

# Biotechnology Meeting Grants (BMG) Proposal Guidelines and Instructions

## Deadlines for FY2025

---

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

Meeting Dates	Grant Deadline
July, August, September 2024	Wednesday, May 29, 2024 (Noon)
October, November, December 2024	Wednesday, August 28, 2024 (Noon)
January, February, March 2025	Wednesday, November 20, 2024 (Noon)
April, May, June 2025	Wednesday, February 26, 2025 (Noon)

**IMPORTANT NOTICE:** The Meeting Organizer (primary contact) for the BMG proposal must register for an account via the NCBiotech Funding Portal at least five days prior to the deadline. See STEP 5 (page 8) for more information.

## Program Requirements

---

### Purpose

To support national and/or international meetings that advance the understanding or application of biotechnology and the life sciences, and focus national and international attention on the North Carolina scientific or business communities. Meetings must promote information sharing and personal interaction focused on life sciences research, business, or education.

- **To be eligible for BMG funding, the meeting must be intended to serve a national or regional audience, in addition to attendees from North Carolina. For example, a “traveling” meeting that is held in a different state or country each year or an NC-based meeting which attracts large participation from the national or international community.**
- Proposals to fund meetings intended primarily for an NC audience will not be accepted in this program. For those events, see the [Biotechnology Event Sponsorship \(BES\)](#) application guidelines.
- The participation of national/international speakers does not alone meet the criteria for a BMG grant.

**BMG funds can be requested for in-person, virtual or hybrid meetings.**

In order to be considered for funding, virtual/hybrid meetings 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

- BMG funds are awarded in the form of a grant.
- Up to \$10,000 may be requested. *All budget requests must be well justified and in line with the overall costs and other sources of revenue for the meeting.*
- Other significant support for the meeting is expected in addition to NCBiotech funds. *A BMG grant is not intended to be the sole source of funding for the meeting.*
- Actual award amounts are based on availability of funds and may be less than the amount requested.
- BMG grants cover direct event costs as outlined in Step 3 (page 6) under allowable and unallowable requests.
- Grant funds are disbursed directly to the applicant organization and must be used solely to support the meeting outlined in the BMG application.
- Grant funds are paid after receipt of required reports and invoice(s) at the end of the meeting.
- Any previous NCBiotech grants for the same meeting **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 BMG program.
- If you plan to host your event at the NCBiotech Conference Center, please contact us to determine grant eligibility. Contact information is provided at the end of this document.

## Eligibility

Any North Carolina-based university or non-profit organization (with its own independent tax ID number or EIN) hosting a meeting being held in North Carolina related to the life sciences is eligible for this program.

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

Please note that an NC chapter of a national organization must be registered as a non-profit entity within the State of North Carolina and have its own independent registration (tax ID number or EIN) to be eligible for this program.

## Preliminary Consultation

---

If you have questions about your proposal or would like to request a consultation, please refer to the contact information provided at the end of this document.

### **FOR FIRST-TIME REQUESTS, CONSULTATIONS ARE STRONGLY ADVISED.**

A preliminary consultation can determine if your meeting qualifies for this program and offers guidance on preparing a proposal. Draft proposals and budgets can also be reviewed prior to submission.

## Review Process

---

The review process consists of:

- Administrative review to ensure the proposed meeting 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 NCBiotech's support in printed materials, signage, websites, and all other forms of publicity. Center logos can be found [here](#).
- Provide complimentary admission to NCBiotech personnel.

## Grantee Reporting

---

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

## 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 Title of the Meeting and a Public Information Summary that is provided by the applicant with the online application. Meetings may also be advertised on the Biotechnology Center's [Calendar of Events](#). No information is released regarding proposals that are not funded.

## Confidentiality

---

The North Carolina 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 Center.

## Application Instructions

### Step 1: Read the Guidelines and Instructions

---

Please read the BMG Proposal Guidelines and Instructions thoroughly prior to submitting an application. If you have any questions about the program, please refer to the contact information provided at the end of this document.

- Applications that do not follow all requirements and instructions may be administratively declined without review.
- Applications that do not include the signature of an authorized institutional representative (*e.g.*, Sponsored Research Office or an official representative from your nonprofit organization) on the coversheet will be administratively declined without review.

### Step 2: Prepare the Proposal

---

#### Proposal Formatting Guidelines

- Use standard font (such as Times New Roman, Calibri, or Cambria) no smaller than 12 points.
- 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. ***There are no page limitations for this section.*** The proposal must be converted to a PDF file before submission.

##### A. Title Page

Include Title of Meeting, Name of Meeting Organizer(s), Name of Host Organization, and Meeting Date(s).

##### B. Meeting Details

Provide details about the meeting, **using the numbers and headings below to label each section.**

1. **Topic(s)** to be the focus of the meeting.
2. How the meeting meets the **BMG program requirements** of a national/international meeting. Provide an estimate of the number of NC and non-NC attendees (see page 1).
3. **Format** (symposium, conference, workshop, *etc*; briefly state the types of activities to be included).
4. **Meeting Date** (start and end dates).
5. **Location** (meeting venue; if virtual or hybrid, please state the platform to be used).
6. **Agenda** including presentation titles (a tentative agenda must be provided if the full agenda is not available at time of submission).

7. **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 for speakers/presenters.
  - Names, titles, organizations, and expertise of speakers/presenters. Please keep this brief; do not include extensive speaker bios.
  - Indicate which speakers are confirmed and which speakers are tentative.
8. **Attendees**
  - Types of attendees (business persons, scientists, students, or other types of participants).
  - Total number invited and estimate for actual attendance.
9. **Publicity** (describe how the meeting will be publicized; include a link to the meeting website, sample announcements, and advertising materials, if available).
10. **Fees** to be charged to attendees (if none, state there will be no charge).
11. **Documents** (if proceedings or documents resulting from the meeting will be published, describe how they will be distributed and subsequently made available to the public).
12. Statement indicating if this is an **annual or recurring meeting**.
13. **Prior Support**
  - State whether NCBiotech has provided prior support for the same or similar meeting.
  - If this is a recurring meeting that was funded by a prior NCBiotech grant, include a brief summary (1 paragraph) of the highlights from the most recently funded meeting.

#### C. **Significance**

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

#### D. **Budget Justification**

Provide a detailed explanation of the budget as follows. See Step 3 for allowable and unallowable requests. Use the numbers below to label each section of the budget justification.

1. Explain why Center funding is needed to support the meeting.
2. State the total costs of the meeting.
3. Describe the other sources of funding (and estimated amounts) available or anticipated to support the meeting, including estimated registration fees and other sponsorships.
4. **Provide a budget justification for the ENTIRE meeting**, 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 meeting in the justification.
- Itemize speaker transportation and lodging costs (do not list together as “speaker travel”). Identify each speaker you are requesting funding for in the justification.
- Printed materials must be well-justified (see the “allowable budget requests” section).

### Step 3: Complete the Budget Package

---

Prepare your budget using the **Budget Form** provided on the [BMG webpage](#). The form is provided in an Excel format and must be converted to a PDF file before submission. Before you convert your Budget Form to a PDF, please scale to print to ensure information is not cut off and additional blank pages are not included in the final document. If you need assistance with file conversion, please contact the program manager listed at the end of this document.

The Name of the Meeting Organizer and Title of the Meeting **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 meeting** as planned, including items requested from NCBIotech and items covered by other sources of funding.

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

*If there are any questions related to allowable costs, you are encouraged to request a consultation prior to submitting your proposal.*

### Allowable Budget Request Items

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

**Note: International travel requests must be approved in advance prior to submitting your proposal.** Please contact the program manager listed at the end of this document for more information.

- Facilities rental costs
- Virtual platform costs (specific only to the meeting)
  - Audio-visual or technical services specific to conducting the event are allowable. For virtual events, this may include fees for uploading content or technical management of the virtual platform and the participant experience during the event. **These services may not be used for any other purpose outside of the event.** Funds to support staff members providing these services (who are employed by any sponsoring organization of this event) are not allowable. Quotes or other documentation may be required for certain audio-visual and technical services requests (please see page 7 for more information).
- Other direct event expenses such as:
  - Publicity or advertising costs

- Meeting 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 must be well justified.*

## Unallowable Budget Request Items

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

## Price Quotes (required, if applicable)

If audio-visual or technical services are being provided by a contractor not affiliated with the venue, quotes or other official documentation detailing these services must be included in your budget package. Alternatively, a Letter of Commitment or Statement of Work may be submitted in lieu of a quote, provided that the letter or SOW is dated, on official letterhead, and directly references the total costs, tasks, and deliverables to be provided.

## Step 4: Complete the Cover Sheet

---

Use the Cover Sheet form provided on the [BMG webpage](#).

The Meeting Organizer listed on the Cover Sheet should be the same person submitting the online application.

The Cover Sheet must be signed by an Authorized Organizational Official and the Meeting Organizer (two separate signatures) and converted to a PDF file before submission.

## Step 5: Complete the Online Application Form

---

### Important First Steps

- The Meeting Organizer (primary contact) for the BMG proposal is required to register for an account via the NCBiotech Funding Portal at least **five days prior to the deadline** (<https://ncbiotech.fluxx.io>).
  - **If you have previously applied for a grant using the Funding Portal** (for any NCBiotech funding program), there is no need to register again. If you have forgotten your password, the website will provide you with instructions on how to reset it.
  - The Meeting 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 complete, you will receive instructions on how to access your Funding Portal account. The BMG 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 as PDFs

---

Follow the online instructions for attaching the required documents. The following documents must be provided as **three separate PDF files**.

- Signed Cover Sheet
  - Budget Package
  - Meeting Proposal
- ⊗ *Avoid scanning printed documentation to convert to PDFs, as this may result in documents that are too large for submission.*

## Step 7: Review and Submit

---

Review and submit your BMG 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.

After your submission, you will receive a confirmation email notifying you that the Biotechnology Center has received your application. Final decisions on awards will be made within 4-6 weeks of the deadline.



## Contact Information

---

Michelle Collins, MPA, CRA, CPRA  
Director, Grant Process Operations  
michelle\_collins@ncbiotech.org  
(919) 549-8845