# Exchange Group Guidelines for Application

The North Carolina Biotechnology Center sponsors and supports Exchange Groups to foster a dynamic environment for information exchange among industry and academic partners and to provide economic development and professional networking opportunities centered on the life sciences. The following guidelines outline the steps for establishing an Exchange Group and applying for Center Funding:

**Step 1:** Interested persons must contact the NCBiotech office in their geographic area and discuss the topics and format being considered for an Exchange Group (EG).

**Step 2:** Prepare a brief proposal providing the information below:

* **Mission and goals:** Describe the purpose for the group, the topic(s) of discussion, and the desired outcomes for the participants, the region and/or the state.
* **Organizational structure:**  Each EG must have a Steering Committee to manage and direct the group’s activities, goals and objectives. It is recommended that a Chair, Vice Chair, and Secretary be appointed with clearly defined roles and responsibilities and their names listed in the proposal.
* **Participant guidelines:**  Describe the potential attendees and the general guidelines for participation in the EG for the coming year. Define whether the EG meeting is open to the public or by invitation only.
* **Meeting format:** A minimum number of meetings are required each year. List proposed topics for meetings. Identify possible meeting location(s); describe meeting format and whether meetings will be by registration or informal gatherings.
* **Administration:** Describe the administrative resources available to the group – management of meeting arrangements, registration, communications, publicity, etc., and the types of assistance, if any, needed from NCBiotech staff.
* **Funding needs:** Create a draft annual budget of expected expenses, and include potential cash and/or in-kind resources that will be offered by the group. A cash or in-kind match is required (discuss match with NCBiotech Staff). Consult with the NCBiotech staff contact in your area for guidelines on processing payments and reimbursements, including W-9 form polices. Please note that NCBiotech (state) funds cannot be used for alcohol; however, there can be a cash bar or alcohol can be charged to an outside source (non-state funds). NCBiotech funds will be used first for all expenses EXCEPT alcohol. Non-state funds will be used for alcohol and any expenses above the NCBiotech funding availability**.**

**Step 3:** Submit your proposal to the appropriate Regional Executive Director, or for RTP, to the Science & Technology Development Program Director for review. Once approved, a Memorandum of Understanding will be established between the Center and the EG.

If you have any questions about the EG program or these instructions, please contact the North Carolina Biotechnology Center office in your area (http://www.ncbiotech.org/exchange-groups).