

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 6, 2008

Dear College President:

The North Carolina Community College System is pleased to release the BioNetwork Fiscal Year 2008-2009 Request for Proposals, the funds for which are available due to BioNetwork's continued funding through state appropriations. The proposals are due to the system office by 5:00 p.m. Wednesday, May 28, 2008.

The purpose of BioNetwork awards is to strengthen biotechnology-related community college education and training infrastructure that support life science industries throughout North Carolina. This may include updating and enhancing community college equipment and supplies to offer cutting-edge biotechnology-related training and education to the biomanufacturing/pharmaceutical/biotechnology cluster, or the innovative creation or enhancement of biotechnology courses, modules, or curricula. The products developed with support of BioNetwork funds will be shared system-wide. BioNetwork has distributed over \$23.5 million in funds to community colleges across the state since its inception in 2004.

NCCCS BioNetwork is enabling North Carolina to realize thousands of new jobs and tremendous capital investment in manufacturing facilities. CCBenefits, an economic development research organization contracted by BioNetwork, has estimated over the next 30 years, graduates of biotechnology degree and training programs through the North Carolina Community College System will generate a net present value (NPV) of \$692 million in economic gain in the state. The strongly positive NPV and a corresponding return on investment (ROI) of 107% confirm that biotechnology-related education is an excellent investment for the students and the state.

I encourage you to be a part of this important initiative. If you have any questions or need of assistance, please contact Matthew Meyer, BioNetwork Director, at (919) 807-7155 (meyerm@nccommunitycolleges.edu); Libby Stucky, Grants Manager, at (919) 807-7156 (stuckyl@nccommunitycolleges.edu); or Kris Allsbury, BioNetwork Associate Director, at (919) 807-7180 (allsburyk@nccommunitycolleges.edu).

With kindest regards, I am

Sincerely,

H. Martin Lancaster

HML/lis

Enclosures

c: Ms. Willa Dickens

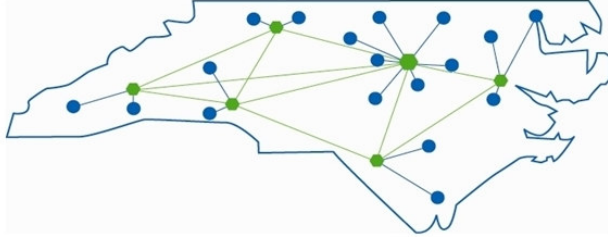
Mr. Matthew Meyer

CC08-058

Email Copy



PREPARING A WORLD-CLASS BIOTECH WORKFORCE



Request for Proposals

**BioNetwork Fund for
Equipment and Innovation**

Fiscal Year 2008-2009



NORTH CAROLINA
COMMUNITY COLLEGE SYSTEM

BioNetwork Grants Fiscal Year 2008-2009

General Information

1. Grants will be awarded upon the approval of the State Board of Community Colleges (SBCC). Proposals must indicate an implementation timeline to be completed by June 30, 2009.
2. BioNetwork grants will be awarded in amounts no less than \$10,000 and no more than \$300,000. Total available funding for BioNetwork awards is expected to be at least \$2,000,000 for FY 2008-2009.
3. All funds approved through this grant must adhere to state purchasing regulations and the policies and procedures outlined in the Accounting Procedures Manual.
4. All pages (except appendices) are to be prepared using the official templates in Arial font, no less than 10-point in size, with all pages consecutively numbered.
5. Grant applications must include each item listed below and be assembled in the following order:
 - a) *Cover Page with original signatures of the community college president, chief financial officer, and principal investigator (All original signatures are to be on the same page.)*
 - b) *Proposal Checklist*
 - c) *Executive Summary – One page only (may be single-spaced)*
 - d) *Statement of Results of Prior BioNetwork Funding*
 - e) *Proposal Narrative – Maximum of eight (8) pages, must be double-spaced with 1” margins*
 - f) *Line Item Budget*
 - g) *Detailed Equipment List, if applicable*
 - h) *Detailed Supply List, if applicable*
 - i) *Appendices – Maximum of five (5) pages of paper documents (e.g. letters of commitment, collaborative arrangements). Optional, but highly recommended. Supporting documents **MUST** be specific to this project.*
6. Ten hard copies of each proposal (one original and nine photocopies), stapled with no binding, assembled in the order noted above, must be submitted.
7. Package ten copies of the proposal with:
 - a) One original letter signed by the community college president requesting the BioNetwork grant
 - b) CD of prepared proposal documents in Word and Excel formats only – No .pdf files (appendix documents do not have to be on CD)
8. Send completed application package to Libby Stucky, BioNetwork Grants Manager, using the appropriate address below, depending on method of delivery.

9. Email and Fax copies will not be accepted.
10. Applications must be properly addressed and received in the System Office by 5:00 p.m. on Wednesday May 28, 2008 to be considered. Early submissions are accepted and encouraged.

SEND VIA UNITED STATES MAIL TO:

Libby Stucky, BioNetwork Grants Manager
North Carolina Community College System Office
5003 Mail Service Center
Raleigh, NC 27699-5003

VIA EXPRESS OR HAND DELIVERY TO:

Libby Stucky, BioNetwork Grants Manager
North Carolina Community College System Office
200 West Jones Street
Raleigh, NC 27603

Grant Application Overview

BioNetwork grant opportunities for equipment and innovation are made possible with funding from the NCCCS BioNetwork state appropriations for the purpose of strengthening the biotechnology and related life sciences training infrastructure throughout the state. The BioNetwork grants will be administered by the North Carolina Community College System, Economic & Workforce Development Division, BioNetwork Office.

The objective of BioNetwork awards is to spread biotechnology-related education, training, and services that support life science industries throughout the North Carolina Community College System. This may include updating and enhancing community college equipment and supplies to offer cutting-edge biotechnology-related training and education to the biomanufacturing/pharmaceutical/biotechnology cluster, or the innovative creation or enhancement of biotechnology courses, modules, or curricula. The products developed with support of BioNetwork funds must be shared system-wide.

Rationale

Over the next decade, the projected production of new biotechnology-based medicines is escalating and North Carolina is poised to build on existing competitive advantages in bioprocessing to become the premier location for biotechnology drug production in the United States. Other areas of great promise are biofuels, entrepreneurial opportunities, and agriculture biotechnology ranging from aquaculture to forestry. While biotechnology and related life-science industry is spreading across the state, systemic support and encouragement are still required to reach a scale at which it can have meaningful impact on the entire state's economy and people.

Economic development for this expanding industry requires new curricula and other products and services from the post-secondary system. The North Carolina Community College System has established BioNetwork awards to assist community colleges across the state with increasing and enhancing their capacities to serve this important industry by providing resources for the innovations and equipment necessary to educate and train individuals in the biotechnology, pharmaceutical, and related life-science industries. The key criteria used to decide the distribution of the funds are whether the expenditures will: increase the North Carolina pool of trained individuals for the biotechnology cluster, serve industry needs, and benefit regions across the state.

It is important to bear in mind that the state's biotechnology cluster includes many types of companies. Some engage in bioprocessing or pharmaceutical manufacturing while others conduct research and laboratory work. While the primary focus of the BioNetwork awards is these firms, many of the same skills and work habits needed by these biotechnology companies also apply to a variety of other companies that make regulated medical supplies or equipment, or operate in regulated and/or sterile environments. The BioNetwork awards are also intended to support community college activities that assist these companies.

Eligibility

All North Carolina community colleges are eligible to submit proposals for BioNetwork awards. A college may submit more than one proposal as long as each proposal represents a separate and distinct project.

BioNetwork awards are available to North Carolina Community Colleges to support innovation in biotechnology-related education, training, and services, as well as to provide equipment and supplies for biotechnology-related purposes. Proposals may include requests for funding solely for equipment or for innovative instruction, or a combination of both. Examples of the types of innovative activities that could be supported include: (This list is not meant to be exhaustive; BioNetwork welcomes all proposals that will advance biotechnology-related innovation among NC community colleges.)

- updating or creating new curricula materials
- faculty development opportunities such as attending biotechnology-related “back-to-industry” experiences with biotechnology companies
- creation of new biotechnology-related programs (in accordance with existing NCCCS guidelines for new program creation)
- skill standards initiatives
- developing new modes of delivery for biotechnology programs
- adopting new teaching methods
- efforts to increase student retention
- improving articulation agreements
- initiatives to expand outreach and access to K-12 populations
- initiatives to expand outreach and access to historically underserved populations and rural places

Requests for equipment may also include related supplies necessary to utilize the equipment. Prior SBCC approval for a curriculum program(s) must be obtained before equipment to support that program(s) will be considered. Modifying, upgrading or enhancing facilities or construction of new buildings or building additions is not a permissible use of these funds. Community colleges must utilize other funding sources for necessary or required capital improvements related to this request. Ensuring proper safety requirements is of critical importance.

Requirements

A key element of the BioNetwork initiative is sharing and collaboration within the NC Community College System. All products developed with BioNetwork funding must be shared across the system. In addition to utilizing the local college websites and submitting all products to be posted on the secure BioNetwork website, it is expected that all award recipients will present their results at a BioNetwork BioForum.

Any instructional products (content or delivery) must include a Train-the-Trainer opportunity as an objective/deliverable. By providing training to instructors of other

North Carolina community colleges, BioNetwork funds can be leveraged for increased impact across the state.

Any products created by BioNetwork grants are the property of the North Carolina Community College System. No institution or community college staff that is awarded a grant may sell, market, or otherwise profit from commercial activity based on these products. Because BioNetwork is an economic development catalyst funded by the state of North Carolina for the benefit of its citizens, no product may be shared outside the state.

Courses/curricula developed with BioNetwork funds that include distance learning technologies in whole or in part, must comply with the Americans with Disabilities Act (ADA) and must utilize effective design strategies

If the project objectives are meant to serve local industry, specific support for the plan by that industry should be shown in the appendix.

All grantees must agree to identify that they are partners in the state-wide BioNetwork initiative by giving appropriate recognition to BioNetwork as the funding source on college websites, laboratory signs, media releases, and presentations.

In order to prevent duplication of efforts, grant writers should contact Libby Stucky, Grants Manager, 919-807-7156, stuckyl@ncbionetwork.org or Kris Allsbury, BioNetwork Associate Director, 919-807-7180, allsburyk@ncbionetwork.org to determine if proposed courses, modules, or curricula have been previously developed with BioNetwork funding.

BioNetwork awards are not designed to fund on-going projects. Grant proposals for projects of this nature must indicate how the college will sustain the project after the initial BioNetwork funding period.

Three reports documenting project expenditures and how the results relate to the proposal's stated goals and objectives will be required by the NCCCS BioNetwork Office. A Progress Report will be due mid-way through the implementation cycle, a Closing Report will be due within 45 days of the end of the award, and an Impact Report will be due one year after the end of the award. Each grant proposal must indicate how the results will be tracked during the follow-up one year period.

Periodic evaluation documents must be submitted as requested by an independent evaluator.

Application package must meet the guidelines outlined under General Information.

Restrictions

The following will not be allowable usages of BioNetwork funds:

- ◆ Facility Modifications/Enhancements
- ◆ Items to be stored or housed off-site
- ◆ Stipends
- ◆ Internships
- ◆ Food
- ◆ Items to be given away, including textbooks

Funding Priority

Research and Planning Grants

Extra consideration will be given to proposals seeking funds to evaluate the college's biotechnology-related assets and their effectiveness in meeting the life science needs of the local service area. This could include, but not be limited to, funds to allow release time for college personnel, contractual services, or salary and benefits to pay someone to investigate the college's biotechnology-related niche by meeting with or surveying local industry as to its needs, and planning appropriate action based on those findings. It is anticipated that requested funding under this priority will be in the range of \$20,000 to \$30,000.

Proposals for Research and Planning Grants are to be submitted separately from any other proposal the college may submit.

Proposal Narrative and Rating Criteria

Applicants will submit to the NCCCS BioNetwork Office a proposal narrative that includes:

- ◆ **Statement and Determination of Need (10 points)** – *Describe the need, how the need was assessed (e.g. market analysis, discussions with industry partners, etc.), and how this project addresses this need (e.g. benefit to students, workers, college, industry, state, other community colleges)*
- ◆ **Project Rationale (10 points)** – *Describe how the project's proposed results are different from other "products" that are already available, and how you determined that this is not a duplicate effort. If request is for equipment only, describe why and how the items were chosen and how they will be integrated into the college's programs to advance biotechnology education and training.*
- ◆ **Connection to Stated Funding Priority (5 points)** – *If applicable, describe how the project meets the criteria outlined in the Research and Planning Grant funding priority listed above.*

- ◆ **Anticipated Outcomes (20 points)** – *Describe the goals and objectives of the project, how they will be measured, and how they address the need established above.*
- ◆ **Project Deliverables (20 points)** – *List and describe in detail each specific product your project team will create with the BioNetwork award. Examples (not meant to be exhaustive) of deliverables include:*
 - *New course materials – includes instructor handbook, student handbook, textbook suggestions, PowerPoint slides, equipment recommendations, lessons learned*
 - *Equipment and Supplies – sources and cost estimates, modules inserted into coursework incorporating equipment, equipment protocols, student guidelines for equipment usage, lessons learned*
 - *Middle-school biotechnology camp – promotional materials, equipment and supply lists, curriculum, and lessons learned*
- ◆ **Implementation Plan (20 points)**
Describe the activities involved in carrying out the proposal, to include:
 - **Timeline** – *indicating (at least quarterly) work to be completed and funds to be expended by the end of the award period, June 30, 2009.*
 - **Dissemination Plan** – *outlining anticipated sharing of project results and deliverables with the college, other NC community colleges, the community, K-12, etc. This should include methods in addition to utilizing college's own website.*
 - **Evaluation Plan for Follow-up** – *explaining anticipated methods of tracking or determining the impact of the project through the year following the end of the award period. (One of the requirements of the 2008-2009 FY grants is an impact report due one year after close of grant.)*
- ◆ **Industry involvement and Other Stakeholders (10 points)** – *Describe the industry involvement with the project to include possibilities such as incumbent worker training, cooperative experience, industry advisory board, or other industry support. Also describe the roles of other stakeholders in the project. (Documentation from industry and other stakeholders as it relates to this specific project should be included in the Appendices.)*
- ◆ **Budget Explanation (5 points)** – *Describe the rationale for the project expenditures and their connection to anticipated outcomes*

Budget Guidelines

In addition to the Budget Explanation, proposals must also include the following budget information:

- ◆ Summary Budget of Line Item expenditures
- ◆ Detailed list of supplies and equipment to be purchased, with a description of use

Proposal Submission

Ten copies (original and nine photocopies) and CD containing final version documents must be submitted as outlined under General Information.

Colleges not meeting the submission requirements risk proposals being administratively declined.

Review and Approval Process

A panel will review all grant proposals, ranking them and making recommendations to the State Board of Community Colleges for their consideration. The State Board of Community Colleges has final approval authority and reserves the right to reject any or all of the panel's recommendations.

Important Dates

- April 8-10, 2008, Third Annual BioNetwork BioForum, Winston-Salem, NC
- May 28, 2008, 5 p.m., grant proposals due in System Office
- August 15, 2008, review panel recommendations presented to State Board of Community Colleges for approval
- September 12, 2008, 1 - 4 p.m., mandatory Grant Management Meeting for awarded colleges, System Office
- June 30, 2009, end of grant implementation period

Information

For more information regarding the grant process contact Matt Meyer, BioNetwork Director, at 919-807-7155 or meyerm@nccommunitycolleges.edu; Libby Stucky, BioNetwork Grants Manager, at 919-807-7156 or stuckyl@nccommunitycolleges.edu; or Kris Allsbury, BioNetwork Associate Director, at 919-807-7180 or allsburyk@nccommunitycolleges.edu.

The BioNetwork Centers were created as resources for NC Community Colleges. For consultation regarding a particular project idea, contact the appropriate Center below:

BioNetwork BioAgriculture Center

Manager - Leslie Lowry, 910-345-0080, lowryl@ncbionetwork.org

BioNetwork BioBusiness Center

Manager - Jonathon Lawrie, 828-254-1921 ext. 5842, lawriej@ncbionetwork.org

BioNetwork BioEducation Center

Manager - Vernon Shoaf, 704-922-2228, shoafv@ncbionetwork.org

BioNetwork Bioprocessing Center

Manager - Bill Cooper, 252-757-3519, cooperb@ncbionetwork.org

BioNetwork Pharmaceutical Center

Manager - Doug Drabble, 336-748-4672, drabbled@ncbionetwork.org

BioNetwork Capstone Center

Dean - Lin Wu, 919-363-2270, wul@ncbionetwork.org

Technical Assistance

Center staff will be available at the 2008 BioNetwork BioForum to be held at Forsyth Technical Community College in Winston-Salem to discuss proposal ideas and implementation strategies with potential grant applicants. A breakout session designed to help applicants focus on appropriate funding requests will be held Wednesday, April 9, 2008, 12:15 - 1:30 p.m. Registration is required to attend any BioForum event. Registration information is available on the BioNetwork website, www.ncbionetwork.org.

**Fiscal Year 2008-2009
Request for Funding - NCCCS BioNetwork Award**

Cover Page

College Name

Project Name

Amount Requested \$

Principal Investigator Information

Name

Title

Mailing Address

City

State

Zip Code

Phone

Fax

Email Address

The College agrees to provide adequate staffing for project success, attend mandatory meetings, convene an advisory committee, participate in periodic conference calls, submit periodic evaluation documents and final report, and share project results with other NC community colleges.

Signature, President

The submitted budget meets local community college financial policies and guidelines

Signature, Chief Financial Officer

The Principal Investigator agrees to oversee the project, attend mandatory meetings, participate in periodic conference calls, submit periodic evaluation documents and final report, and share project results with other NC community colleges.

Signature, Principal Investigator

**Fiscal Year 2008-2009
Request for Funding - NCCCS BioNetwork Award**

Proposal Checklist

- ☐ Completed Cover Page with original signatures of President, Chief Financial Officer, and Principal Investigator (all original signatures must be on same page)
- ☐ One-page Executive Summary - 1 page only, 1" margins, Arial font, no less than 10-point in size (may be single-spaced)
- ☐ Statement of Results of Prior BioNetwork Funding
- ☐ Proposal Narrative – Eight (8) pages maximum, must be double-spaced, 1" margins, Arial font, no less than 10-point in size
- ☐ Line Item Budget (Must use form provided)
- ☐ Detailed Equipment List (Must use form provided)
- ☐ Detailed Supply List (Must use form provided)
- ☐ Appendices - 5 pages maximum (e.g. letters of support or collaboration) Optional, but HIGHLY recommended
- ☐ Submission - Ten complete copies (original and nine photocopies)
- ☐ Submission - CD containing all prepared proposal documents (excluding appendices) in Word and Excel formats (no pdf files)
- ☐ Submission - Letter requesting BioNetwork award signed by college president (one original included with application package)

Timeline

May 28, 2008	Proposals must be properly addressed and received in the System Office by 5:00 p.m. (No fax or email submission allowed)
August 15, 2008	State Board of Community Colleges action
September 12, 2008	Mandatory grant management meeting for funded projects
June 30, 2009	End of award implementation period

**Fiscal Year 2008-2009
Request for Funding - NCCCS BioNetwork Award**

One Page Executive Summary

College Name

Project Name

Amount Requested \$

Project Description:

Project Goals:

Project Objectives:

Plan for Project Sustainability, if applicable:

**Fiscal Year 2008-2009
Request for Funding - NCCCS BioNetwork Award**

Statement of Results of Prior BioNetwork Funding

If your school has received BioNetwork funding in any round or prior year, please list each project by title, year, and principal investigator, and explain the results of the project and the impact that it has had.

Title, Year, and Principal Investigator of prior project(s) and statement of results:

**Fiscal Year 2008-2009
Request for Funding - NCCCS BioNetwork Award**

Proposal Narrative (limit 8 pages, double-spaced)

Statement and Determination of Need:

Project Rationale:

Connection to Stated Funding Priority:

Anticipated Outcomes:

Project Deliverables:

Implementation Plan:

Industry Involvement and Other Stakeholders:

Budget Explanation:

BioNetwork Fund for Equipment and Innovation
Line Item Budget
Fiscal Year 2008-2009

College Name: _____

Proposal Name: _____

Line Items		Budget Requested
A.	Salaries, Instructional	\$
B.	Salaries, Supportive	\$
C.	Employer's Retirement	\$
D.	Employer's Social Security	\$
E.	Employers Hospitalization	\$
F.	Contractual Services	\$
G.	Travel (International travel not allowed)	\$
H.	Equipment (see attached)	\$
I.	Supplies (see attached)	\$
J.	Other Cost (describe in Budget Explanation)	\$
Total Budget Request		\$ -

Amounts must be requested in whole dollars.

BioNetwork Fund for Equipment and Innovation
Equipment List
Fiscal Year 2008-2009

College Name: _____

Proposal Name: _____

Laboratory Equipment Description	Funds Requested	Location to be Installed	Briefly Describe What the Equipment Does
Total	\$ -		

Amounts are to be requested in whole dollars

Supply List

Fiscal Year 2008-2009

Proposal Name: _____

Supply	Funds Requested	Briefly Describe the Supply Usage
Total	\$ -	

Amounts are to be requested in whole dollars