



Virginia Innovation Partnership (VIP) Accelerating Virginia's Innovation Proposal Format Guidelines

Applications should not exceed four pages, excluding a cover page, a budget page, and two-page investigator(s) CVs. Use Arial font of 12 point size. The cover page must contain the project title, names of the investigator(s), amount requested, a one-paragraph summary (not to exceed 500 words), and a statement by the institution's authorized official indicating the organization's approval and support of the proposal, agreement to provide matching funds, and agreement with the conditions for grant acceptance. Award recipients will be required to prepare one 6-month progress report and a final report for the Review Board and Governing Board. Approvals for animal and/or human subjects (if needed) will be required "just in time" after awards are announced.

The grant proposal will be evaluated based upon the following criteria:

- Demonstrated ability of the team to perform innovative research in technology field
- Potential of chosen technology field to contribute to economic development in Virginia
- Attraction of a specific company to locate or expand in Virginia
- Potential for beneficial societal impact, independent of market size or commercialization
- Extent of proposed collaboration between the institution and an identified company
- Enhancement of the institution's capability to commercialize technologies developed through its research
- IP status and freedom to operate, IP currently under management by the university
- Potential of team to produce meaningful progress to commercialization milestones
- Pre-review by each organization's tech transfer group or innovation program director
- Involvement of a key department of the applicant institution
- Ability to leverage federal and private research dollars

Eligibility:

Permanent, full-time, tenure-track or research faculty at each professorial rank (assistant, associate, or full professor) employed by Virginia's public institutions or their associated intellectual property foundations. Projects or investigators that have already formed a company, control the primary IP rights, and have professional management/CEO are not eligible to apply.

Duration:

Grants will be for a one-year period starting July 1, 2009 and may be renewed on a competitive basis with new applications. Grants may be terminated and remaining funds recalled at mid-year if progress reports are not acceptable. Competitive renewal applications must have a comparison of milestones achieved versus those planned in the original submission. It is anticipated that some projects may be renewed for up to three years.

Selection:

Applications will be evaluated by the VIP Review Board members, coordinated by the Governing Committee of VIP. Finalists will be required to present in person before the VIP Review Board. The Review Board will consist of 7 voting members, and they will review proposals, interview teams in person at a final stage competition, and provide feedback to teams on both proposals and semi-annual milestone reports. Recommendations from the VIP Review Board are advisory to the

VIP Governing Committee, which will be responsible to make final funding recommendations to the Innovation Technology Authority for FY 08-09 and to Innovation & Entrepreneurship Investment Authority for future years.

Budgets:

Eligible budget items include salary support (faculty, graduate students, and other research staff), operating supplies, minor equipment items, prototyping expenses, imaging/core equipment time, and travel directly associated with the research activity. Funds cannot be used for administrative support or tuition. Most grant budgets should not exceed \$100,000 (50% VIP funds and 50% institutional match) for a one-year period. Up to 20 awards are possible. Start date for the project period is July 1, 2009.

A 1-1 match is required and may be made up of any combination of the following: cash or directed research funds to be expended at each relevant participating organization, non-VIP grant funds (e.g., STTR), patent costs or legal expenses up to \$25,000 expended by universities, in-kind match of staff effort (programmers, technicians) for new project-related duties. Universities may choose to include a match of up to 50% of facilities and administrative costs (overhead) to acknowledge infrastructure costs not attributable to a single project. Expenditures made six months prior to the award may be used as long as they fit all other matching criteria.

See Frequently Asked Questions for additional information.

Suggested Layout

1 page: Cover Page

1 page: Budget with short justification text as needed (see the attached budget template)

2 pages or more: 2 page CV of investigator(s)

Research Project Breakdown (4 pages total)

- 1-1.5 pages – **Scientific and Technical Importance, Societal Benefits and Economic Development Potential**: including specific milestones and timelines to achieve objectives
- 1-2 pages – **Research Plan for Achieving the Specific Milestones**: including experimental or other models, and statistics.
- 0.5-1 page – **Intellectual Property Status, Strategy and Plan**: including evidence that the project's IP status has been pre-reviewed by the tech transfer office or innovation manager
- 0.5-1 page – **Product/Commercialization Plan** – if the project is addressing a proof of concept issue, then include an outline of the next steps for sustaining the project toward a commercialization objective.

Applications should be submitted both via email and hard copy to a central proposal repository established for this initiative. Please submit one hard copy to the Virginia Innovation Partnership, Lianne Landers, Office of the VP for Research, University of Virginia, PO Box 400301, Charlottesville, VA 22904-4301. Please also email the proposal in PDF format to lianne@virginia.edu by May 18, 2009. For selected proposals, in-person finalist presentations will be held during the week of June 15, 2009 with the Review Board.

Notes:

1. Collaboration between institutions of higher education and partnerships between institutions of higher education and business and industry are encouraged.
2. Inclusion of proprietary information in proposals is discouraged unless absolutely necessary for proposal evaluation. When proprietary information is used it should be clearly marked and submitted as an appendix to the proposal.
3. It is understood that the ownership rights to any funded research results or related intellectual property will remain with the university or its researcher investigators in accordance with university policies.
4. The applicants shall ensure that the necessary steps are taken in their respective organizations to prevent infringement of their respective rights