



Regional Development Grant (RDG)

Full Proposal Guidelines & Instructions

Full Proposal Deadline

Proposals must be submitted via the North Carolina Biotechnology Center online application by:

Noon, Wednesday, Oct. 7, 2009

Purpose

Regional Development Grants support early stage life science economic development initiatives in communities statewide. The goal of the program is to build capacity through collaborative projects, providing a foundational resource for biotechnology development in the community that was not there previously and that the community could not have achieved without Biotechnology Center funding. 'Building capacity' should have a lasting impact on region's ability to move forward.

RDG grants are intended to fund projects that do not fall under another Center funding program. Applicants who are considering projects that are primarily educational or training activities should investigate the Education and Training grants. Applicants seeking funding for scientific research projects should examine the research grants. Links to information on the Center's education and research grants is located at www.ncbiotech.org/grants.

Regional Development Grant Focus Areas

For the 2009-2010 funding cycle, full proposals submitted to the Regional Development Grant program **must relate to one (or more)** of the following focus areas:

- Projects that encourage or support commercialization in the topic areas of the Centers of Innovation (http://www.ncbiotech.org/services_and_programs/COI/index.html):

- Nanobiosciences
- Advanced Medical Technologies
- Marine Biotechnology
- Natural Biotechnology and Integrative Medicine
- Drug Discovery
- Projects that encourage or support commercialization of biotechnology applications in nutrition, food safety, or agriculture.
- Projects that support entrepreneurship in one or more of the topic areas listed above.
- Projects that provide foundational resources for existing or future biotechnology-related industries.
- For other project ideas, prior consultation is strongly advised. Contact information is provided at the end of this document.

Applicants are encouraged to develop projects that have a strong collaborative approach, input from business and industry, and demonstration of broad regional or statewide impact.

Previous RDG awards are listed at www.ncbiotech.org/rdg.

Who May Apply

Only those organizations that have submitted preproposals and have been invited to prepare full proposals.

Support Guidelines

- Projects must be completed within a 12-month period.
- Up to \$75,000 may be requested.
- A 50% direct match is required; that is, for every dollar an applicant is willing

to contribute to a project, the Biotechnology Center may contribute up to two additional dollars. Additional indirect matching funds are encouraged.

Example:

\$75,000 requested from the
Biotechnology Center
(*this is the maximum*)

+\$37,500 required 50% match
in direct costs

\$112,500 total project budget

- Funds cannot be applied toward company recruitment incentives, advertising, marketing campaigns or facility construction/renovation.
- Work on the project proposed should not begin prior to the award date. Matching contributions must also coincide with the award date. Biotechnology Center Regional Development funds are intended for projects which could not otherwise be accomplished.
- Funds may be requested for travel only if travel is key to the success of the project.
- Use of funds for equipment may be requested only if:
 1. Usage is restricted primarily to life science-specific applications (such as technical/scientific equipment or infrastructure); and
 2. Equipment requested is ineligible for funding through an alternate Biotechnology Center grant program.
- Funds may not be requested for indirect costs (overhead) or routine administrative expenses. Indirect costs (overhead) or routine administrative expenses may not be used as part of the matching contribution.

Review Process

Full proposals receive preliminary examination by staff to determine the proposal meets the requirements of the program. Full proposals not meeting the requirements will be returned to the applicant with an explanation.

Full proposals meeting these requirements are then reviewed through an external review process.

Evaluation Criteria

Full proposals will be evaluated by the following criteria:

- Relevance to biotechnology and the program focus areas
- Appropriateness of project goals to local strengths and needs
- Strategic importance for economic development in a particular community or region
- Extent to which existing resources are effectively utilized
- Likelihood of success in achieving project goals (includes consideration of planning, organization, expertise, personnel qualifications, and long-term commitment from partner organizations)
- Appropriateness of budget
- Quality of evaluation plan

Post-award Reporting

Post-award reports are required. More information on reporting requirements will be provided on request or if a grant is awarded.

Information Release

It is the policy of the Biotechnology Center to announce awards through press releases and other publications. These communications typically include the Project Title and Public Information Summary that are provided by the applicant on the proposal Cover Sheet. No information is released on declined proposals.

Confidentiality

The Biotechnology Center will endeavor to maintain the confidentiality of all applicants' information. However, the applicant is responsible for not disclosing any information that should not be reviewed outside of the Biotechnology Center.

Full Proposal Instructions

Step 1: Read the Guidelines & Instructions

Thoroughly read these RDG Full Proposal Guidelines & Instructions prior to submitting an application. Submit your proposal through the online application system located at: https://www.grantrequest.com/SID_466?SA=SNA&FID=35022. If you have any questions about the application process, please contact Ginny DeLuca, Core Programs Director at 919-549-8842 or by email at virginia_deluca@ncbiotech.org.

Step 2: Prepare the Proposal

Prepare the proposal section of your application as directed below (*maximum size for this section is 1MB*):

Proposal Requirements

The proposal must include the following sections:

- **Table of Contents**
Include title, Project Director(s) name(s), institution and page numbers.
- **Executive Summary**
Write a concise description of the project, limited to one page in length.
- **Proposal Narrative**
Prepare your Proposal Narrative by addressing each of the topics below in the order listed. The page limit for the Proposal Narrative is 10 pages, single spaced. (The Table of Contents, Executive Summary, Budget Justification, Biographical Sketches, and Current and Pending Grants report are not included in this page limit.)
 - **Background:** Describe the specific need(s) in your region that your project will address.
 - **Goals and Objectives:** State the specific goals and objectives for the project. The objectives are the specific, measurable outcomes that your project will accomplish by the end of the grant period.
 - **Significance:** Describe how the accomplishment of the goals and objectives of the project will directly address the specific need(s). Explain how the project benefits from and/or contributes to existing biotech-related initiatives and partnerships within the community. Justify the proposed project in terms of its potential for broader impact on the life sciences and economic development within the region.
- **Approach:** Provide a detailed description of the project steps and activities. Include any potential obstacles and how you will address them during the course of your project.
- **Project Timeline:** Identify your proposed start date, and provide a timeline for the key milestones in the project. Your project period could begin approximately three months after the submission date.
- **Personnel:** Describe the qualifications and specific responsibilities of the key project personnel and each collaborating partner. If the project involves hiring new personnel, provide a job description for the position(s).
- **External Consultant (if applicable):** If the project involves hiring a consultant, provide 1) name and qualifications of targeted consultant, 2) a summary of the scope of work that the consultant will perform, 3) justification of the selection of the consultant and 4) if the selected consultant is not from North Carolina, a statement justifying the selection of an out-of-state consultant.
- **Resources:** Describe space, equipment, personnel, and any other in-kind or monetary support available for the project. Specifically, list those resources to be considered as part of the required match.
- **Evaluation Plan:** Describe the methods you will use to assess the outcomes and impact of your project. See the FAQs at www.ncbiotech.org/rdg for more information on evaluation plans.
- **Budget Justification**
Prepare a separate document explaining the need for Biotechnology Center funding and providing justification for each line item in the Budget Form. Include details on the matching contributions.
- **Biographical Sketches**
Using the form provided on the website, include a one-page Biographical Sketch for the Project Director(s) and other key project personnel.
- **Current and Pending Grants**
Provide the following information for other Current or Pending Grants for this and any closely related projects:
 - Funding agency, brief project description (limited to 100 words), Project Director name, award amount, and duration of the award.
 - If there are no Current or Pending Grants to report, include a statement to that effect in your proposal under a separate heading "Current and Pending Grants."

Proposal Formatting Guidelines

- Use standard font (such as Arial or Times New Roman) no smaller than 11 point.
- Page set-up should be for single-spacing on 8½"x11" paper.
- The Proposal Narrative section is limited to 10 pages.
- Number the pages of the Proposal Narrative.
- All margins should be 1".
- Each section of the Proposal Narrative should be titled using the header sections listed above and should match the Table of Contents.
- Do not use logos or letterhead on any proposal pages.
- ⊗ *Applications that do not meet these format requirements will not be considered.*

Step 3: Convert your proposal into a PDF document

Convert your proposal directly into a PDF. The maximum size for this document is 1MB.

If you do not have the full version of Adobe Acrobat, the following websites offer free PDF conversion software:

- <http://www.primopdf.com> (free downloadable software)
- <http://convert.neevia.com> (no downloads required; convert to PDF right on the web)
- <http://www.pdf995.com> (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).*

Step 4: Complete the Budget Form

Prepare your Budget using the **RDG Budget Form** provided on the website www.ncbiotech.org/rdg. Make sure to include the title of your project in the space provided at the top of the form.

Refer to the "Support Guidelines" section for specific budget restrictions. All funds requested on the Budget Form must be justified in the Budget Justification section of your proposal.

The Budget Form is provided in Excel format and may be submitted as an Excel file or PDF document.

- ⊗ *Failure to use the Budget Form provided will result in rejection of the proposal.*

Step 5: Gather Supporting Documentation

Combine the following Supporting Documents into a **single** PDF file (maximum size is 1MB). You can accomplish this by scanning them together and then converting to PDF.

- The **Cover Sheet** must be included. Use the Cover Sheet located at www.ncbiotech.org/rdg. This must be the first page of the PDF file.
- **Letters of commitment** are required from all partners who are providing matching contributions or other resources and/or playing a key role in the project. Letters from partners providing matching contributions must include a statement committing the specific dollar amount or in-kind resources as listed in the Budget Form.
- **Letters of intent** from targeted consultants (if applicable) are strongly recommended, to include a statement of commitment to the project as well as an indication that the scope of work will be completed within the amount described in the accompanying Budget.
- **Letters of support** from interested parties are encouraged.
- Other relevant supporting information may be included within the 1 MB size limit.

Step 6: Complete the Online Application Form

Use the online application located at https://www.grantrequest.com/SID_466?SA=SNA&FID=35022. Complete all pages of the application form.

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**.

You can stop and save the application at any time and return to finish later. You will receive an email with a link and password for returning to your application. Please save this information.

Step 7: Attach the Required Documents

Follow the online instructions for attaching the Required Documents.

The Proposal, Budget, and Supporting Documentation are attached as three separate files.

Important note: Only **ONE** file for each of the above application sections may be attached for a total of three attachments. Each attachment has a **maximum size limit of 1MB**.

Step 8: Review and Submit

Review and submit your RDG application prior to the Grant Program Deadline.

Important: 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 proposed project 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.

If you have questions about the application process, contact: Ginny DeLuca, Core Programs Director, NC Biotechnology Center, virginia_deluca@ncbiotech.org, 919-549-8842.

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