

Innovation Impact Grant (IIG)

Proposal Guidelines & Instructions

Deadline for Application

Wednesday, September 30, 2026 (noon)

Award decisions will be made in March 2027.

Overview

Read these IIG Proposal Guidelines & Instructions thoroughly prior to preparing an application. If you have any questions about the program, use the contact information at the end of this document.

- **New in FY2027: The IIG will no longer support purchase of high-performance computer equipment. See page 2 for additional details.**
- A maximum of \$150,000 may be requested to support the purchase of state-of-the-art research equipment.
- Equipment must be placed in a core facility.
- Quotes are required for all pieces of equipment requested.
- Institutional match is required. See page 12 for allowable items as matching funds.
- NC Biotechnology Center grants do not pay for overhead or indirect costs.
- **Important First Step** - The PI must register for an account on the NCBiotech Funding Portal at least five days prior to the deadline in order to submit a proposal. The funding portal link is 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.

Table of Contents

Innovation Impact Grant Guidelines and Instructions	1
Purpose.....	1
NCBiotech IIG Impact Criteria.....	1
Eligibility	1
Principal Investigator	1
Equipment.....	2
Major Users.....	2
Institutional Authorization.....	3
Funding & Matching Requirements	3
Review Process, Suggested Reviewers, and Evaluation Criteria	3
Review Process.....	3
Suggested Reviewers	4
Evaluation Criteria.....	4
Other Program Information	4
Preliminary Consultation	4
Resubmissions.....	5
Confidentiality.....	5
Post-award Reporting	5
Information Release.....	5
Application Instructions.....	6
Step 1: Read the Guidelines & Instructions.....	6
Step 2: Complete the Online Application Form.....	6
Important First Step.....	6
Public Information Summary	6
Step 3: Prepare the Proposal.....	7
General Proposal Formatting Guidelines.....	7
Proposal Requirements.....	7
Step 4: Complete the Budget Package	11
Budget Form	11
Equipment Price Quote(s).....	11
Budget Guidelines.....	11
Step 5: Gather Supporting Documentation.....	12
Letters of Support	12
Step 6: Complete the Suggested Reviewer Form.....	13
Step 7: Complete the Coversheet.....	13
Step 8: Upload the Required Documents.....	14
Step 9: Review and Submit.....	14
Contact Information	14

Innovation Impact Grant Guidelines and Instructions

Purpose

The goal of the Innovation Impact Grant (IIG) program is to provide funding for research infrastructure necessary for innovation in North Carolina's life sciences ecosystem. Grant funds are used to support the purchase of research equipment or instrumentation for core facilities at North Carolina academic or nonprofit research institutions. Please see the FAQs on the NCBiotech website (ncbiotech.org/grant-faq) for the definition of a core facility.

Applicants must demonstrate how the NCBiotech investment will enable research and development, accelerate innovation, and create impact in North Carolina.

- ⊗ Proposals that request equipment for student training and workforce development purposes are strongly discouraged.

NCBiotech IIG Impact Criteria

How well the requested equipment supports the impact criteria listed below will be a major consideration in the evaluation of the proposals.

- The equipment will fill a gap in the NC life sciences ecosystem by enabling scientific advances not previously possible.
- The core facility and the requested equipment will serve a broad community of NC life sciences researchers, within and outside of the applicant institution.
- The investment falls within a larger initiative at the institution or in the region.
- The investment will enable recruitment and retention of top faculty.

A university research administrator must document the impact that the equipment will have on the university research infrastructure and in the local life sciences community in a required letter of support (see page 12).

Please see the Impact section of the Application Instructions on page 7 for more details.

Eligibility

Principal Investigator

The principal investigator (PI) must be employed as a permanent, full-time core facility director or faculty member at a North Carolina academic or nonprofit research institute. The PI must also have technical expertise directly related to the type of equipment requested, as documented in the biosketch.

- ⊗ *An IIG principal investigator may not have more than two concurrent active awards from NCBiotech.*

- ⊗ *An institution that has received NCBiotech equipment grant funding within the past two years is ineligible to receive an IIG award for the purchase of similar equipment.*

Equipment

Requested equipment must be integrated into an existing core facility or used to establish a new core facility. See the IIG FAQs (ncbiotech.org/grant-faq) for the definition of a core facility.

Requests should focus on high-cost, state-of-the-art equipment (\$30,000 minimum request). Examples: Mass and nuclear magnetic resonance spectrometers, X-ray diffractometers, electron and light microscopes, cell sorters, and biomedical imagers.

Requests for combinations of equipment (totaling at least \$30,000) that bring new research capability to the core facility or serve to create a new core facility will also be considered. Proposals of this kind must demonstrate that the capabilities of the combined equipment meet one or more of the impact criteria. A presubmission consultation with NCBiotech staff is recommended for such requests.

- ⊗ *Any equipment purchased prior to the official award activation is ineligible for an IIG.*
- ⊗ *Requests for equipment to be obtained through a rental or a lease-to-own agreement are ineligible for an IIG.*
- ⊗ *Requests for equipment that will be purchased contingent on receipt of funding from another source (e.g., NIH or NSF instrumentation grant award) will not be considered.*
- ⊗ *Requests for high-performance computer equipment (e.g., compute clusters, GPUs, high memory servers, parallel storage systems, high-speed networking hardware) are not allowed.*

Equipment/instruments must be designated primarily for research purposes.

- ⊗ *IIG funds cannot be requested for purchase of equipment primarily used for student education or training, workforce development, or clinical care (billable) purposes.*

Note: If funding is awarded, applicants must list their facility on the Center's core facilities website at ncbiotech.org/resources/core-labs

Major Users

The proposal must list the intended major users of the equipment along with an explanation of how the requested instrument will advance their projects' research objectives. Major users may have university, industry, or government research affiliations within or outside of the PI's institution.

The number of major users who must be identified is dependent upon the size of the university or research institution.

- Requests from R1 institutions: Duke University, North Carolina State University, the University of North Carolina at Chapel Hill, UNC Charlotte, and East Carolina University require at least **SIX** major users.
- Requests from all other NC institutions require at least **THREE** major users.

Institutional Authorization

Each application must be authorized in a letter of support from a senior research executive representing the applicant institution (e.g., Vice Chancellor of Research or equivalent; See page 12). This requirement is not fulfilled by the signature on the proposal Cover Sheet.

Funding & Matching Requirements

See Budget Guidelines on page 11 for details.

- Up to **\$150,000** (maximum) may be requested for the equipment or instrument(s) to be purchased and installed within 12 months of award.
- All award funds are disbursed directly to the university or nonprofit research institute affiliated with the principal investigator.
- A cash match is required, representing the institution's contribution toward the purchase and support of the requested equipment. The match amount may be split among participating institutions to demonstrate commitment to inter-institutional requests. See page 12 for allowable match items.
 - Requests from R1 institutions: Duke University, North Carolina State University, the University of North Carolina at Chapel Hill, UNC Charlotte, and East Carolina University require a minimum 20% cash match.
 - Requests from all other NC institutions require a minimum 10% cash match.

Please note: *The cash match is calculated as a percentage of the total equipment/project costs.*

- ⊗ *NCBiotech IIG grants do not support indirect costs (overhead, F&A), or salaries.*

Review Process, Suggested Reviewers, and Evaluation Criteria

Review Process

The review process has four parts:

- Examination by NCBiotech staff to assure that the proposal meets the grant eligibility requirements.
- Prioritization of proposals based on fit with programmatic goals and degree of anticipated impact (see page 1, Program Purpose section).
- Peer review by out-of-state core facility directors and/or expert reviewers.
- Final review and decisions by the designated committee of NCBiotech's Board of Directors.

Suggested Reviewers

Applicants are required to identify at least two independent reviewers with technical expertise relating to the equipment requested. *See Suggested Reviewers on page 13 for details.*

Evaluation Criteria

Evaluation by program staff will focus on the degree of anticipated impact resulting from the NCBiotech investment. Those proposals that meet one or more of the impact criteria as defined in the Purpose section on page 1 and demonstrate the greatest degree of potential impact will be sent for external review. Reviewers will score proposals on the following criteria:

Equipment

- Is the need for the equipment well justified?
- Is the requested equipment appropriate and necessary for the projects proposed?
- Does the PI demonstrate a thorough knowledge of the current state-of-the-art in instrumentation technology options?
- Is the requested equipment state of the art?

Research Projects

- How will the research projects of the major users be enhanced by access to the equipment?
- Do the major users have innovative research objectives?
- Do major users have adequate funding to support the proposed research?

Administrative Plan

- Is the plan for management and maintenance of the equipment appropriate?
- Is there a plan to make the equipment widely accessible to users within the institution and beyond?
- Is the plan for equitable use of the equipment reasonable?
- Is the named advisory committee broadly based to balance interests of different user groups and to provide valuable oversight?
- Is there a plan to cover costs for maintenance, repairs, and supplies for the expected lifetime of the equipment?

Other Program Information

Preliminary Consultation

Although not required, a preliminary consultation may be helpful to the applicant prior to submission of an application. Please contact us at least three weeks prior to the deadline if you would like to schedule a consultation. Contact information is provided at the end of this document.

Resubmissions

Proposals not selected for IIG funding may be resubmitted once in a subsequent cycle.

If this is a resubmission of a previously submitted IIG proposal, please use the contact information at the end of this document to indicate your intent and schedule a consultation. You will receive instructions for including a response to the previous reviews in the resubmitted proposal.

Confidentiality

As part of our grants review process, NCBiotech routinely shares the contents of grant applications with both internal and/or external experts to assess the merits of each application. NCBiotech will endeavor to maintain the confidentiality of all information provided by the applicant. While measures are in place to assure the appropriate handling of all information provided, the applicant is responsible for limiting the disclosure of any sensitive information that should not be shared outside of NCBiotech.

We encourage applicants to consult with their university's technology transfer office (academic applicants) or an intellectual property professional for more specific counsel as necessary.

Post-award Reporting

Post-award reports are required. More information on reporting requirements will be provided on request or if a grant is awarded.

After a grant is closed, participation is expected in biennial surveys to track information on subsequent funding, patents, licenses, publications, companies formed, *etc.* that are a direct or indirect result of an award. This information will be used in support of justifying state funds for our programs and may be collected for up to 10 years.

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 with the online application. No information will be released on proposals that are not funded.

Application Instructions

Application materials are located on the IIG webpage at ncbiotech.org/IIG. Please use the checklist provided to make sure all components of the proposal application are included.

The IIG proposal is comprised of five documents: Cover Sheet, Proposal, Budget Form, Supporting Documentation and Suggested Reviewer Form.

Step 1: Read the Guidelines & Instructions

Thoroughly read the IIG Program Guidelines, Instructions and FAQs on our website 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 of these requirements may be declined without review.*
- ⊗ *Applications that do not have a fully signed coversheet at the time of application may be administratively declined without external review. Signatures of the sponsored research office are required and can take multiple weeks to achieve. Plan your submission accordingly.*

Step 2: Complete the Online Application Form

Important First Step

The PI for the IIG proposal must register for an account on the NCBIotech Funding Portal at least five days prior to the deadline in order to submit a proposal. The link is 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 PI for the proposal must submit the proposal through her/his account. IIG proposals cannot be submitted through accounts belonging to an OSR representative, administrative personnel or others.

Click [here](#) for more information on the registration and application process.

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

Complete all fields of the IIG online application form as instructed.

Public Information Summary

- This summary is intended for a general audience, allowing NCBIotech to share granting information with the general public and other interested parties.
- This summary should not include complex scientific terminology.
- The summary should convey to the citizens of NC why the project is important and what impact it will have.
- The maximum allowable length for this summary is **50 words**.

Step 3: Prepare the Proposal

General 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 except for support letters.
- Judicious use of headings and white space for ease of reading is appreciated.

Proposal Requirements

The Proposal must include the following sections. Each section should be titled using the headings listed below and should match the Table of Contents.

A. Table of Contents *(does not count toward page limit; should be on a separate page)*

Include title, PI name, institution, Core Facility Name, and page numbers.

B. Abstract *(maximum 1 page)*

Provide a brief summary, including the equipment requested, the number of major users, the areas of application for the major users research projects, and any other relevant overview information.

C. Impact *(maximum 1 page)*

Provide a description of the project and how the NCBiotech investment will impact North Carolina's life sciences ecosystem and its culture of innovation.

Impact must be demonstrated by meeting one or more of the following criteria:

- The requested equipment will fill a gap in the NC life sciences ecosystem by enabling scientific advances not previously possible. Specify the new lines of research, new methods, and new experimental protocols that will be enabled.
- The core facility and the requested equipment will serve a broad community of NC life sciences researchers, within and outside of the applicant institution. Specify which departments, institutions, and companies will be served by the equipment.
- The investment falls within a larger initiative at the institution or in the region. Name and provide details about the initiative - who are its partners (if applicable) and what are its goals?
- The requested equipment will enable recruitment and retention of top faculty.

D. Objectives *(maximum 1 page)*

Describe what will be accomplished with the funding.

E. Project Plan *(maximum 15 pages, sections 1-4)*

1. Equipment

a. General Information

State the manufacturer and model number of the equipment being requested. Give a general description of the requested equipment including the scope and capabilities of what it can be used for. Provide additional detail on any specific features or accessories requested.

b. Justification of equipment selection

- For the requested equipment, discuss its advantages and compare its performance to competing brands/models.
- Justify your choice of manufacturer and model. Address how the requested equipment will meet the specific research needs of the major users as well as its applicability to a broader research user base. A cost analysis may be beneficial for specific equipment.

c. Current research capabilities of the core facility and justification of need

- Describe the core facility's current capabilities, including the equipment that is presently available and the services offered.
- Discuss how investigators are currently handling the technical needs that will be fulfilled by the requested equipment.
- Provide an inventory of identical or similar instruments existing at your institution or neighboring research institutions; describe why each instrument is unavailable or inappropriate for the user group in this application.
- Provide sufficient justification of why the requested equipment is needed and how it will add to the core facility's capabilities.

2. Research Projects

a. Overview

Describe the major objectives for use of the equipment, including whom the equipment will serve.

b. Major users table

Provide a table listing name, affiliation and department, research project title, and estimated annual percent usage for each major user (maximum of eight).

c. Major users

Provide a one page or less research project summary for each user up to a maximum of eight major users. The research project summary must include the following components:

- Name and department of the major user.
- Title of the research project.
- Currently available source(s) and amount of funding for the project.
- Project's connection to life sciences research.
- Value of the equipment for advancing the research objectives.

- Sufficient technical detail about the types of samples or specific experimental protocols to be employed to allow evaluation of whether the equipment is appropriate and necessary for the project.
- Summarization of the benefits the requested instrument will provide toward answering specific scientific questions. Highlight any new lines of research that will be enabled.
- Justification for special equipment features or accessories (as applicable).

d. Additional users table (if applicable)

List other potential users at the applicant's institution or nearby institutions. For each additional user, provide their name, department, institution, and a one- to two-sentence description of their research focus.

3. Core Facility Administration and Operation

a. Advisory committee

Provide name, affiliation, and qualifications of the members of the core facility advisory committee. Discuss the frequency of committee meetings, their mechanism for resolving disputes, and how they will balance the interests of different user groups.

b. Administrative responsibility

Discuss who will have ultimate authority for equipment operations, long-term maintenance, user scheduling, and user fees, etc. Also include the name of the person who will have ultimate authority to administer the facility. List the qualifications of this individual(s).

c. Technical responsibility

Discuss who will have day-to-day responsibility for technical operations, including routine maintenance, troubleshooting, and performance evaluations, etc. List the qualifications of this individual(s).

d. Location

- Describe the current location of the facility and/or provide the location of where the equipment will be housed.
- Provide the building and specific room location.
- Discuss any special measures required (e.g. vibration platform, temperature control, back-up generator, *etc.*).

e. User access

- Discuss whether you will limit use of the equipment in any way. If so, describe whether major users will receive priority over others and why.
- If users outside of the applicant's institution will be allowed access to the equipment, discuss how this will be advertised and how access priorities will be determined.
- Describe an overall pattern of workflow and discuss any issues with potential to create bottlenecks in flow.

f. User training

- State whether user training on the equipment will be provided and who will be administering the training, if applicable.
- Discuss core facility safety protocols and how these protocols are taught and enforced.

g. Regulated research subjects and biohazards

If applicable, discuss how the core facility manages policies and procedures applicable to projects involving human subjects, laboratory animals, or hazardous agents and materials.

h. Equipment Use

Indicate how equipment scheduling, usage tracking and billing is handled.

i. Future Research Funding

Indicate how you will track additional funding that is enabled by use of this equipment.

4. Long-term Support

Explain the sources of funds to cover supplies, maintenance service contracts, and repairs. Include a discussion of user fees. Include letters of support if applicable. (Letters for long-term support are submitted as part of the Supporting Document PDF.)

5. Budget Justification *(does not count toward page limit)*

Explain each line item in the Budget (not just the portion requested from NCBIotech).

Explain the sources of matching funds.

6. Project Timeline *(does not count toward page limit)*

Provide a timeline for ordering, installation, setup, training if required, and implementation and use. See our FAQs for examples.

7. Bibliography *(does not count toward page limit)*

Give full citation including title and complete author list. If the author list is extensive, include only the first three (3) authors.

8. Current and Pending Grants *(does not count toward page limit)*

For each major user, include a list of current or pending grants. Provide the following information:

- Funding agency
- Project title
- Award amount
- Duration of award

9. Biographical Sketches *(does not count toward page limit)*

Provide one-page biosketches for the proposal PI, Core Facility Director, up to eight major users, and up to two other key administrative/technical personnel. Biosketches should list no more than five (5) publications documenting each investigator's expertise in the proposed project.

Use of the NCBIotech Biosketch form is required.

The PI's biosketch must demonstrate expertise in the equipment being requested (see Eligibility Requirements page 1.)

Limit each biographical sketch to no more than one (1) page using the Biographical Sketch form provided by the link on the website. Include position title and department. Insert the biographical sketches at the end of your proposal document.

➤ **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 and distort the quality of the text and graphics.*

Step 4: Complete the Budget Package

Budget Form

Prepare your Budget using the IIG Budget Form provided by the link on the website. The Budget Form is provided in Excel format. Use of this form is required. The title of the project must be included in the "Project Title" box at the top of the Budget Form. Please ensure that the title exactly matches that on the proposal document and on the Cover sheet.

All funds requested on the Budget Form must be justified under the Budget Justification section of your proposal (described above).

Equipment Price Quote(s)

Price quotes are required for all pieces of equipment requested. The price quote may not exceed three (3) pages.

- ⊗ *Do not include pages showing terms of sale.*

Budget Guidelines

- A maximum of \$150,000 may be requested.
- **Match Requirement:**
 - The cash match represents the commitment of the institution(s) to contribute towards the purchase and support of the requested equipment. The match amount may be split among participating institutions to demonstrate commitment to an inter-institutional effort. The exact dollar amount of the match must be documented in a letter of support and included in the Supporting Documentation.
 - 20% of the total equipment/project cost must be provided as cash match from Duke University, North Carolina State University, the University of North Carolina at Chapel Hill, UNC Charlotte, and East Carolina University.
 - 10% of the total equipment/project cost must be provided as cash match from any other NC institution.

Allowable budget requests (in addition to equipment costs)

- Minor renovation of core facility space to support/accommodate the equipment.
- Hardware/software necessary to run the equipment.

Allowable items as matching funds

- Cash cost-sharing of the equipment purchase price
- Minor renovation of core facility space to support/accommodate the equipment.
- Hardware/software necessary to run the equipment.
- Extended warranties or service contracts that are paid for at the time of equipment purchase.

Unallowable items as requested or matching contribution

- ⊗ *Items to be purchased independently for the facility or lab are not allowable as match.*
- ⊗ *Overhead/indirect/F&A costs.*
- ⊗ *Salaries for technicians or other personnel.*
- ⊗ *Equipment that has already been purchased by the institution (even if a purchase order has been issued but the equipment has not yet arrived).*
- ⊗ *Renovations/construction that has already been initiated or completed.*
- ⊗ *Rental or lease-to-own equipment.*

➤ Convert Your Budget Package into a PDF Document

The budget form is provided in Excel format and should be converted to a PDF file and merged with the equipment price quote documents, resulting in a **single** PDF file. Please ensure that the contents of each row and column on the budget form are fully readable after document conversion.

Step 5: Gather Supporting Documentation

Letters of Support

Please ensure that all letters of support are signed and dated.

Letter of impact (Required)

A letter is required from the institution's chief research officer or similar individual responsible for oversight of the institution's research facilities (e.g., Vice Chancellor of Research, Vice Provost for Research, university Provost).

This letter should attest to the need for the requested equipment and detail the anticipated impact it will have at the institution and in the broader life sciences research community in North Carolina (as stated in the "Impact" section of the proposal; see Step 3, page 7).

Commitment of matching funds (Required)

The specific dollar value of the matching funds must be included in the letter(s). This letter(s) must be on letterhead and signed by an individual who is authorized to commit the matching funds.

Major users (Required)

Each major user whose project is included in the proposal must prepare a letter of support endorsing the need for the equipment.

Sources of long-term support (if applicable)

If the institution will provide support for long-term maintenance and repair of the equipment, this must be detailed in a letter written on letterhead and signed by an individual who is authorized to administer the funding.

➤ **Convert Your Supporting Documents into a PDF Document**

Combine all supporting documents into a **single** PDF file.

- *Only one Supporting Documents file is allowed. Proposals where individual documents are uploaded separately may be administratively declined.*

Step 6: Complete the Suggested Reviewer Form

Please provide the name and contact information for at least **two** individuals who have expertise with the type of equipment requested and familiarity with the current state-of-the-art, to serve as potential reviewers of this proposal. Suggested reviewers must be from an academic institution or governmental organization outside of North Carolina and must be free from any conflict of interest with the applicant.

Use the fillable Suggested Reviewer form on the IIG webpage to enter the name, institution and email for each reviewer.

➤ **Convert Your Suggested Reviewer Form into a PDF Document**

The Suggested Reviewer Form is provided in Word format and should be converted to a PDF file.

Step 7: Complete the Coversheet

Use the Cover Sheet form provided on the IIG webpage.

The Cover Sheet must be signed by the PI and an authorized official of the Sponsored Research Office of the university or non-profit institution.

- ⊗ *Applications that do not have a fully signed coversheet at the time of application may be administratively declined without external review. Signatures of the sponsored research office are required and can take multiple weeks to achieve. Plan your submission accordingly.*

➤ **Convert Your Cover Sheet Form into a PDF Document**

Step 8: Upload the Required Documents

Follow the instructions in the online application form for attaching the Required Documents. For instructions on setting up an online account, please refer to page 6.

➤ *All files should be uploaded as pdf documents.*

The Cover Sheet, Proposal, Budget Package, Supporting Documentation and Suggested Reviewer Form should be uploaded as five separate files.

Step 9: Review and Submit

Carefully review your application package using the checklist provided on the website and then submit your IIG 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 NCBiotech'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 by the deadline given.

Contact Information

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