



Office of the Vice Provost for Research

Notification date: 2/16/2024

FY24
Research Facilities Development Fund
Application Guidelines
DEADLINE: MARCH 28, 2024

The **Research Facilities Development Fund (RFDF)** supports the improvement, renovation and construction of research facilities at the University, as well as the acquisition of major items of equipment used to support research. The Fund is designed to assist Schools in developing new research initiatives or to renew important existing research programs. Priority is given to projects that advance the academic priorities and strategic plans of the School and University.

Applications to the RFDF are made by Deans. Where feasible, Deans are requested to have applications made for external funding simultaneously with their requests to the RFDF. The RFDF prefers to guarantee funding, rather than make outright grants, in the expectation that some projects for which funding is requested will attract external support. Preference is given to schools actively engaged in sponsored research.

Proposals should be concise and follow this outline:

- School/Resource Center/Administrative Division
- Contact person
- Project title
- Location of project
- Relevant background information
- Project Scope, including:
 - A summary statement of what will be done
 - Rationale for project
 - Programmatic description of research activities to take place in facility
 - Impact on research potential of School
 - Relation to School's Strategic Plan and Academic Priorities, and value added
 - Documentation of feasibility and estimated cost (see below)
 - Proposed shared source(s) of School funds if any
 - Timing

Planning, implementation, and follow-up

1. Feasibility and estimated costs. All Schools and Institutes submitting proposals that have space implications must have completed the required capital project planning forms. A copy of the completed forms, copies of cost estimates, and detailed descriptions of construction and/or renovation plans must be included

with each copy of the application to the Fund. It is expected that projects involving facilities renovations will have been reviewed by the Office of the Vice President for Facilities and Real Estate Services, at the time of submission, so that the feasibility of the plan has been certified, adheres to the University's guidelines regarding sustainability, and the estimated cost confirmed.

2. It is expected that awards will be implemented in a timely manner.

Primary criteria for review will include the following:

- The School's active commitment to the development of sponsored research.
- The contribution of the proposed project to the research and academic priorities of the School, as indicated in the School's strategic plan. Emphasis will be given to new or renewed research initiatives in contrast to routine plant maintenance.
- The impact of the proposed project on the rest of the University.
- Assurance of funding for operation of the facility on an ongoing basis, and the amount of external funding currently available.
- Projected amount of matching funds and/or School contribution for the proposed project.
- Proposed projects must be in University-owned facilities.

Other considerations include:

- The availability of other funding sources for each School.
- The relationship between the application and capital budget plans for the School.
- The fiscal scale of the project.

Proposals should be submitted as a single PDF file to, vpgrant@upenn.edu.

- First page should be a cover page with the following information:
 - School
 - Contact Person including: email, phone, and campus address
 - Project Title
 - Project Location
 - Estimated Total Project Cost
 - Amount requested from RFDF
 - Proposed shared amount of school funds if any
- Proposal should address all elements as described above under Project Scope: summary statement of what will be done; rationale for project; programmatic description of research activities to take place in facility; impact on research potential of school; relation to School's Strategic Plan and Academic Priorities, and value added; documentation of feasibility and estimated cost; proposed shared source(s) of school funds if any and timing
- Subject line of email submission should be RFDF and School name; e.g. RFDF_PSOM.
- If you have any questions, please contact James McGonigle at jmcgon@upenn.edu.
- Deadline for submission is **March 28, 2024**.