

## Biotechnology Event Sponsorship (BES) Proposal Guidelines and Instructions

### Deadlines for FY 2022-2023

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Proposals must be submitted according to the quarterly deadlines shown below.

If the event date falls within:	Deadline
July - September 2022	Noon, June 1, 2022 (Wednesday)
October - December 2022	Noon, August 31, 2022 (Wednesday)
January - March 2023	Noon, November 30, 2022 (Wednesday)
April - June 2023	Noon, March 1, 2023 (Wednesday)

If you have any questions about this deadline schedule, please contact the program manager. Contact information is provided at the end of this document.

**IMPORTANT NOTICE:** The Event Director/Primary Contact for the BES proposal must register for an account on the NCBiotech Funding Portal prior to the deadline in order to submit a proposal. See STEP 5 (page 6) for details.

### Program Requirements

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#### Purpose

To promote and support events, meetings or conferences that advance the understanding or application of biotechnology and the life sciences for the benefit of North Carolina. Events must promote information sharing and personal interaction focused on life sciences research, business, or education.

**BES funds can be requested for in-person, virtual or hybrid events.**

In order to be considered for funding, virtual/hybrid events must demonstrate alternative efforts to engage participants in meaningful interactions and networking opportunities. The allowable and unallowable costs as stated in these guidelines will apply. Please contact us if you have questions.

- ⊗ *This grant does not provide funds to promote a specific product or to benefit one or a few companies or individuals.*

#### Program Structure and Information

- BES funds are awarded in the form of a grant.
- Up to \$3,000 may be requested. *All budget requests must be well justified and in line with the overall costs and other sources of revenue for the event.*

- Other significant support for the event is expected in addition to NCBiotech funds. *A BES grant is not intended to be the sole source of funding for an event.*
- Actual award amounts are based on availability of funds and may be less than the amount requested.
- BES grants cover direct event costs as outlined in Step 3 (page 5) under allowable and unallowable requests.
- Grant funds are disbursed directly to the applicant organization and must be used solely to support the event outlined in the BES application.
- Grant funds are paid after receipt of required reports and invoice(s) at the end of the event.
- Any previous NCBiotech grant for the event **must be closed** prior to submitting a new proposal.
- Contact the [Contracts and Grants](#) staff if you have questions about an existing award.
- Rental fees for the Conference Center at NCBiotech are not allowable under the BES program.

## Eligibility

Any North Carolina-based non-profit organizations or institutions hosting events being held in North Carolina related to the life sciences.

If you have questions, use the contact information at the end of this document to request a consultation on eligibility.

Please note that an NC chapter of a national organization must have its own independent registration (tax ID number) as a non-profit entity within the State of North Carolina.

## Preliminary Consultation

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If you have questions about your proposal or wish to request a consultation, use the contact information at the end of this document.

**For first time requests, a consultation is strongly advised.**

A preliminary consultation can determine if a meeting qualifies for this grant and provide information on preparing a proposal. Draft proposals and budgets can also be reviewed prior to submission.

## Review Process

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The review process has several parts:

- Administrative review to ensure the proposed event meets the purpose of the program, the requirements of the grant, and the submission schedule.
- Proposal review and funding recommendation.
- Final review and Center approval.

## Courtesy Acknowledgement and Attendee Passes

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Grantees are expected to:

- Appropriately acknowledge the Biotechnology Center's support in printed materials, signage, and publicity. Center logos are available [here](#).
- Offer complimentary admissions to Biotechnology Center personnel.

## Grantee Reporting

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A Technical Status Report and a Financial Status Report are required within **60 days** after the funded event. These reports must be submitted along with an invoice in order to release grant funds.

## Information Release

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It is the policy of the 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. Events may also be advertised on the Biotechnology Center's [Calendar of Events](#). No information is released on proposals not funded.

## Confidentiality

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The Biotechnology Center will endeavor to maintain the confidentiality of all information provided by the applicant. However, the applicant is responsible for not disclosing any information that should not be reviewed outside of the Biotechnology Center.

## Application Instructions

### Step 1: Read the Guidelines and Instructions

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Thoroughly read the BES Proposal Guidelines and Instructions prior to submitting a proposal. If you have any questions about the program, use the contact information at the end of this document.

### Step 2: Prepare the Proposal

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Prepare the Proposal as directed below:

#### 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.

## Proposal Requirements

The Proposal must include the following information.

- **Title Page** - Include Event Title, Event Organizer(s), Name of Host Organization, and Event Date(s).

- **Event Details**

Provide details on the event, **using the numbers and headings below for each section.**

1. **Topic(s)** to be the focus of the event.
  2. **Format** (symposium, conference, workshop, etc; briefly state the types of activities to be included).
  3. **Event Date** (start and end dates).
  4. **Location** (site or event venue; if virtual or hybrid, please state the platform to be used).
  5. **Agenda** including presentation titles (a tentative agenda is acceptable if the full agenda is not available at time of submission).
  6. **Information about speakers and other program presenters** who have been or will be invited, including:
    - Projected number of speakers/ presenters.
    - Types (business persons, scientists, or other types) and selection criteria.
    - Names, titles, organizations, and expertise of invited speakers (please keep this brief; do not include extensive speaker bios). Indicate which speakers are confirmed.
  7. **Attendees**
    - Types of attendees (business persons, scientists, students, or other types of attendees).
    - Total number invited and estimate for actual attendance.
  8. **Publicity** (how the event will be publicized; include sample announcements/advertising materials, if available).
  9. **Fees** to be charged to attendees (if none, state there will be no charge).
  10. **Documents** (if proceedings or documents resulting from the event will be published, describe how they will be distributed and subsequently made available to the public).
  11. Statement indicating if this is an **annual or recurring event**.
  12. **Prior Support**
    - State whether the Biotechnology Center has provided prior support for the same or similar event.
    - If this is a recurring event that was funded by a prior NCBiotech grant: Include a brief summary (1 paragraph) of the highlights from the most recently funded event.
- **Significance**

In one page or less, 1) provide brief background information on the origin and goals of the proposed event and 2) justify its value to the North Carolina life sciences community. *A recap of information already provided in other sections of the proposal are not required for the Significance section.*

- **Budget Justification**

Provide an explanation of the budget as follows. See Step 3 for details on allowable and unallowable requests.

1. Explain why Center funding is needed to support the event.
2. State the total costs of the event.
3. Describe the other sources (and estimated amounts) available or anticipated to support the event, including estimated registration fees and other sponsorships.
4. **Provide a budget justification for the ENTIRE event**, including the expenses requested from NCBiotech *and* the expenses that will be covered by other sources. Make sure to specifically identify the expenses that are requested from the Center in your justification. ***The budget justification must match each item listed on the budget form exactly.***
  - If grant funds are requested for a virtual platform and/or technical fees, you must document that these expenses are specific only to the proposed event.
  - Itemize speaker transportation and lodging costs (do not list together as “speaker travel”).
  - Printed materials must be well-justified (see the “allowable requests” section).

## Convert Your Proposal into a PDF Document

Convert your electronic document directly into a PDF.

- ⊗ *Do not print and scan the proposal to convert to PDF - this will cause the document to be significantly larger.*

## Step 3: Complete the Budget

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*You are encouraged to request a consultation on your budget prior to submitting the proposal if there are any questions related to allowable costs. Use the contact information at the end of this document.*

Prepare your Budget using the **BES Budget Form** provided on the [BES webpage](#). The Budget is provided in Excel format and **must be converted to a PDF file for submission**.

The title of the event and the name of the Event Organizer **must** be included at the top of the Budget Form.

- ⊗ *Failure to use the Budget Form provided could result in the administrative declination of the proposal.*

The budget form should include **all costs for the event** as planned, including items covered by other sources of funding.

All funds requested on the Budget Form **must** be justified under the Budget Justification section of your proposal.

## **Allowable budget request items include:**

- Speaker travel expenses (transportation and lodging expenses only (food per diem allowances will not be provided); itemize transportation and lodging separately on the Budget Form.

***Note:** International travel requests must be approved in advance prior to submitting the proposal. Please contact the program manager for more information.*

- Other direct event expenses such as:
  - Facilities rental
  - Virtual platform fees (specific only to the event)
  - Audio-visual or technical services specific to conducting the event; for virtual events, this might include fees for uploading content or technical management of the virtual platform and the participant experience during the event. *A consultation is recommended if there are any questions.*
  - Publicity or advertising costs
  - Event materials and supplies (such as programs, posters, name badges, etc.) - this category may also include specific, direct costs for electronic program materials.\*

*\*Efforts to reduce paper use at NCBiotech-funded meetings is encouraged. Budget requests for printed materials should be well justified.*

## **Unallowable budget request items include:**

- Food or refreshments for event attendees
- Food per diem allowances for speakers
- Registration fees for speakers
- Gifts and/or honoraria for speakers
- Administrative costs
- Fees or costs for programmatic content
- Fees for CEU credits
- Registration software
- Personnel costs or consulting costs
- Prizes, gifts, or stipends for participants
- Costs associated with items, services or supplies that are used primarily outside of the event itself
- Institutional overhead or facilities and administrative costs
- Rental fees for the Conference Center at NCBiotech

## Step 4: Complete the Cover Sheet

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See the [BES webpage](#) for the link to Cover Sheet.

The Event Organizer listed on the Cover Sheet should be the same as the person submitting the electronic application.

This Cover Sheet must be signed by an Authorized Organizational Official (other than the Event Organizer) and attached as a PDF.

## Step 5: Complete the Online Application Form

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### IMPORTANT FIRST STEP:

- The Event Organizer/Primary Contact for the BES proposal must register for an account on the NCBiotech Funding Portal prior to the deadline in order to submit a proposal (<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.
- The Primary Contact for the proposal (typically the Event Organizer) must submit the proposal through his/her account. The proposal cannot be submitted through an account belonging to administrative or Sponsored Research Office personnel.
- After the registration is completed, log into your Funding Portal account. The BES application form will be located under the “Apply for Funding” folder at the left of the screen. Follow the instructions provided.
- Click [here](#) for more information on the registration and application process.

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

## Step 6: Attach the Required Documents

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Follow the online instructions for attaching the Required Documents. The Proposal, Budget, and Cover Sheet should each be attached as three separate PDF files.

**IMPORTANT NOTE:** Only **ONE** of each of the above file types may be attached to the application for a **total of three attachments**.

## Step 7: Review and Submit

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Review and submit your BES application in accordance with the deadline schedule. 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.

You will receive a confirmation email notifying you that the Biotechnology Center has received your application.

## Contact Information

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For information on the BES program, contact:  
Michelle Collins, MPA, CRA, CPRA  
Director, Grant Process Operations  
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(919) 549-8845