

Biotechnology Research Grant (BRG) BRG Program Full Proposal Guidelines & Instructions

Deadline for Application

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

NOON, Wednesday, February 5, 2013

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 support novel research projects that have the potential to strengthen biotechnology, research and development at non-profit research institutions in the early stages of building their research capacity. Awards are intended to support the generation of preliminary data required to attract funding from other sources, with the ultimate goal of technology commercialization.

Who May Apply

- A principal investigator that submitted a BRG Preproposal and has been invited to submit a Full Proposal.
- The principal investigator must be associated with a North Carolina academic or nonprofit research institution. Investigators at the **main campuses** of Duke, UNC-Chapel Hill and NCSU are only eligible for this program in the *Applied Agriculture and Food Safety* focus area. Investigators at these three campuses conducting research related to other focus areas are encouraged to investigate alternate NC Biotech funding programs (www.ncbiotech.org/grants).

- The focus area for Biotechnology applications to Applied Agriculture and Food Safety is open to *ALL* NC universities and non-profit research institutions.
- Eligibility for the remaining six focus areas is restricted to research institutions working to establish and grow their research infrastructure. However, investigators from some satellite campuses of Duke, UNC-Chapel Hill and NCSU, such as marine research laboratories, agricultural research stations, ecological research stations, and the North Carolina Research Campus, are also eligible in all focus areas. Contact Program Staff for details.
- For grants awarded to academic institutions, the principal investigator must hold a full time tenure-track or tenured faculty appointment, or an equivalent appointment as a full time research faculty with a dedicated independent lab at the applicant university. Visiting scientists, post-docs and other non-permanent positions are not eligible. For awards to non-profit research institutions, the principal investigator must be a permanent research staff member with an independent research program.
- One proposal per investigator (as either PI or Co-PI) will be considered.
- Junior faculty are strongly encouraged to apply.
- ⊗ *A principal investigator may have no more than two active awards from the Center at the same time.*
- ⊗ *An investigator may be included on only ONE proposal submission.*

Funding & Matching Requirements

- A maximum of \$100,000 for up to 18 months will be awarded.

- There is a minimum 10% matching requirement. Matching funds may include salaries for support personnel (e.g., technicians, post-docs, students, etc.) and materials and supplies.
- Requested funds may include salaries/benefits for investigators and support personnel.
Note: requested funds for principal investigator salary/benefits may not exceed 10% of the total amount requested (\$10,000 maximum).
- Requested funds may be used for travel directly related to the project.
- Applicants from Duke, UNC-Chapel Hill and NCSU may NOT include in-kind faculty release time. Other institutions, as defined in “Who May Apply” above, may use documented faculty release time as a match.
- ⊗ *Grant funds may not be used for office supplies, secretarial services, overhead/indirect costs, tuition or patenting costs.*
- ⊗ *Faculty salaries may not be used as matching funds.*
- ⊗ *This program is not designed to be a support mechanism for graduate students. As a guideline, we will allow modest graduate student participation up to 25% of a graduate student’s salary and benefits.*

Preliminary Consultation

Although not required, a preliminary consultation may be helpful to the applicant. Consultations are available **up to two weeks prior** to the deadline. If after reading the guidelines you require additional information — contact Ginny DeLuca at 919-549-8842 or send an email to virginia_deluca@ncbiotech.org.

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 ensure the proposed project relates to biotechnology and meets basic requirements for the grant program.
- Peer review by out-of-state reviewers.
- Final review and a funding decision by the Science, Education and Technology committee of the Center’s Board of Directors.

Evaluation Criteria

Applicants should explicitly demonstrate:

- The potential for significant contribution to the development of biotechnology or of commercial products derived from biotechnology.
- The initiation of novel and innovative research. A project judged to represent a continuation of an established research program is not eligible.
- The need for seed-money funding:
 - Consideration for BRG funding is independent of funding secured for ongoing, unrelated et al projects within a lab.
 - A project funded by another source is ineligible for a BRG.
- Reviewers will be asked to place significant emphasis on:
 - **Originality:** Are the scientific objectives and applications of the technology innovative/creative?
 - **Scientific Merit:** Is the project plan logical and does it have a reasonable probability of success? Does it have a biotechnology focus?
 - **Significance:** Will the project address an important problem; is it likely to generate ongoing support from other sources; will it serve to support technology commercialization?
- ⊗ *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 on the website to make sure ALL components of the proposal application are included. This Checklist will be submitted as part of the Required Documents as noted in Step 6.

Step 1: Read the Guidelines & Instructions

Thoroughly read these BRG 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.
- Judicious use of headers and white space for ease of reading is appreciated.

Proposal Requirements

The Proposal must include the following sections:

- **Table of Contents**
Include title, PI name, institution and page numbers.
- **Abstract**
Include a one page description of the project.
- **Significance** (maximum 1 page)
Justify the proposed project in terms of its potential for significant contribution to the development of biotechnology or for commercial products derived from biotechnology.
- **Background** (recommend 2-4 pages)
Summarize research to support feasibility; include preliminary data.
- **Research Plan** (maximum 8 pages)
 - Technical objectives
 - Experimental design and methods
 - Data analysis and interpretation
- **Future Directions**
Provide a short statement about where the project will lead and what the next steps will be.
- **Personnel and Research Administration**
 - Personnel
 - Technical
 - Administrative: who will coordinate project

- Research Contributions
 - Research team: areas of expertise of each collaborator
 - Other collaborators: from other institutions or companies
 - **Project Timeline** (with target dates and preferably a graphic/diagram)
 - **Facilities** (available/required)
 - Space
 - Equipment
 - **Budget Justification**
Explain and justify each line item in the Budget. In addition, explain sources of any other funding required for completion of the project.
 - **Bibliography**
Give full citation including title and complete author list.
 - **Current and Pending Grants**
Provide the following information for each source of funding:
 - PIs
 - Funding agency
 - Project title
 - Award amount
 - Duration of award
 - Indicate how the proposed project is distinct from other listed projects
 - **Biographical Sketches**
For the principal investigator, and all other key personnel, including industrial partners (if applicable), provide a biographical sketch with relevant publications that documents each investigator's expertise in the proposed Project. Limit each sketch to one (1) page using the NCBiotech Biographical Sketch form provided by the link on the website. Include the Biographical Sketch(es) at the end of your proposal submission.
- ⊗ *Applications that do not meet these format requirements will not be considered.*

Note: If this is a resubmission of a Full Proposal, include a response to reviewers at the front of your proposal.

Convert Your Proposal into a PDF Document

Convert your electronic document directly into a PDF file.

- ⊗ *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

All funds requested must be itemized on the Budget Sheet and must be justified under the Budget Justification section (above) of your proposal. The Budget Sheet is provided in Excel format by the link on the website https://www.ncbiotech.org/sites/default/files/funding/brg_13_budget.xls 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 for a consultation **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** be included, with percent effort, on the Budget Sheet (even if salary is not requested).

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.

A **maximum** of 10% funding may be requested for any faculty member, not to exceed \$10,000 each.

- ⊗ *Faculty salaries may **not** be used as matching funds. However, we will allow reasonable faculty*

release time for match only from institutions other than Duke, UNC-Chapel-Hill and NCSU. Faculty release time is when a faculty member is released from their normal teaching responsibilities to pursue approved projects. Any questions about approved release activity should be directed to your department chair.

- To calculate “person months,” see example in [FAQs](#).
- Materials and supplies (broken down into categories of \$5,000 or less).
- 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
- 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.

The BRG program requires a minimum 10% match, not a line item match.

Please see link in our [FAQs](#) for additional Budget guidance.

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/brg_13_coversheet.doc

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

- **Letters of Support**
Include currently dated letters of support from:
 - Co-investigators (if applicable)
 - Sources of matching funds (required)
 - Letters from industry or other institutions (optional)
- **Documentation of IRB Approval**
(for project involving any human subjects)
- **Documentation of IACUC Approval with Animal Welfare Assurance #**
(for projects involving any animal studies)
- ⊗ *Omission of any of the required documentation can result in administrative declination.*

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

Now that you have all the required attachments ready:

Step 5: Complete the Online Application Form

Use the online application located at https://www.GrantRequest.com/SID_466?SA=SNA&FID=35005

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 but it should convey what the project will achieve. This summary is intended for a general audience, allowing the Biotechnology Center to share granting information with the public and other interested parties. The maximum allowable length for this summary is **50 words**.

Note: Keywords will be used to assist in finding appropriate reviewers. **Please include all suitable terms and useful combinations of search terms.**

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

Step 6: Attach the Required Documents

Follow the online instructions for attaching the Required Documents.

The following should be attached as four separate files:

- Proposal
- Budget
- Supporting Documents
- Checklist

Important note: Only **ONE** of each of the above file types may be attached to the application for a **total of four attachments**. Proposals submitted with more than four attachments will be **declined**.

Step 7: Review and Submit

Carefully review your application package using the Checklist provided on the website then submit your BRG proposal 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
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919-541-9366 • fax 919-314-8296 • See our grant application Web page at www.ncbiotech.org/grants