

Institutional Development Grant (IDG) Guidelines & Instructions

Deadline for Application

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

NOON, Wednesday, October 10, 2018

Notification of decisions will be made in March 2019.

IMPORTANT: IDG proposals are submitted using an online application system. The submitting PI must register for an account at least 5 business days before submission of the proposal. See Step 6 page 7 for details.

Read these IDG Program Guidelines & 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.

Program Requirements

The goal of the Institutional Development Grant (IDG) program is to provide support for the research infrastructure necessary to establish North Carolina as a global life science leader. Grant funds are used to purchase research equipment or instrumentation which serves multiple users and facilitates cutting-edge research in the life sciences.

New Requirement for FY2019 Program: Grant funds may be requested to support the purchase of research equipment for core facilities at North Carolina academic or nonprofit research institutes.

Please see the FAQs on the NCBiotech website (www.ncbiotech.org/grant-faq) for the definition of a core facility.

- ⊗ *IDG funds do not support instrumentation to be housed in laboratories that are not managed as shared-use core facilities.*

Equipment/instruments must be designated for research purposes only.

- ⊗ *IDG funds are not intended for purchase of equipment primarily used for student training, workforce development or clinical care (billable) purposes.*
- ⊗ *An institution that has received an IDG award within the past two years is ineligible to receive another IDG award for the purchase of similar equipment.*

Competitive Priorities: The FY2019 IDG program is focused on the following areas. Proposals with one or more of these features will be prioritized:

- Identifies major users from more than one institution or department.
- Supports collaboration between academic and industrial scientists.
- Enables the purchase of state-of-the-art research equipment.

Eligibility Requirements

Principal Investigator

The principal investigator (PI) must be employed as a permanent, full-time core 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 (documented in the biosketch).

- ⊗ *A principal investigator may have no more than two concurrent active awards from the Center.*

Major Users

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

- Requests from Tier 1 research universities (Duke University, North Carolina State

University, and University of North Carolina at Chapel Hill) require at least SIX major users.

- Requests from all other institutions require at least THREE major users.

The proposal must list intended major users of the requested equipment along with a justification of need for the equipment provided by each. Major users may have university, industry, or government research affiliations within or outside of the PI's institution.

Equipment

Requested equipment must be integrated into a core facility. See the IDG FAQs (www.ncbiotech.org/grant-faq) for the definition of a core facility.

Requests should focus on high-cost equipment (\$20,000 minimum per item). Examples: mass and nuclear magnetic resonance (NMR) spectrometers, electron and light microscopes, cell sorters, biomedical imagers.

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

See the Evaluation Criteria section on page 2 for more details on the characteristics of suitable equipment requests for the IDG program.

Funding & Matching Requirements

See Budget Guidelines on page 6 for details.

- Up to \$150,000 (maximum) may be requested.
- A 25% cash match requirement is required, representing the institution's contribution toward the purchase of the requested equipment. The match amount may be split among participating institutions to demonstrate commitment to inter-institutional requests.
- All award funds are disbursed directly to the university or nonprofit research institute affiliated with the principal investigator.

- ⊗ *Biotechnology Center IDG grants do not support indirect cost, salaries, or service contracts.*
- ⊗ *Any equipment purchased prior to the official award activation is ineligible for an IDG.*
- ⊗ *Requests for equipment to be rented on a lease-to-own agreement are ineligible for an IDG.*

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 two weeks prior to the deadline** if you would like to schedule a consultation. Contact information is provided at the end of this document.

Resubmissions

If this is a resubmission of a previously submitted IDG proposal, send an email to Deborah De at Deborah_De@ncbiotech.org to indicate your intent. You will receive instructions for including your responses to prior reviewer comments in this proposal.

Review Process

The review process has four parts:

- Examination by Biotechnology Center staff to assure that the proposed project meets the grant eligibility requirements.
- Prioritization of proposals based on fit with programmatic goals and focus (see page 1, Program Requirements section).
- Peer review by out-of-state expert reviewers.
- Final review and decisions by the designated committee of the Center's Board of Directors.

Evaluation Criteria

External reviewers will score proposals on criteria including, but not limited to the following:

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?

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 allow open access to the equipment?
- Is the plan for equitable sharing 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?

Overall Impact:

- Will acquisition of the equipment stimulate broad based life science research at the institution(s) and in the region?

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, publications, jobs, etc. that are a direct 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.

Confidentiality

As part of our grants review process, the Biotechnology Center routinely shares the contents of grant applications with both internal and/or external experts to assess the merits of each application. The Biotechnology Center 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 the Biotechnology Center.

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.

Application Instructions

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

The IDG proposal is comprised of four documents: the Cover Sheet, Proposal, Budget Form, and Supporting Documentation.

Step 1: Read the Guidelines & Instructions

Thoroughly read the IDG 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: 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".
- 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 *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:

Table of Contents

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

Abstract

The Abstract (brief project summary) is entered into the online application form rather than as a section of the Proposal. See Step 6 for instructions.

Significance (1/2 – 1 page recommended)

Describe the practical merits of the proposed equipment and the anticipated impact this equipment will have on the institution's efforts to advance life science and translational research efforts.

Objectives (1/2 – 1 page)

Describe what will be accomplished with the funding.

Project Plan (maximum 15 pages, I-IV)

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.

You must submit an equipment price quote with your Supporting Documentation file.

• 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, 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 user base. A cost analysis may be beneficial for specific equipment.

• Current Status of the Core Facility

State the name of the Core Facility and discuss its current status, including the equipment that is presently available and a brief description of the services offered. Provide sufficient justification of why the requested equipment is needed and how it will add to the core facility's capabilities.

• Current research 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.

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 life science research for this population.

• Projected usage table

Provide a table listing name, title, 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 and department of the major user.
- Title of the research project.
- Project's connection to life science research.
- Value of the equipment for advancing the research objectives.
- Sufficient technical detail to evaluate whether the equipment is appropriate and necessary for the project..
- Justification for special equipment features or accessories (as applicable).
- **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.

III. Administration and Operation

- **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.
- **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 room location. Discuss any special measures required (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. Discuss core facility safety protocols and how these protocols are trained and enforced.
- **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.
- **Equipment Use**
Indicate how equipment scheduling, usage tracking and billing is handled.
- **Future Research Funding**
Indicate how you will track additional funding that is enabled by use of this equipment.

IV. 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.)

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

- Explain each line item in the Budget (not just the portion requested from the Biotechnology Center).
- Explain the sources of matching funds. (The total match must be at least 25% of the requested amount.)

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.

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)*

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.

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

Convert your proposal 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 and distort the quality of the text and graphics.*

Step 3: Complete the Budget

Prepare your Budget using the **IDG Budget Form** provided by the link on the website. The Budget is provided in Excel format. **Use of this form is required.**

Please convert the budget form to a PDF file for upload.

The title of the project **must** be included in the "Project Title" box at the top of the Budget Form.

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

Budget Guidelines

A maximum of \$150,000 may be requested.

- **Match Requirement:**
A minimum 25% of the amount being requested must be provided as cash match. The cash match represents the commitment of the institution(s) to contribute towards the purchase of the requested equipment. The match amount may be split among participating institutions to demonstrate commitment to an inter-institutional effort.

The minimum match should be calculated as a percentage of the requested amount. (This translates to roughly 20% of the total costs.) The budget form is set to calculate the match as a percentage of the requested amount.

Allowable items as requested or matching contribution (in addition to equipment) include:

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

Unallowable items as requested or matching contribution include:

- Items to be purchased independently for the facility or lab are not allowable as match.
- 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 but the equipment has not yet arrived).
- Renovations/construction that has already been initiated or completed.
- Equipment to be rented on a lease-to-own agreement is ineligible for an IDG.

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.

- **Letters of Support**

Include letters of support from:

- **Sources 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 authorized individual.
- **Each major user** whose project is included in the proposal (Required)
- **Sources of long-term support** (if applicable)

- **Equipment Price Quote(s)**

Include price quotes for 1) single items of equipment costing \$40,000 or more, OR 2) multi-component systems costing a total of \$40,000 or more. The price quote **may not exceed three (3) pages**.

Quotes for stand-alone equipment costing less than \$40,000 are not required.

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

Step 5: Complete the Coversheet

Use the Cover Sheet form provided on the IDG 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.*

Step 6: Complete the Online Application Form

IMPORTANT FIRST STEP:

The PI for the IDG 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 <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.

After the registration is completed, log into your Funding Portal account. By September 15, the IDG

application form will be located under the “Apply for Funding” folder at the left of the screen.

The PI for the proposal must submit the proposal through her/his account. IDG proposals cannot be submitted through accounts belonging to OSR 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 IDG online application form as instructed.

Abstract

Enter the project abstract into the corresponding section on the online application. Character limitations apply.

Public Information Summary

This summary is intended for a general audience, allowing the Biotechnology Center 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.
- The maximum allowable length for this summary is **50 words**.

Step 7: Attach the Required Documents

Follow the instructions in the application form for attaching the Required Documents.

All files should be uploaded as pdf documents.

The Cover Sheet, Proposal, Budget Form, and Supporting Documentation should each be attached as four separate files.

Step 8: Review and Submit

Carefully review your application package using the checklist provided on the website and 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 by the deadline given.

Contact Information

Deborah De ("day")
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