



Collaborative Funding Grant (CFG)

CFG Program Application Instructions

Deadline for Application

First Cycle: **July 29, 2009 Noon**
Second Cycle: **Feb. 17, 2010 Noon**

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 CFG 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.
- ⊗ *Applications that do not meet these format requirements will not be considered.*

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**
Describe the practical merits of the proposed research and the impact of the research on the company's efforts to commercialize biotechnology or related bioscience products or services. **Be sure to include specific information on what product(s) will be developed and their marketability.**
- **Background**
Summarize published research results related to your project, as well as unpublished information on its feasibility. Provide credentials on the partnering company and its connection to the research project.
- **Research Plan** (maximum 15 pages)
 - Technical objectives
 - Experimental design
 - Experimental methods
 - Data analysis and interpretation
- **Alignment of Research Goals** with the Company's Business Plan
- **Facilities** (available/required)
 - Space
 - Equipment
- **Budget Justification**
Explain each line item on the **CFG Budget Sheet**. The entire project budget must be justified, including items to be funded by CFG funds and items funded by other sources. If other sources (other than institution and company matching funds) are required for the project, explain these other sources.

- **Project Timeline** (with target dates and preferably a graphic)
- **Bibliography** (full citation including title and complete author list)
- **Current and Pending Grants** (if applicable; related to this project only)

For each grant, provide the following information:

- Funding agency
- Project title
- Award amount
- Duration of award
- **PI / Company Relationship**
 - State the PI's relationship with the company partner
 - If a significant relationship exists with the company, demonstrate that the PI has disclosed this relationship to the university and that a management plan has been put in place with the university to mitigate any potential conflict of interest issues associated with funding this project.

- **Statement Regarding Intellectual Property Agreement**

Provide a written statement assuring that there is an agreement between the company and the university on intellectual property rights for the project. (A copy of the agreement is not required at this point.)

NOTE: Biotechnology Center, Kenan, and Company contributions associated with this program are not subject to overhead.

- **Biographical Sketches**

For the principal investigator, the postdoctoral fellow, and all other key personnel, include a biographical sketch with a list of 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.** Include the biographical sketch(es) at the end of your proposal for submission.

- ⊗ *Failure to follow directions for the biographical sketch will result in rejection of proposal.*

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:

- convert.neevia.com (no downloads required; convert to PDF right on the web)
- www.pdf995.com (free downloadable software)
- sourceforge.net/projects/pdfcreator PDFCreator (free downloadable software)
- ⊗ *Do not print and scan the proposal to convert to PDF – this will cause the PDF to be significantly larger (more megabytes). Total for all documents should be no more than 3MB.*

Step 3: Submit Company Materials

The following information should be provided by the partnering company and forwarded to the PI for submission as a PDF file. (Maximum size is 1MB.)

- **Business Plan or Executive Summary**

Required information:

- Company overview, include company's presence in North Carolina, number of employees and growth projections (i.e. employees, revenue)
- Technology overview and scientific milestones
- Intellectual property
- Products and/or service offerings
- Market projections
- Development strategy including competition and competitive advantage
- Commercial strategy including revenue model, current sources and projections for any funding needs along with potential targets (ex. Need \$500,000-800,000, targeting local angel investor groups)
- Exit strategy
- Management team, advisors, board members
- **Statement of Commercial Strategic Importance**
 - Describe the economic value of this project to the Company's commercial strategy
- **CV(s) of Key Company Personnel Involved in Project**

Step 4: Complete the Budget

Prepare your Budget using the **CFG Budget Sheet** provided on the website www.ncbiotech.org/services_and_programs/grants_and_loans/collaborative_funding/documents/cfg_10_budget.xls

All funds requested on the Budget Sheet must be justified under the Budget Justification section (above) of your proposal. The Budget is provided 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 proposal.*

Budget Guidelines

Duration of Funding: two years

Allowable budget items include:

- Salary/benefits for the postdoctoral fellow or technician
 - Maximum \$45,000 in salary and benefits for 100% effort; maximum will be prorated for lesser effort
 - Fellow or technician must dedicate minimum of 90% effort to the project
- Materials and supplies (broken down into categories of \$5,000 or less)
- Travel to research sites by PI and fellow (for projects involving two or more institutions/organizations or if research requires offsite visits)
- Travel to conferences by fellow (only if presenting research findings from this project)

University in-kind matching funds may include:

- Materials and supplies
- Facility/equipment use
- Faculty release time

Unallowable budget items include:

- Publication costs
- Communications costs
- Tuition
- Service contracts
- Overhead/indirect costs
- PI salary

Step 5: 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**
www.ncbiotech.org/services_and_programs/grants_and_loans/collaborative_funding/documents/cfg_10_coversheet.doc
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.
- **Company Statement of Intent and Certification**
Use form provided. Complete the form and print for signature.
- **Support Letter from the University** (describing in-kind match and other support)
- **Documentation of IRB Approval** (for projects involving any human subjects)
- **Documentation of IACUC Approval with Animal Welfare Assurance #** (for projects involving any animal studies)

Important note: **FOUR** and only four documents should be submitted.

- Proposal (PDF; max size 1 MB)
- Supporting Documentation (PDF; max size 1 MB)
- Budget Sheet (Excel or PDF)
- Business Plan (PDF; max size 1 MB)

Now that you have all the required attachments ready:

Step 6: Complete the Online Application Form

Open the Application Form
www.GrantRequest.com/SID_466?SA=SNA&FID=35007

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**. 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**.

Step 7: Attach the Required Documents

Follow the online instructions for attaching the Required Documents.

The Proposal, Budget, Business Plan and Supporting Documentation should each be attached as four separate files.

Important note: Only **ONE** of each of the above file types may be attached to the application for a total of four attachments. Proposals submitted with more than four attachments will be rejected. The total of the four documents should be no more than 3MB. Proposals submitted with larger attachments will be rejected.

Step 8: Review and Submit

Carefully review your application package using the checklist provided on the website then submit your completed CFG 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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919-541-9366 • fax 919-549-8658

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