

IGEM-HERC RFP Frequently Asked Questions

Q: Is funding for industry partners allowed for the IGEM-HERC?

A: No. IGEM-HERC funds go to Idaho's institutions of Higher Education and not to industry. Award letters are made to the institutions.

Q: There is a PI at our institution who would like to submit an IGEM-HERC pre-proposal. This person is a full-time staff member. Would he/she be eligible?

A: Yes, your full-time staff member is eligible to submit.

Q: To what degree does a preproposal need to have industry partnerships laid out, especially for proof of concept or initial startup proposals?

A: The pre-proposals will be reviewed based on the significance and viability, as well as the commercial potential. Industry partnerships are not required for these elements though they could be included if they strengthen the significant and viability and the commercial potential. Note that the funding of these tracks can be used to help universities establish these sorts of partnerships.

Q: Upon further consideration, we believe that the "Initial Startup" track may be more appropriate for our project (our pre-proposal was for "Proof of Concept"). Would it be allowable to switch to this track?

A: Yes. HERC does ask that the fund request (bottom line) remain consistent with the pre-proposal application.

Q: Is it possible for us to increase our pre-proposal budget in order to allow us to get more work done during the funding period?

A: HERC requests that you stay within the same budget.

Q: Are we able to change the budget at all from what was submitted in the pre-proposal?

A: The pre-proposal amount needs to be adhered to in the full proposal. HERC requests that all full proposals submitted stay within the same budget as was originally put forth in the pre-proposal.

Q: I could not find anything in the RPF indicating "Form C: IGEM-HERC Institutional & Other Sector Support" was a required form. Is this form required or is it simply an example template of how to format the information requested?

A: This form is not required and is a template, if needed.

Q: Does it strengthen our proposal if we get something official (cover letters) from potential partnerships? If so, where should they go?

A: Pre-proposals and full proposals will be reviewed on the elements requested in the RFP. If

letters from partners strengthen these elements, then they should be included. For example, if a letter states, 'this is a great project', it isn't worth including. But if a letter states, 'this project could be commercialized by doing X, Y, and Z, and we will help the PIs do Z', then it could strengthen the proposal. Letters for full proposals can be placed in Appendix D.

Q: Where should we put the references?

A: You can put the references at the end of the requested project elements portion and in front of the appendices portion.

Q: How and where do we attach the detailed budget?

A: Feel free to send the detailed budget as a spreadsheet (as a separate attachment) along with the full proposal or imbedded in the full proposal pdf.

Q When using your budget template for two years, would you like the totals in one template, or should I use two templates, one for each year?

A: Use one template but have two separate tabs that clearly indicate year 1 and year 2.

Q: I had a quick question regarding references for the full proposal. Is there a page limit for references? Should they just be added on after the proposal document, like an appendix? Or do they need to be worked within the 10-page limit?

A: Place to put them would be at the end of the requested project elements portion (i.e. after the 10-page limit) and in front of the appendices portion.