

Effective: March 1, 2017

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 continuation of a basal level of lab activity such that a currently funded project may progress to funding renewal without loss of critical resources or substantial momentum.

The program is intended for ongoing, extramurally funded research projects only. Requests for pilot studies or other unfunded research will not be considered. Only 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 received a poor score that makes subsequent funding unlikely. Similarly, the program will not fund projects that have completed the second review without being funded, except in extraordinary circumstances. In this case, the unfunded application should have received excellent reviews and have just missed funding, making it highly promising for renewal in a revised format.

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

Request parameters:

Requests should be made prior to the termination of existing funding. In addition, 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. If either of these conditions are not satisfied, clear justification must be provided.

It is expected that the faculty member will have already explored all other possible funding sources with their home Department Chair. If other funded projects exist in the lab, the issue of potential overlap with the project for which bridge funding is requested must be addressed. If other funding exists in the lab, 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 the department and the PI.

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. In the case of a multi-investigator project where bridging is requested for more than one investigator, a letter should be provided from each relevant department chair.

Please provide all the information requested in a clear concise format, as requests with incomplete or unclear information will not be reviewed.

Eligibility: All full-time School of Medicine faculty (tenure, C-E and research tracks). Only projects administered through the School of Medicine will be eligible for gap funding.

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).

Budget guidelines:

- The request for bridge funding will not exceed 1 year.
- If this request is not for bridging of an about-to-expire existing grant for which a competing renewal application is pending, a clear and specific explanation should be provided.
- Funding may include essential project support personnel, services and supplies only.
- Differences between requested funding and pending grant application budget should be explained.
- 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. Requests that do not include the requested information in a clear and concise manner will not be considered.

PI NAME _____

HOME DEPARTMENT _____

CHECKLIST (please provide in the order listed)

- A clear, concise explanation of the funding history of the project for which bridging is requested (e.g.; information about the prior grant that supported the work, all competing renewal application submissions and outcomes, and any other relevant information such as support during gap periods, etc.).
- Funding history template (available on website: <http://www.med.upenn.edu/policy/res.shtml>).
- Letter of support from the requestor's Home Department Chair, which should address re-funding prospects as well as departmental resources that have/will be applied to the funding gap.*
- In the case of a project in a larger program project or center grants, a letter of support from the program/center PI.
- Brief (**≤1 page**) description of the project for which funding is requested and project accomplishments in most recent funding period (including publications).
- Brief (**1/2 page**) statement of importance of project to PI's overall research program and relationship to other projects ongoing/funded in the lab.*
- Budget request template (available on website: <http://www.med.upenn.edu/policy/res.shtml>).
- Justification for personnel and other budget items requested, and explanation of any differences from budget of extramural grant. For requests to support personnel, indicate individuals' time in PI's lab or other specific qualifications.
- Current Other Support (active, pending and recent) describing all other funding (intramural and extramural) available to support PI's research program, including fellowships, graduate students, gifts, endowments, etc. (see template).*
- From the most recent request for funding continuation at the primary agency provide: Cover page; Year 1 Budget page and budget justification; Project Abstract; Specific Aims; Rebuttal (if appropriate).
- Copy of all reviews/critiques (NIH or other agency review summary statements) from prior submissions of grant for which bridging is requested.
- Brief (**1/2 page**) summary of resubmission plan including overview of proposed changes addressing critiques.
- Faculty biosketch (NIH format).*
- If PI has previously received PSOM Bridge Funds, please indicate details (including outcome of independent funding and relationship to current request).*

Note: If the request involves resources in more than one lab, such as multi-PI project, items indicated with * above should be provided for each lab.

Do not include other materials unless specifically requested. If any aspects of the instructions are unclear or for any questions about the information needed, please contact Mary Kennedy Bart at 215-573-8939.

PI NAME _____

HOME DEPARTMENT _____

OTHER SUPPORT

Include extramural as well as intramural support (include fellowships, graduate students, gifts, endowments, etc.).

Specify the grant (past/current) for which bridging is requested, and which pending application represents the continuation of the project.

A. Current Support

B. Pending Support (indicate whether A0 or A1 and provide score and outcome if available; if not available indicate anticipated review date)

C. Recently Completed Support (*include grant for which bridging is requested, plus all other support ended within the past year – specify both original grant dates and NCE*)

Format for Other Support:

Source / Number

Grant Title

PI (if not PI, specify role on project)

Dates of Project (if applicable, indicate original and NCE dates)

Annual Direct Costs (if not PI, also specify amount to applicant's lab)

% Effort

If in NCE, indicate NCE amount available