
Program Announcement: CIRM Conference Grants

I. PURPOSE

The California Institute for Regenerative Medicine (CIRM) recognizes the value of supporting high quality scientific conferences held in California to support its scientific mission. A scientific conference is defined as an organized event where persons physically assemble to exchange scientific information or explore a defined scientific subject. Support of such conferences is contingent on the fiscal and programmatic priorities of CIRM.

II. AWARD INFORMATION

This Program Announcement (PA) will support the development and conduct of scientific conferences relevant to stem cell research in two funding categories.

A. Category 1

Under the first category, the grantee will be solely responsible for planning, directing, and executing the conference.

B. Category 2

Under the second category, the grantee retains the primary responsibility planning, directing, and executing the proposed event, but will work with CIRM staff to design and implement an event that is responsive to a specific CIRM need. CIRM may call for a conference to foster interest in an area important to the Institute or to seek advice on an emerging scientific issue in stem cell biology. For this type of conference, CIRM will solicit proposals from prospective applicants through a specific announcement.

It is anticipated that the size and duration of each award will vary. The total amount awarded and the number of awards will depend upon the number, quality, timing, and costs of the proposals received, and on CIRM programmatic priorities. CIRM plans to allocate up to \$300,000 annually to this program. The maximum award amount for both categories is the lesser of \$50,000 or 50% of the conference budget.

For all conference grants awarded, CIRM requires a final report on the meeting including outputs (e.g., DVD, abstract book or webcast) and an assessment by attendees of the presentations and overall quality of the conference. Please note that CIRM expects appropriate acknowledgement on marketing and conference materials.

III. ELIGIBILITY INFORMATION

All CIRM-funded conferences must be held in California.

A. Institutional Eligibility

Applications for conference grant awards may be submitted by any non-profit in California. Out-of-state and foreign institutions are not eligible to apply for conference grant support. An international conference can be supported through a California non-profit organization of an established international scientific or professional society. 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)(3) and California Revenue and Taxation Code section 23701d.

B. Program Director (PD) Eligibility

A Program Director (PD) is any individual with the skills necessary to direct the planning and execution of the proposed conference. CIRM encourages applications from underrepresented racial and ethnic groups, women, and individuals with disabilities.

IV. REVIEW PROCESS AND CRITERIA

CIRM's governing board, the Independent Citizens Oversight Committee (ICOC) has delegated to the President of CIRM authority to review and make funding decisions for grants up to \$50,000. The ICOC will make funding decisions on applications for conference grants in excess of \$50,000, if recommended for funding by the President. The President will publicly report to the ICOC semi-annually on the award and disbursement of conference grants.

Applications for conference grants will be accepted, reviewed and approved periodically, as indicated in our calendar (see VI). The availability of funds is a key determinant of the number of applications funded in any year. CIRM may choose not to fund any applications during a review cycle. Once funds are expired, the Conference Grant Program will close for the remainder of the fiscal year. The following criteria will be considered in the review and decision on funding.

A. **Relevance:** What is the relevance of the proposed scientific conference to CIRM's mission and programmatic needs? How well does the conference advance CIRM's proposed [strategic objectives](#): to accelerate understanding of stem cell science; to advance stem cell science into clinical trials; to drive economic development in California from stem cell science and therapies; and to maintain California as the world stem cell leader.

B. **Impact and Significance of the Conference:** Does this conference address an important topic in stem cell biology and/or regenerative medicine? How will this

conference move research forward compared to other conferences that also address the topic? If the aims of the proposal are achieved, how will scientific knowledge or clinical practice in stem cell biology and/or regenerative medicine be advanced?

C. Approach and Setting: Are the format, duration, scope, scale, timing, target audience, speakers, and publicity plans for the meeting appropriate for achieving the goals of the conference? Are plans for inclusion of women, minorities, and persons with disabilities adequately addressed and appropriate? How appropriate is the meeting site? Do the proposed meetings, exhibits, interactions, etc., take advantage of unique features of the environment or employ useful collaborative arrangements? Has the applicant raised funding from other sources to support this meeting?

D. Qualifications of Personnel and Applicant Organization: Does the PD have experience and a track record in the successful organization and implementation of comparable conferences? Are the key personnel and selected speakers appropriate? Does the applicant organization have the experience and resources to run a successful conference?

V. APPLICATION PROCEDURE

Applicant institutions and program directors must follow these instructions for submitting an application for a CIRM Conference Grant.

A. Application Instructions

Applications are available online through the CIRM Grants Management Portal at <https://grants.cirm.ca.gov>.

The application for CIRM Conference Grants consists of two parts:

Part A: Application Information and Proposal Form (Web-based document).

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 meeting 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. Conference Plan (*5 sections in Part A*)

Describe the objectives, specific program including proposed and/or confirmed speakers, format and topics to be covered; and the contributions the conference will make. Provide a detailed justification for the conference,

including the scientific need, timeliness, and usefulness of the meeting to the scientific community. Address the relevance of the proposed conference to CIRM's mission and programmatic needs. Identify related meetings 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 meeting. Attach documentation (Part B) of their agreement to participate in the conference.

Describe plans to encourage the participation of women, underrepresented minorities, and persons with disabilities in the planning and implementation of the proposed meeting. Estimate the expected size and composition of the audience, as well as the method of selection. Describe plans for publicizing the meeting and publication of the proceedings. If this is one of a series of periodic meetings held by the applicant, briefly describe and evaluate the last meeting in the series. Address how the conference will be evaluated.

Discuss the meeting 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 meeting support.

2. Key Personnel (*included in Parts A, B*)

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

3. Budget (*included in Part A*)

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 (GAP, see section VIII.A of this RFA).

- Allowable Costs

Allowable costs include rental of a conference facility and necessary equipment (e.g., audio/visual and internet connectivity); transportation, lodging and per diem or subsistence allowances for the organizers and speakers as described in the CIRM Grants Administration Policy for Academic and Non-Profit Institutions (Chapter V, Section B-1); supplies needed for conduct of the meeting (only if received for use during the budget period); conference services, and publicity and publication costs.

- Non-allowable Costs

Non-allowable costs include purchase of equipment; costs exceeding those allowed under the CIRM Grants Administration Policy (GAP, see section VIII.A of this RFA); visas; passports; entertainment; alcoholic beverages; meals not related to travel; personal telephone calls; laundry charges; dues; salary support for organizers; honoraria for speakers; cash

awards; alterations or renovations. Indirect Costs are also not allowable on this award.

4. *Related Business Entities (included in Part A)*

All applicants must provide information on related business entities for any application that, if awarded, would fund a for-profit organization as a subcontractor. If there is a for-profit subcontractor, include the following for each for-profit organization to be funded:

- A list of any parent organization that owns 50% or more of the for-profit's voting shares;
- A list of all subsidiaries in which the for-profit owns 50% or more of the voting shares; and
- A list of all other related business entities (i.e., entities with which the for-profit shares management and control, or shares a controlling owner).

VI. SUBMITTING AN APPLICATION

Funds permitting, applications for conference grant awards will be considered on the dates indicated below. The submission deadline is based on the conference start date:

Conference Start Date	Submission Deadline
July - September 2013	July 31, 2013
October - December 2013	August 21, 2013
January - March 2014	October 1, 2013
April - June 2014	January 1, 2014
July - September 2014	April 1, 2014
October - December 2014	July 1, 2014
January - March 2015	October 1, 2014
April - June 2015	January 1, 2015

The application for CIRM Conference Grants consists of two parts:

Part A: Application Information and Proposal Form [Web-based document] provided at <http://www.cirm.ca.gov/grants/default.asp>

Part B: Supporting Documentation (No template is provided.)

A PD may submit an application for this PA using the forms and instructions provided in the Grants Management Portal at <https://grants.cirm.ca.gov>.

VII. CONTACTS

For information about this program:

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VIII. OTHER REQUIREMENTS

A. CIRM Grants Administration Policy

CIRM's Grants Administration Policy (GAP) for Academic and Non-Profit Institutions (Non-Profit GAP) serves as the standard terms and conditions of grant awards issued by CIRM. All research conducted under this award must comply with the stated policy. The Non-Profit GAP can be found at http://www.cirm.ca.gov/reg/pdf/reg100500_policy.pdf.