

Grant Management Guidelines

General Conditions

- All research supported by NCBiotech grants must be performed in accordance with established organizational policies and procedures, including but not limited to policies and procedures applicable to research involving human subjects, laboratory animals, and hazardous agents and materials.
- NCBiotech grants do not fund overhead or indirect costs, patenting costs, and new building construction or renovations.
- NCBiotech's support must be acknowledged in any press releases, proceedings or publications developed as a result of a grant.

Payment

- If required per specific award guidelines, an invoice issued by your organization must include a breakdown of expenses by approved budget category, a description and price for equipment purchases, and show current and cumulative expenditures for the period.
- Payment of the final 10% of the grant amount is contingent upon approval of all required final reporting.

Reports

- A final Technical Status report that describes project activities and accomplishments and a final Financial Status report that summarizes the expenditure of grant funds by approved budget category are required. Final reports are due within 60 days for BES and BMG awards and 90 days after the grant end date for all other awards.
- Certain other information may be requested for use in evaluating the short- and long-range impact of NCBiotech programs. Such requests may occur after grant termination.

Changes to a Grant

- Requests to amend a grant must be made in writing, be signed by the principal investigator and an authorized fiscal officer and must be requested at least 30 days before the grant end date.
- Amendment request types include but are not limited to: a no-cost extension, budget change, change in scope of work, or principal investigator.
- Requests for an extension must be submitted on the NCBiotech *No-cost Extension Request Form* and include a copy of the current budget, a financial status report, and a timeline for completion.
- A budget change that adds or deletes a category or increases the originally approved budget category by 10 percent or \$500, whichever is greater, requires prior approval by NCBiotech. Budget change requests must be submitted on the NCBiotech Request for Grant Budget Change Form.
- No more than two amendment requests of any type will be considered in a 12-month period.
- Notice of the decision regarding requested amendments will be provided normally three-four weeks after receipt.

Submissions

Submit all reports, amendments, and invoices via the NC Biotech funding portal at this link: <https://ncbiotech.fluxx.io>.

Forms

NCBiotech grant report forms are available on the website at: www.ncbiotech.org/funding/awardee-resources

More Information

For more information regarding post-award administration of a grant, contact the NC Biotech Center Contracts and Grants Office at: Contracts_Grants@ncbiotech.org or 919-549-8807