



Biotechnology Research Grant (BRG)

BRG Application Instructions for Full Proposal

Deadline for Application

Full proposal: Feb. 3, 2010 NOON

Application Instructions

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

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.

Step 2: Prepare the Proposal

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

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

General Proposal Formatting Guidelines

- 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 proposal.

Proposal Requirements

The proposal must include the following sections:

- **Table of Contents**
Include title, PI name, institution and page numbers.
- **Abstract**
Include a one- to two- page description of the project.
- **Significance**
Justify the proposed project in terms of its potential for significant contribution to the development of biotechnology.
- **Background**
Summarize research to support feasibility.
- **Research Plan** (maximum 12 pages)
 - Technical objectives
 - Experimental design
 - Experimental methods
 - Data analysis and interpretation
- **Personnel and Research Administration**
 - Personnel
 - Technical
 - Administrative
 - Research Contributions
 - Research team: areas of expertise of each collaborator
 - Other collaborators: from other institutions or companies
- **Project Timeline** (with target dates and preferably a graphic/diagram)
- **Facilities** (available/required)
 - Space
 - Equipment

- **Budget Justification**
Explain and justify each line item in the Budget. In addition, explain sources of any other funding required for completion of the project.
 - **Bibliography**
Give full citation including title and complete author list.
 - **Current and Pending Grants** (if applicable)
For each grant, provide the following information:
 - Funding agency
 - Project title
 - Award amount
 - Duration of award
 - **Biographical Sketches**
For all principal investigators involved in the project, include a detailed resume and a list of publications that documents each investigator's expertise in the proposed project. Limit each sketch to **no more than two (2) pages**. *You may include a link to a full list of publications.*
- ⊗ *Applications that do not meet these format requirements will not be considered.*

Convert your proposal 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:

- <http://convert.neevia.com/> (no downloads required; convert to PDF right on the web)
 - <http://www.pdf995.com> (downloadable software)
 - <http://sourceforge.net/projects/pdfcreator> PDFCreator (downloadable software)
- ⊗ *Do not print and scan the proposal to convert to PDF—this will cause the PDF to be significantly larger (more megabytes).*
- ⊗ *Applications that do not meet these format requirements will not be considered.*

Step 3: Complete the Budget

All funds requested must be itemized on the Budget Sheet and must be justified under the Budget Justification section (above) of your proposal. The Budget Sheet is provided in Excel format and may be submitted as an Excel or PDF file.

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).
- A **maximum** of 10% funding may be requested for any faculty member.
- ⊗ *Faculty salaries may **not** be used as matching funds.*
- Materials and supplies (broken down into categories of \$5,000 or less)
 - 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 costs
- Communication costs
- Tuition
- Service contracts
- Overhead/indirect costs

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

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

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.

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.

- **Cover Sheet**

http://www.ncbiotech.org/services_and_programs/grants_and_loans/biotechnology_research/documents/lbrg_10_fullcoversheet.doc

NOTE: This sheet must be the first page of the Supporting Documentation PDF. Letters of Support from source of funding are still required.

- **Letters of Support**

Include letters of support from:

- Co-investigators (if applicable)
- Sources of matching funds
- Letters from industry or other institutions (optional)

- **Documentation of IRB Approval**

(for projects involving any human subjects)

- **Documentation of IACUC Approval with Animal Welfare Assurance #**

(for projects involving any animal studies)

- ⊗ *Omission of any of the required documentation can result in administrative declination.*

Important note: Only ONE Supporting Documents file will be accepted. Applications that are submitted with more than one Supporting Documents file will be rejected.

Now that you have all the required attachments ready:

Step 5: Complete the Online Application Form

https://www.grantrequest.com/SID_466/Default.asp?CT=CT&SA=SNA&FID=35005

The online application form includes a field for the **Public Information Summary**. If your proposal is funded, this concise, easy-to-read summary may be used in Biotechnology Center press releases, annual reports, and other publications. This summary is not an abstract and should **not** include complex scientific terminology. This summary is intended for a lay audience, allowing the Biotechnology Center to share granting information with the general public and other interested parties. The maximum allowable length for this summary is **50 words**.

NOTE: Keywords will be used to assist in finding appropriate reviewers. **Please include all suitable terms and useful combinations of search terms.**

Do not include a list of Reviewers to be used/not used in your proposal PDF document. If you want to send a list please e-mail it to Ginny DeLuca at virginia_deluca@ncbiotech.org.

Step 6: Attach the Required Documents

Follow the online instructions for attaching the Required Documents.

- The Proposal, 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. Proposals submitted with more than three attachments will be rejected. In addition, each attachment has a maximum size limit of 1MB. Proposals 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 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 proposal information must be addressed within 24 hours.

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See our grant application Web page at
www.ncbiotech.org/grants