**Application Instructions for the CFAES
Intellectual Property Accelerator Program**

* Instructions are noted in **blue font**. ***Please delete all blue instruction font before submitting.***
* Read and review all application instructions below and in the R&GE Internal Grants Program (IGP) Request for Proposals (RFP) before submitting your application.
* You must use this template to complete your proposal. This template is set up to match all required formatting guidelines set forth in the IGP RFP:
	+ All proposals should be set to print on standard 8.5-inch by 11-inch paper. All margins must be at least 1-inch. Type size must be 12-point or larger with no more than six lines per inch, single-spaced.
	+ Margins and 12-point type size must be consistent throughout each required section of the proposal. **This includes figure and table captions**.
	+ All pages of the proposal should be numbered at the bottom center of the page.
	+ ***Proposals not meeting the formatting guidelines or with missing and/or unaddressed sections will be dismissed from the competition without review.***
* ***Applications MUST be submitted as one PDF document.*** Once you have completed this application in Word, convert to a PDF to upload via the Grant Portal.
* Please delete this page prior to submission.
* Please direct any application questions to Melissa Burant (burant.2@osu.edu)
* Good luck!

**Cover Page
\*\*Use this format for the cover page and keep this information to one page in length.**

**Competition: Intellectual Property Accelerator Program**

**Title of Project:**

**Anticipated Grant Period (Dates):** *Project should be no more than one year. Project start date should be March 1, 2023 or later.*

**Amount Requested from CFAES:** *Request can be up to $25,000*

**Project Summary:**

*Brief lay summary consisting of* ***250 words or less*** *to explain the purpose, relevance and expected outcome of proposed study. Specifically describe how funds will be used to make the technology more readily licensable to venture capitalists and/or existing companies. The summary should highlight the potential impact or benefits of the research and be written to be* ***understood by an average reader.***

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| --- | --- | --- | --- |
|  | **Lead Investigator** | **Co-Investigator B** | **Co-Investigator C** |
| **Name** |  |  |  |
| **Department** |  |  |  |
| **Location** |  |  |  |
| **Title** |  |  |  |
| **Email** |  |  |  |
|  |  |  |  |
|  | **Co-Investigator D** | **Co-Investigator E** | **Co-Investigator F** |
| **Name** |  |  |  |
| **Department** |  |  |  |
| **Location** |  |  |  |
| **Title** |  |  |  |
| **Email** |  |  |  |

**Project Narrative**

***Project Narrative should be no more than 8 pages including any tables/figures*.**

It is critical that the applicant make a convincing case that the proposed research builds upon previous research and has led to the development of a new innovation or to substantial improvement of an existing product, process, service, or technology.

The following sections are **required** in each Project Narrative: Introduction; Background, Rationale and Significance; and Approach with a. Technical Objectives, b. Related Research or Research Development Plan and c. Market Impact. The blue text below offers prompts and additional guidance for each section.

1. **Introduction**
	1. Clearly state the specific technical problem or opportunity addressed and its importance.
	2. Provide an overview of the development (e.g., proof of concept work, data collection, prototyping, etc.) of the technology/invention disclosed to the Technology Commercialization Office.
2. **Background, Rationale and Significance**
	1. Concisely present the overall background, technical approach and market needs to the problem or opportunity being pursued. This must include a statement of end-user needs.
	2. Describe how the proposed research plays a part in providing needed results. Be sure to reference all works cited throughout.
	3. State the anticipated results of the approach if the project is successful. This should address:
		1. the technical, economic, social, and other benefits related to agriculture, and to users of the results, such as the commercial sector.
		2. the estimated total cost of the approach relative to benefits; and
		3. any specific policy issues or decisions that might be affected by the results.
3. **Approach**
	1. **Technical Objectives**
		1. State the specific objectives of the research or research and development effort.
		2. Include the technical questions needed to establish the technical feasibility of the proposed approach.
	2. **Related Research or Research Development Plan**
		1. Provide an explicit, detailed description of the research or research and development approach.
		2. List the tasks to be performed, provide details of the methodology that would be used to research each task, including statistical analysis, if applicable, and indicate how and where the work will be carried out.
		3. Describe any commercial products, services or innovations that are already in the market and if the project relates back to that R&D.
	3. **Market Impact**
		1. Discuss the business economics and market drivers in the target industry.
		2. Describe your commercialization approach.
		3. Discuss the potential economic benefits associated with your innovation, and provide estimates of the revenue potential, detailing your underlying assumptions.
		4. Describe the competition. How do you expect the competitive landscape may change by the time your product/service enters the market? What are the key risks in bringing your innovation to market?

**References**

***No page limit.***

In this section, reference all works cited throughout the text. All references must be complete (i.e., must include titles and all co-author names) and must conform to an acceptable journal format. There is no page limit to the references section.

**Budget Form**

Using the form below, submit a ***separate budget form for each individual that will receive CFAES funds*.** Collaborators may not receive direct funding.

Tuition and fees do not need to be included for students enrolled in CFAES, as they will be paid from separate funds and allocated to the department; however, you must indicate in the budget narrative the number of semesters of tuition and fees for which you are requesting. **You will also need to enter the number of semesters into the Qualtrics submission system.**

NOTE: Tuition and fees are covered for CFAES graduate students only while their stipends are paid from the IGP grant.

Students outside of CFAES may be part of a project, but tuition and fees need to be budgeted or paid from another source.

Conference travel is NOT an eligible expense.

Those with Principal Investigator and/or Co-PI status cannot charge their wages or fringe benefits to the Internal Grants Program.

Requesting to purchase capital equipment is **not** an appropriate request for the R&GE-IGP.

|  |  |
| --- | --- |
| **Investigator:** |   |
| **Department:** |   |
| **Cost Center:**  |
| **Budget Period:** | **Year 1** |
| **A: Salaries & Wages** |   |
| # | Research Associates/Post Doctorates/Lab Personnel |  |
| # | Graduate Students |  |
| # | Undergraduate Students |  |
|   | Other (define) |  |
|   | **Total Salaries & Wages** |  |
|   |   |  |
| **B: Fringe Benefits**  |  |
|   | Research Associates/Post Doctorates (38.0%) |  |
|   | Graduate Students (11.2%) |  |
|   | Undergraduate Students (11.2%) |  |
|   | Other (define) |  |
|   | **Total Fringe Benefits** |  |
|   |   |  |
| C: Total Salaries & Fringe Benefits |  |
| D: Materials & Supplies |  |
| E: Publication Costs |  |
| F: Non-CFAES Graduate Students |  |
| G: Other (define) |  |
|   |   |  |
| **TOTAL IGP BUDGET REQUEST (C through G)** |  |

|  |  |
| --- | --- |
| **Requested Semesters of Graduate Tuition and Fees** |  |

**Budget Narrative**

***2-page limit***

Provide a detailed summary describing the role and type of personnel (graduate students, post-doctoral trainees, technicians, etc.) needed. Include salaries and wages, fringe benefits, materials and supplies, publication costs, rental fees, etc.

You must indicate in the budget narrative the number of semesters of tuition and fees for which you are requesting. **You will also need to enter the number of semesters into the Qualtrics submission system.**

NOTE: Tuition and fees are covered for graduate students only while their stipends are paid from the IGP grant.

Students outside of CFAES may be part of a project, but tuition and fees need to be budgeted or paid from another source.

Conference travel is NOT an eligible expense.

Explain other expenditures that will be supported by the requested funds.

Your budget sheet and budget justification should add up to the same amount.

**Invention Disclosure
*No page limit.***

Attach a PDF of the signed invention disclosure submitted to the Office of Technology Commercialization along with any notes or responses from TCO. Include the technology reference number assigned by the Licensing Officer.

**Previous SEEDS and Internal Grants Program Funding**
***Limit to two pages per award.***

All investigators who have received prior or current SEEDS and/or Internal Grants Program support as a **PI** within the past five years is **required** to supply information on the results from that award. Enter the pertinent information in the blank boxes. ***Please fill out one form per project:***

|  |
| --- |
| **Previous SEEDS/IGP Funding Form** |
| **Project Number** | YYYY-### |
| **Title of Project** |  |
| **Extramural funds/grants awarded** **as a result of this project:** |
|  |
| **Published peer-reviewed scientific manuscripts, abstracts, popular press articles, bulletins, and/or book chapters as a result of this project (OSP #, sponsor, amount, results):** |
|  |
| **Oral presentations as a result of this project:** |
|  |
| **Conference proceedings as a result of this project:** |
|  |
| **Poster presentations** **as a result of this project:** |
|  |
| **Obtained patents, invention disclosures and/or licensing agreements** **as a result of this project:** |
|  |
| **Doctoral dissertations and/or master’s theses produced as a result of this project:** |
|  |
| **Undergraduate, masters and/or doctoral students funded** **as a result of this project:** |
|  |

***If you are not a PI on any previous SEEDS or IGP Funding, please delete this page.***

**Curriculum Vitae for Each Investigator**

***Limit to three pages for each investigator.***

Provide a CV for all investigators. CVs for collaborators are not needed nor requested and will count against the overall narrative page limit. CVs can be in any sponsor-approved format (NIFA, NSF, NIH, etc.).

***Each CV should be no longer than three pages, inclusive of publications.***

If you do not have a CV prepared, please use the [USDA-NIFA Biographical Sketch Template](https://research.cfaes.ohio-state.edu/sites/research/files/imce/USDA_NIFA%20BIOGRAPHICAL%20SKETCH%20template.docx).**Current and Pending Support Form for Each Investigator**

***No page limit.***

Include an updated current and pending research support form for all investigators. Include public or private support, internal OSU grants, as well as the proposed project. The current and pending form should be recent and should include this proposal as pending.

C&P forms can be in any sponsor-approved format (NIFA, NSF, NIH, etc.).

If you do not have a C&P form prepared, please use the following format.

Add rows as needed by placing your cursor on the left side of any line and clicking the “**+**” button.

|  |
| --- |
| **Name:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME****(List/PD #1 first)** | **SUPPORTING AGENCY AND AGENCY ACTIVE AWARD/PENDING PROPOSAL NUMBER** | **TOTAL $ AMOUNT** | **EFFECTIVE AND EXPIRATION DATES** | **% OF TIME COMMITTED** | **TITLE OF PROJECT** |
|  | **Active:** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Pending:** |  |  |  |  |
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**Intellectual Property Agreement**

You must complete the OSU Intellectual Property Agreement found at this [link](https://orapps.osu.edu/studyteamlookup/).

Sign in, select “Intellectual Property Agreement” and complete via Docusign.

**Please delete this page after completing.**