.D., Technical Director of the TCMF, at jricha@mail.med.upenn.edu, to discuss which cryopreservation services (and storage costs) will meet their individual research needs. Eligible faculty members who plan to apply for PSOM subvention should obtain approval of their subvention request **prior** to initiating the cryopreservation service.

Subvention requests must be submitted via email to Stuart Isaacs, Associate Dean for Animal Research, at somar@mail.med.upenn.edu. PSOM faculty members making this request are asked to indicate "Subvention of Mouse Cryopreservation Services" in the subject strain of this e-mail and to provide the following information in the body of the email request:

- Principal Investigator/University account number
- Mouse strain identification number/name
- Brief description of the strain and justification for why the strain is essential and cannot be purchased or re-derived from another source

The Associate Dean for Animal Research, in consultation with the SOMARC and others as needed, will evaluate requests and notify faculty of a decision.

When a Subvention Request is Approved

When a subvention request for a mouse strain is approved, both the faculty member and the TCMF will be notified. The TCMF will subsequently charge \$387 to a designated PSOM account and charge the balance of the cryopreservation service to the faculty member's appropriate grant/account. The PSOM subvention will be documented on the TCMF invoice.

Once again, I would like to remind you that this subvention policy is evaluated each year. Thus it is important for you to incorporate the full costs of cryopreservation as part of the costs of generating new mouse strains when proposing such work in grant applications. As always, please contact me with any questions or concerns.

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