

Multidisciplinary Research Grant (MRG) MRG Program Guidelines & Instructions

Deadline for Application

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

NOON, Wednesday, June 20, 2012

See www.ncbiotech.org/grants for the Center's policy on deadlines in the event of inclement weather.

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

Program Requirements

Purpose

To foster interdisciplinary collaborations on complex problems that require more than one area of expertise to solve; involves North Carolina researchers from three distinct disciplines working together for the advancement of the state-of-the-art in biotechnology; and cultivates early stage collaborations on new ideas.

This grant is intended to support development of preliminary data for federal grant applications.

Each scientist must directly contribute approximately equal percent effort to the project, i.e. contributions should be equal in regards to their significance.

Note: If your proposal has clear potential for commercial benefit or strengthens the infrastructure for future research, it will be more competitive.

- ⊗ *These grants do not provide funds for out-of-state collaborators.*
- ⊗ *These grants do not support the extension of an already established collaboration. You will **not** be eligible for an MRG if:*

- Two or more members of the core research team have published together more than once, or
- The core research team has had a federal grant together in the last five years for this or any other project.

- ⊗ *These grants do not support research projects that have already received federal funding.*

Funding & Matching Requirements

Up to \$300,000 total for a maximum of two years.

- 10% minimum matching requirement from the principal investigator's institution(s). Matching funds may include salaries for support personnel (e.g. technicians, Post-docs, etc.) and materials and supplies.
- 25% minimum capital costs matching requirement for equipment costing \$40,000 or more.
- All award funds are disbursed directly to the university or nonprofit research institute of the principal investigator.
- ⊗ *Faculty salaries may not be used as matching funds.*
- ⊗ *Biotechnology Center grants do not support indirect costs.*

Who May Apply

A primary applicant/principal investigator must be from a North Carolina academic or nonprofit research institute. (Other scientists in the collaboration may be from North Carolina industry.)

- For academic institutions, the principal investigator (PI) and co-investigators (Co-PI) must hold full-time tenure-track or tenured faculty appointments, or equivalent

appointments as a full time research faculty with a dedicated independent lab. Visiting Scientists, Post-docs, and other non-permanent positions are not eligible as PIs or Co-PIs.

- For non-profit research institutions, the principal investigator or co-investigators must be permanent research staff members with independent research programs.
- An individual investigator may be a principal investigator or co-investigator on only one MRG submission per year.

Preliminary Consultation

A preliminary consultation with Science and Technology Development staff is strongly encouraged. To find out if a project you plan to submit qualifies for this grant—or to obtain additional information—contact Ginny DeLuca at 919-549-8842 or send an email to virginia_deluca@ncbiotech.org. Please contact us at least **two weeks prior** to the deadline if you would like to request a consultation.

Resubmissions

Please contact Ginny DeLuca at 919-549-8842 or send an email to virginia_deluca@ncbiotech.org if you are resubmitting a previously submitted application.

Review Process

The review process has three parts:

- Examination by Biotechnology Center staff to make sure the proposed project relates to biotechnology and meets basic requirements for the grant.
- Peer review by out-of-state reviewers.
- Final review and award by the designated committee of the Biotechnology Center's Board of Directors.

Evaluation Criteria

- Significant impact on the development of biotechnology.

- Stimulation of new biotechnology-related research collaborations.
 - Innovative project/program objectives.
 - Logical and technically feasible project/program plan.
 - Thorough knowledge of current state of the field.
 - Reasonable probability of success taking into account staff qualifications, the availability of space and equipment, the projected timetable, etc.
 - Significant collaborative input from all participants.
 - Potential for commercial or economic return to North Carolina as a result of this project.
 - Justification of need for Biotechnology Center support.
 - Budget sufficient but not inflated.
- ⊗ *The North Carolina Biotechnology Center does NOT fund clinical trials. Generally, if you are testing a new therapeutic, diagnostic, or device for safety and efficacy in patients, it will be considered a clinical trial.*

Post-award Reporting

Brief 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 North Carolina 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.

Application Instructions

Please use the checklist provided to make sure ALL components of the proposal application are included.

Step 1: Read the Guidelines & Instructions

Thoroughly read these MRG Program Guidelines & 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. Please refer to our website at <http://www.ncbiotech.org/research-grants/research-funding/faq> for Frequently Asked Questions regarding budget, program-specific questions and more.

Step 2: Prepare the Proposal

Prepare the Proposal as directed below:

- ⊗ *Applications that do not follow all these requirements will be declined without review.*

General 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** pages of the Proposal.

Proposal Requirements

The Proposal must include the following sections:

- **Table of Contents**
Include title, PI name, institution and page numbers.
- **Abstract** (one page)
Include a description of the project and state the specific objectives/aims.

- **Significance** (one page)
Describe the practical merits of the project and justify in terms of the potential for significant contributions to the development of biotechnology or for commercial products derived from biotechnology.

Include an explanation why the collaboration is important to achieving results.

- **Background** (maximum 6 pages)
Include literature review and preliminary data.
- **Research Plan** (maximum 10 pages)
 - Technical objectives
 - Experimental design and methods
 - Data analysis and interpretation
- **Project Timeline** (with target dates and preferably a graphic). See our FAQ website link for examples:
<http://www.ncbiotech.org/research-grants/research-funding/faq>
 - For each part of the project, indicate which investigator will be doing the work.
- **Research Contributions**
 - Research team: Describe the areas of expertise for the PI and Co-PIs on this project.
 - Other collaborators: Describe the role for any collaborators, consultants, etc.
 - Summary table: Provide a summary table of PIs and major contributors to the project. (See example on page 4)
- **Personnel**
 - Technical
 - Administrative: who will be responsible for various aspects of the grant other than experiments?
- **Team Management**
 - Responsibilities: who will have primary responsibility for the different phases of the research project?
 - Coordination: what will be the means for data sharing and other aspects of project management?
- **Facilities** (available/required)
 - Space
 - Equipment
 - Agreements for facility sharing

SUMMARY TABLE EXAMPLE

Research Team and Other Collaborators: Contributions to the Project

Role in Project	Name	Title	Institution	Department	% Effort	Contribution to Project
PI	John Smith	Associate Professor	UNC-CH	Genetics and Molecular Biology	10%	Project Coordinator; histological and biochemical assays; RNA extractions
Co-PI	Mary Jones	Associate Professor	UNC-CH	Dept. of Medicine	15%	Protein characterizations
Co-PI	Jane Doe	Assistant Professor	Duke University	Cellular and Molecular Physiology	15%	Cell culture, Microarray data analyses
Collaborator	Mike Johnson	Assistant Professor	UNC-CH	School of Pharmacy		Cheminformatics and modeling

- **Budget Justification**

Explain each line item in the Budget. For example, provide calculations for sample size, use and number of kits, reagents, etc. In addition, explain sources of any other funding required for completion of the project.

- **Long-term Support** (if applicable)

- Explain the sources of funds to cover maintenance service contracts and repairs for equipment.
- Explain how the project, facility, and collaboration will be supported by future funding sources after the Center's award has expired, if applicable.

- **Bibliography**

Give full citation including title and complete author list.

- **Current and Pending Grants**

Provide the following information for each source of funding:

- Funding agency
- Project title
- Award amount
- Duration of award
- Indicate how this project is distinct from other listed projects

- **Biographical Sketches**

For all principal investigators involved in the project, include a biographical sketch with a list of no more than ten publications documenting each investigator's expertise in the proposed project. Limit each biographical sketch to no more than one page using the **Biographical Sketch** form provided by the link on the website. Include the biographical sketches at the end of your proposal for submission.

Convert Your Proposal into a PDF

Document

- ⊗ Do not print and scan the proposal to convert to PDF – this will cause the PDF to be significantly larger (more megabytes).
- ⊗ Applications that do not meet these format requirements will not be considered.

Step 3: Complete the Budget

Prepare your Budget using the **MRG Budget Sheet** provided by the link on the website.

http://www.ncbiotech.org/sites/default/files/funding/mrg_13_budget.xls

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 rejection of the proposal.

If you have a question about a particular item or about your overall budget, we strongly encourage you to contact us at least **two weeks** before the application deadline. For a consultation, please contact Ginny DeLuca at 919-549-8842 or email virginia_deluca@ncbiotech.org.

Budget Guidelines

All investigators **must** appear on the Budget Sheet even if no salary is requested. Percent effort contributed by each investigator **must** be included.

Allowable items include:

- Salaries/benefits for research team and other personnel.

Important note: Requested funds may include salaries/benefits for investigators and support personnel.

Matching funds may only include salaries/benefits for support personnel (technicians, Post-docs, etc.).

This program is not intended to be a support mechanism for graduate students. As a general guideline, we allow modest graduate student participation up to 25% of a graduate student's salary and benefits.

- ⊗ *Faculty salaries may not be used as matching funds.*
- To calculate "person months," see example in [FAQs](#).
- Materials and supplies (broken down into categories of no more than \$5,000).
- Equipment (items over \$40,000 require a direct 25% cash match).
- Travel to research sites (for projects involving two or more institutions/organizations or if research requires offsite visits).
- Travel to conferences (only if presenting research findings from this project).
- ⊗ *Travel funds to conference meetings and the like may not be used as **matching** funds.*

Unallowable items as requested or matching funds include:

- Publication costs
- Communication costs
- Tuition
- Service contracts
- Indirect/overhead costs

The MRG program requires an overall 10% match, not a line item match. However, requests for equipment costing over \$40,000 require a 25% match for the equipment portion, in addition to the 10% for the remaining items.

Step 4: Gather Supporting Documentation

Combine the following Supporting Documents into a **single** PDF file. You can accomplish this by scanning related files together and then save as or convert to PDF.

- **Cover Sheet**
http://www.ncbiotech.org/sites/default/files/funding/mrg_13_coversheet.doc

Note: This sheet must be the first page of the Supporting Documentation PDF.

- **Letters of Support**
Include letters of support from:
 - Co-investigators
 - Collaborators and consultants
 - Sources of matching funds
 - Industry or other institutions (optional)
- **Documentation of IRB Approval**
(for projects involving any human subjects)
- **Documentation of IACUC Approval with Animal Welfare Assurance #**
(for projects involving any animal studies)

Important note: Only **ONE** Supporting Documents file will be accepted. Applications that are submitted with more than one Supporting Documents file will be **declined**.

Note: Do not include a list of Reviewers to be used/not used in your proposal PDF document. If you want to send a list, please email it to Ginny DeLuca at virginia_deluca@ncbiotech.org.

Now that you have all the required attachments ready:

Step 5: Complete the Online Application Form

Open the Application Form

https://www.GrantRequest.com/SID_466?SA=SNA&FID=35033 Complete all pages of the form. You can stop and save at any time and return to finish later.

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**.

Step 6: Attach the Required Documents

- Follow the online instructions for attaching the Required Documents.
- The Proposal, Budget, and Supporting Documentation 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

Carefully review your application package using the checklist provided on the website then submit your MRG application prior to the Grant Program Deadline.

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

Science and Technology Development Program | North Carolina Biotechnology Center
15 T.W. Alexander Drive • P.O. Box 13547 • Research Triangle Park, NC 27709-3547
919-541-9366 • fax 919-314-8296 • See our grant application Web page at www.ncbiotech.org/grants