



Multidisciplinary Research Grant (MRG)

MRG Program Application Instructions

Deadline for Application

July 15, 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 MRG 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 page description of the project.
- **Significance**
Describe the practical merits of the proposal and justify the proposed project in terms of its potential for significant contributions to the development of biotechnology or for commercial products derived from biotechnology.
- **Research Plan** (maximum 15 pages)
 - Technical objectives.
 - Experimental design and methods.
 - Data analysis and interpretation.
- **Bibliography**
Give full citation including title and complete author list.
- **Project Timeline** (with target dates and preferably a graphic)
- For each part of the project, indicate which investigator will be doing the work.
- **Research Contributions**
 - **Research team:** Describe the areas of expertise for the PI and Co-PIs on this project.
 - **Other collaborators:** Describe the role for any collaborators, consultants, etc.
 - **Summary table:** Provide a summary table of PIs and major contributors to the project (see example on page 2)
- **Personnel**
 - Technical.
 - Administrative.

SUMMARY TABLE EXAMPLE

Research Team and Other Collaborators: Contributions to the Project

Role in Project	Name	Title	Institution	Department	% Effort	Contribution to Project
PI	John Smith	Associate Professor	UNC-CH	Genetics and Molecular Biology	10%	Project coordinator; histological and biochemical assays; RNA extractions
Co-PI	Mary Jones	Associate Professor	UNC-CH	Dept. of Medicine, Division of Gastroenterology and Hepatology	15%	Protein characterizations
Co-PI	Jane Doe	Assistant Professor	Duke University	Cellular and Molecular Physiology	15%	Cell culture, Microarray data analyses
Collaborator	Mike Johnson	Assistant Professor	UNC-CH	School of Pharmacy		Cheminformatics and modeling

• Team Management

- Responsibilities: who will have primary responsibility for the different phases of the research project?
- Coordination: what will be the means for data sharing and other aspects of project management?

• Facilities (available/required)

- Space.
- Equipment.
- Agreements for facility sharing.

• Budget Justification

Explain each line item in the Budget. In addition, explain sources of any other funding required for completion of the project.

• Long-term Support (if applicable)

- Explain the sources of funds to cover maintenance service contracts and repairs for equipment.
- Explain how the project, facility, and collaboration will be supported by future funding sources after the Center's award has expired, if applicable.

• Current and Pending Grants

Provide the following information for each source of funding:

- Funding agency.
- Project title.
- Award amount.
- Duration of award.

• Biographical Sketches

For all principal investigators involved in the project, include a biographical sketch with a list of no more than ten publications documenting each investigator's expertise in the proposed project. Limit each biographical sketch to no more than one 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)
- <http://www.pdf995.com> Pdf995 (downloadable software)
- 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 **MRG Budget Sheet** provided by the link on the website. http://www.ncbiotech.org/multidisciplinary_research/documents/mrg_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.*

If you have a question about a particular item or about your overall budget, we strongly encourage you to contact us 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.

Budget Guidelines

All investigators **must** appear on the Budget Sheet even if no salary is requested. Percent effort contributed by each investigator **must** be included.

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.).

- ⊗ *Faculty salaries may not be used as matching funds.*
- Materials and supplies (broken down into categories of no more than \$5,000).
- 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).
- Travel to conferences (only if presenting research findings from this project).

Unallowable items as requested or matching funds include:

- Publication costs.
- Communication costs.
- Tuition.
- Service contracts.
- Indirect/overhead costs.

The MRG program requires an overall 10% match, not a line item match. However, requests for equipment costing over \$40,000 require a 25% match.

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**
www.ncbiotech.org/multidisciplinary_research/documents/mrg_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:
 - Co-investigators.
 - Collaborators and consultants.
 - Sources of matching funds.
 - 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)

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

Note: 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.

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=35033. 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

Review and submit your MRG 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 e-mail notifying you that the Biotechnology Center has received your application.

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North Carolina Biotechnology Center
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Research Triangle Park, NC 27709-3547

919-541-9366 • fax 919-549-8658

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