The Core Lab Funding Program is similar to the NIH S10 Equipment Grant, and is designed for the creation of new core laboratories, or the improvement of existing core laboratories in the biosciences. Typically, this program will fund new equipment, and/or personnel and other resources when needed to launch a new core or new service within an existing core. Proposals require a plan to make said core fully sustainable, based on recharge activity and/or unit support by the end of year 3. Core Lab requests will be considered on a rolling basis.

Submission instructions: Font should be 11 pt., Arial, with 1/2" margins. Please follow the provided template below.

Proposal title

Principal Investigator name (or co-I names)

PI unit(s)

Executive Summary (1 page)
Recommended Format:

**Justification of Need and Benefit to the Institution (1-6 pages)**

Describe the requested instrument(s), personnel, and other resources. Compare performance of the requested instrumentation with other similar instruments available on the market. Justify the need for specific features and special accessories of each requested instrument. Each instrument and each accessory must be utilized by at least three Major Users. Explain why the chosen instrumentation is the most suitable for your user group. Preliminary data are not required, though if feasible, you may include preliminary data to justify your choice. Provide an inventory of similar instruments at U-M, and describe why this work needs to be done at U-M, versus another institution or by a commercial provider. Describe the personnel and other resources required to manage the technology as a core resource for all U-M faculty.

**Equipment (1 page)**

Describe the requested instrument by stating its manufacturer, model number, specific features, and accessories. Provide a detailed budget breakdown of the main instrument and requested accessories, including tax and import duties, if applicable. In the appendix, please provide itemized quotes, with any vendor discount; quotes for the service contracts are required as well.

**Technical Expertise (1-2 pages)**

Describe the technical expertise of individuals who will set up and run the instrument(s). Specify who will ensure that the instrument(s) are safely operated and appropriately maintained. State who will train new users. If the instrument(s) require complex sample preparation or consultation for experimental designs, describe the expert individuals who will serve in that capacity. Address technical support for data collection, management, and analysis.

**Research Use (up to 6 pages, to include a description of core use by a minimum of 3 major and 3 minor users)**

In this section, describe the benefit of the requested core or instrument(s) to enhance a minimum of 6 specific funded research projects. Focus the Research Projects section on a detailed explanation of how the requested instrument will advance each research project. All Major Users must have substantial need for the requested instrument.

**Summary Tables**

- 1. Table summarizing Research Projects of Users. The table should have the following columns: User's name, grant number (for NIH awards list the grant numbers as R01C123456), brief title of the project, grant start and end dates, and estimated usage of the core as high, medium, or low.
- 2. Instrument Accessible User Table. For each major instrument requested (> $100,000), estimate the percent amount of accessible user time that will be utilized for each year, from years 1-3 of the program.

**Key Personnel, Administration, and Management Plan (up to 3 pages)**
Describe the organizational plan to administer the core. Describe how the instrument(s) will be utilized, how requests to use the instrument(s) will be made, how time will be allocated among Major Users, how other projects and new users will be enlisted. Describe how users will be trained in experimental design, instrument operation and data analysis. Describe typical day-by-day management of the instrument(s).

List the names and titles of the members of the local Advisory Committee. The membership of this Committee should be broad to balance interests of different users and should include members without conflicts of interest (non-users of the requested instrument) who can resolve disputes, if they arise. The membership of this Committee should include at least one senior official from the unit sponsoring the core who will represent the financial commitment of the unit. Major and other active Users of the instrument may be members, but none may Chair the Advisory Committee. The PD/PI cannot be a voting member of the Advisory Committee.

The Advisory Committee should meet on a regular basis and should prepare an annual report for the BICC describing progress, annual usage, and finances.

**Financial Plan**

Submit a detailed budget for long-term operation and maintenance of the new core, or the new service (if within an existing core) including equipment purchases, maintenance costs, personnel costs, reagents, and other reasonable expenses for operation of the core. Explain how various operational costs will be met by biosciences funds, projected reasonable recharge support, and unit support. The financial plan must include a table for five years of operation with approximate dollars for anticipated expenditures and anticipated income, showing how these estimates were derived. For year one specific dollar amount are required; for years 2 - 5 approximate amounts are recommended. The budget for years 4-5 should demonstrate how core sustainability is achieved, using estimated recharge income and unit support to achieve sustainability.

Typically, during year one, the maintenance costs are fully covered by one year manufacturer's warranty. In subsequent years, costs of maintenance must be considered in the financial plan. Include a description of projected changes of the financial plan over the subsequent two years.

*Operation:* Include salary support of expert personnel that will operate the instrument and oversee routine care and procedures for standardization.

*Maintenance:* May include a service contract, or funds for parts and local technical personnel who will maintain the instrument (if such personnel are qualified to do so).

*Supplies:* Include necessary supplies for operating the instrument such as chemicals, cryogenics, and other expendable items.

*Anticipated Income:* Enumerate the sources of income such as charge back fee structure, grants, or institutional support.
Institutional Commitment

Provide a signed letter of support from the individual(s) providing the space for the core, providing any contributions to the initial 3 year budget, and providing any support needed to maintain the core beginning in year four. The letter should state a commitment for support of the instrument(s) in the core for their effective/usable lifetimes. The expected usable lifetime depends on the type of requested instrument.

Key Personnel (Please include a complete NIH or NSF Biosketch for each key contributor)