

# Building with Biology 2018 Forum and Stipend Overview

The Building with Biology project is pleased to make available a limited number of one-time stipends to recipients of the Building with Biology 2015 pilot kit, recipients of a 2016 physical kit, or others with experience hosting forums that apply and meet application requirements. The purpose of the stipend is to support the implementation of the Building with Biology forum, *Editing Our Evolution: Rewriting the Human Genome*, to more deeply engage public audiences and create conversations among publics and scientists about synthetic biology and its societal implications. The forum addresses themes such as using gene editing for therapy versus enhancement, equity and access to gene therapy treatments, and the trade-offs of personal versus inheritable gene therapies. Forum participants will consider case studies and discuss their opinions about using and accessing gene therapy treatments.

**Building with Biology kit recipients and other eligible parties can apply to receive this new forum, which includes a \$1,500 stipend to cover some of the costs associated with planning and implementing the Building with Biology *Editing Our Evolution: Rewriting the Human Genome* forum.**

Additional useful resources include the [Forums Manual](#), which is a great tool for planning and organizing a forum, and the [Public Engagement with Science Guide](#) that is designed to help informal science educators develop, implement, and evaluate events that incorporate multi-directional dialogue and mutual learning.

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## IMPORTANT DATES

<b>December 1, 2017</b>	Deadline to apply for Building with Biology forum (and stipend)
<b>January 2018</b>	Applicants will be informed of forum award status in early January; stipends issued in early February
<b>February 13, 2018</b>	Required online webinar for forum recipients
<b>April 17 and 18, 2018</b>	Attend in-person public forum at Museum of Science in Boston followed by half-day training workshop (Travel costs will be reimbursed by the Museum of Science)
<b>May 10, 2018</b>	Required online webinar for forum recipients
<b>June 1 – July 31, 2018</b>	Period to host <i>Editing Our Evolution: Rewriting the Human Genome</i> forum; Forum Report should be completed following the completion of the forum event and submitted online through SurveyGizmo
<b>August 17, 2018</b>	Final date to submit online Forum Report

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## GOALS FOR THE BUILDING WITH BIOLOGY FORUM

Forum host sites may be able to:

- Expand existing forum program and/or increase adult offerings
- Reach new audiences
- Improve knowledge about public engagement with science (PES) events
- Improve ability to design and implement public engagement with science (PES) events
- Build upon existing and/or create new collaborations with local organizations and professionals through forum event

As part of each forum program, we hope that forum participants will:

- Learn about human genome editing technology and its applications
- Engage in multi-directional dialogue with scientists and members of the public
- Share their views with others

## ELIGIBILITY

- Recipients of the Building with Biology 2015 pilot kit and/or 2016 physical kit who hosted either of the [Building with Biology forums](#) will be given priority in receiving the new forum and stipend to support the implementation of the *Editing Our Evolution: Rewriting the Human Genome* forum. Other groups or institutions who have hosted forums or discussion-based forum-like events are also encouraged to apply and will be considered.
- For sites who received a Building with Biology 2016 physical kit and/or forum stipend, following your organization's Building with Biology event and forum activities, a Final Event Report must have been completed and submitted online per the kit and stipend reporting requirements.
- The forum stipend is designed for organizations such as science centers and museums, universities, and industry and professional organizations within the United States.

## FORUM AND STIPEND REQUIREMENTS

To receive a forum and stipend, you will be **REQUIRED** to designate at least one person who will participate in professional development and reporting and evaluation as described below.

### Professional development

- Attend two 1-hour online webinars, one on February 13, 2018 and one on May 10, 2018 prior to hosting your forum.
- One person from your organization will be required to attend a public forum at the Museum of Science in Boston on April 17, 2018 followed by a training workshop on April 18, 2018 (Travel will be reimbursed by the Museum of Science).

### Reporting and evaluation

- As a forum host, you will be required to complete questions pertaining to presenting the forum in the online Building with Biology Forum Report. *The Building with Biology project will provide a template and link for this online report no later than May 31, 2018. **The Forum Report is due no later than Friday, August 17, 2018.***

- Evaluation is also a part of this project and we will ask you to participate in the summative evaluation conducted by Rockman et al to help us capture the impacts of the forums on yourselves and scientist participants. Project evaluators will be collecting three kinds of data:
  - Evaluation surveys for forum hosts: All forum hosts will be invited to participate in the summative evaluation through pre-forum and post-forum surveys. We highly encourage forum hosts to respond to these surveys to help us learn from your experiences.
  - Evaluation surveys for forum scientists: We encourage forum hosts to collect email addresses from scientists 18 years and older, who participate in your forum as speakers or invited forum participants, so that they may participate in a post-forum scientist survey. (Forum hosts should submit scientist email address via the required online Forum Report within three weeks of hosting the forum.)
  - Post-forum interviews: Rockman et al will seek to conduct phone interviews with a subset of forum hosts and scientists. If you are contacted for an interview, please consider giving your feedback. Interviews will last approximately 45 min.

## BUDGET AND EXPENSES

Forum recipients will receive a stipend to help support staff time and benefits, subsistence, and other applicable costs directly related to planning and implementing the *Building with Biology Editing Our Evolution: Rewriting the Human Genome* forum. Stipends may only be used for work directly relating to the forum – indirect costs cannot be paid by the stipend.

### Examples of eligible expenses

- Staff time – planning meetings, recruiting forum participants (both publics and scientists)
- Audio/Visual – A/V needs, photography, videography
- Subsistence – participant food and non-alcoholic beverages during forum
- Honorarium for outside presenters (i.e., subject matter experts) to incorporate into Building with Biology forum
- Other – parking and incidental expenses for guest presenters and forum participants

### Ineligible expenses

- Forum stipend cannot be used to pay for indirect costs (overhead)
- Forum stipend cannot be used for alcohol
- Forum stipend cannot be used to pay participants to attend the forum
- Forum stipend cannot be used for any prizes or entertainment costs

## Budget

The Building with Biology forum stipend is \$1,500. Please break down your anticipated expenses as in the example application budget included below. This will be required in the online application.

<b>Example Stipend Budget</b>		
	<b>Amount (in dollars)</b>	<b>Description</b>
<b>Salary</b>	600	Staff time for forum planning, participant recruitment
<b>Benefits</b>	240	Staff benefits
<b>Subsistence</b>	410	Participant food and non-alcoholic beverages at forum
<b>Speaker honorarium</b>	150	Scientist speaker honorarium
<b>Other</b>	100	Space rental and A/V costs
<b>STIPEND TOTAL</b>	<b>1,500</b>	

## APPLICATION PROCESS

**The deadline to submit a forum application is December 1, 2017.** To submit an application, please go to: <http://www.surveygizmo.com/s3/3945810/2018-Building-with-Biology-Forum-Stipend-Application>

The forum application is an online process. You cannot save your work on the SurveyGizmo site, so we are attaching a hard copy PDF of the online application for reference. Applications left idle in Survey Gizmo for more than ten minutes will go blank when you progress to the next screen; we strongly suggest you draft your questions in a Word doc and cut and paste into the online application.

## SELECTION PROCESS

A total of 20 forums, which includes a one-time stipend, will be awarded through a competitive award process. Forum applications will undergo a review process by the Building with Biology project team and issue awards only to organizations that meet the eligibility criteria. Successful applications will demonstrate strong alignment with the goals of the Building with Biology project, help achieve geographic and organizational diversity, and comply with the terms of the stipend. Priority will go to sites that have previously hosted Building with Biology forums, then to others with similar forum-like experience.

**Applicants will be informed of their award status in early January 2018. Stipends will be issued in February.**

## CONTACT INFORMATION

Contact information is provided below for the following:

- **Building with Biology project and *Editing our Evolution: Rewriting the Human Genome* forum:** David Sittenfeld, Forum Manager, [dsittenfeld@mos.org](mailto:dsittenfeld@mos.org)
- **Forum stipend:** Kayla Berry, Assistant Project Manager, [kberry@mos.org](mailto:kberry@mos.org)
- **Evaluation:** Liz Kollmann, Manager of Research and Evaluation, [ekollmann@mos.org](mailto:ekollmann@mos.org)