



# EDUC1: Funding Mechanism for CIRM Conferences and Meetings

OVERVIEW	
<b>Objective</b>	Enable CIRM to support scientific, educational, informational, and/or public events aligned with the Institute's mission and strategic priorities.
<b>Scope</b>	EDUC 1 supports CIRM-initiated scientific, strategic, and programmatic meetings, including scientific conferences, workshops, knowledge network meetings, advisory convenings, specialized informational or educational events, and trainee conferences, in in-person, hybrid, and virtual format.
<b>Recurrence</b>	This is an ongoing mechanism
FUNDING DETAILS	
<b>Mechanism</b>	CIRM will issue a service contract through a Request for Proposals to one or more qualified vendors, with specific funds, requirements, and activities for each individual meeting detailed under specific Scope of Work(s) for each meeting.
<b>Source of Funds</b>	Research Funds (budget approved by the ICOC each June)
<b>Funding Amounts</b>	Meeting-specific funding amounts will be specified in each Scope of Work will not exceed \$500,000 per meeting
ELIGIBILITY REQUIREMENTS	
<b>Capabilities</b>	Must have a track record that demonstrates the ability to design and deliver the scope of anticipated meetings in a timely manner aligned with CIRM's mission, strategy, and policies.

## Background

The mission of the California Institute for Regenerative Medicine (CIRM) is to accelerate world-class science to deliver transformative regenerative medicine treatments in an equitable manner to a diverse California and world. Achieving this mission increasingly requires intentional, timely, and high-impact scientific and programmatic convenings that bring together experts, stakeholders, and partners to address complex challenges and foster innovation across the regenerative medicine ecosystem.

As CIRM continues to advance its mission and strategic priorities, the Institute anticipates an ongoing need to convene scientific experts, stakeholders, and partners through targeted, mission-aligned meetings. Establishing a consistent and flexible approach for CIRM-sponsored meetings will allow the Institute to efficiently respond to emerging opportunities and ensure that these activities are conducted with appropriate governance, transparency, and accountability.

## Objective

The objective of EDUC1 is to establish an efficient and flexible operational mechanism that enables CIRM to plan, sponsor, and manage scientific and programmatic meetings that advance the Institute's mission and strategic priorities.

Through EDUC1, CIRM will serve as an active convener and sponsor, retaining leadership over meeting objectives, agendas, and intended outcomes, while leveraging qualified external partners to support efficient execution. This model is designed to support a diverse range of CIRM-sponsored meetings, enable timely response to emerging scientific and programmatic needs, and ensure consistent governance and oversight across activities.



## Scope of Supported Meetings

EDUC1 may support meetings including, but not limited to:

- Scientific workshops on regenerative medicine topics
- Strategic knowledge-sharing networks
- Programmatic or policy-focused meetings aligned with CIRM initiatives
- Trainee conferences and career development

All meetings supported under EDUC1 must:

- Be hosted within California
- Align with CIRM's mission and strategic priorities
- Demonstrate clear programmatic or scientific value
- Be approved through internal governance processes (additional details provided below)

EDUC1-supported meetings may be in in-person, hybrid, or full virtual format at CIRM's discretion.

## EDUC1 Funding Structure

Service Contract

- Implemented via a competitively procured Master Service Agreement to one or more vendor(s)
- Individual meetings will be executed with the qualified vendor(s) through a CIRM-initiated, meeting-specific Scope of Work (SOW)
- Each SOW will have a maximum budget of \$500,000

### Program activities

CIRM **will fund** the following activities under this opportunity:

ALLOWABLE ACTIVITIES	
✓	Meeting planning, coordination, and execution
✓	Agenda development and meeting facilitation
✓	Venue sourcing and logistics
✓	Hybrid or virtual meeting production
✓	Post-meeting surveys, reporting, and information dissemination
✓	Meals and beverages for meeting participants
✓	Honoraria for invited speakers
✓	Administrative close-out

CIRM **will not fund** the following activities under this opportunity:

UNALLOWABLE ACTIVITIES	
✗	Activities not aligned with CIRM's mission or priorities
✗	Activities already funded under another CIRM award
✗	Costs incurred prior to required CIRM approvals
✗	Conferences outside of California



**Provisional timetable**

This EDUC1 funding mechanism will follow the timeline below

PROVISIONAL TIMETABLE	
<b>Request for Proposals Posted</b>	The initial RFP will be issued within 30 days of concept approval. Additional RFPs may be issued at CIRM's discretion if additional vendor support is needed.
<b>Presidential Review and Approval of Vendor(s)</b>	Within approximately 90 days of RFP posting
<b>Issuance of meeting-specific SOWs</b>	Ongoing, at CIRM President discretion

**Governance and oversight**

CIRM's President and CEO will have the authority to approve meeting-specific contracting and funding actions within the parameters specified in this Concept. CIRM will follow written procedures which will govern meeting planning and approval, budget tracking, and reporting.

The overall annual budget for meetings and events for each fiscal year will be established by the ICOC as part of the Research Budget approval process each June.

CIRM will provide periodic reporting to the ICOC on:

- Meetings supported under EDUC1
- Alignment with strategic priorities
- Expenditures and outcomes

For all EDUC1 meetings, CIRM will produce a report on the conference including outputs (e.g., DVD, abstract book, meeting proceedings, or webcast) and an assessment by attendees of the presentations and overall quality of the conference. The Awardee shall be required to appropriately acknowledge CIRM in all marketing and conference materials.

**Awardee Qualifications**

All the following requirements must be fully satisfied for a service vendor to be selected by CIRM. Requirements marked with a \* incorporate by reference the requirements and definitions described in **CIRM Funding Opportunities: Common Requirements and Definitions**, which may be amended from time to time by CIRM.

VENDOR REQUIREMENTS	
1	Must have a qualified contract management leader who is employed by the organization and who will oversee the organization's relationship with CIRM
2	Must designate a qualified event director(s) who are employed by the organization as lead coordinator(s) for each CIRM event
3	Must have demonstrated experience planning and executing scientific, medical, or research-focused conferences and meetings with size and complexity comparable to CIRM's events
4	Must demonstrate the ability to manage core conference logistics, including venue coordination, speaker support, registration and attendee management, and on-site, virtual, or hybrid execution
5	Must demonstrate the ability to manage and operate within a defined conference budget, including contingency planning, tracking, and reporting expenditures



<b>6</b>	Must be in good standing*
<b>7</b>	Must be able to design and deliver meetings aligned with CIRM's mission and strategy
<b>8</b>	Must be able to provide synthesized post-conference reporting and outputs, including attendee feedback and conference materials

## Event Eligibility

All the following requirements must be fully satisfied for a meeting or event to be supported via the EDUC1 mechanism:

EVENT REQUIREMENTS	
<b>1</b>	Must take place in California
<b>2</b>	Costs must adhere to governing policies and California state reimbursement requirements
<b>3</b>	The total event cost must not exceed \$500,000