

Funding Opportunity For The 2016 Bridges And SPARK Annual Meetings

EDUC 1.1



REQUEST FOR APPLICATION

12.22.15

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Funding Opportunity To Manage The 2016 Bridges And SPARK Annual Meetings

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Objective

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

The objective of this request for applications (RFA) is to solicit a highly qualified applicant to help develop and manage the 2016 annual meetings in support of the CIRM Bridges and SPARK programs.

Award Information

What are the Bridges and SPARK Programs?

The Bridges program enables California academic institutions to create training programs that will significantly enhance the technical skills, knowledge, and experience of a diverse cohort of undergraduate and Master's level trainees in the development of stem cell based therapies. The Bridges meeting will be a two day program that highlights the work of these students through posters and presentations and will also feature talks by leading scientists in the field of regenerative medicine.

The SPARK program provides hands on summer training opportunities in stem cell research at leading stem cell institutes to California high school students who represent the diversity of the state's population. The SPARK meeting is a one day program that features the scientific accomplishments of these students in the form of posters and presentations.



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What activities will CIRM support?

This RFA will support the development and conduct of the 2016 CIRM Bridges and SPARK meetings through CIRM's Conference Grant Program. Under this mechanism, the Awardee will retain the primary responsibility for planning, directing, and executing the proposed event; however, the CIRM team will work closely with the Awardee to design and implement an event that is responsive to the specific CIRM need. The two meetings conducted under this RFA will each showcase the scientific accomplishments of the student participants, create networking opportunities, and feature presentations from scientists in the field. More information about these CIRM Programs can be found on the CIRM website at <https://www.cirm.ca.gov/our-impact/training-tomorrows-scientists>.

CIRM resources will support the following required core activities under this opportunity:

- ✓ Work directly with CIRM on:
 - Overall management of the conferences including, but not limited to, site selection, food and beverage planning, meeting agenda, speaker and conference attendees, conference materials, and other conference related tasks
 - Onsite conference registration and services
- ✓ Pre-conference logistics:
 - Website management including website design, online conference registration, capture poster abstracts from attendees during online registration, track attendee participation in break out sessions
 - Preparation of abstract book from captured poster abstracts
 - Act as main contact for team schedules and contact information and vendors and service providers
 - Participate in regular conference calls with CIRM team
 - 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
 - Coordinate food and beverage services and stay within the California state per diem requirements
 - Travel and housing coordination as needed
 - Manage all AV requirements as needed before and during the conferences
 - Discuss and arrange for appropriate signage for posters and other conference related events
 - Safety and emergency response plan



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- ✓ Meeting day requirements:
 - Venue set up
 - Conference registration
 - Work with hotel contact onsite to coordinate food and beverage and meeting logistics
 - Conference break down
 - Security management

Meeting Information

(1) Bridges Meeting

For Purposes of this RFA Response, CIRM anticipates the Bridges Meeting will be held at a first class hotel in the San Francisco Bay Area over July 18th & 19th, 2016 and will include:

- Up to 300 attendees
- 200 room nights (30 of which are paid for by this grant)
- 2 Breakfasts, 2 lunches, 4 refreshment breaks and 1 dinner of 250 people and 1 dinner of 100 people (all paid by this grant at CIRM per diem rates*)
- The Bridges meeting budget is up to \$150,000 for all eligible costs and may not exceed this amount

The two full days of meetings will include both event-wide meetings, lunch time round table conferences, speakers, poster sessions, and career development presentations.

(2) SPARK Meeting

For purposes of this RFA Response, CIRM anticipates the SPARK Meeting will be held at a first class hotel in the San Francisco Bay Area on August 2nd, 2016 and will include:

- Up to 175 attendees
- 15 room nights (all paid for by this grant)
- 1 breakfast, 1 lunch, 1 dinner, 2 refreshment breaks (all paid by this grant at CIRM per diem rates*)
- The SPARK meeting budget is up to \$40,000 for all eligible costs and may not exceed this amount



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The one day meeting will include scientific talks, student presentations, poster sessions, and an awards ceremony.

* 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 \$26.00 Lunch \$45.00 Dinner \$78.00 Light refreshments \$18.00. 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/Business_Policy.pdf

Eligibility

What types of applicants are eligible for application?

(1) To be eligible, the applicant must satisfy the following requirements:

- Five years experience in events management
- Three years of experience in communications or public relations
- Previous experience working with the scientific and educational community

(2) Meetings must be held in California by an eligible applicant and have a qualified Program Director (PD)

The conferences must be conducted at locations in the San Francisco Bay Area that are convenient to CIRM offices and meeting attendees. 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.

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



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Schedule, Deadlines, And Budget

Applications Due	2:00 pm (PDT/PST) on January 15, 2016
Presidential Review and Approval	Approximately 10 days post submission
Bridges Meeting Budget	Up to \$150,000 for all eligible costs
Bridges Meeting Date	July 18-19 th 2016
SPARK Meeting Budget	Up to \$40,000 for all eligible costs
SPARK Meeting Date	August 2 nd 2016

Application Review Information

What is the process for evaluating an application?

Pre-submission Consultation

In accordance with CIRM's mission through this funding mechanism, the Institute is committed to funding scientific conferences that focus on regenerative medicine research and educational programs to train future scientists. 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 CIRM-initiated conferences.

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

1. Experience and track record

Do the applicant organization and Program Director have the appropriate experience to manage and perform the proposed activities? Does the applicant organization have a good track record of managing conferences in science, medicine, biotechnology, and/or science education fields?

2. Resources

Does the applicant organization have the necessary resources to adequately manage both meetings and carry out all the required core activities in a timely fashion? Has the applicant organization appointed an appropriate team that will collaborate effectively with CIRM to understand needs, implement tasks, and manage the process?

3. Overall value

Does the proposal offer a good value to CIRM by providing quality events management services for a reasonable price that is commensurate with use of California public funds? Are proposed costs appropriately justified?

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, January 15, 2016.



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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, and provide a budget for both meetings.

The application for CIRM Conference Grants consists of an Application Information and Proposal Form (Web-based document) and can be found at

<https://www.cirm.ca.gov/researchers/funding-opportunities>

The application for CIRM Conference Grant includes the following sections:

1. Conference Coordination and Logistics Plan. Describe your ability to work with CIRM to coordinate and plan both conferences to showcase the Bridges and SPARK programs, respectively. Please address the experience of the PD and the applicant organization in the organization and conduct of scientific and educational conferences.

2. Key Personnel. “Key Personnel” means (i) the principal investigator or program director; or (ii) any other person, including an independent consultant or an employee of a Subcontractor or Partner, who is expected to contribute to the development or execution of the project in a substantive, measurable way and who is expected to: (a) receive or has been promised income, or anything else of value, of \$10,000 or more per year through the proposed project or (b) contribute one percent (1%) or more effort to the proposed project. “Key Personnel” does not include a person who is expected to be involved in the proposed project but who does not satisfy paragraphs (i) or (ii).

3. 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 for CIRM-Initiated Conference Grants

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); 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

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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.

- Non-allowable Costs for CIRM-Initiated Conference Grants

Non-allowable costs include purchase of equipment; visas; passports; entertainment; alcoholic beverages; personal telephone calls; laundry charges; dues; 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.

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. The Awardee will be subject to CIRM's Grants Administration Policy, including the insurance requirements specified therein.

Reporting

Awardees will be required to provide written financial reports to CIRM upon completion of the conference. Awardees should include the final conference agenda or program.



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Contacts

For information about this RFA or the review process:

Rahul G. Thakar, Ph.D.

Senior Science Officer for Portfolio Development & Review

Email: rthakar@cirm.ca.gov

Phone: 415.601.7473

Patricia Chavira

Program Manager for Portfolio Development & Review

Email: tchavira@cirm.ca.gov



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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 RFA 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>.