**Innovation Mobilization (IM) Program**

**Industry Engagement Award Application**

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| --- | --- |
| **Applying for:** | **Industry Engagement/ Public Awareness event up to $5K/10K\_\_\_** **Industry Engagement travel up to $10K\_\_\_** **Industry Engagement event or travel up to$2K\_\_\_ Regional IE travel up to $5K\_\_\_**  |
| **Total IM Project Cost:** | **$**  |

|  |  |
| --- | --- |
| **Title of Event/Activity:** |  |
| **Applicant Institution (Member):** |  |

|  |  |
| --- | --- |
| **Collaborator’s Name (if appropriate):** |  |
| **Phone:** |  | **Email:** |  |

|  |  |
| --- | --- |
| **Tech Transfer Office Contact:** |  |
| **Phone:** |  | **Email:** |  |



***Instructions:*** *Double-click the table to insert the Total IM Project Cost in the top box. The IM Program funding has a 63% (Springboard cash contribution) to 37% (institutional matching cash contribution) funding split which is applied to the amount entered in “Total IM Project Cost” and will be automatically entered in the table. The amount entered should not exceed the allowed maximum project amount as per the IM Program Guidelines. If the total project costs are greater than the maximum allowable IM funding, you need to answer Question 11.*

I have read and agree to the Terms and Conditions as outlined in the IM Program Guidelines that relate to any award made pursuant to this request.

Tech Transfer Office Signature Researcher Signature

Date Date

**Industry Engagement Application**

**Total application length cannot exceed 6 pages**

1. **Outline the activity and its purpose** *(Attach briefs of event promotions if available/useful for review purposes)*
2. **Who will attend or be reached?** *(Please specify by industry, academia, government, students and other)*
3. **Location of event/activity**
4. **Date**
5. **Format/Full agenda** *(Please provide as a detailed agenda or a clear description of the activity format)*
6. **How will Springboard be promoted?**
7. **How is the Member applicant involved?** *(If IE travel is applied for without the IEP’s participation, clearly demonstrate that the faculty/staff has the experience to manage the opportunity, including the IEP’s expressed support.)*
8. **Event/Activity Partners**
9. **Anticipated Outcomes *(****Providing detailed and anticipated tangible outcomes are required.)*
10. **Budget and Justification** *Please note that the total of this table needs to match the total IM Project Cost for on Page 1 and budget items entered should be the eligible costs you are going to claim from Springboard. If the activity budget is larger than the applied for IM funding, you need to answer Question 11.*

|  |
| --- |
| **Project Budget**  *(add lines as needed)* |
| **Expense** *(please provide itemized list)* | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** *(Total IM project Cost CANNOT exceed the maximum of $10,000)* |  |

**Budget Justification is required if a brief expense description above is insufficient**

* *For events above a total cost of $2,000: Food costs need to be broken out and a detailed quote needs to be submitted with the application.*
* *Promotional material costs and other event costs need to be itemized in the justification.*
* *Names of the travelers and details of the travel costs need to be provided in the table. Add any extra relevant information here, etc.*
* *Alcohol is not an eligible expense and cannot be included in the costs.*
1. **Is the total activity cost greater than the Total IM Project Cost you are applying for? Do you need to leverage additional funding****?** *Briefly list the total project costs and the other funding sources, so we see the contribution the IM Program is making to a larger project.*
2. **Additional Information**

**If you DO NOT want to have your application shared with the network ILO’s/TTO’s as an example, please opted out here.**

 [ ]  No, please do NOT share the application.

**If you DO NOT want to have your application shared with the network including the members’ faculty, please opted out here!**

 [ ]  No, please do NOT share the application.

**Please note:** A review of the application by the Central Office before submission is possible, with at least a 3-day lead time before the submission deadline.