Managing Research Funding Gaps & Bridge Funding Guide

If your lab anticipates a funding gap, please follow these steps in order:

1. **Cut Lab Expenses:** Work with your financial administrator to reduce spending.
   - Use Mount Sinai Core facilities instead of hiring new staff or using external vendors; this will save time and money.
   - Share resources and personnel across labs.
   - Cut travel, equipment, and non-personnel costs.
   - Temporarily reduce salaries where possible.
   - Reduce lab staffing to minimal levels to maintain operations.

2. **Explore Departmental Funding:** Consult your Department Chair or Institute Director to determine if bridge funding or discretionary support from the Department or Institute is available to assist your laboratory.

3. **Apply for Institutional Bridge Funding:** If department/institute funds and spending cuts are insufficient to preserve baseline operations, your Chair or Director may submit an application for institutional bridge funding on your behalf if you meet the following criteria:
   - **Track Record:** A strong, demonstrated history of publications and external funding.
   - **Qualification under at least one of the following scenarios:**
     - Active grant applications pending review with scores within a fundable range.
     - Multiple pending grant applications awaiting review that are competitively positioned.
     - A recent, unexpected grant cancellation accompanied by a clear strategy to secure replacement funding.

4. **Requests for Bridge funding from the Institution**: should be submitted to the Office of the Dean at shema.patel@mssm.edu and contain the following
   a. Completed request form (attached)
   b. Letter of Support from Department Chair/Institute Director
   c. Copy of latest summary statements for grant applications
   d. Original budget submitted with grant (if modular, use budget submitted to GCO)
   e. Budget and time period for Bridge Funding Request with brief line by line justification

5. **Review and Final Approval**:
   - All institutional bridge funding requests are evaluated by a newly constituted Bridge Funding Review Committee, composed of institutional leaders, and chaired by the Dean for Academic and Scientific Affairs.
   - The Committee submits its formal recommendations to the Dean of the Icahn School of Medicine at Mount Sinai, who renders final funding decisions.
   - Institutional bridge funding is constrained by annual budgetary availability and is awarded on a competitive basis.