Arizona Biomedical Research Centre – 2019 Call for Proposals

Arizona Biomedical Research Centre (ABRC) provides funding to accelerate promising research toward clinical testing and breakthroughs designed to improve the health of all Arizonans. In working with Arizona researchers and through its commitment to the Arizona Biosciences Roadmap, ABRC identified a need to make high quality educational resources available. The Research Education Program seeks to create a shared sense of community by bringing national and local experts together to engage Arizona researchers and clinical professionals in emerging topics at little or no cost to the research community. The goals of this program are to strengthen the knowledge, skills, and abilities of Arizona researchers, as well as encourage collaboration and networking.

ABRC currently contracts with state universities to provide ongoing research education and training in the form of conferences and workshops. These events have a common connection:

- Are at little or no cost to participants
- Enable a shared sense of community among biomedical researchers
- Engage researchers and clinical professionals in emerging topics of importance
- Deliver high quality programming

Since 2017, Arizona State University (ASU) has hosted a variety of events with ABRC grant funds.

For this upcoming calendar year (2019), Research Development within the Office of Knowledge Enterprise Development invites proposals from ASU faculty for events designed to accomplish the above ABRC objectives, as well as the following ASU objectives:

- Demonstrable impact on faculty and/or students involved in more than one ASU school or unit
- Convening of one or more biomedical stakeholders in Arizona at or near ASU’s campuses
- Advancing one or more of the New American University Design Principles
  - Leveraging Our Place
  - Transform Society
  - Value Entrepreneurship
  - Conduct Use-Inspired Research
  - Enable Student Success
  - Fuse Intellectual Discipline
  - Be Socially Embedded
  - Engage Globally

Awards: Total available funding is $60,000 for one calendar year (2019). We will fund one (1) to two (2) awards for smaller events ranging $2,000 to $10,000 and one (1) to two (2) larger events at $10,000 to $20,000. Applicant budgets cannot exceed $20,000 and cannot include overhead costs. The period of performance is the 2019 calendar year (January through December).

Cost Items Supported: The following budget categories that may be included in the proposal budget are as follows:

- Event / Conference Costs
- Supplies
- Meals
- Participant travel costs
- Honorariums / Speaker Fees / Consultant Costs
Proposal Requirements: The proposal cannot exceed more than four (4) pages for event summary and description to include the following information:

- Summary of event
- Overall objective of the event
- Define the target audience/participants (e.g., ASU researchers, students, surrounding community, underrepresented groups, external stakeholders, etc) and a plan to reach that audience
- Expected (estimated) number of participants
- Communications plan (pre and post event)
- Relevant past events or other event experience
- Description of how event benefits both ABRC and ASU; state the design principle
- Metrics, targets, milestones, and timeline for the event
- Event team
  - Name and roles of team members, e.g., steering committee, planning committee, volunteers, etc.
  - Include point of contact for the entire event
  - Include run of day personnel (registration tables, ambassadors, etc.)
- Event location, date/time, duration (estimate is fine)
- Budget and expense categories (e.g., venue, food, AV, stipends, travel, awards, etc.)
- Describe a sustainability plan if funding is not awarded in subsequent years
- Fee structure and sponsorship plan if applicable

Other Requirements: Other requirements that applicants should consider prior to submitting proposal:

- Events must be completed on or before December 31, 2019.
- Awardees must work with Research Development Events Management staff to design, coordinate, and execute the event.
- Awardees will be required to meet at least twice with the Research Development Events Manager prior to the event and expected to fully participate in meetings.
- Awardees must participate in lessons learned debrief within 30 days of the event.
- Awardees must prepare a written report within 30 days of the event that adequately describes how metrics, targets, and milestones were achieved or not achieved. Report must also include attendee list with their affiliation and selected photos of the event.
- Awardees must assign a financial staff person to review and apply expenses to the approved budget.
- Awardees must use ABRC logo on flyers, posters, presentations and/or other marketing materials to acknowledge ABRC’s support.

Evaluation: Cheryl Conrad (Assistant Vice President of Research Development), Sethuraman (Panch) Panchanathan (Executive Vice President and Chief Research and Innovation Officer), Research Development staff, and an ABRC representative will review proposals on the following characteristics:

- Scale and depth of impact in advancing biomedical science research in Arizona
- Evidence of leadership support, effective management plans and controls to actualize a high-quality event
- Budget realism
- Benefit to ASU and ABRC

Contact: Direct any questions to Laura “LJ” Hernandez (Laura.J.Hernandez@asu.edu).

Proposal Application and Timeline:

- Upload proposal as one PDF to the InfoReady link:
  - https://asu.infoready4.com/#competitionDetail/1771257
- Proposal due to InfoReady on or before September 15, 2018
- Internal review and awardees will be notified on or before October 31, 2018
- Funds will be available on January 1, 2019