

# North Carolina Biotechnology Center

Offices in Asheville | Charlotte | Greenville | Research Triangle Park | Wilmington | Winston-Salem

## Instructions- Meeting & Event Grants

All final reports are due within 90 days after the termination date of the grant or according to the terms of the award. All other required status reports are due as specified in the Grant Agreement. If you have any questions, please contact [Contracts\\_Grants@ncbiotech.org](mailto:Contracts_Grants@ncbiotech.org) with your request ID number.

Provide a brief description of the event including the number of participants/speakers and the highlights of the event. In addition, please prepare a single pdf file with the items listed below and upload it to the grantee portal <https://ncbiotech.fluxx.io>

- o Signed Cover Sheet: The cover sheet (attached) must be completed, signed by the primary contact and authorized official, and attached to this report.
- o Program Brochure/Flyers: Provide key samples of materials only. Please include evidence that the NCBiotech logo was featured in the event materials. (Maximum four pages total.)
- o Summary of evaluations or feedback: Summarize the results of any post-event surveys, evaluations, and/or other participant feedback. Do not include participant lists. (Maximum of two pages total.)

(Optional) Publications/Proceedings: Summarize any publications (published and planned) include the title, journal or other reference, date, and authors. (Maximum of one page.)

Required Final Reporting Documents:

1. Financial Status Report
2. Technical Status Report: Event and Meeting Grants
3. Signed Cover Sheet
4. Final Invoice
5. Center Acknowledgement ting & Events Grants