

Grant Management Guidelines

General Conditions

- All research supported by NCBiotech grants must be performed in accordance with established organizational policies and procedures, including but not limited to policies and procedures applicable to research involving human subjects, laboratory animals, and hazardous agents and materials.
- NCBiotech grants do not fund overhead or indirect costs, patenting costs, and new building construction or renovations.
- NCBiotech's support must be acknowledged in any press releases, proceedings or publications developed as a result of a grant.

Payment

- Payment of up to 90% of a grant is made on an invoice basis for reimbursement of expenses.
- An original and two copies of the invoice must be submitted.
- An invoice must include a breakdown of expenses by approved budget category, a description and price for equipment purchases, and show current and cumulative expenditures for the period.
- The payment of the final 10% of a grant is contingent upon receipt of any required final reports.

Reports

- An annual Technical Status report is required for multi-year grants and is due within 30 days after the end of each grant year.
- A final Technical Status report that describes project activities and accomplishments and a final Financial Status report that summarizes the expenditure of grant funds by approved budget category are required. Final reports are due within 90 days after the grant end date.
- Certain other information may be requested for use in evaluating the short- and long-range impact of NCBiotech programs. Such requests may occur after grant termination.

Changes to a Grant

- Requests to amend a grant must be made in writing, be signed by the principal investigator and an authorized organization official and must be requested at least 30 days before the effective date of the change.
- Amendment request types include but are not limited to an extension of the project period, budget change, equipment change, additional equipment purchase, or change in scope of work or principal investigator.
- Requests for an extension of six months or beyond must include a brief Technical Status report that describes project activity to date, including a timeline for completing remaining project activities
- Requests for an extension must be submitted on the NCBiotech *No-cost Extension Request Form*.
- A budget change that adds or deletes a category or increases the originally approved budget category by 10 percent or \$500, whichever is greater, requires prior approval by NCBiotech.
- Budget change requests must be submitted on the NCBiotech *Request for Grant Budget Change Form*.
- No more than two requests of any type will be considered in a 12-month period.
- Notice of the decision regarding requested amendments will be provided normally three-four weeks after receipt.

Submissions

Submit invoices, reports and amendment requests to:

Contracts and Grants
NC Biotechnology Center
PO Box 13547
Research Triangle Park, NC 27709-3547

Fax or electronic requests are accepted provided they contain the required signatures and are five pages or less.

Forms

NCBiotech grant report forms are available on the website at www.ncbiotech.org/postaward.

More Information

For more information regarding post-award administration of a grant, contact the Contracts and Grants staff listed below.

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919-541-9366 • fax 919-549-8812 • See our web page at www.ncbiotech.org/postaward