

## **Guidelines for Bridge Funding Program – Revised October 2022**

### Overview:

The purpose of the Bridge Funding program is to provide up to 12 months of gap funding for extramurally funded research projects to enable the continuation of a basal level of lab activity and avoid loss of key personnel, resources or momentum, such that a currently funded project may progress to funding renewal.

The program is intended for extramurally funded research projects only, and requests for bridging from pilot studies, intramurally supported or unfunded research cannot be considered. Only projects administered through the School of Medicine are eligible. Projects must have a high likelihood of continued funding by the sponsor to be supported by this program. For example, this program will not support projects that have received poor scores that makes subsequent funding unlikely. Similarly, the program will not fund projects that have completed a final review without being funded, except in extraordinary circumstances. In this case, the unfunded application should have received excellent scores and reviews, making it highly promising for renewal in a revised format, and a clear plan should be offered as to how the project will be continued in the form of a restructured new application.

Any approved gap funding will cease either upon the start date of the new 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.

The faculty member should have already explored all other possible funding sources with their home department chair. Requests will be considered for individual unfunded projects if no overlap exists with other funded projects. 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 the department and the PI.

If application is for a Program project or equivalent (P01, P50, SCOR etc.), a separate request should be made for each project within the program.

The requestor's Home Department Chair and/or Division Chief must determine whether the request has merit and endorse the request in writing to be considered for funding. For requests involving projects within Program projects or equivalent, the request should include written support of the Program PI.

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 (if these dates fall on a weekend or holiday, the following business day is acceptable). Submit all requests to **Mary Kennedy-Bart** in the Finance office (**356 Anatomy-Chemistry**). Any

question about eligibility and/or the application process should be directed to Ms. Kennedy-Bart via email (maryken@penmedicine.upenn.edu) or phone (215-573-8939).

Budget guidelines for Bridge Funding (see the Budget template for further details):

- The request for bridge funding should not exceed 1 year.
- The request amount should reflect the minimum needed to maintain basal lab activity and not lose key personnel/resources/momentum, and may not exceed the final year budget of the ending/ended grant for which Bridge funding is requested (less non-allowable items, see below).
- Funding may include essential project support personnel, services and supplies only.
- Personnel expenses for Faculty and Graduate students are non-allowable.
- Funding for graduate students should be sought from BGS emergency financial aid and not included in the request.
- Equipment, travel and faculty salary should not be requested.
- A letter of support from the Department Chair and/or Division Chief should be included that indicates support for the request and addresses other resources available.
- If this request is not for bridging of an existing grant for which a standard competing renewal application is pending, a clear and specific explanation should be provided.
- Bridge recipient must provide notification of pending status when received, whether positive or negative.
- Bridge recipient must provide summary of expenditures at end of bridge award term.

See the attached checklist for a list of items that must be submitted, and the Summary of Other Support for additional reporting requirements. **Please be sure that the explanations are clear and concise.** When submitting your application, documents should be in order as presented on checklist. Please reference document page # on checklist and include as Cover Page of your application. Application should be submitted via e-mail as a PDF. Budget request/funding history should be an Excel file.

PI NAME \_\_\_\_\_

HOME DEPARTMENT \_\_\_\_\_

**CHECKLIST- *Please submit application in order of check list items:***

- Concise overview of the project for which funding is requested, including a clear explanation of its prior funding history and competing renewal submissions and status.
- Concise summary of project accomplishments in most recent funding period.
- Concise summary outlining specific plan for resubmission including overview of proposed changes addressing critiques.
- Concise statement indicating importance of the bridge funding to PI's overall research program, including a justification for the personnel and other budget items that are being requested.
- If PI has previously received PSOM Bridge Funds, please indicate details including outcome of independent funding and relationship to current request.
- Summary of all other funding currently available and pending to support PI's research program, both intramural and extramural, including fellowships, graduate students, gifts, endowments, etc.
- Grant budget pages showing the (a) final year of the ending/ended project for which bridging is requested, and (b) most recent request for funding continuation at the primary agency. Include: Cover page; Final year (ending/ended grant) and year 1 (pending grant) budget pages and budget justification; Project Abstract; Specific Aims and Rebuttal (if appropriate). Note: budget items in Bridge requests cannot exceed that included in the final year (ending) or year 1 (pending) grant budgets.
- Copy of all reviews/critiques of the pending grant (NIH or other agency review summary statements)
- Faculty biosketch (NIH format).
- Letter of support from the requestor's home Department Chair and/or Division Chief endorsing the request and addressing other resources available to the PI.
- In the case of sub-project in program projects or center grants, a letter of support from the Program/Center PI.
- Budget request template (available on website). Concise justification of items requested should be included in the "importance to PI's overall research" above.
- Funding history template (Available on website). If project for which bridging is requested is not a standard competing renewal, a clear explanation should be provided in "Overview" section above.

PI NAME \_\_\_\_\_

HOME DEPARTMENT \_\_\_\_\_

**SUMMARY OF OTHER SUPPORT**

\* Please specify which is the grant (past/current and pending) for which bridging is requested.

A. Current Support

B. Pending Support

C. Recently Completed Support (*ended within the past year - either original grant dates or NCE*)

Format for Other Support:

Source / Number

Grant Title

PI (if not PI, specify role on project)

Dates of Project (if applicable, indicate NCE dates)

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

If in NCE, indicate NCE amount available

Overlap with Bridge funding request