**Innovation Mobilization Program**

**PoC, P&L, MV Award Application**

|  |  |
| --- | --- |
| **Applying for:***(Check all that apply)* |  **\_\_ Patent & Legal (P&L) up to $15,000**  **\_\_ Proof of Concept (PoC) up to $20,000** **\_\_ Market Validation (MV) up to $25,000** **\_\_ PoC, P&L or MV up to $2,000** |

|  |  |
| --- | --- |
| **Title of Project:** |  |
| **IM Project Cost:** |  |
| **Network Member:** |  |

|  |  |
| --- | --- |
| **Lead Researcher’s Name:** |  |
| **Phone:** |  | **Email:** |  |

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



***Instructions:******Instructions:*** *Double-click the table to insert the IM Project Cost applied for 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 “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 IM funding per fund allowed, please answer Question 8b.*

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

Tech Transfer Office Signature Researcher Signature

Date Date

**Technology/Knowhow Development Program Award Application**

**(Proof of Concept, Patent & Legal, Market Validation)**

**1. Title of the Invention (20 words or less, not a journal article title or scientific description; however, it should tell the reader what the technology is.)**

**Stage of Development:**

|  |  |  |
| --- | --- | --- |
| **Life Sciences** | **Engineering / Physical Sciences** | **Information Technology / Software** |
| **\_\_** *in vitro* tests **\_\_** *in vivo* studies  | **\_\_** designs **\_\_** prototype **\_\_** prototype testing in lab | **\_\_** program \_\_ small-scale testing\_\_ large-scale testing |
| **\_\_** Other: | **\_\_** Other: | **\_\_** Other: |

If you choose “Other” please explain in 10 words or less in the box above.

Indicate what sector(s) this project falls under: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Opportunity Overview [up to 1/4 page]**

Provide a description of the development status of your invention/technology and your plans for ongoing IP strategies and/or development activities to be undertaken to facilitate commercialization of the invention.

**3. Outline the Business Opportunity [up to 3/4 page]**

Briefly describe:

1. The perceived commercial potential of the technology/knowhow. Estimate how capital intensive the exploitation process is going to be. What is the anticipated time to market and to generate revenues?
2. Your commercialization plan (e.g. licensing, consulting, creation of spin-off company, industry partnership) for this technology/knowhow. Has there been any commercial interest shown at this stage? Has a commercial partner been approached? Name companies and contacts (if contact information is available).
3. What are the greatest impediments (e.g. competitive technologies) to the adoption and/or commercialization of the intellectual property?

**4. Description of Technology/Knowhow [up to 3/4 page]**

Briefly describe:

1. The technology and stage of development.
2. The novelty of the technology/knowhow; problem or pain and need; contribution to sustainable business advantage.
3. The fields of use.
4. How the technology will be tested or developed.

## 5a. IP status, Improvement over Prior Art, and Freedom to Operate [up to 3/4 page]

Briefly explain:

1. What is the IP strategy planned or currently being used to ‘protect’ the technology? *(Provisional*

*application planned or filed, utility or PCT applications planned or filed)* What were the dates and particulars of filings or other IP actions?

 (b) How does the invention differ from existing technology and prior art? Expand on the novel or

 unusual features of the IP that contribute to patent claims or IP positioning.

 (c) Based on the searches to date, are there indications of “freedom to operate” issues?

**5b. Disclosure** - **Has a description of the technology or related research been published? If yes, provide details in Appendix One.** [ ]  Yes [ ]  No

**5c. Searches and Analysis** *- These should be done by the ILO/TTO, consultant with faculty advisement*

Has an IP search (patent, copyright, trademark etc.) been conducted? [ ]  Yes [ ]  No

If yes, By Whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has a literature search been conducted? [ ]  Yes [ ]  No

If yes, By Whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has a preliminary market analysis been conducted? [ ]  Yes [ ]  No

If yes, By Whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has a competitive analysis been conducted? [ ]  Yes [ ]  No

If yes, By Whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has a freedom to operate analysis been conducted? [ ]  Yes [ ]  No

If yes, By Whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5d. Summarize the results from relevant searches and analyses [up to 200 words – 1/2 page]**

**5e. Disposition of IP - Have the intellectual property rights been assigned to the institution?**

 [ ]  Yes [ ]  No (*Member applicant should be prepared to provide assignment evidence on request.)*

**5f***.* **Use of proprietary materials.** Please indicate whether any aspect of the invention is predicated on, or was made possible by use of, proprietary materials obtained from an outside individual or institution.

**6. Brief Bio of Researcher / Inventor [200 words - 1/2 page] or could be attached as part of Appendix Three.** Please highlight industry involvement, current and previous collaborations, status in this field.

**7. Contributors and Co-Contributors**. Please list in Appendix Two the key individuals who contributed materially to what you consider the novel and non-obvious features of the invention or development described herein. This form does not request a list of inventors, which would call for legal determination and prediction.

**8a. Project Budget and Justification**

Provide justification for each expense. Applications may not request faculty/instructor salaries or stipends as part of the project. Salaries for students/technicians should follow your institution’s guidelines. Purchase or lease of equipment will be considered only in special cases where it is clearly essential for the prototype development or testing.

|  |
| --- |
| **IM Project Budget** |
| **Labour** (specify names and functions of personnel involved, weekly pay rate for each showing both salary and benefits, and expected duration of employment in weeks) – ***indicate role of personnel hired for this project*** |  |
| **Materials and Supplies (please provide a high-level justification below)** |  |
| **Travel** (please specify in justification below) |  |
| **IP strategy costs** (for Patent & Legal – please provide break-down and quote) |  |
| **Other costs as applicable**(Please specify and provide a quote if a consultant is being hired) |  |
| **Total** *(cannot exceed the maximum per fund applied for)* |  |

**Budget Justification:**

**8b. Funding History**

1. List briefly other research funding held, pending or received ***which support this project***. **Indicate which are leveraged into this project.**

**ii.** List other pending or held technology development or commercialization support or funding from any source ***relevant to this technology*** – including Springboard.

Cash & in-kind are acceptable; please include all relevant support for the research and development that contributes to this opportunity (i.e., funding, in-kind support, equipment, personnel, etc.)

**8c. Project Partners.** List other collaborative researchers, companies and service or patent firms involved in this project and whether they are making any contributions or will receive project funding.

**8d. Agreement(s)**. Please list any agreements that are associated with this invention. For example, agreements with other parties such as researchers at other institutions or private industry. Please list the type(s) of agreement, parties involved, and the date signed.

**9.** **What direct costs (for example patenting or legal costs etc) have been paid by the institution to date to develop this IP?** Please list the expense type and amount(s) paid and attach invoices.

**Are you willing to have your application shared with the network ILO’s/TTO’s as an example?**

 [ ]  Yes [ ]  No

**Are you willing to have your application shared with the network including the members’ faculty as an example?** [ ]  Yes [ ]  No

**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.

**Appendix 1**

|  |
| --- |
| PUBLIC DISCLOSUREThe ability to patent your invention is critically dependent on public disclosure. Please complete all that apply, below: |
|  | X  |  | (Double-click a box and choose “Checked”, where appropriate) |  | Date of Disclosure |  |
|  |  |  | An abstract describing the invention [ ]  has been or [ ]  will be printed or published on the Web (highlight one). |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | A manuscript that describes the invention [ ]  has been or [ ]  will be submitted for publication. |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | A manuscript that describes the invention [ ]  has been or [ ]  will be published. |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | A presentation / poster that describes the invention [ ]  has been or [ ]  will be given, either on-campus or off-campus. |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | A news article or feature report that describes the invention [ ]  has been or [ ]  will be printed or published on the Web. |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Information describing the invention [ ]  has been or [ ]  will be provided to a person or company or institution outside the University, without a confidentiality agreement. |  |  |  |
|  |  |  |  |  |  |  |

**Appendix 2**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Principal Contributor** | **Co-contributor** | **Co-contributor** |
| **Name** |  |  |  |
| **Title** |  |  |  |
| **Department** |  |  |  |
| **University Address** |  |  |  |
| **Permanent Address** |  |  |  |
| **Country** **of Residence** |  |  |  |
| **Work Phone** |  |  |  |
| **Fax** |  |  |  |
| **E-mail** |  |  |  |
| **Contribution** **to the Invention** |  |  |  |

Note: if there are more co-contributors, please add a separate sheet.

**Appendix 3**

**5 Page Maximum – Optional Information**

**In this section, you have the option to include additional documents such as a CV, patent searches, diagrams etc. that will add useful information for reviewers. You are encouraged to include industry letters of support, market assessment, etc. - but the total 5 page appendix length must not be exceeded.** (Summarise if necessary – applications will be returned if more than 5 pages)