

Grantsmanship Training Grant (GTG)

Guidelines & Instructions

Deadline

Applications must be received a minimum of sixty (60) days prior to the date of the training activity and by *June 1, 2011*. Applications will be reviewed and awarded on a first-come basis.

Purpose

The Grantsmanship Training Grant (GTG) program provides financial support for grant writing training activities for faculty and staff of North Carolina colleges and universities and other non-profit organizations which are involved in research or programs related to the life sciences.

The following individuals and groups would be eligible for training support under the GTG program:

- Academic faculty members involved in life science research or life science-related economic development.
- Research administration staff affiliated with departments or institutions that regularly submit proposals in life science research or life science-related economic development.
- Staff of non-profit organizations involved in activities related to biotechnology or the life sciences.

Funds can be requested for a variety of grantsmanship training activities. Examples of eligible training activities include the following:

- Hosting an intensive grant writing workshop. For events at academic institutions, at least one half of the attendees are expected to be life science faculty members. Workshops must be made available for participation by other nearby institutions, if space is available.
- Travel for individual faculty or staff members to attend off-site grant writing training events.

- Travel for staff members involved with proposal development to attend research administration conferences or other relevant training opportunities.
- Hosting a visit by a funding agency representative (e.g. NIH or NSF) to meet with life science faculty members on site.

Who May Apply

Any North Carolina college, university, community college or non-profit organization is eligible to apply.

The contact person submitting the proposal must be a department head or dean, university research office personnel, sponsored programs office personnel, or other organizational official. Individuals interested in seeking these training funds should contact one of these persons to submit an application on his/her behalf.

Effective January 1, 2011, each institution/organization is eligible to receive no more than one award per fiscal year (July 1 – June 30).

Funding Guidelines and Matching Requirements

A maximum of \$5,000 may be requested per application. Award amounts are determined based on the type of training proposed and the justification provided in the application.

Applicants are required to contribute a cash match equaling the requested amount (dollar-for-dollar). In-kind contributions should be described in the Proposal but cannot be counted towards the required match.

Please refer to the instructions for completing the Budget Form for details on allowable and unallowable expenses.

Funds will be disbursed to the applicant institutions on a reimbursement basis.

Awardees are expected to:

- Appropriately acknowledge the Biotechnology Center in printed materials, signage, and publicity.
- Offer complimentary admissions to Biotechnology Center personnel.

Upon completion of the activity, applicants will be required to submit a final financial statement and a report on the outcomes of the training event or activity.

Evaluation Criteria

Grantsmanship Training Grant applications will be evaluated through an internal review process. Applications that do not adequately meet all of the following criteria will not be funded:

1. The connection to the life sciences is well-demonstrated.
2. The need for the training is justified.
3. The type of training requested is appropriate.
4. Organizational support for the training is documented.
5. Administrative coordination of the training activity is feasible and well-planned.
6. The budget is complete. All expenses have been included and explained. The matching requirement has been met.

Preliminary Consultation

Applicants are strongly advised to contact the Center prior to submitting an application. Please refer to the contact information at the end of this document.

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 applications.

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.

Application Submission Instructions

The Grantsmanship Training Grant application is comprised of three documents: the Proposal, the Budget Form, and Supporting Documentation. Each of these documents is uploaded as a separate file, not to exceed 1 MB in size.

Step 1: Prepare the Proposal

The Proposal document must include the following components:

1. Cover Sheet

Complete the information on the Cover Sheet, located at www.ncbiotech.org/gtg. Include the following required signatures:

- The contact person is the person submitting the application. The contact person must be a department head or dean, university research office personnel, sponsored programs office personnel, or other organizational official.
- The authorized official is the person authorized to sign and submit proposals for the institution/organization and commit the matching funds.

Scan and insert the completed Cover Sheet as the first page of the PDF version of your Proposal document.

2. Description of Proposed Grant Training Activity

The narrative description section of the Proposal is limited to a maximum of five pages, single spaced. The Cover Sheet and Budget Form are not included in the five-page limit.

Provide information on each of the items listed below, in the order given.

- A. Explain the applicant's and/or the training activity's connection to biotechnology or the life sciences.
- B. Explain the need for grant writing training that is addressed in this application.
- C. Describe the proposed training activity and explain why this type of activity was selected to help meet the need (B).
- D. Provide the name, title, and department of each person to receive training. For group activities, describe the target audience for the training.
- E. Administrative Plan: Provide information about the plan for coordinating the activity. For requests to host training workshops, provide details about the plans for conducting the event, registration procedures, meeting facilities, etc.
- F. Budget Justification: Describe each item listed on the Budget Form and explain how the costs were determined. Indicate the source of all matching funds.
- G. Explain how the outcomes of the training will be evaluated. Describe how the information gained will be disseminated for the benefit of others at the institution/organization.

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 of the Proposal Narrative.
- Margins should be 1" on all sides.
- Do not use logos or letterhead on any proposal pages.

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:

- <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 2: Prepare the Budget Form

Use the Budget Form at www.ncbiotech.org/gtg. The institution/organization name and the training activity title must be included in the box at the top of the Budget Form.

Itemize all costs for the training activity, not just the requested items. Provide justification for each cost in the Budget Justification section (Item F) of the project description.

Applicants are required to contribute a cash match equaling the requested amount (dollar-for-dollar). On the Budget Form, the total of Column A must equal or exceed the total of Column B.

In-kind contributions should be described in the Proposal but cannot be counted towards the required match.

Allowable budget requests include:

- Travel costs (including transportation, lodging and meals)
- Registration fees for off-site training events
- Fees for hosting on-site workshops
- Facility fees for hosted events
- Travel costs and honoraria for presenters

Funds cannot be requested for the following:

- Alcoholic beverages
- Food for hosted events
- International travel costs
- Advertising costs
- Personnel costs
- Indirect costs, overhead or general administrative expenses

The Budget Form can be uploaded as an Excel or PDF file.

Step 3: Prepare Supporting Documentation

1. **Required letter of support:** A letter from an appropriate academic or organizational official which documents his/her support for the training activity is required. For academic institutions, this letter should come from the Dean level or above. For other organizations, it should come from the Director, President, or equivalent. Note: This letter does not take the place of the signatures required on the Cover Sheet.
2. **Other optional supporting documents:** You may provide other supporting documents, such as other support letters, the agenda for a proposed training event, qualifications of grant training consultants, or other information or documents that support your request for funding.

Scan or convert your Supporting Documentation and combine them into one PDF document. Only one file for Supporting Documentation will be accepted. The maximum size for this file is 1 MB.

Step 4: Submit the Application

Applications must be submitted through the NC Biotechnology Center online application system located at https://www.GrantRequest.com/SID_466?SA=SN&FID=35041.

1. Complete the data fields on all pages of the online application form. You can stop and save 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.
2. Follow the online instructions for uploading the required sections of the application: Proposal, Budget Form, and Supporting Documentation. The maximum size for each of these files is 1 MB.
3. Review and submit the application according to the online instructions.

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.

You will receive a confirmation email notifying you that the Biotechnology Center has received your application.

If you have any questions about the application process, contact: Ginny DeLuca at virginia_deluca@ncbiotech.org or 919-549-8842.

Science and Technology Development Program

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