



# Technical Status Report: Meeting/Event Grants

Instructions on back

## Part I: Project Identification

Institution \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Event Director(s) \_\_\_\_\_  
 Project Title \_\_\_\_\_  
 Award Amount \_\_\_\_\_  
 NCBC Agreement Number \_\_\_\_\_  
 Award Period from \_\_\_\_\_ TO \_\_\_\_\_  
 Report Period from \_\_\_\_\_ TO \_\_\_\_\_  
 Other Funding Sources \_\_\_\_\_  
 and Amount \_\_\_\_\_

## Part II: Project Summary

## Part III: Technical Information

ITEM	NONE	ATTACHED	PREVIOUSLY SENT TO CENTER	DATES TO BE SENT TO CENTER
A. Program Brochure/Flyer	_____	_____	_____	_____
B. Publications/Proceedings	_____	_____	_____	_____
C. Attendee List	_____	_____	_____	_____
D. Other	_____	_____	_____	_____

## Part IV: Signatures

EVENT DIRECTOR SIGNATURE(S) \_\_\_\_\_ DATE \_\_\_\_\_  
 AUTHORIZED INSTITUTION SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### For Biotechnology Center Use Only

REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

Biotechnology Center

# Instructions For Technical Status Report Form: Meeting/Event Grants

All Final Technical Status Reports are due within 90 days after the termination date of the grant.

Submit the report to:

**Contracts and Grants**  
North Carolina Biotechnology Center  
P.O. Box 13547  
Research Triangle Park, NC 27709-3547

## Part I: Project Identification

The identifying data in Part I should be the same as those contained in the award notice or grant agreement. The source and amount of funding, other than Biotechnology Center funds, used to support the project should be reported in this section. If there are no other funds, please state "none" in the appropriate space.

## Part II: Project Summary

The Project Summary (no more than 200 words) must be self-contained and intelligible to the lay reader. This summary should be written as concisely and informatively as possible. It should contain the meeting/event dates, names of key speakers, enrollment/attendance data, description of audience, and any other pertinent information.

Event Directors should be aware that this summary might be used by the Biotechnology Center to answer inquiries by nonscientists about the nature and significance of the work. Scientific jargon and abbreviations should be avoided. If necessary, an additional sheet may be attached to this form.

## Part III: Technical Information

The items listed in Part III on the front of this form should be submitted with this report, where applicable and to the extent possible. Place a check mark in the appropriate space next to each item to indicate the submission status of the various informational items. (Mark all items.)

**A. Program Brochure/Flyers:** Self-explanatory.

**B. Publications/Proceedings:** For publications (published and planned) include the title, journal or other reference, date, and authors. Provide a copy of any reprints as they become available.

**C. Attendee List:** Self-explanatory.

**D. Other:** Include any additional material or information that is either specifically required by the award notice or grant agreement, (e.g. special reports or products such as films, books, studies, conference proceedings, etc.) or that you consider would be useful to the Biotechnology Center.

## Part IV: Signatures

The report must be signed by the Event Director and an authorized institution official.

**Science and Technology Development Program**  
North Carolina Biotechnology Center  
15 T.W. Alexander Drive • P.O. Box 13547  
Research Triangle Park, NC 27709-3547  
919-541-9366 • fax 919-549-8658

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