



# Biotechnology Research Grant (BRG)

## BRG Program Preproposal Application Instructions

### Deadlines for Application

- Preproposal: Sept. 23, 2009 NOON
- Full proposal: Feb. 3, 2010 NOON

### Application Instructions

Please use the checklist provided to make sure **ALL** components of the preproposal application are included. The checklist should be included as part of your preproposal submission.

- ⊗ *Preproposals must be submitted through the online application. Preproposals sent by fax, e-mail or hard copy will not be accepted.*

#### Step 1: Read the Guidelines

Thoroughly read the BRG Program Guidelines prior to submitting an application. If you have any questions about the program, please contact the Core Programs Director at 919-549-8842 or [virginia\\_deluca@ncbiotech.org](mailto:virginia_deluca@ncbiotech.org).

#### Step 2: Prepare the Preproposal

Prepare the Preproposal as directed below (maximum size is 1MB):

- ⊗ *Applications that do not follow all these requirements will be rejected without review.*

#### General Preproposal Formatting Guidelines

The completed preproposal cannot exceed four (4) pages. This limit does **NOT** include Biographical Sketch(es) for each PI/co-PI, Budget, or Cover Sheet.

- Use standard font (such as Arial or Times New Roman) no smaller than 12 point.
- Page set-up should be for single-spacing on 8½"x11" paper.

- Number each page.
- Margins should be ¾" to 1".
- Each section should be titled using the header sections listed below and should match the Table of Contents.
- Do **not** use logos or letterhead on **any** pages of the preproposal.

#### Preproposal Requirements

The preproposal must include the following sections:

- **Abstract/Significance** (maximum 1 page)  
Include a description of the project and justification in terms of potential for significant contribution to the development of biotechnology or for commercial products derived from biotechnology.
- **Research Plan** (maximum 2 pages)  
List objectives with brief descriptions of each.
- **Bibliography** (maximum 1 page)  
Give full citation including title and complete author list.
- **Biographical Sketches**  
For the principal investigator, and all other key personnel, including industrial partners (if applicable), provide a biographical sketch with relevant publications that documents each investigator's expertise in the proposed project. Limit each sketch to one (1) page following the Biographical Sketch format provided by the link on the website. ([http://www.ncbiotech.org/grants/biotech\\_research.html](http://www.ncbiotech.org/grants/biotech_research.html)) Include the Biographical Sketch at the end of your preproposal submission.
- **Budget**

## Convert your Preproposal into a PDF Document

Convert your electronic document directly into a PDF. If you do not have the full version of Adobe Acrobat, the following websites offer free PDF conversion software:

- [convert.neevia.com](http://convert.neevia.com) (no downloads required; convert to PDF right on the web)
  - [www.pdf995.com](http://www.pdf995.com) (free downloadable software)
  - [sourceforge.net/projects/pdfcreator](http://sourceforge.net/projects/pdfcreator) PDFCreator (free downloadable software)
- ⊗ *Do not print and scan the preproposal to convert to PDF – this will cause the PDF to be significantly larger (more megabytes).*

## Step 3: Complete the Budget

All funds requested must be itemized using the **BRG Budget Sheet** which is provided by the link on the website. ([http://www.ncbiotech.org/grants/biotech\\_research.html](http://www.ncbiotech.org/grants/biotech_research.html)) The Budget Sheet is in Excel format and may be submitted as an Excel or PDF file.

- ⊗ *The title of the project must be included in the "Project Title" box at the top of the Budget Sheet.*
- ⊗ *Failure to use the Budget Sheet provided will result in rejection of the preproposal.*

If you have questions about a particular item or your overall budget, we strongly encourage you to contact us for a consultation **at least two weeks** before the application deadline. For a consultation, contact Ginny DeLuca, Core Programs Director at 919-549-8842 or [virginia\\_deluca@ncbiotech.org](mailto:virginia_deluca@ncbiotech.org).

## Budget Guidelines

All investigators *must* be included, with percent effort, on the Budget Sheet (even if salary is not requested).

Allowable items include:

- Salaries/benefits for research team and other personnel.

**Important note:** Requested funds may include salaries/benefits for investigators and support personnel. Matching funds may only include salaries/benefits for support personnel (technicians, post docs, etc).

- ⊗ *Faculty salaries may not be used as matching funds.*

- Materials and supplies (broken down into categories of no more than \$5,000).
- Equipment (items over \$40,000 require a direct 25% cash match).
- Travel to research sites (for projects involving two or more institutions/organizations or if research requires offsite visits) or conferences (to present findings from this project).

Unallowable items as requested or matching funds include:

- Publication/communication costs.
- Tuition.
- Service contracts.
- Overhead/indirect costs.

The BRG program requires a minimum 10% match, not a line item match.

## Step 4: Gather Supporting Documentation

Combine the following Supporting Documents into a single PDF file. You can accomplish this by scanning them together all at once and then save as or convert to PDF. Maximum size is 1MB.

- **Cover Sheet** [http://www.ncbiotech.org/services\\_and\\_programs/grants\\_and\\_loans/biotechnology\\_research/documents/brg\\_10\\_coversheet.doc](http://www.ncbiotech.org/services_and_programs/grants_and_loans/biotechnology_research/documents/brg_10_coversheet.doc)

**Important Note:** This Cover Sheet replaces the Institutional Letter of Support previously required. Other Letters of Support are still required. This sheet must be the first page of the Supporting Documentation PDF.

- **Letters of Support**  
Include letters of support from:
  - Co-investigators (if applicable).
  - Sources of matching funds.
- ⊗ *Omission of any of the required documentation can result in administrative declination.*

**Now that you have all the required attachments ready:**

## Step 5: Complete the Online Application Form

Use the online application located at [https://www.grantrequest.com/SID\\_466/Default.asp?CT=CT&SA=SNA&FID=35043](https://www.grantrequest.com/SID_466/Default.asp?CT=CT&SA=SNA&FID=35043)

Complete all pages of the form. You can stop and save at any time and return to finish later.

The online application form includes a field for the **Public Information Summary**. This summary is not an abstract and should not include complex scientific terminology. The maximum allowable length for this summary is **50 words**.

## Step 6: Attach the Required Documents

Follow the online instructions for attaching the Required Documents.

The Preproposal, Budget, and Supporting Documentation should each be attached as three separate files.

**Important note:** Only **ONE** of each of the above file types may be attached to the application for a **total of three attachments**. Preproposals submitted with more than three attachments will be **rejected**. In addition, each attachment has a **maximum size limit of 1MB**. Preproposals submitted with larger attachments will be **rejected**.

## Step 7: Review and Submit

Carefully review your application package using the Checklist provided on the website then submit your BRG preproposal application prior to the Grant Program Deadline.

Submission of your grant application indicates that:

1. You have read and understand the information and directions in this Application Package and agree to be bound by the conditions stated herein.
2. You release the North Carolina Biotechnology Center from any claim for damages caused by:
  - a. Disclosures required under the provisions of any North Carolina or United States law, statute, or regulation,

- b. Disclosures made in connection with the North Carolina Biotechnology Center's funding review and approval process,
  - c. Disclosures required by rule or order of any court of competent jurisdiction, or
  - d. Any other non-negligent, inadvertent, unintentional, unknowing, or immaterial disclosure.
3. All research conducted during the proposed project is performed in accordance with established university policies and procedures, including—but not limited to—policies and procedures applicable to research involving human subjects, laboratory animals, or hazardous agents and materials.
  4. If the project proposed involves vertebrate animals, the project complies with federal guidelines for vertebrate animal care and experimentation.

You will receive a confirmation email notifying you that the Biotechnology Center has received your application. Any Center request for additional information must be addressed within 24 hours.

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See our grant application Web page at [www.ncbiotech.org/grants](http://www.ncbiotech.org/grants)