Funding Opportunity for the 2020 CIRM Grantee Meeting

EDUC 1.11

REQUEST FOR APPLICATIONS

2.21.20

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Objective

The mission of California Institute for Regenerative Medicine (CIRM) is to accelerate stem cell therapies to patients with unmet medical needs.

The objective of this request for applications (RFA) is to solicit a highly qualified applicant to assist CIRM in the planning and execution the 2020 CIRM Grantee Meeting. CIRM proposes to convene a meeting of grantees in the Fall of 2020 to discuss advances and progress in the field of stem cell research in California and to hear from the investigators, trainees, and patients who have contributed to advancement of the field. The meeting will invite CIRM grantees, members of the CIRM Governing Board, patient advocates, interested funding organizations and stakeholders, and the public. The meeting would seek to achieve the following:

- Provide a public forum to learn about the most recent advances in stem cell research in California.
- Present patient perspectives addressing how CIRM-funded studies could affect unmet medical needs.
- Encourage the sharing of information to foster collaboration, learning, and potential partnership opportunities.
- Present work from CIRM trainees to senior investigators.

The two-day meeting will host approximately 400 attendees and will be take place in California.

Award Information

What activities will CIRM support?

This RFA will support the development and conduct of the 2020 CIRM Grantee Meeting through CIRM's Conference Grant Program under the following guidelines for CIRM-initiated conferences:

> The grantee retains the primary responsibility for planning, directing, and executing the proposed event; however, the CIRM team will work closely with the grantee to design and implement an event that is responsive to the specific needs described in this announcement.

CIRM resources <u>will</u> support the following type of activities and expenses for this opportunity:

- ✓ Management of the overall execution of the conference including creation of conference materials and other conference related tasks

- ✓ Perform pre-conference logistics:
  - Website management including design, online conference pre-registration
  - Marketing and promotion of event to public through email blasts, website postings, etc.
  - Floor plan and site map preparation including diagrams for offices, break out rooms, speaker ready rooms, food and beverage spaces, event spaces, and poster room environments
  - A/V setup and operation
  - Photographic services
  - Safety and emergency response plan
  - Develop contracts/service agreements with vendors and service providers
  - Coordinate and produce all conference-related materials, such as speaker bios, meeting programs, gathering presentation slides, and any other supplemental documents

- ✓ Coordinate and cover both travel and hotel expenses for conference speakers

- ✓ Plan and provide catered meals (up to 1 breakfast, 1 lunch, 1 dinner, 2 refreshment breaks, all paid through this grant at CIRM per diem rates*) for up to 400 attendees

- ✓ Appropriate signage for conference-related activities

- ✓ Onsite conference registration and services

- ✓ Virtual meeting participation such as live webcast or video recording services

- ✓ Post meeting participant evaluation

- ✓ Other items as described in the CIRM Grants Administration Policy for Discovery, Translation and Education Projects

CIRM resources **<u>cannot</u>** be used to support or oppose a ballot measure.

*The maximum per-person expenditures for meals and light refreshments according to CIRM's Business Meeting Expenditure policy may not exceed the following amounts: Breakfast $27.00 Lunch $47.00 Dinner $81.00 Light refreshments $19.00. The maximum per-person expenditures listed above include the cost of the food and beverages, labor, sales tax, delivery charges, and other service fees. CIRM's full Business Meeting Expenditure policy can be found at https://www.cirm.ca.gov/sites/default/files/files/about_cirm/BusinessMeetingExpenditurePolicy092116_0.pdf

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Eligibility

What are the eligibility criteria?

To be eligible, the proposed conference must satisfy the following requirements:

(1) Must be held in California

California-based and non-California-based organizations (for-profit and non-profit) may use CIRM funds for eligible conference costs incurred in California. Foreign institutions are not eligible to apply for conference grant support.

Non-profit organization means either:

(1) a governmental entity of the State of California; or

(2) a legal entity that is tax exempt under Internal Revenue Code section 501(c) and California Revenue and Taxation Code section 23701d.

(2) Must have a qualified Program Director (PD)

Program Director Qualifications

A Program Director (PD) is any individual with the skills necessary to direct the planning and execution of the proposed conference. The applicant must provide the PD's qualifications at time of application submission.

Schedule, Deadlines, and Budget

Applications Due	2:00 pm (PDT/PST) on March 27, 2020
Presidential Review and Approval	Approximately 10 days post submission
Award Start	Earliest is 60 days before the conference start date
Budget	Up to $250,000 for all eligible costs
Proposed Symposium Date Window	Fall 2020
Estimated Attendance	Up to 400 people
Meeting Length	Two days

Application Review Information

What is the process for evaluating an application?

Pre-submission Consultation

Prospective applicants are encouraged but not required to contact CIRM with questions to discuss their proposal, including its eligibility, before applying for a Conference Grant.

Eligibility Review

CIRM will assess whether the application meets the eligibility parameters required under this program. If CIRM determines, in its sole discretion, that an application does not meet the eligibility parameters of the program, CIRM will notify the applicant of its decision and cease all further action on the application.

Application Review

CIRM's governing board, the Independent Citizens Oversight Committee (ICOC), has delegated to the President of CIRM authority to create opportunities and subsequently, review and make funding decisions for grants utilizing Conference Grant awards.

The following criteria will be considered in the review of applications and funding decisions:

A. Approach and Setting: CIRM will assess whether the format, duration, scope, scale, timing, target audience, and speakers for the conference appropriate for achieving the goals of the conference. Specifically, does the conference plan and agenda adequately address the following topics:

> 1) Progress made by CIRM Grantees towards the mission of accelerating stem cell treatments to patients with unmet medical needs.

> 2) Selected speakers cover a spectrum of topics ranging from basic biology to clinical trials.

> 3) Presentations are geared to a public audience

> 4) Incorporation of the patients' perspectives

CIRM will also consider the appropriateness of the conference site and whether the proposed activities, exhibits, and interactions take advantage of unique features of the environment and/or employ useful collaborative arrangements. Although not

required, CIRM will assess whether the budget is appropriately constructed and, although not required, consider whether the applicant has raised funding from other sources to support this conference.

B. Qualifications of Personnel and Applicant Organization: CIRM will assess whether the Program Director and applicant institution have the experience and resources to facilitate a successful conference.

Confidentiality

CIRM's confidentiality and conflict screening rules apply to everyone who will have access to applications or who will attend any review meeting in which confidential information is discussed, including but not limited to CIRM team members, reviewers and members of the ICOC. (Per Gov. Code §6254.5(e) non-public records may be disclosed to government agencies under confidentiality agreements.)

Application Components and Submission

How does one apply?

Applications must be completed and submitted online using the CIRM Grants Management Portal at https://grants.cirm.ca.gov. Any prospective PD must create a login in the system to access application materials and apply. Applications are available in the system only to the PD. A PD may submit only a single application in a given review cycle and may not submit additional applications during the review period.

Applications are due by 2:00pm (Pacific Time) on Friday, March 27, 2020.

What components does an application include?
The Grants Management Portal provides instructions for completing all the necessary components and submitting a final application. The application is designed to collect information necessary to appropriately evaluate the proposal and for CIRM to rapidly initiate an award if approved for funding. Applicants are required to indicate key personnel involved in the project, describe how the proposal addresses the objective of the funding opportunity, provide a detailed plan of proposed activities, complete a budget, and provide reference materials.

The application for a CIRM Conference Grant consists of two parts:

Part A: Application Information and Proposal Form (Web-based document) and can be found at https://www.cirm.ca.gov/about-cirm/education-conference-grants.

Part A includes: Key Personnel, Budget, Approach and Setting, Qualifications of Organizers and Applicant Institution (section numbers 1, 2, 3 and 4 below).

Part B: Supporting Documentation (PDF or MS Word upload. No template is provided) Provide a copy of the proposed conference agenda and details about financial support from other organizations (if any). Attach documentation confirming the participation of key speakers/co-chairs/organizing committee members in the conference.

The application for a CIRM Conference Grant includes the following sections:

1. Key Personnel. Key personnel are the Program Director (PD) and those responsible for the scientific planning and organization of the conference. List all key personnel.

2. Budget. Provide all budget information requested in the budget section of the Application Information Form. All allowable costs for research grants are detailed in the CIRM Grants Administration Policy.

> Allowable costs include rental of a conference facility/rooms, hotel room charges and fees (overnight accommodations for CIRM staff and speakers); any necessary equipment rental costs (e.g., audio/visual and internet connectivity); up to 10% justified salary support for the Program Director for time spent conducting conference-specific activities; reasonable salary support for administrative staff time conducting conference-specific activities; meeting planner costs; transportation, lodging and per diem or subsistence allowances for the organizers, attendees and speakers and other costs; production and supply costs (website development, program printing, nametags, etc.) needed for conduct of the conference (only if received for use during the budget period); meals (food and non-alcoholic beverages) not related to travel conference services; publicity and publication costs and other items as described in the CIRM Grants Administration Policy for Discovery, Translation and Education Projects. These costs include items incurred by the applicant as well as any costs incurred by vendors of the applicant for services needed to conduct the conference.

> Please note all meal costs must comply with the maximum per-person expenditures for meals and light refreshments according to CIRM's Business Meeting Expenditure policy.

> https://www.cirm.ca.gov/sites/default/files/files/about_cirm/Business_Policy.pdf

> Non-allowable costs include purchase of equipment; visas; passports; entertainment; alcoholic beverages; personal telephone calls; laundry charges; dues; salary support for organizers; honoraria for speakers; cash awards; alterations or renovations. The CIRM Grants Administration Policy also indicates unallowable costs. Indirect Costs are not allowable on this award.

3. Approach & Setting. The 2020 Grantee Meeting must be structured for an audience that includes patient advocates, funders, scientists, students, and general members of the public. Describe the format, duration, scope, scale, timing, target audience, speakers, and publicity plans for the meeting. Include any plans for the

inclusion of women, minorities, and persons with disabilities. Address how the conference will be evaluated. Where appropriate, describe how proposed events or exhibits will take advantage of unique features of the environment or employ useful collaborative arrangements.

Describe the planned program activities including proposed and/or confirmed speakers, format and topics to be covered.

Describe plans for outreach and inclusion of patients, students and the general public.

Discuss how the planned meeting will achieve the goals for the CIRM Grantee Meeting stated on page 2.

4. Qualifications of Organizers and Applicant Institution. Describe the Program Director's experience and track record in the successful organization and implementation of comparable conferences. Describe the qualifications of additional personnel and the appropriateness of selected speakers/participants. Describe the resources and experience of the applicant institution to facilitate a successful conference.

Award Administration

Issuance of Award

A CIRM Conference Award is issued via a Notice of Award, which is the formal contract that defines the terms and conditions of an award and documents the commitment of funds from CIRM.

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Contacts

For information about this RFA or the review process:

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Definitions

"California organization" means: An entity, regardless of profit status, that has >50% of its employees located in, and paid in, the state of California, and conducts the award activities from the California location.

"For-profit organization" means: a sole-proprietorship, partnership, limited liability company, corporation, or other legal entity that is organized or operated for the profit or financial benefit of its shareholders or other owners. Such organizations also are referred to as "commercial organizations".

"Non-profit organization" means: (1) a governmental entity of the state of California; or (2) a legal entity that is tax exempt under Internal Revenue Code section 501(c)(3) and California Revenue and Taxation Code section 23701d.

Appendix

CIRM Regulations

Grant or Loan awards made through this PA will be subject to all applicable CIRM regulations. These regulations can be found on CIRM's website at http://www.cirm.ca.gov/reg/default.asp.

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