



# Regional Development Grant (RDG)

## Preproposal Guidelines & Instructions

### Deadline

Preproposal deadline:  
**Noon, Wednesday, January 27, 2010**

Full proposal deadline  
(for selected preproposals):  
**Noon, Wednesday, March 31, 2010**

### 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](http://www.ncbiotech.org/grants).

*All applicants are strongly advised to contact the Center to discuss eligibility of potential RDG projects. Contact information is provided at the end of this document.*

### Regional Development Grant Focus Areas

For the 2009-2010 funding cycle, preproposals 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](http://www.ncbiotech.org/services_and_programs/COI/index.html)):
  - Nanobiosciences
  - Advanced Medical Technologies
  - Marine Biotechnology
  - Drug Discovery
- Projects that encourage or support commercialization of biotechnology applications in natural products, 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](http://www.ncbiotech.org/rdg).

### Who May Apply

The applicant organization may be any North Carolina-based non-profit organization, including economic development groups, institutions of higher education, chambers of commerce, and others.

## 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 Grant 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

A preliminary review will be completed by staff to determine that the preproposal is: relevant to biotechnology, consistent with the guidelines described herein, and consistent with general Biotechnology Center requirements for grant proposals. Preproposals not meeting the above conditions will be returned to the applicant with an explanation.

Preproposals will then be evaluated by a review panel using 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

Applicants who are selected to submit full proposals will be notified by email.

## 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.

## Preproposal Instructions

### Step 1: Read the Guidelines & Instructions

Thoroughly read these RDG Preproposal Guidelines & Instructions prior to submitting an application. Submit your preproposal through the online application system located at [https://www.GrantRequest.com/SID\\_466?SA=SNA&FID=35030](https://www.GrantRequest.com/SID_466?SA=SNA&FID=35030). 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](mailto:virginia_deluca@ncbiotech.org).

The preproposal application is composed of three sections: The Proposal Narrative, the Budget Form and the Cover Sheet.

## Step 2: Prepare the Proposal Narrative

Briefly and concisely, provide a description of your project by addressing the topics below. Use the headings provided, in the order listed. The page limit for the Proposal Narrative is two pages, single spaced. (The Budget Form and Cover Sheet are not included in this page limit.)

- **Project's Connection to Biotechnology:** Explain your project's connection to biotechnology and identify the focus area to which it applies (see page 1). Information on the definition and applications of biotechnology can be found on the Center's website at [http://www.ncbiotech.org/resource\\_center/index.html](http://www.ncbiotech.org/resource_center/index.html).
- **Background and Significance:** Describe the specific need(s) in your region that your project will address.
- **Objectives:** State the objectives for the project. The objectives are the specific, measurable outcomes that your project will accomplish by the end of the grant period.
- **Approach:** Provide a brief description of the project steps and activities that will be used to achieve the project objectives.
- **Project Timeline:** Identify your proposed start date, and provide a timeline for the key milestones in the project. The project start date should be no sooner than approximately three months after the *full proposal* deadline date indicated on page 1.
- **Personnel:** Describe the responsibilities and qualifications of the key project personnel.
- **External Consultant (if applicable):** If the project involves hiring a consultant, provide the name of the targeted consultant(s) and their expected qualifications.
- **Budget Justification:** Explain the need for Biotechnology Center funding and provide a brief explanation of the requested line items. Describe other in-kind or monetary support available for the project provided as 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](http://www.ncbiotech.org/rdg) for more information on evaluation plans.

## 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 two pages.
- Number the pages of the Proposal Narrative.
- All margins should be 1".
- Do not use logos or letterhead on any proposal pages.
- ⊗ *Applications that do not meet these format requirements will not be considered.*

## Step 3: Complete the Budget Form

Prepare your Budget using the RDG Budget Form provided on the website at [www.ncbiotech.org/rdg](http://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.

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 4: Convert your Proposal Narrative into a PDF Document

Convert your Proposal Narrative 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 5: Complete the Cover Sheet

Complete the information on the Cover Sheet, located at [www.ncbiotech.org/rdg](http://www.ncbiotech.org/rdg). Include the following required signatures:

- The Project Director for the project.
- The Authorized Official; this is the person authorized to sign and submit proposals for the institution/organization and to commit the matching funds.

Scan the completed Cover Sheet and upload it on the online application system as a PDF document (see Step 7). Please note that electronic signatures can increase the size of your PDF document.

## Step 6: Complete the Online Application Form

Use the online application located at [https://www.GrantRequest.com/SID\\_466?SA=SNA&FID=35030](https://www.GrantRequest.com/SID_466?SA=SNA&FID=35030). Complete all pages of the application form.

You can stop and save the online 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 Narrative, Budget Form and Cover Sheet are attached as three separate files.

### **Important notes:**

- 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**.
- Submission of other supporting documents with the RDG preproposal application is not allowed.

## 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 preproposal application.

*If you have questions about the RDG application process, contact: Ginny DeLuca, Core Programs Director, NC Biotechnology Center, [virginia\\_deluca@ncbiotech.org](mailto:virginia_deluca@ncbiotech.org), 919-549-8842.*

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