



# 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 via [Piestar RFX system](#). Please note that submission and award processes have changed. Applicants must submit a Letter of Intent (LOI) to be able to submit a Full Proposal.

## DEADLINES

Letter of Intent Deadline (via [Piestar RFX system](#)): **January 15, 2025, 11:59 pm ET**

Full Application Deadline (via Piestar RFX system; link to Full Proposal Application will be shared with PI's who submit an LOI): **March 1, 2025, 11:59 pm ET**

## 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

PIs are NOT eligible to apply for additional CAT funding if they have a current CAT grant at the time of application.

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; multiple academic PI proposals may request up to \$150,000 for 1 year
  - Industrial Partner must provide project cost share equal to the amount of funding requested from CAT by the academic partner (1:1 match).
- **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.

## Step 1: Letter of Intent (LOI)

A 1- to 2-page letter of intent must be submitted by January 15, 2025 (11.59 pm ET). The letter of intent should include the following information:

- Descriptive title of proposed research
- Name, address, and phone number of the principal investigator(s)
- Names of other key personnel
- Names of participating institutions
- The funding mechanism to which you are applying (iHIT, ARC, or EPoC)
- A concise description of your proposed project with sufficient detail to identify expert reviewers for your proposal
- Names, institutional affiliations, and email addresses of 3-4 potential scientific reviewers. Professional familiarity with the applicant is permitted, however, a potential reviewer should not have a significant conflict of interest

## Step 2: Full Proposal

### 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 [Piestar RFX](#) system. 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.

- 1. Cover Page:** Complete [cover page template](#).
- 2. Project Summary (<30 lines):** Beginning with the project title and consisting of an overview of the project's goals and the potential economic impacts. Follow guidance [here](#).
- 3. Biographical Sketches (<5 pages each):** Provide Biosketches for PI and Key Personnel including the Industry Partner if applicable, and collaborators who would play a significant role in accomplishing the goals of the proposal. Also, review NIH Biosketch policy and the recommended [SciENCv](#) system details. NIH Template Required.
- 4. Budget Template and Justification:** Provide an itemized, detailed budget form using this [Budget Template](#). For proposals with multiple PI's from more than one institution, a separate budget for each PI must be included. See Budgeting Guidelines section above for more information. Provide a written budget justification to match the items listed in the budget. Concisely explain 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.
- 5. Specific Aims Page (1 page):** Follow guidance on Specific Aims provided [here](#) and [here](#). This document should end with an explicit impact statement specifying why this work, if successful, will make a sustained impact on

the field of study and economic impact on Delaware economy.

6. **Research Plan (up to 6 pages):** Follow guidance on the Research Plan [here](#), which includes Significance, Innovation, and Approach (including Preliminary Data, if available). For EPoC proposals, the research plan 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. Describe the role, expertise, and contribution of each PI. The entire research plan should be clear to a reviewer having a technical/scientific background but who may not be an expert in your specific sub-field.
7. **Bibliography & References Cited (no page limits):** Follow guidance [here](#).
8. **Resources and Environment (no page limits):** Provide a description of the facilities and resources available to you that will enable you to successfully carry out your research objectives (e.g. lab space, equipment, collaborations, existing data sets).
9. **PI's Department Head/Chair letter of Support:** Letter should indicate the level of institutional support.
10. **Partner letter of support (ARC proposals only) (one-page maximum):** Letter on company letterhead to include the contact's name, address, phone number, dollar amount of financial or in-kind support, and signature from company authorized representative.
11. **Plans for Human Subjects Research, if applicable (no page limits):** Follow guidance provided [here](#) and [here](#).
12. **Plans for Vertebrate Animal Use, if applicable (no page limits):** Follow guidance provided [here](#), for this section.
13. **Human Subjects Clinical Trials Forms:** Follow guidance provided by NIH [here](#).
14. **Statement of success from prior CAT awards (1 page), if applicable:** PIs who have led a project supported by CAT grants should include a progress report on the prior work, including their success in leveraging that research into independent external support or other measurable outcomes and explaining why further support is necessary. The statement should include 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:

## PROCEDURES FOR SUBMITTING PROPOSALS

1. The Letter of Intent and Full Proposal application must 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 March 1, 2025.

### SUBMISSION CHECKLIST:

- Cover Page
- Project Summary
- Biographical Sketches
- Budget and Budget Justification

- Specific Aims Page
- Research Plan
- Bibliography & References Cited
- Resources and Environment
- PI's Department Head/Chair Letter of Support
- Partner letter of support (ARC proposals only)
- Plans for Human Subjects Research
- Plans for Vertebrate Animal Use
- Human Subjects Clinical Trials Forms
- Statement of success from prior CAT awards

## AWARD SELECTION

### AWARD SELECTION

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. Project start dates will be no earlier than June 1<sup>st</sup> and no later than August 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. A copy of the approval is required.
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. The confirmation must be on Company letterhead and/or be sent from a Company email address.
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:
  - a. describe any progress made on the project
  - b. provide a reason for the extension
  - c. explain a plan for how the funds will be spent
  - d. include the proposed new end date.

A maximum of one year extension is allowed. Requests should be sent to [catdbi@udel.edu](mailto:catdbi@udel.edu).