



Grant Guidelines

I. General Conditions

- A. All research supported by Biotechnology Center 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.
- B. Biotechnology Center grants do not fund overhead or indirect costs, patenting costs, and new building construction or renovations.
- C. The Biotechnology Center's support must be acknowledged in any press releases, proceedings or publications developed as a result of a grant.

II. Payment

- A. Payment of a grant is made on an invoice basis. An original and two copies of an invoice must be submitted.
- B. An invoice 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.
- C. Final payment of a grant is contingent upon receipt of any required final reports.

III. Reporting

- A. An annual Technical Status report is required for multi-year grants and is due within 30 days after the end of each grant year.
- B. 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 90 days after the grant end date.

- C. Certain other information may be requested for use in evaluating the short- and long- range impact of Biotechnology Center programs. Such requests may occur after grant termination.

IV. Amending a Grant

- A. Requests to amend a grant must be made in writing, be signed by the principal investigator and appropriate organizational official, and requested at least 30 days before the grant end date.
- B. Amendment request types include but are not limited to an extension of the project period, budget change, equipment change, additional equipment purchase, or change in scope of work or principal investigator.
- C. Requests for an extension of six months or beyond must include a brief Technical Status report that describes project activity to date.
- D. 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 the Biotechnology Center.
- E. Budget change requests must be submitted on the Biotechnology Center's Request for Grant Budget Change form.
- F. No more than two requests of any type will be considered in a 12-month period.
- G. Notice of the decision regarding requested grant amendments will be provided normally within 3-4 weeks after receipt.

Submissions

Submit invoices, reports and amendment requests to:

Contracts and Grants

NC Biotechnology Center
P.O. Box 13547
Research Triangle Park, NC 27709-3547

Fax or electronic requests are accepted provided that they contain the required signatures and are five pages or less.

Forms

Biotechnology Center grant report forms are available on the website at www.ncbiotech.org/forms.

Or

For more information regarding post-award administration of a grant, contact the Contracts and Grants staff listed below.

Joan Pifer, Director, Contracts and Grants
joan_pifer@ncbiotech.org

Sandi Burton, Contracts and Grants Coordinator
sandi_burton@ncbiotech.org

North Carolina Biotechnology Center

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