

## Biotechnology Event Sponsorship (BES) BES Application Requirements & Instructions

### Deadline

Proposals are submitted according to quarterly deadlines as shown in the timetable below. Please note that special instructions apply.

Proposals may be submitted during **any** Program quarter, as long as the agenda is completed and speaker's attendance (if any) confirmed. However, proposals will not be considered for funding until the quarter that the event occurs along with other proposals received for events in that quarter.

Event Date	Deadline – Proposal must be received by <b>NOON on:</b>
July – September	June 15
October – December	September 14
January – March	December 3
April – June	March 15

If your event falls **within 30 days** after the quarterly deadline for your event:

- proposals must be submitted **45 days prior** to that quarterly deadline. For example, if event date is *July 11, 2012* - the proposal must be submitted no later than *May 1, 2012*.

See [www.ncbiotech.org/grants](http://www.ncbiotech.org/grants) for the Center's policy on deadlines in the event of inclement weather.

You **must** comply with the above deadlines or the proposal will be declined.

Proposals **must** be submitted via the North Carolina Biotechnology Center's online application form.

- ⊗ *Proposals sent by fax, e-mail or hard copy will not be accepted.*

### Program Requirements

#### **Purpose**

To promote and support events that advance the understanding or application of biotechnology for the benefit of North Carolina. Events must promote information sharing and personal interaction focused on biotechnology research, education, or business.

#### **Funding & Additional Support Requirements**

Applicants may request up to \$3,000. Actual award amounts are based on availability of funds and may be less than the amount requested.

- Applicant is expected to obtain significant support in addition to Biotechnology Center funds.
- Awards typically cover costs such as speaker travel expenses, event site rental, and publicity. Rental fees for the Hamner Conference Center are not allowable under the BES program.
- All award funds are disbursed directly to applicant organization and must be used solely to support the event outlined in this application.
- All funds will be paid upon receipt of invoice(s) and the Technical Status Report at the end of the event.
- ⊗ *This grant does not provide funds to promote a specific product or to benefit one or a few companies or individuals.*
- ⊗ *This grant does not cover food or refreshments for event attendees; gifts and/or honoraria or registration fees for speakers or institutional overhead or facilities and administrative costs.*

## Who May Apply

Any non-profit organization planning a conference, workshop, or other event in North Carolina that focuses on biotechnology or its related aspects.

## Preliminary Consultation

Although not required, a preliminary consultation may be helpful to the applicant. To find out if an event you are planning qualifies for this grant—or to obtain additional information—contact Ginny DeLuca at 919-549-8849 or by email at [virginia\\_deluca@ncbiotech.org](mailto:virginia_deluca@ncbiotech.org).

## Review Process

The review process has several parts:

- Administrative review to ensure the proposed event relates to biotechnology and meets basic requirements and submission time frame.
- Full proposal review and funding recommendation.
- Final review and approval by the Biotechnology Center's senior management.

## Courtesy Acknowledgement and Attendee Passes

Awardees are expected to:

- Appropriately acknowledge the Biotechnology Center in printed materials, signage, and publicity. See BES website for Center logos file.
- Offer complimentary admissions to Biotechnology Center personnel.

## Post-award Reporting

A Technical Status Report is required. More information on reporting requirements will be provided if a grant is awarded.

## Information Release

It is the policy of the North Carolina Biotechnology Center to announce awards through press releases and other publications. Events are also advertised on the Biotechnology Center website calendar. 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 proposals not funded.

## 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 Instructions

### Step 1: Read the Requirements & Instructions

Thoroughly read the BES Program Requirements & Instructions prior to submitting an application. If you have any questions about the program, please contact Ginny DeLuca at 919-549-8842 or by email at [virginia\\_deluca@ncbiotech.org](mailto:virginia_deluca@ncbiotech.org).

### Step 2: Prepare the Proposal

Prepare the Proposal as directed below:

#### 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** proposal pages.

- ⊗ *Applications that do not meet these format requirements will not be considered.*

### **Proposal Requirements**

The Proposal must include the following sections:

- **Title Page**  
Include Event Title, Event Director(s), and Name of Organization.
- **Table of Contents**  
Include page numbers.
- **Proposal and Event Details**  
Describe the event including the following details:
  1. Topic(s) to be the focus of the event
  2. Format (symposium, workshop, poster presentations, or other activities)
  3. Event Date (start and end dates)
  4. Location
  5. Agenda including presentation titles (tentative agenda acceptable, if full agenda is not available at time of submission)
  6. Information about speaker and other program presenters who have been or will be invited
    - Type (business person, scientist, or other type)
    - Projected number (speakers, guests, participants)
    - Names
    - Selection criteria
  7. Total number of attendees who have been or will be invited
    - Type (business person, scientist, or other type)
  8. How event will be publicized and copies of announcement/publicity, if available
  9. Fees to be charged attendees (if any)
  10. If documents will be published, describe how they will be distributed at event and subsequently made available to the public
  11. Statement indicating if this is an annual or recurring event

12. Statement indicating if the Biotechnology Center has provided prior support for the same of similar event

- **Significance**

In one page or less, justify the value of the proposed event to the North Carolina biotechnology community.

- **Budget Justification**

Provide an explanation for the following:

- Justification of the need for Center funding and detailed justification for each line item. This justification is in addition to the required Budget Form.
- Total cost of the event
- Amount requested from the Biotechnology Center by category. For example: speaker per diem expenses (fee, travel, food, lodging), event expenses (location, publicity), or other expenses (specify)
- Justification of expenses in specified budget categories
- Other funds available or anticipated to support the event

### **Convert Your Proposal into a PDF Document**

Convert your electronic document directly into a PDF.

- ⊗ *Do not print and scan the proposal to convert to PDF – this will cause the PDF to be significantly larger (more megabytes).*

### **Step 3: Complete the Budget**

Prepare your Budget using the **BES Budget Sheet** provided. 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 or PDF 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 declination of the proposal.*

Include the **total cost of the event** as planned, including other sources of funding.

**Allowable** budget request items include:

- Speaker per diem expenses (travel, food, lodging)
- Event expenses (location, publicity, materials and supplies)

**Unallowable** budget request items include:

- Food or refreshments for event attendees
- Gifts and/or honoraria or registration fees for speakers
- Institutional overhead or facilities and administrative costs
- Rental fees for the Hamner Conference Center

### **Step 4: Complete the Cover Sheet**

See BES website for link to Cover Sheet.

This Cover Sheet must be signed by an Authorized Organization Official (other than the Event Director) and attached to the electronic submission as a PDF.

### **Step 5: Complete the Online Application Form**

Access the BES Application Form at [https://www.grantrequest.com/SID\\_466?SA=SNA&FID=35015](https://www.grantrequest.com/SID_466?SA=SNA&FID=35015).

Complete all pages of the form. You may stop and save at any time and return to finish later.

### **Step 6: Attach the Required Documents**

Follow the online instructions for attaching the Required Documents. The Proposal, Budget, and Cover Sheet 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 **declined**.

### **Step 7: Review and Submit**

Review and submit your BES application in accordance with the deadline schedule.

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. Any Center request for additional proposal information must be addressed within 24 hours.

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919-541-9366 • fax 919-314-8296 • See our grant application Web page at [www.ncbiotech.org/grants](http://www.ncbiotech.org/grants)