

## Biotechnology Event Sponsorship (BES) BES Application Requirements & Instructions

### Deadlines for Events Fiscal Year 2021-2022

Proposals are submitted according to quarterly deadlines as shown in the timetable below.

| <b><i>If the Event Date falls within:</i></b> | <b><i>Deadline - The proposal must be received by:</i></b> |
|---|--|
| July – September 2021                         | Noon, June 2, 2021 (Wednesday)                             |
| October – December 2021                       | Noon, Sept. 1, 2021 (Wednesday)                            |
| January – March 2022                          | Noon, Dec. 1, 2021 (Wednesday)                             |
| April – June 2022                             | Noon, March 2, 2022 (Wednesday)                            |

If you have any questions about this schedule, 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 for details.

### Program Requirements

#### *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 science research, education, or business.

*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.*

#### **Funding & Additional Requirements**

- BES funds are awarded in the form of a grant.
- Up to \$3,000 may be requested for allowable expenses. *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 Biotechnology Center 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 under allowable and unallowable requests (page 4.)
- Rental fees for the Conference Center at NCBiotech are not allowable under the BES program.
- 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.

## Who May Apply

North Carolina-based non-profit organizations or institutions hosting events being held in North Carolina.

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 registration as a non-profit entity within the State of North Carolina.

## Preliminary Consultation

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 an event qualifies for this grant and provide information on preparing a proposal. Draft proposals and budgets can also be reviewed prior to submission.

## Review Process

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

Grantees are expected to:

- Appropriately acknowledge the Biotechnology Center's support in printed materials, signage, and publicity. Center logos are available at <https://www.ncbiotech.org/about/image-gallery>.
- Offer complimentary admissions to Biotechnology Center personnel.

## Grantee Reporting

A Technical Status Report and a Financial Status Report are required within **60 days** after the funded event. These reports are submitted along with an invoice for grant funds.

## Information Release

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 can also be advertised on the Biotechnology Center calendar. No information is released on proposals not funded.

# 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

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## Step 1: Read the Requirements & Instructions

Thoroughly read the BES Application Requirements & Instructions prior to submitting an application. If you have any questions about the program, use the contact information at the end of this document.

## Step 2: Prepare the Proposal

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.

### Proposal Requirements

The Proposal must include the following information.

- **Title Page**  
Include Event Title, Event Director(s), Name of Host Organization, and Event Date(s).
- **Event Details**  
Provide details on the event, **using the number and heading below for each section.**
  1. Topic(s) to be the focus of the event
  2. Format (symposium, conference, workshop, etc; state briefly 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 (tentative agenda acceptable if 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 (*Brief; do not include extensive speaker bios.*) Indicate which speakers are confirmed.
  7. Attendees
    - Types of attendees (business persons, scientists, students, other types of attendees)
    - Total number invited and estimate for actual attendance.
  8. Publicity (how event will be publicized and sample announcement/publicity, if available)
  9. Fees to be charged attendees (if none, state 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 of 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 is not required for the Significance section.)*

- **Budget Justification**

See Step 3 for details on allowable and unallowable requests.

Provide an explanation of the budget as follows:

1. Explain why Center funding is needed to support the event.
2. State the total cost 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 an explanation for each budget line, identifying the expenses requested from the Center. *(The budget justification should match the items on the Budget Form.)*
  - If grant funds are requested for a virtual platform and/or technical fees, document that these are specific to the meeting itself.
  - 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 PDF to be significantly larger.*

### **Step 3: Complete the Budget**

*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 **should be converted to a 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 Form provided could result in 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 (not food per diem); itemize transportation and lodging separately on the budget form.

*Note: international travel requests should be approved in advance prior to submitting the proposal.*

- Other direct event expenses such as:
  - facilities rental
  - virtual platform fees *specific 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 include specific, direct costs for electronic program materials.\*

*\*Efforts to reduce paper use at BES-funded events 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

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

*The Event Director 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 Director) and attached as a PDF.

### Step 5: Complete the Online Application Form

#### IMPORTANT FIRST STEP:

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. 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.***

*The Primary Contact for the proposal (typically the event director) 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

Follow the online instructions for attaching the Required Documents. The Proposal, Budget, and Cover Sheet 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**.

### Step 7: Review and Submit

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 on the next page ~

## Contact Information

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For information on the BES program, contact:

Deborah De (“day”)  
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919-549-8845