**Technical Status Report: Meeting Grants**

*Instructions on next page*

**Part I: Project Identification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Institution | Click here to enter text. | | | | | |
| Event Director(s) | Click here to enter text. | | | | | |
| Project Title | Click here to enter text. | | | | | |
| NCBC Agreement Number | Click here to enter text. |  | Award Amount Click here to enter text. | | | |
| Award Period | FROM Click here to enter text. | | |  | TO Click here to enter text. | |
| Other Funding Sources | Click here to enter text. | | | | |
| and Amount Other Sources | $ Click here to enter text. | | | | |

|  |
| --- |
| *Provide a brief description of the event/meeting; see instructions. Text will be limited to the space provided.* |
| Click here to enter text. |

**Part II: Project Summary**

**Part III: Additional Information** *Mark if attached. See Instructions for details.*

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | NONE |  | ATTACHED |
| A. Program Brochure/Flyer |  |  |  |
| B. Summary of Evaluations or Feedback |  |  |  |
| C. Publications/Proceedings |  |  |  |
| D. Other | Describe: | | |

**Part IV: Signatures**

|  |  |  |
| --- | --- | --- |
| Event Director Signature |  | Date |
| Authorized Institution Signature |  | Date |

FOR BIOTECHNOLOGY CENTER USE ONLY:

|  |  |  |
| --- | --- | --- |
| Accepted by |  | Date |
| Scanned to GIFTS |  | Date |

**Instructions for Technical Status Report: Meeting Grants**

All final Project Status Reports are due within 90 days after the termination date of the grant. All other required Project Status Reports are due as specified in the Grant Agreement.

Submit the reports to:

Contracts and Grants

Attn: Joan Pifer

North Carolina Biotechnology Center

PO Box 13547

Research Triangle Park, NC 27709-3547

[Contracts\_Grants@ncbiotech.org](mailto:Contracts_Grants@ncbiotech.org)

Files exceeding 10 pages must be submitted by mail.

* *DO NOT include these instructions as part of your final report.*

**Part I: Project Identification**

The identifying data in Part I should be the same as those contained in the Grant Agreement. The source and amount of funding, other than Biotechnology Center funds, used to support the project should be reported in this section. If there are no other funds, please state “none” in the appropriate space.

**Part II: Project Summary**  
The Project Summary (approximately 200 words) must be self-contained and intelligible to the lay reader. This summary should be written as concisely and informatively as possible. It should contain the meeting/event dates, names of key speakers, enrollment/attendance data, target audience, content, outcomes, and any other pertinent information.

Event Directors should be aware that this summary might be used by the Biotechnology Center to answer inquiries by nonscientists about the nature and significance of the event or meeting.

*Text is limited to the space provided. If necessary, an additional sheet may be attached to this form.*

**Part III: Additional Information**

The items listed in Part III on the front of this form should be submitted with this report, where applicable and to the extent possible.

A. Program Brochure/Flyers: Self-explanatory.

B. Summary of evaluations or feedback: Summarize the results of any post-event surveys, evaluations, and/or other participant feedback.

C. Publications/Proceedings: For publications (published and planned) include the title, journal or other reference, date, and authors.

D. Other: Include any additional material or information that is either specifically required by the award notice or grant agreement, (e.g. special reports or products such as films, books, studies, conference proceedings, etc.) or that you consider would be useful to the Biotechnology Center.

**Part IV: Signatures**

The report must be signed by the event director and an authorized institution official.