

# Funding Opportunity for the 2023 Alpha Stem Cell Clinic Annual Symposium

EDUC 1.10



REQUEST FOR APPLICATIONS

05/02/23



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### Objective

The mission of 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.

The objective of this request for applications (RFA) is to solicit a highly qualified applicant to partner with CIRM to plan and execute the annual CIRM Alpha Clinics Symposium.

CIRM's Alpha Stem Cell Clinic Annual Symposium is a one-day hybrid conference hosting up to 250 attendees designed to showcase the progress, needs and science taking place at the CIRM Alpha Clinics in California. The meeting will invite CIRM Alpha Clinics personnel, members of the CIRM Governing Board, patient advocates, and the public.

### Award Information

#### What is the Alpha Clinics Network?

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.

#### What activities will CIRM support?

This RFA will support the development and conduct of the 2023 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

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design and implement an event that is responsive to the specific needs described in this announcement.

CIRM resources will support the following type of activities and/or expenses under 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, breakout rooms, speaker ready rooms, food and beverage spaces, event spaces, and poster room environments
  - A/V setup and operation
  - Photographic services
  - AV services to support hybrid participation
  - 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
- ✓ Post symposium participant evaluation

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\* 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 \$28.00 Lunch \$49.00 Dinner \$85.00 Light refreshments \$20.00. 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/funding\\_page/Business%20Meeting%20Expenditure%20Policy%2020221205.pdf](https://www.cirm.ca.gov/sites/default/files/files/funding_page/Business%20Meeting%20Expenditure%20Policy%2020221205.pdf)



- ✓ Other items as described in the [Grants Administration Policy for Discovery, Translation, and Education Projects](#).

## Eligibility

### What are the eligibility criteria?

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

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

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

<b>Applications Due</b>	2:00 pm (PDT/PST) on May 31, 2023
<b>Presidential Review and Approval</b>	Approximately 30 days post submission
<b>Budget</b>	Up to \$60,000 for all eligible costs
<b>Proposed Symposium Date Window</b>	September/October 2023
<b>Estimated Attendance</b>	Up to 250 people
<b>Meeting Length</b>	One day with reception the prior evening



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## 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 through 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? Does the applicant organization promote diversity, equity, and inclusion in the development and implementation of the conference? Has the applicant organization outlined a plan to conduct outreach that will ensure inclusivity and diversity of participants? Although not required, has the applicant raised funding from other sources to support this conference? Is the budget appropriately constructed?



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**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 Wednesday, May 31, 2023.**

### 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 consists of an Application Information and Proposal Form (Web-based document) and can be found at <https://www.cirm.ca.gov/about-cirm/education-conference-grants>.

The application for CIRM Conference Grant consists of two parts and includes the following sections:

#### **Part A:**

**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.



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**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 Discovery, Translation, and Education Projects](#). 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/funding\\_page/Business%20Meeting%20Expenditure%20Policy%2020221205.pdf](https://www.cirm.ca.gov/sites/default/files/files/funding_page/Business%20Meeting%20Expenditure%20Policy%2020221205.pdf)

Non-allowable costs include purchase of equipment; visas; passports; entertainment; alcoholic beverages; personal telephone calls; laundry charges; dues; salary support for organizers; cash awards; alterations or renovations. The CIRM Grants Administration Policy also indicates unallowable costs. Indirect Costs are not allowable on this award.

**3. Approach & Setting:** Describe the plans for developing and implementing the conference. Address the following items in the description:

- a. Describe the overall format, duration, scope, and scale of the conference.
- b. Describe proposed and/or confirmed speakers and key participants, and topics to be covered. Attach documentation (see Part B) of their agreement to participate in the conference.
- c. Describe the proposed agenda and how it will address the following goals:
  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



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- d. Estimate the expected size and composition of the audience, as well as the method of selection.
- e. Describe efforts to promote diversity, equity, and inclusion in the development and implementation of the conference. Describe how the applicant will conduct outreach to ensure inclusivity and diversity of people participating in the conference across all levels from speakers to audience members.

Because CIRM is prohibited from taking race, ethnicity, national origin, and gender into account in making grant decisions, applicants should refrain from describing the race, ethnicity, national origin, or gender of applicant organization personnel. However, applicants may describe other characteristics of diversity such as individuals who: (a) grew up in low-income families or come from socioeconomically disadvantaged communities; (b) are the first in their family to attend college; or (c) have overcome educational, economic, physical (e.g., disability), or other barriers to opportunities.

- f. 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.
- g. Address how the conference will be evaluated.
- h. Discuss the conference site and layout and how the venue will contribute to achievement of the goals of the conference.

**4. Qualifications of Personnel and Applicant Organization:** Describe the Program Director's experience and track record in the successful organization and implementation of comparable conferences. Describe the qualifications of additional personnel and respective roles in organizing the conference. Describe the resources and experience of the applicant institution to facilitate a successful conference.

**Part B:**

**Supporting Documentation** (single PDF upload; no template provided): Provide the latest version of the conference agenda; and

Provide details (if applicable) about financial support from other organizations;

Attach documentation confirming the participation of key speakers/co-chairs/organizing committee members in the conference.





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## 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.

### Reporting

Awardees will be required to provide written progress and 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:

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## Definitions

“California-based 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>.