CIRM 2.0
CALIFORNIA'S STEM CELL AGENCY

Funding Opportunity for the 2019 Alpha Stem Cell Clinic Annual Symposium

EDUC 1.9

REQUEST FOR APPLICATIONS

8.16.18

Funding Opportunity for the 2019 Alpha Stem Cell Clinic Annual Symposium

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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 annual CIRM Alpha Clinics Symposium.

The CIRM Alpha Clinics are designed to provide critical operational support for the conduct of investigational stem cell therapy clinical trials and create a center of excellence for approved stem cell therapies. The clinics provide focused resources and expertise in clinical research with novel stem cell-based products, and an array of critical clinical operations support and patient care coordination personnel and resources.

CIRM's Alpha Stem Cell Clinic Annual Symposium is a one-day conference designed to showcase the needs, status, and science taking place at the CIRM Alpha Stem Cell clinical trial sites in California.

Award Information

What activities will CIRM support?

This RFA will support the development and conduct of the 2019 CIRM Alpha Clinic Symposium 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 need 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 website design, online conference pre-registration
- 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
- 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 250 attendees.

✓ Appropriate signage for conference-related activities

✓ Onsite conference registration and services

✓ Other items as described in the https://www.cirm.ca.gov/sites/default/files/files/funding_page/CIRM_Interim_Grants_Administration_Policy_for_Discovery,_Translation,_and_Education_Projects.pdf

*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

Eligibility

What are the eligibility criteria?

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

(1) Must be held in California at an Alpha Stem Cell Clinic-sponsoring institution and managed by an eligible applicant organization

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 October 5, 2018
Presidential Review and Approval	Approximately 10 days post submission
Award Start	Earliest is 60 days before the conference start date
Budget	Up to $60,000 for all eligible costs
Proposed Symposium Date Window	April 17-18, 2019
Estimated Attendance	Up to 250 people
Meeting Length	One day with reception the prior evening

Application Review Information

What is the process for evaluating an application?

Pre-submission Consultation

In accordance with CIRM's mission, the Institute is committed to funding scientific conferences that focus on leading edge research (Discovery and Clinical) and/or critical bottlenecks in regenerative medicine. 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: Are 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 agenda adequately address the following topics:

1) Progress made at CIRM's Alpha Stem Cell clinical trial sites

2) Critical issues regarding the clinical trial site operations

3) The ongoing delivery of treatments to patients

4) Incorporation of the patients' perspectives from the clinical sites

How appropriate is the conference site? Do the proposed activities, exhibits, interactions, etc., take advantage of unique features of the environment and/or employ useful collaborative arrangements? Does the venue have suitable

infrastructure to ensure the conference will be executed according to plan? Although not required, has the applicant raised funding from other sources to support this conference? Is the budget appropriately constructed?

B. Qualifications of Personnel and Applicant Organization: Does 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 conference 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, October 5, 2018.

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 CIRM Conference Grants 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: Conference Plan, Key Personnel, Budget and Related Business Entities (section numbers 1, 2, 3 and 4 below).

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

The application for 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 Academic and Non-Profit Institutions (Chapter V, Section B-2)](). 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. <u>Indirect Costs are not allowable on this award.</u>

3. Approach & Setting Describe the specific program including proposed and/or confirmed speakers, format and topics to be covered; and the contributions the conference will make. Identify related conferences held on the subject during the past two years.

Address the experience of the PD and the applicant organization in the organization and conduct of conferences. Describe the composition and role of the organizing committee. Provide the names for key participants in the conference. Attach documentation (Part B) of their agreement to participate in the conference.

Estimate the expected size and composition of the audience, as well as the method of selection.

Describe plans for publication of the proceedings. If this is one of a series of periodic conferences held by the applicant, briefly describe and evaluate the last conference in the series. Address how the conference will be evaluated.

Discuss the conference site and layout and how the venue will contribute to achievement of the goals of the conference.

Discuss the conference budget and funding needs and what sources, other than CIRM, have committed and/or will be approached for conference support.

Provide a detailed justification for the conference, including the objectives, relevance, impact, and significance of the proposed conference to CIRM's mission (*To accelerate the development of stem cell treatments to patients with unmet medical needs*).

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.

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.

"Subcontractor" means an organization (other than the applicant organization) that is expected to: (a) contribute to the scientific development or execution of the project in a substantive, measurable way *and* (b) receive $25,000 or more through the proposed project. "Subcontractor" does not include suppliers of widely available goods.

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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