

# Center for Advanced Technology (CAT)

## Submission Instructions

### ABOUT CAT

The Delaware Bioscience Center for Advanced Technology (CAT) program supports the growth of Delaware's economy by fostering innovative research and development activities. The CAT program sponsors four grant mechanisms to attract and retain life science businesses and help to create new high-tech jobs in Delaware.

### APPLICATION

Proposal must be submitted as a single electronic PDF document at the link provided on the CAT website <https://cat.dbi.udel.edu>. Please note that submission and award processes have changed.

### DEADLINES

Currently, we accept 2 rounds of submission per year with the submission deadlines as follows:

**Round 1: June 1<sup>st</sup>**

**Round 2: December 1<sup>st</sup>**

### ELIGIBILITY\*

Principal investigators (PIs) from any Delaware academic research institutions are eligible to apply for research funding through iHIT, ARC, and EPoC (see below for more details). Eligible institutions include:

- Christiana Care Health System
- Delaware State University
- Delaware Technical Community College
- Nemours/Alfred I. duPont Hospital for Children
- University of Delaware

Delaware businesses can apply year-round to the TAP program for access to high-end research technologies at a reduced rate.

\*Must be eligible to serve as a PI at their home institution. Each PI can have only one active CAT award at a time.

### FUNDING MECHANISMS

- **iHIT – Ideas – High-return, Innovative, Transformative**
  - Supports ideas in bioscience research that are in the development stage and promise to have a high economic return for innovative and transformative research projects.
  - This mechanism intends to support applicants to develop novel lines of multidisciplinary research different from their ongoing research.
  - Up to \$75,000 for 1 year
- **ARC – Applied Research Collaborations**
  - Supports bioscience research projects that have a collaboration between Delaware academic and business partners.
  - Single PI proposal may request up to \$100,000; multi-PI proposals may request up to \$150,000 for 1 year

- **EPoC – Entrepreneurial Proof of Concept**
  - Supports proof of concept research towards establishing a new Delaware-based business by the end of the grant period.
  - Up to \$75,000 for 1 year
- **TAP – Technology Access Program**
  - Provides Delaware bioscience businesses access to high-end research technologies at a reduced rate.
  - Up to \$5,000/Year per Core Facility. Eligible facilities include Bioimaging, DNA Sequencing & Genotyping, Bioinformatics, NMR or Mass Spec). For more information about these Core Facilities, visit <https://research.udel.edu/core-facilities/>.
  - A link to the application is available on the CAT website <https://cat.dbi.udel.edu>.
  - There are no deadlines to apply, applications accepted year-round.

## Proposal Information

### PROJECT BUDGET

CAT proposals may request up to \$75,000 for iHIT, up to \$150,000 for ARC, and up to \$75,000 for EPoC. ARC requires matching funds from the collaborating industry partner.

### BUDGETING GUIDELINES

**Personnel:** Personnel costs are allowable. When known, the name of the individual for whom the support is requested, their role in the project, and the effort being requested in calendar months should be included. PI faculty effort up to \$5,000.00 is allowable with justification.

**Fringe Benefits:** Fringe benefit costs are required for all personnel categories.

**Direct Research Expenses:** Expense categories such as supplies, travel, and other direct research costs typically allowed by federal sponsors are allowed.

**Unallowable Expenses:** Facilities and administrative (F&A) costs, graduate tuition, equipment, support for administrative personnel, and subcontracts, are unallowable on CAT awards.

**Industry Partner Budget (for ARC proposals only):** Delaware based business partner must be headquartered and/or have a manufacturing or research site in Delaware (incorporated in Delaware is not sufficient). Industrial partner support must be at least 1:1 match and can be either cash or in-kind support.

All budgets should be prepared with the understanding that budget changes exceeding 25% of the total award and re-budgeting of funds into categories not included in the original budget must be approved by the Delaware Biotechnology Institute Director.

### PROPOSAL DURATION

CAT grants are awarded for one year. Start dates will be established when the grant is awarded. While the expectation is that projects will be completed in 12 months or less, one-time no-cost extension may be allowed.

### PROPOSAL COMPONENTS & FORMATTING

Submit the CAT proposal using the application link at <https://cat.dbi.udel.edu>. All components should be single-spaced using 11-pt Arial font with one-inch margins. Additional information such as concise Budget Justification,

References, and PI and co-PI Biosketches, should be submitted as one PDF document. Incomplete applications will be returned without review.

**Project Summary:** The project summary is a 0.5 page section consisting of an overview of the project's goals and the potential economic impacts.

**Project Description:** A four-page maximum section, not including references, providing a plan of work including clearly achievable goals within the proposed timeline and expected significance of the proposed research. The project's intellectual merit and broader impacts should be described in the Project Description. For EPoC proposals, the project description should address how the proposed research will support the creation of a new business entity. Investigators should specifically address the plan for the next phase of funding. For multiple PI projects only, describe the role, expertise, and contribution of each PI. The entire Project Description should be clear to a reviewer having a technical/scientific background but who may not be an expert in your specific sub-field.

**Economic Impact Narrative:** A 0.5-page maximum section that should clearly outline how your research will positively impact Delaware's economy through revenue, subsequent grants, job creation, and/or licensing of IP.

**Results from Prior CAT Support:** A one-page maximum section that includes the following information for all PIs and Co-PIs who have received a CAT award in the past four (4) years:

- Type: ARC, EPoC, or iHIT
- When: Round # or month/year
- Project Title:
- Objectives:
- Outcomes:

If not applicable, note "N/A"

**Budget Template:** Download the [Budget Template](#) and complete in its entirety. For proposals with multiple PI's from more than one institution, a separate budget for each PI must be included.

**Budget Justification:** A one-page maximum section concisely explaining the costs of supplies, personnel, travel and other expenses required to support the project. The roles of key personnel should be clearly defined. Multiple PI projects should clearly justify the need and expertise of additional PIs. For ARC proposals, the budget justification must include the budget from the industry partner.

**Biosketch:** PI and Co-PIs NSF or NIH style

**Partner letter of support:** (ARC proposals only) One page maximum on company letterhead to include the contact name, address, phone number, dollar amount of financial or in-kind support, and signature from company authorized representative.

## PROCEDURES FOR SUBMITTING PROPOSALS

1. The proposal application may be submitted from this link: [CAT Proposal Submission](#).
2. The proposal should be submitted as a single PDF document. Proposals should include all items on the below checklist.
3. Applications must be submitted using the online application system by 11:59 PM on June 1st and December 1st of each year.

## **SUBMISSION CHECKLIST:**

- Project Summary
- Project Description
- Economic Impact Narrative
- Results from Prior CAT Support
- Budget Template
- Budget Justification
- References
- Biosketch for PI and Co-PIs
- For ARC proposals – signed partner letter of support

## **AWARD SELECTION**

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Each proposal will be reviewed by a Technical Review Panel consisting of subject matter experts. If necessary, additional ad hoc reviewers will be engaged. Proposals that do not meet requirements in the Proposal Information section will be returned without review. Proposals will be evaluated on their scientific or technical merit as well as on their potential economic impact in Delaware.

### **POST AWARD ADMINISTRATION**

Awarded proposals will be assigned an award number and purpose code for expenditures for University of Delaware PI's. For outside institutions, a sub-award will be issued for expenditures.

## **TERMS AND CONDITIONS**

CAT grants are made with the following understood commitments from the PI.

1. For the June 1<sup>st</sup> deadline, project start dates will be no earlier than September 1<sup>st</sup> and no later than November 1<sup>st</sup>. For the December 1<sup>st</sup> deadline, project start dates will be no earlier than March 1<sup>st</sup> and no later than May 1<sup>st</sup>.
2. If the proposed research includes human subjects or private identifiable data, and/or the use of non-human vertebrate animals, the research protocol must be reviewed and approved by your institution prior to expending any funds. If IRB or IACUC approval is not granted for the study, the award will be withdrawn.
3. A report focusing on project outcomes and economic impact must be submitted to the Delaware Biotechnology Institute no later than thirty days before the end date of the award. A link to the report template will be provided upon grant award.
4. Every publication/new funding directly resulting from the award must include an acknowledgment that the research was carried out with the support of the State of Delaware through the Delaware Biotechnology Institute's Bioscience CAT program. Please acknowledge this support as "Delaware Bioscience Center for Advanced Technology" as appropriate.
5. The Bioscience CAT program does not claim intellectual property (IP) rights for your project. IP agreements are handled between your home institution and the industry partner if applicable.
6. For ARC awards, confirmation of business partner cost share contribution is required at closeout.
7. Budget changes exceeding 25% of the total award and re-budgeting of funds into categories not in the original budget require prior approval by the Delaware Biotechnology Institute Director. All re-budget

requests should be sent to [catdbi@udel.edu](mailto:catdbi@udel.edu).

8. CAT projects are expected to be completed within 12 months. Requests for no-cost extension must be submitted at least 60 days prior to the award end date for consideration by the DBI Director. Requests should include the reason for the extension, a plan for how the funds will be spent, and the proposed new end date. A maximum of one year is allowed. Requests should be sent to [catdbi@udel.edu](mailto:catdbi@udel.edu).