



2016 Building with Biology Forum 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 2016 physical kit that apply and meet application requirements. The purpose of these stipends is to support the implementation of a Building with Biology forum, in connection with your Building with Biology event, to engage public audiences and create conversations among publics and scientists about synthetic biology and its societal implications.

Kit recipients are eligible to apply for a \$1,200 forum stipend to cover some of the costs associated with planning and implementing a Building with Biology forum. Two forums will be available to choose from: *Should We Engineer the Mosquito?* and *Editing the Genome: Now We Can. Should We?* An additional resource you may find beneficial is the [Forums Manual](#), which is a great tool for planning and organizing a forum. The materials and resources for the Building with Biology forum included in your physical kit, *Should We Engineer the Mosquito?* are available online at <http://www.buildingwithbiology.org/forums>. The second forum, *Editing the Genome: Now We Can. Should We?* will be available online by the end of May.

Join us for the [Engaging Audiences in Science through Building with Biology Public Forums](#) webinar on Thursday, April 28th from 2:00 – 3:00 PM EDT to learn more about hosting forums and for details on the two forum options. This webinar will be recorded and archived online at <http://www.buildingwithbiology.org/blog/online-project-orientations-and-workshops>.

IMPORTANT DATES

May 2016: Deadline to apply for a forum stipend is May 31, 2016

June 2016: Applicants informed of award status in early June; stipends received in late June/early July

June 24th – September 30th, 2016: Host a Building with Biology forum

ELIGIBILITY

- Only recipients of the Building with Biology 2016 physical kit are eligible to apply for and receive a forum stipend.
- The forum stipend is designed for institutions (such as museums, universities, and industry and professional organizations) within the United States.

EVALUATION & REPORTING REQUIREMENTS

To receive a stipend, you will be **REQUIRED** to designate at least ONE PERSON who will:

- Provide documentation that they have completed human subjects training from NIH or CITI. Documentation can be an existing completion certificate *or* the data collector can complete a 2-hour online training course prior to the event (the online training from NIH is free to complete and can be found at <https://phrp.nihtraining.com/users/login.php>).

- Attend a 1-hour online webinar, [Evaluating Building with Biology Forums](#) on Thursday, June 23rd, prior to hosting your forum.
- The Evaluation Team will provide you with public surveys. Please distribute these to participants to complete after the forum, collect public surveys and any handwritten participant discussion notes from the forum, and mail these to the Evaluation Team (a pre-paid envelope will be provided). Stipend recipients will receive additional information about this evaluation once the stipend award is confirmed.
- As part of the overall Building with Biology project and host of an event and forum, you will be required to complete questions pertaining to these experiences in the Building with Biology final report. *The Building with Biology project will provide a template and link for this report. This report is due no later than three weeks after hosting your last event/forum.*

BUDGET AND EXPENSES

Forum stipend recipients will receive a check to cover staff time, benefits, catering and other applicable costs directly related to implementing a Building with Biology 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 (scientists and publics)
- Audio/Visual – photography, videography, A/V
- 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

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 \$1,200. Please break down anticipated expenses as in the application example budget included below.

Example Budget		
	Amount (in dollars)	Description
Salary	500	Staff time for forum planning, participant recruitment
Benefits	200	Staff involved in forum planning
Subsistence	400	Participant food and non-alcoholic beverages at forum
Speaker honorarium		
Other	100	Space rental and A/V
STIPEND TOTAL	1,200	

APPLICATION PROCESS

The deadline to submit a Building with Biology forum stipend application is May 31st, 2016. To submit an application, please go to <http://www.surveygizmo.com/s3/2657162/2016-Building-with-Biology-Forum-Stipend-Application>.

The forum stipend 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 to the online application.

SELECTION PROCESS

Forum stipend applications will undergo a review process by the Building with Biology project team and award funds only to institutions that meet the eligibility requirements. We will be looking to support applications that demonstrate goals of the Building with Biology project and that comply with terms of the stipend.

Applicants will be informed of their award status in early June 2016. Stipends will be issued in June.