North Carolina Biotechnology Center

Biotechnology Event Sponsorship (BES)
Proposal Guidelines and Instructions

Deadlines for FY2024

Proposals must be submitted according to the quarterly deadlines shown below.

Event Dates	Grant Deadline
July, August, September 2023	Wednesday, May 31, 2023 (Noon)
October, November, December 2023	Wednesday, August 30, 2023 (Noon)
January, February, March 2024	Wednesday, November 29, 2023 (Noon)
April, May, June 2024	Wednesday, February 28, 2024 (Noon)

If you have any questions about this deadline schedule, please contact the program manager. Contact information is provided at the end of this document.

IMPORTANT NOTICE: The Event Organizer (primary contact) for the BES proposal must register for an account on the NCBiotech Funding Portal prior to the deadline in order to submit a proposal. See STEP 5 (page 8) for more details.

Program Requirements

Purpose

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

BES funds can be requested for in-person, virtual or hybrid events.

In order to be considered for funding, virtual/hybrid events must demonstrate alternative efforts to engage participants in meaningful interactions and networking opportunities. The allowable and unallowable costs as stated in these guidelines will apply. Please contact us if you have questions.

⊗ *This grant does not provide funds to promote a specific product or to benefit one or a few companies or individuals.*

Program Structure and Information

- BES funds are awarded in the form of a grant.

- Up to $3,000 may be requested. *All budget requests must be well justified and in line with the overall costs and other sources of revenue for the event.*

- Other significant support for the event is expected in addition to NCBiotech funds. *A BES grant is not intended to be the sole source of funding for an event.*

- Actual award amounts are based on availability of funds and may be less than the amount requested.

- BES grants cover direct event costs as outlined in Step 3 (page 6) under allowable and unallowable requests.

- Grant funds are disbursed directly to the applicant organization and must be used solely to support the event outlined in the BES application.

- Grant funds are paid after receipt of required reports and invoice(s) at the end of the event.

- Any previous NCBiotech grant for the event **must be closed** prior to submitting a new proposal.

- Contact the Contracts and Grants staff if you have questions about an existing award.

- Rental fees for the Conference Center at NCBiotech are not allowable under the BES program.

- If you plan to host your event at the NCBiotech Conference Center, please contact us to determine grant eligibility. Contact information is provided at the end of this document.

Eligibility

Any North Carolina-based university or non-profit organization (with its own independent tax ID number or EIN) hosting an event being held in North Carolina related to the life sciences.

If you have questions about eligibility, please use the contact information at the end of this document to request a consultation.

Please note that an NC chapter of a national organization must be registered as a non-profit entity within the State of North Carolina and have its own independent registration (tax ID number or EIN) to be eligible for this program.

Preliminary Consultation

If you have questions about your proposal or wish to request a consultation, use the contact information at the end of this document.

For first time requests, a consultation is strongly advised.
A preliminary consultation can determine if your event qualifies for this program and provide guidance on preparing a proposal. Draft proposals and budgets can also be reviewed prior to submission.

Review Process

The review process consists of:

- Administrative review to ensure the proposed event meets the purpose of the program, the requirements of the grant, and the submission schedule.

- Proposal review and funding recommendation.

- Final review and Center approval.

Courtesy Acknowledgement and Attendee Passes

Grantees are expected to:

- Appropriately acknowledge the Biotechnology Center's support in printed materials, signage, websites, and all other forms of publicity. Center logos can be found here.

- Offer complimentary admission to Biotechnology Center personnel.

Grantee Reporting

A Technical Status Report and a Financial Status Report are required within **60 days** after the funded event. These reports must be submitted along with an invoice in order to release grant funds.

Information Release

It is the policy of the Biotechnology Center to announce awards through press releases and other publications. These communications typically include the Title of the Event and a Public Information Summary that is provided by the applicant with the online application. Events may also be advertised on the Biotechnology Center's Calendar of Events. No information is released on proposals not funded.

Confidentiality

The Biotechnology Center will endeavor to maintain the confidentiality of all information provided by the applicant. 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 Guidelines and Instructions

Read the BES Proposal Guidelines and Instructions thoroughly prior to submitting an application. If you have any questions about the program, use the contact information at the end of this document.

- Applications that do not follow all requirements and instructions may be administratively declined without review.

- Applications that do not include the signature of an authorized institutional representative (*e.g.*, Sponsored Research Office or an official representative from your nonprofit organization) on the coversheet will be administratively declined without review.

Step 2: Prepare the Proposal

Proposal Formatting Guidelines
- Use standard font (such as Times New Roman, Calibri, or Cambria) 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".
- Do not use logos or letterhead on any pages of the proposal.

Proposal Requirements
The Proposal must include the following information. ***There are no page limitations for this section.*** The proposal must be converted to a PDF file before submission.

    A. Title Page
Include Title of Event, Name of Event Organizer(s), Name of Host Organization, and Event Date(s).

    B. Event Details
Provide details about the event, **using the <u>numbers</u> and <u>headings</u> below to label each section**.

1. **Topic(s)** to be the focus of the event.

2. **Format** (symposium, conference, workshop, *etc*; briefly state the types of activities to be included).

3. **Event Date** (start and end dates).

4. **Location** (event venue; if virtual or hybrid, please state the platform to be used).

5. **Agenda** including presentation titles (a tentative agenda must be provided if the full agenda is not available at time of submission).

6. **Information about speakers and other program presenters** who have been or will be invited, including:
   - Projected number of speakers/ presenters.

- Types (business persons, scientists, or other types) and selection criteria for speakers/presenters.
- Names, titles, organizations, and expertise of speakers/presenters. Please keep this brief; do not include extensive speaker bios.
- Indicate which speakers are confirmed and which speakers are tentative.

7. **Attendees**
   - Types of attendees (business persons, scientists, students, or other types of participants).
   - Total number invited and estimate for actual attendance.

8. **Publicity** (describe how the event will be publicized; include a link to the event website, sample event announcements and advertising materials, if available).

9. **Fees** to be charged to attendees (if none, state there will be no charge).

10. **Documents** (if proceedings or documents resulting from the event will be published, describe how they will be distributed and subsequently made available to the public).

11. Statement indicating if this is an **annual or recurring event**.

12. **Prior Support**
    - State whether the Biotechnology Center has provided prior support for the same or similar event.
    - If this is a recurring event that was funded by a prior NCBiotech grant, include a brief summary (1 paragraph) of the highlights from the most recently funded event.

C. **Significance**
In one page or less, 1) provide brief background information on the origin and goals of the proposed event and 2) justify its value to the North Carolina life sciences community. *A recap of information already provided in other sections of the proposal should not be repeated in the Significance section.*

D. **Budget Justification**
Provide a detailed explanation of the budget as follows. See Step 3 for allowable and unallowable requests. Use the numbers below to label each section of the budget justification.

1. Explain why Center funding is needed to support the event.

2. State the total costs of the event.

3. Describe the other sources (and estimated amounts) available or anticipated to support the event, including estimated registration fees and other sponsorships.

4. **Provide a budget justification for the ENTIRE event**, including the expenses requested from NCBiotech *and* the expenses that will be covered by other sources. Make sure to specifically identify the expenses that are requested from the Center in your justification. ***The budget justification must match each item listed on the budget form exactly.***

   - If grant funds are requested for a virtual platform and/or technical fees, you must document that these expenses are specific only to the proposed event in the justification.

- Itemize speaker transportation and lodging costs (do not list together as "speaker travel"). Identify the speakers you are requesting funding for in the justification.
- Printed materials must be well-justified (see the "allowable requests" section).

Step 3: Complete the Budget

Prepare your budget using the **Budget Form** provided on the [BES webpage](#). The form is provided in Excel format and must be converted to a PDF file before submission. Before you convert your Budget Form to a PDF, please scale to print to ensure information is not cut off and additional blank pages are not included in the final document. If you need assistance with file conversion, please contact the program manager listed at the end of this document.

The Name of the Event Organizer and Title of the Event **must** be included at the top of the Budget Form.

⊗ *Failure to use the Budget Form provided could result in the administrative declination of the proposal*.

The Budget Form should include **all costs for the event** as planned, including items requested from NCBiotech and items covered by other sources of funding.

All costs on the Budget Form **must be justified** under the Budget Justification section of your proposal.

If there are any questions related to allowable costs, you are encouraged to request a consultation prior to submitting your proposal. Use the contact information listed at the end of this document.

Allowable Budget Request Items

- Speaker travel expenses (transportation and lodging expenses only - food per diem allowances will not be provided); itemize transportation and lodging separately on the Budget Form.

  Note: International travel requests must be approved in advance prior to submitting your proposal. Please contact the program manager listed at the end of this document for more information.

- Other direct event expenses such as:

  o Facilities rental

  o Virtual platform fees (specific only to the event)

  o Audio-visual or technical services specific to conducting the event. For virtual events, this might include fees for uploading content or technical management of the virtual platform and the participant experience during the event. **These services may not be used for any other purpose outside of the event.** Funds to support staff members providing these services (who are employed by any sponsoring organization of this event) are not allowable.

  o Publicity or advertising costs

  o Event materials and supplies (such as programs, posters, name badges, etc.). This category may also include specific, direct costs for electronic program materials. *Efforts to reduce paper use at NCBiotech-funded events is encouraged. Budget requests for printed materials must be well justified.*

Unallowable Budget Request Items

- Food or refreshments for event attendees

- Food per diem allowances for speakers

- Registration fees for speakers

- Gifts and/or honoraria for speakers

- Consulting or administrative costs

- Fees or costs for programmatic content

- Fees for CEU credits

- Registration software

- Personnel costs

- Prizes, gifts, or stipends for participants

- Costs associated with items, services or supplies that are used primarily outside of the event itself

- Institutional overhead or facilities and administrative costs

- Rental fees for the Conference Center at NCBiotech

Step 4: Complete the Cover Sheet

Use Cover Sheet form provided on the BES webpage.

The Event Organizer listed on the Cover Sheet should be the same person submitting the online application.

This Cover Sheet must be signed by an Authorized Organizational Official and the Event Organizer and converted to a PDF file before submission.

Step 5: Complete the Online Application Form

Important First Steps

- The Event Organizer (primary contact) for the BES proposal must register for an account on the NCBiotech Funding Portal prior to the deadline in order to submit a proposal (https://ncbiotech.fluxx.io).

- **If you have applied for a grant using the Funding Portal previously** (for any NCBiotech funding program), you do not need to register again.

- The Event Organizer must submit the proposal through his/her account. The proposal cannot be submitted through an account belonging to administrative or Sponsored Research Office personnel.

- After the registration is complete, you will receive instructions on how to access your Funding Portal account. The BES application form will be located under the "Apply for Funding" folder at the left of the screen. Follow the instructions provided.

- Click here for more information on the registration and application process.

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

Step 6: Attach the Required Documents as PDFs

Follow the online instructions for attaching the required documents. The following documents must be provided **as three separate PDF files.**

- Cover Sheet
- Budget Form
- Event Proposal

  ⊗ *Do not scan printed documentation to convert to PDFs as this may cause the documents to be too large for submission.*

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.

After your submission, you will receive a confirmation email notifying you that the Biotechnology Center has received your application. Final decisions on awards will be made within 4-6 weeks of the deadline.

Contact Information

Michelle Collins, MPA, CRA, CPRA
Director, Grant Process Operations
michelle_collins@ncbiotech.org
(919) 549-8845