

Education Enhancement Grants Preproposal Application Guidelines and Instructions

Deadlines

Preproposal Receipt: NOON, March 20, 2013

Full Proposal Receipt (by invitation only): NOON, August 7, 2013

Deadlines will be strictly enforced.

Preproposals must be submitted via the North Carolina Biotechnology Center's Education Enhancement Grants (EEG) online application form. See below for instructions. *Proposals sent by fax, hard copy or e-mail will **not** be accepted.*

- Outreach programs to educate public or professional audiences about biotechnology;
- Development of innovative instructional materials;
- Initiation of some aspects of student recruitment programs (consult with Center staff about such proposals).

Introduction

Education Enhancement Grants support the initial phase of development of activities, programs, resources, and personnel necessary for biotechnology education and workforce training in academic and non-academic educational settings statewide.

Who May Apply

North Carolina non-profit institutions, including K-12 schools, school systems, community colleges, colleges, universities, and museums are eligible to apply.

Projects Supported

Education Enhancement Grants can be awarded for a wide variety of educational projects that are strongly related to biotechnology and the basic sciences that support it (see #1 under **Evaluation Criteria**, p. 2 for examples of some of these disciplines). Kinds of activities that can be supported include:

- Planning of new programs or activities;
- Design and first-year implementation of degree programs, program tracks, curricula, or courses that strengthen capabilities for biotechnology education and workforce training at any educational level;
- Incorporation of biotechnology into existing courses, or development of interdisciplinary programs;
- Professional development for teachers or faculty;

Funding Guidelines

The maximum award for Education Enhancement Grants program is \$100,000. Appropriate categories of support may include, but are not limited to, laboratory equipment, supplies, salary, professional development and travel.

Awards are for 12 months, and there is one submission date yearly.

Applicants are *strongly* encouraged to discuss projects with the Education and Training Program Director prior to submitting a preproposal.

Funding Restrictions

The Education Enhancement Grants Program will *not* fund:

- Renovation or construction of facilities or basic laboratory infrastructure such as furniture or utilities;
- Audiovisual equipment and computers unless required for a specific scientific application (e.g., chromatography, accessing gene or protein databases, microscopic imaging, etc.); Computers for general use will not be funded.
- Research staff, resources, or equipment not directly related to educational programs;
- Student scholarships or tuition support;
- Overhead or indirect costs

Funding Policies

- It is very unlikely a single institution will be awarded more than \$100,000 per year, or receive awards of more than \$100,000 for equipment over two consecutive years.
- No more than \$20,000 will be awarded for planning grants.
- No more than \$3,500 will be awarded per faculty member for professional development. There should be a demonstrable connection between professional development and project work.
- Proposals requesting continuing support for previously funded or ongoing projects will generally not be accepted.
- Proposals for projects that substantially duplicate ongoing Education and Training Program projects will generally not be accepted. Refer to the Biotechnology Center's web site at www.ncbiotech.org for a description of some Education and Training Program projects.

Matching Funds Requirement

Applicants from the main campuses of Duke, UNC-Chapel Hill, and NC State Universities must secure a 20% match of total funds requested from the Biotechnology Center. The match may be in-kind, from the submitting institution or from external collaborators, but may not include (1) overhead or indirect costs, (2) faculty salary without institutional documentation of time allocated to work directly on the project, or (3) items not related to the project.

Evaluation Process

A preliminary review by Biotechnology Center staff will determine whether the preproposal is related to biotechnology education and/or workforce training (see Evaluation Criteria, item 1 below) and follows the program's guidelines and instructions described here.

Preproposals not meeting these criteria will be returned to the applicant with an explanation. Those preproposals remaining will be evaluated by a review panel and, in some cases, by additional external reviewers.

Full proposals will be evaluated by staff, external reviewers and an advisory panel that makes funding recommendations.

Notifications

- Selected applicants will receive invitations to submit full proposals by June 10, 2013.
- Applicants who submit full proposals will be notified of funding decisions no later than January 15, 2014.

Evaluation Criteria

Preproposals will be evaluated by the following criteria:

1. Relevance to biotechnology science, technology, and applications. Examples of strongly related fields include (but are not limited to): genetics, molecular and cellular biology, biochemistry, analytical methods, microbiology, immunology, bioinformatics, bionanotechnology and bioprocessing.
2. Scientific soundness
3. Key predictors of effective education projects:
 - Clear identification of the audience and learning objectives
 - Extent and quality of project planning prior to submission of the preproposal
 - Qualifications of project personnel to carry out the proposed work effectively
 - Long-term commitment of the institution to the continuation of the project, where appropriate
4. Budget
 - Justification of need for Biotechnology Center funding
 - Appropriateness of the budget to project objectives
5. Approach and context of the project
 - Extent to which existing resources are effectively utilized
 - Involvement of partners from industry or other academic institutions or disciplines who could significantly strengthen the project
 - Potential to serve as a foundation for future activities
 - Consonance of the project with institutional capabilities and goals and/or regional needs
 - Creativity and innovation

Note: While we do not expect the preproposal to have the level of specificity contained in a full proposal, we recommend that you provide enough detail to enable reviewers to judge the likelihood of success. Particular emphasis should be given to your:

(1) project objectives, (2) learning objectives for proposed new courses or activities, and (3) description of representative sample activities. This description should also serve to, in part, justify key equipment items requested in the budget.

Priority in competitive funding situations will go to proposals that most directly and effectively support biotechnology industry workforce training in strategic technologies or scientific fields.

Preproposal Outline

The preproposal must include the following sections and may not exceed 3 pages (this limit does not include project summary, budget, budget explanation, letters or biographical sketches for Project Director and collaborators). *Number all pages.*

I. Table of Contents

Include description and page number for each outline element.

II. Project Summary (maximum 50 words or less)

III. Project Plan

Include the following information:

- **Prior Planning:** describe the planning that occurred prior to submission of the preproposal.
- **Need:** explain the need for the project at this time.
- List the project goals.
- Identify and describe the specific target audience(s) to be addressed. For new course development or course enhancement, include any relevant course prerequisites.
- State the learning objectives for the course(s) impacted by the project.
- Describe what you plan to do in your project and provide a schedule for implementation.
- Identify specific responsibilities of key personnel.
- Identify partnering organizations and collaborators, where applicable

- Outline intended outcomes, including the number of students or participants impacted.
- For projects involving the development of new courses, activities, teaching materials, or incorporation of activities into existing courses, briefly describe specific topics and skills to be taught and the pedagogical approach(es) planned.

IV. Budget Explanation

Note: See instructions for completing the budget sheet under **Preproposal Application Instructions**, Step 3 (p. 4).

- Describe existing resources to be used; include laboratory facilities and equipment.
- If equipment is requested, describe how each item will be used in teaching activities and justify the number of units and type of equipment requested. Explain the basis for the other budget items requested.
- For salary requests, specify (1) the role of each individual in the project, (2) their type of appointment (i.e. 9 or 12 month, etc.), (3) their respective time contribution (%) to the project, and (4) the salary requested.
- Describe all projected financial or in-kind contributions to be directed to the project by the institution (including matching funds, if required) or by collaborators.

V. Biographical Sketches

For the Project Director and other key collaborators, provide biographical sketches with relevant publications or experience that document the expertise of each individual in the context of the proposed project. The sketches should be appended to the end of the preproposal. *Limit each sketch to 1 page*, following the format provided at (www.ncbiotech.org/eeg).

Full Proposal Requirements

Full proposals will require more detailed information than that requested here. Complete information about the support letters required in the Full Proposal may be found in the *Education Enhancement Grants Full Proposal Guidelines and Instructions* available at www.ncbiotech.org/eeg.

For your preproposal, you must only supply letters of commitment from collaborators whose efforts will be critical to project success.

Please note that full proposals for new course

development will need to include documentation of institutional approval for new courses.

Preproposal Application Instructions

Step 1: Read the Program Guidelines and Instructions (above) and Follow These Steps

Thoroughly read this document, *Education Enhancement Grants Preproposal Application Guidelines and Instructions*, available on the Biotechnology Center's Web site (www.ncbiotech.org/eeg) prior to submitting a preproposal. If you have any questions about the program, please contact Ginny DeLuca.

Step 2: Prepare the Preproposal

Please include all the information requested under **Preproposal Outline** above, while adhering to these following basic formatting requirements.

Preproposals may be single-spaced. *Use an 11 point or larger typeface, minimum 1" margins, and number each page of the preproposal (3 pages maximum).*

Please be sure that your proposal still adheres to the formatting requirements listed above after document conversion to PDF. *Applications that do not follow all these requirements may be rejected without review.*

Applicants may find that some modification of the outline provided will better serve their needs. You may consult with Education and Training Program staff to discuss the most appropriate and effective presentation. While not all items listed in the outline will be applicable to projects in non-academic settings, an equivalent level of specific detail about the content to be addressed is required.

Step 3: Complete the Budget Sheet

Prepare your budget using the [EEG Budget Sheet](#) available at www.ncbiotech.org/eeg. All funds requested on the Budget Sheet must be justified in the Budget Explanation section of your proposal. (refer to section IV, **Budget Explanation** in the Preproposal Outline above). If your institution is one that is required to provide a match (see **Matching Funds Requirement**, p. 2), be sure that the match contributed appears on the budget sheet and equals or exceeds 20% (the % match is calculated on the bottom line of the budget sheet for your convenience.) This sheet is provided in Excel format and may be submitted as an Excel or PDF file.

The title of your project must be included in the "Project Title" box at the top of the Budget Sheet.

Failure to use the online budget sheet provided may result in the rejection of the preproposal.

Step 4: Gather Cover Sheet and Letters of Support/Documentation

Combine the (1) completed EEG online cover sheet (available at www.ncbiotech.org/eeg) and (2) signed letters from essential collaborators/external supporters of the project, briefly describing the nature of their contribution to the project. Combine these documents into a single PDF file prior to submission. You can accomplish this by scanning them together all at once, and using "save as" or convert to PDF format. This combined PDF file will be attached to your application form in Step 5 below.

Step 5: Attach the Required Documents

Once they are complete, the preproposal, the EEG budget sheet, and the file containing the cover sheet and all letters of support/documentation should be attached to the online EEG application as three separate files (submit the preproposal and letters of support/documentation as two separate PDF files and the budget sheet as either a PDF or Excel file). Now that you have all the required documents ready:

Step 6: Review and Submit Application

Review and submit your Education Enhancement Grant preproposal prior to **noon** on the grant application deadline. You will receive notification of receipt of your proposal by e-mail.

Submission of your grant application indicates that:

1. You have read and understand the information and directions in this EEG Electronic Application Instructions and Guidelines document 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;
 - d. Any other non-negligent, inadvertent, unintentional, unknowing, or immaterial disclosure.
3. All activities conducted during the proposed project are performed in accordance with established institutional and federal policies and procedures, including—but not limited to—policies and procedures applicable to human subjects, laboratory animals, or hazardous agents and materials.

Preproposal Deadline:

March 20, 2013, NOON

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