



Institutional Development Grant (IDG)

IDG Program Application Instructions

Deadline for Application

Sept. 2, 2009 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 IDG 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" x 11" 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**
Describe the practical merits of the proposed research and the impact of the research on the institution's efforts to advance biotechnology and the potential for commercialization.
- **Objectives**
Describe what will be accomplished with the funding.
- **Research Plan** (maximum 15 pages)
Use the guidelines that follow to develop your research plan for either core facilities or equipment.

Choose to follow the Research Plan for either **A. Core Facilities** or **B. Equipment**

A. Research Plan for Core Facilities (maximum 15 pages)

General Description of the Facility

- **Name and status of the facility**
Specify whether the requested equipment is for an expansion/upgrade to a current facility or whether it is for the development of a new facility. Provide a brief description of similar service facilities that are available at your own or nearby institutions. If no similar service facilities exist locally, note this point as well.

- **Location**
Provide the current/planned location of the facility (give building and room number).
- **Purpose**
Describe the major objectives of the facility.
- **Instrumentation**
List the equipment that is or will be available in the facility as well as the equipment to be acquired. Provide a description of the requested equipment and include the manufacturer and model. **Provide an equipment price quote with your Supporting Documentation file.**
- **Current capabilities**
Describe services that are or will be offered (experimental design, sample preparation, data acquisition, data analysis, animal model, etc.).

Justification

Discuss the types of biotechnology-based projects at the applicant's institution and/or at nearby institutions that the equipment will serve. Describe how the equipment/facility will advance biotechnology for this population.

- **Projected usage**
Provide a table listing name, affiliation and department, and annual percent usage of each major user.
- **Major users**
For a **maximum of eight major users**, provide a one page or less research project summary for each user.
 - If you have more than eight major users, simply list the name, department, and a one-sentence description of research focus for each additional major user.
 - Describe other potential users at the applicant's institution or nearby institutions.
- **Equipment selection**
 - For the requested equipment, discuss its **advantages** over competing brands/models.
 - Address how the requested equipment will meet the specific research needs of the major users as well as its applicability to a broader research audience.

Administration and Operation

- **Administrative responsibility**
Discuss who will have ultimate authority to administer the facility and to make decisions for equipment acquisition, long-term maintenance, user fees, user priorities, etc. List the qualifications of this individual(s).
- **Technical responsibility**
Discuss who will direct the facility's technical operations (routine operations, equipment maintenance, troubleshooting, performance evaluations, etc.). List the qualifications of this individual(s).
- **User access**
Provide a plan for user access to the facility including any restrictions or limitations that will be put on facility use. For example, explain whether some users will receive priority over others and why. If users outside of the applicant's institution are allowed access to the facility and/or its services, discuss how the facility will be advertised, and whether priorities on use will be set. Also discuss whether users will have direct access to any of the equipment housed in the facility.
- **User training**
State whether user training will be provided on the equipment and who will be administering the training, if applicable.

B. Research Plan for Equipment (maximum 15 pages)

General Description of the Equipment

- **Instrumentation**
Give a general description of the requested equipment, including the scope and capabilities of what it can be used for. Include the manufacturer and model. **Provide an equipment price quote with your Supporting Documentation file.**
- **Location**
Provide the location of where the equipment will be housed.
- **Purpose**
Describe the major objectives for use of the equipment, including whom the equipment will serve, and how the equipment will advance biotechnology for this population.
- **Current capabilities**
List any identical or similar instruments that are present at the applicant's institution or nearby institutions. State whether these instruments are available for shared use.

Justification

- **Projected usage**
Provide a table listing name, affiliation and department, and annual percent usage of each major user.
- **Major users**
For a **maximum of eight major users**, provide a one page or less research project summary for each user.
 - If you have more than eight major users, simply list the name, department, and a one-sentence description of research focus for each additional major user.
 - Describe other potential users at the applicant's institution or nearby institutions.
- **Equipment selection**
 - For the requested equipment, discuss its **advantages** over competing brands/models.
 - Address how the requested equipment will meet the specific research needs of the major users. State why this equipment is best suited for the needs of the research group(s) it will serve, and who in addition to the major and other users listed above might benefit from this equipment.

Administration and Operation

- **Administrative responsibility**
Discuss who will have ultimate authority for equipment operations, long-term maintenance, user scheduling, and user fees, etc. List the qualifications of this individual(s).
- **Technical responsibility**
Discuss who will have day-to-day responsibility for technical operations, including routine maintenance, troubleshooting, and performance evaluations, etc. List the qualifications of this individual(s).
- **User access**
Discuss whether you are going to limit use of the equipment in any way. If so, describe which users will receive priority over others and why. If users outside of the applicant's institution are allowed access to the equipment, discuss how advertisement will be done and how priorities on use will be set.
- **User training**
State whether user training on the equipment will be provided and who will be administering the training, if applicable.

The following information should be included for *both* Core Facility and Equipment Research Plans:

- **Budget Justification**
 - Explain each line item in the Budget (not just portion requested from the Biotechnology Center). **Each** piece of equipment listed in the budget must have a 25% capital cost match.
 - Explain sources of matching funds.
 - Include letters from sources of matching funds. (Letters from sources of matching funds are to be submitted as part of the Supporting Documentation PDF.)
- **Long-term Support**
 - Explain the sources of funds to cover supplies, maintenance service contracts, and repairs. Include a discussion of user fees, if applicable.
 - Explain how the facility or equipment will be supported by future funding sources after the Center's award has expired.
 - Include letters of commitment. (Letters of commitment for long-term support are to be submitted as part of the Supporting Documentation PDF.)
- **Project Timeline**
Provide a timeline for ordering, installation, setup, training if required, and implementation and use.
- **Bibliography** (*does not count towards page limit*)
Give full citation including title and complete author list.
- **Current and Pending Grants** (if applicable) (*does not count towards page limit*)
For each current or pending grant, provide the following information:
 - Funding agency.
 - Project title.
 - Award amount.
 - Duration of award.
- **Biographical Sketches** (*does not count towards page limit*)
For **up to eight** key scientific and administrative personnel, including major users. Include a biographical sketch with a list of no more than five (5) publications documenting each investigator's expertise in the proposed project. Limit each biographical sketch to no more than one (1) page following the **Biographical Sketch**

format provided by the link on the website. Include the biographical sketches at the end of your proposal for submission.

Convert your proposal into a PDF document

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

- convert.neevia.com Document Converter eXPress (no downloads required; convert to PDF right on the web)
- www.pdf995.com Pdf995 (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

Prepare your Budget using the **IDG Budget Sheet** provided as a link on the website. http://www.ncbiotech.org/IDG/documents/idg_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 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

The applying institution must provide a **minimum 25% capital cost match** for the facility/equipment being requested.

In addition to equipment, allowable items as requested or matching also include:

- Renovation of lab space to support/accommodate the new facility/equipment.
- Hardware/software necessary to run the equipment.

Unallowable items as requested or matching include:

- Service contracts.
- Overhead/indirect costs.
- Salaries for technicians or other personnel.
- Equipment that has already been purchased by the institution (even if a purchase order has been issued and the equipment has not yet arrived).
- Renovations/construction that has already been initiated or completed.

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/IDG/documents/idg_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.

- **Letters of Support**
Include letters of support from:
 - Sources of matching funds.
 - Sources of long-term support.
 - Co-PIs who are major users with projects written up *in the proposal*.
- **Equipment price quote**

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

Now that you have all the required attachments ready:

Step 5: Complete the Online Application Form

Open the Application Form (https://www.GrantRequest.com/SID_466?SA=SNA&FID=35006). 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 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 IDG 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.

Science and Technology Development Program
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919-541-9366 • fax 919-549-8658

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