

## Institutional Development Grant (IDG) IDG Program Guidelines & Instructions

### Deadline for Application

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

**NOON, Wednesday, October 9, 2013**

See [www.ncbiotech.org/grants](http://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 provide research equipment or core facilities that will serve at least **THREE** investigators **EXCEPT** for investigators located at Duke, North Carolina State University and University of North Carolina at Chapel Hill. Requests from these campuses must serve at least **SIX** investigators, with exceptions for some satellite campuses. Contact Program Staff for details.

**Note:** If your proposal has any of the following features, it will be more competitive:

- Shows that the request is occurring within the context of an institutional initiative.
- Involves new ideas that may lead to biotechnology breakthroughs.
- Involves collaboration between academic and industrial scientists.
- Strengthens regional and statewide biotechnology capabilities.

#### Funding & Matching Requirements

- Up to \$200,000 maximum
- A minimum of 25% matching funds toward the equipment purchase from the institution.
- All award funds are disbursed directly to the university or nonprofit research institute of the principal investigator.

- ⊗ *Biotechnology Center IDG grants do not support indirect cost, salaries, or service contracts.*

- ⊗ **NOTE:** *Any equipment purchased prior to an official award activation is ineligible for an IDG. Equipment rented on a lease-to-own agreement is ineligible for an IDG.*

#### Who May Apply

A principal investigator from a North Carolina academic or nonprofit research institute. (Other scientists in the research process may be from industry.)

- For grants awarded to academic institutions, the principal investigator must hold a full-time faculty appointment.
- For grants awarded to nonprofit institutions, the principal investigator must hold a full-time permanent appointment.
- ⊗ *An institution may not submit multiple proposals for similar equipment during the same funding year.*
- ⊗ *A principal investigator may have no more than two active awards from the Center at the same time.*
- ⊗ *An institution that receives IDG funds to purchase a piece of equipment is ineligible for two years to receive IDG funds to purchase similar equipment.*

#### Equipment Guidelines

- Equipment or core facilities must be a shared resource for at least three to six researchers. Please see the above Purpose section to determine the number of researchers needed to fulfill requirements. Examples of recently funded core facilities: clinical pharmacology & analytical chemistry; x-ray crystallography; DNA sequencing core; molecular genomics.
- Equipment must be a high-cost item or items (\$20,000 minimum per item). Examples: confocal optical system; UPLC-MS/MS system;

atomic force microscope; flow cytometer.

- ⊗ *Items cannot include low-cost items such as minor equipment and supplies to outfit a lab. Specific supplies and equipment for requested instrumentation may be allowable.*

**Important note:** If requesting funding for a core facility, all applicants must list their existing facility or new facility, if funded, on the Center's core facilities website at

<http://www.ncbiotech.org/research-innovation/research-parks-labs/core-labs>

## Preliminary Consultation

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Although not required, a preliminary consultation may be helpful to the applicant. Please contact us at least **three weeks prior** to the deadline if you would like to schedule a consultation or have a draft reviewed. 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](mailto:virginia_deluca@ncbiotech.org).

## Resubmissions

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Please contact Ginny DeLuca at 919-549-8842 or send an email to [virginia\\_deluca@ncbiotech.org](mailto:virginia_deluca@ncbiotech.org) if you are resubmitting a previously submitted application.

## Review Process

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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

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- Extent the facility/equipment would:
  - Impact the development of biotechnology at this institution and in the field.

- Build upon existing institutional strengths in biotechnology.
- Stimulate broad-based development of innovative biotechnology research at the institution.
- Attract outside recognition for the institution's activities in biotechnology.
- Increase competitiveness for federal funding.
- Be immediately useful for a broad range of biotechnology research programs.
- Have potential for commercial or economic return to North Carolina.

- Innovativeness of project objectives.
- Logic and technical feasibility of project plan.
- Thorough knowledge of the current state of the field.
- Reasonable probability of success taking into account staff qualifications, management plan, availability of space and equipment, projected timetable, etc.
- Justified need for Biotechnology Center support.
- Budget sufficient but not inflated.

## Post-award Reporting

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

## Information Release

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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

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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 IDG 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](mailto: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 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".
- 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

Include a one-to two-page summary of the proposal.

#### Significance

Describe the practical merits of the proposed research and the impact of this research on the

institution's efforts to advance biotechnology and the potential for commercialization.

#### Objectives

Describe what will be accomplished with the funding. Be sure to specify whether the equipment is being requested for: an expansion/upgrade to a current core facility; the development of a new core facility; or use as multi-user shared equipment.

#### Project Plan (*maximum 15 pages*)

##### I. Equipment

###### • General description

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 that are being requested. *Submit an equipment price quote with your Supporting Documentation file.*

###### • Justification of equipment selection

For the requested equipment, discuss its advantages or compare its performance over competing brands/models. Justify your choice of manufacturer and model, and address how the requested equipment and its accessories will meet the specific research needs of the major users as well as its applicability to a broader research audience.

###### • Current capabilities and justification of need

Discuss how the investigators are currently handling the technical needs that will be fulfilled by the requested equipment. List any identical or similar instruments that are present at the applicant's institution or at nearby institutions. State whether these instruments are available for shared use. Provide clear justification of why these are inaccessible to or will not meet the needs of the user group in this application.

If the equipment request is for an expansion/upgrade to a current core facility, also discuss the current status of the facility, including the equipment that is presently available within the core and a brief description of the services offered. Provide sufficient justification of why the new or updated equipment is needed.

## II. Research Projects

- **Overview**

Describe the major objectives for use of the equipment, including whom the equipment will serve, and how the equipment will advance biotechnology for this population.

- **Projected usage table**

Provide a table listing name, affiliation and department, and annual percent usage for each major user.

- **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 of the major user.
- Title of the research project.
- Project's connection to biotechnology.
- Value of the equipment for advancing the research objectives.
- Sufficient technical detail to evaluate whether the equipment is suitable for the project, will be used appropriately, and will provide advantages over other methods.
- Justification for special equipment features or accessories (as applicable).

- **Additional users (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.

## III. Administration and Operation

- **Administrative responsibility**

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

- **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).

- **Location**

Describe the current/planned location of the facility and/or provide the location of where the equipment will be housed. Provide the

building and specific location (e.g. room number). Discuss any special measures (e.g. vibration platform, temperature control etc.).

- **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 advertisement will be accomplished and how priorities on use will be set. Describe an overall pattern of workflow and discuss any issues with potential to create bottlenecks in flow.

- **User training**

State whether user training on the equipment will be provided and who will be administering the training, if applicable.

## IV. Long-term Support

- Explain the sources of funds to cover supplies, maintenance service contracts, and repairs. Include a discussion of user fees, if applicable.
- Explain how the facility or equipment will be supported by future funding sources after the Center's award has expired.
- Include letters of support. (Letters for long-term support are to be submitted as part of the Supporting Document PDF.)

### **Budget Justification** (*does not count toward page limit*)

- Explain each line item in the Budget (not just portion requested from the Biotechnology Center). **Each** piece of equipment listed in the budget must have a 25% capital cost match.
- Explain sources of matching funds.

### **Project Timeline** (*does not count toward page limit*)

Provide a timeline for ordering, installation, setup, training if required, and implementation and use.

See our FAQ website link for examples:

<http://www.ncbiotech.org/research-grants/research-funding/faq>

### **Bibliography** (*does not count toward page limit*)

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

### **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.

### **Biographical Sketches** (*does not count toward page limit*)

For **up to eight** major users and for **up to two** key administrative/technical personnel, include a biographical sketch with a list of not more than five (5) publications documenting each investigator's expertise in the proposed project. 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.

Include the biographical sketches at the end of your proposal submission.

### **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**

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

[http://www.ncbiotech.org/sites/default/files/funding/idg\\_13\\_budget.xls](http://www.ncbiotech.org/sites/default/files/funding/idg_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.*

### **Budget Guidelines**

The applying institution must provide a **minimum**

**25% capital cost match** for the facility/equipment being requested.

In addition to equipment, **allowable** items as requested or matching also include:

- Renovation of lab space to support/accommodate the new facility/equipment.
- Hardware/software necessary to run the equipment.

**Unallowable** items as requested or matching include:

- Service contracts.
- Overhead/indirect costs.
- Salaries for technicians or other personnel.
- Equipment that has already been purchased by the institution (even if a purchase order has been issued and the equipment has not yet arrived).
- Renovations/construction that has already been initiated or completed.

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/idg\\_13\\_coversheet.doc](http://www.ncbiotech.org/sites/default/files/funding/idg_13_coversheet.doc)

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

- **Letters of Support**  
Include letters of support from:
  - Sources of matching funds
  - Sources of long-term support
  - **Each major user** with a project written up in the proposal.
- **Equipment Price Quote(s)**  
The price quote for a single piece of equipment with accompanying accessories **may not exceed three (3) pages**.
  - Include quotes for multi-component systems totaling more than \$40,000.
- ⊗ *Do not provide quotes for stand-alone equipment costing less than \$40,000.*

⊗ **Note:** Do not include pages showing terms of sale.

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

**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=35006](https://www.GrantRequest.com/SID_466?SA=SNA&FID=35006). 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 IDG 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](http://www.ncbiotech.org/grants)