

# Funding Opportunity for a Lung Regenerative Medicine Workshop

EDUC 1.3



REQUEST FOR APPLICATION

04.15.16

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# Funding Opportunity for a Lung Regenerative Medicine Workshop

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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 application (RFA) is to solicit a highly qualified applicant to assist CIRM in the planning and execution of a workshop in the field of lung regenerative medicine. The goal of this workshop will be to bring together leaders in the field to discuss and identify the most promising indications and approaches for regenerative medicine in the lung. The workshop will also identify opportunities for CIRM to facilitate the advancement of the field of lung regenerative medicine, and will encourage collaborations and partnerships between academics and industry as well as between California and ex-California lung regenerative medicine researchers and clinicians.

## Award Information

### **What activities will CIRM support?**

This RFA will support the development and conduct of a Lung Regenerative Medicine Workshop through Mechanism 2 of CIRM's Conference Grant Program (CIRM-initiated conferences), which has the following guidelines:

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 will 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.



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- ✓ Perform pre-conference logistics:
  - Floor plan and site map preparation including diagrams for conference room, break-out rooms, and food and beverage spaces.
  - A/V setup and operation.
  - Safety and emergency response plan.
- ✓ Coordinate and cover both travel and hotel expenses for conference speakers.
- ✓ Plan and provide catered meals (up to two breakfasts, two lunches, one dinner, two refreshment breaks), all paid through this grant at CIRM per diem rates\*, for up to 50 attendees.
- ✓ Provide appropriate signage for conference-related activities.
- ✓ Provide onsite conference registration and services.
- ✓ Provide professional writer to take notes and publish meeting proceedings in a workshop white paper.

## Eligibility

### What are the eligibility criteria?

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

#### **(1) Must be held in California by an eligible institution**

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.

#### **(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.



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## Schedule, Deadlines, And Budget

<b>Applications Due</b>	2:00 pm (PDT) on May 16, 2016
<b>Presidential Review and Approval</b>	Approximately 7 days post submission
<b>Award Start</b>	Approximately four months before the workshop
<b>Budget</b>	Up to \$60,000 for all allowable and justified costs
<b>Proposed workshop Dates</b>	September 29-30, 2016
<b>Estimated Attendance</b>	Up to 50 people
<b>Meeting length</b>	1 to 2 days

## 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 their 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 review and make funding decisions for 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, 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) Identifying the greatest unmet needs in lung disease
  - 2) Identifying opportunities for stem/progenitor cell based therapies for lung disease
  - 3) Identifying challenges and potential solutions to expediting cell therapies for lung disease
  - 4) Examining precedent from other cell therapy fields and from industry experience in cell therapy

How appropriate is the conference site? Do the proposed speakers and activities take advantage of unique features of the environment? 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:** Do 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.



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**Applications are due by 2:00pm (PDT) on Monday, May 16, 2016.**

**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/researchers/funding-opportunities>. Part A includes: Justification, 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.

Part A of the application for the CIRM Conference Grant includes the following sections:

1. Justification. 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*).

2. Conference Plan (5 sections in Part A). 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. Address how the conference will be evaluated.



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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.

3. 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 conference. List all key personnel.

4. Budget and Related Business Entities (included in Part A). Provide all budget information requested in the budget section of the Application Information Form. All allowable costs for conference grants are detailed in the [Interim CIRM Grants Administration Policy for Discovery, Translation and Education Projects](#).

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; honoraria for invited speakers; transportation, lodging and per diem or other costs; production and supply costs (program printing, nametags, etc.) needed for conduct of the workshop; meals (food and non-alcoholic beverages) not related to travel conference services; costs for a professional medical writer to draft a workshop white paper; and other justifiable costs directly related to the conference activities specified above. These costs are allowable whether incurred by the applicant or by contracted vendors providing the above 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 and 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 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](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; 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 Grant 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:

### **Rahul G. Thakar, Ph.D.**

Senior Science Officer for Portfolio Development & Review

Email: [rthakar@cirm.ca.gov](mailto:rthakar@cirm.ca.gov)

Phone: 510-340-9158



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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 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>.