



USF CONNECT

2009-2010 FHTCC Industry Seed Grant Eligibility Guidelines

The USF CONNECT Industry Seed Grant process involves three steps from proposal to award:

- I. An approved Matching Funds Budget with letter of support and scope of work
- II. A completed research contract between USF and the industry sponsor
- III. Award of Florida High Tech Corridor (FHTCC) matching funds to the project

I. Create a Matching Funds Budget

Applicants should contact USF CONNECT to create a matching funds budget and scope of work prior to obtaining a research agreement from the University. Once the match is approved, the research agreement will be necessary to ensure award of the matching funds.

USF CONNECT will help the research sponsor and USF faculty investigator develop a matching funds budget and the required in-kind contribution. Contact us at:

USF CONNECT-FHTC Program Director
USF CONNECT
3802 Spectrum Boulevard, Suite 100
Tampa, Florida 33612-9220
813.974.1082

matchinggrants@research.usf.edu

- a. Matching funds must include student support for the duration of the project. Other appropriate uses of matching funds include salary support for faculty investigator(s), supplies, and equipment. This budget may not include travel, food or entertainment.
 - i. Matching requests may range from \$10,000 to \$150,000 per research contract.

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- ii. The matching funds must be budgeted quarterly and all matching funds must be spent by June 30, 2010.
 - iii. Industry sponsor should commit at least \$1 company cash for each FHTC \$1 if it has less than 100 employees.
 - iv. Industry sponsor should commit at least \$2 cash for each FHTC \$1 if it has more than 100 employees.
- b. All industry sponsors are also required to provide in-kind support. Industry in-kind support may include staff time spent working with faculty and students on the project, supplies, equipment usage and lab usage. Future funding of proposals will be contingent upon appropriate in-kind support.
- i. Develop a one-paragraph lay summary of the project.
 - ii. Obtain a letter of support from the sponsor.
 - iii. Once the approved budget signed by the faculty investigator(s) and industry sponsor has been submitted to USF CONNECT, the match request will be considered by the FHTC review team for approval.

II. Complete a research contract through the USF Division of Sponsored Research

- a. Once the Florida High Tech Corridor Match has been approved, an executed research agreement must be executed in order for the award to be funded. Research proposals should be submitted to the USF Division of Sponsored Research
- 3650 Spectrum Boulevard, Suite 160
Tampa, Florida 33612-9445
813.974.2897
- b. Prepare the standard USF documentation for an industry sponsored research project. This can be found at: www.research.usf.edu/sr/proposal_preparation/
- c. Research sponsors must be an active State of Florida corporation and a small company for which matching funds are necessary to commercialize technology. The maximum amount of matching funds may not exceed the level of industry research funding in the sponsored research contract.
- d. The research sponsor and USF faculty investigator are strongly encouraged to discuss the proposal with their respective contracting, licensing or legal offices prior to submitting the research contract. Intellectual property terms in the sponsored research agreement must be in accordance with [USF Policy 0-300](#).

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Either party may contact the USF Division of Patents and Licensing for clarification of the policy.

III. **Award of FHTC match to the project**

- a. Once an executed research agreement is obtained, the match can be awarded. USF CONNECT will notify the industry sponsor and faculty investigator.
- b. The award notice will confirm the:
 - i. industry cash contribution
 - ii. industry in-kind contribution
 - iii. FHTC cash match amount
 - iv. transfer of the funds to an account accessible by the faculty investigator
- c. Final reports must be filed no later than July 31st for each award. **Future match requests will be contingent upon the receipt of a final report from the sponsor including the following information:**
 - i. Significant business and/or commercial impact on the industry sponsor.
 - ii. Federal contracts, SBIR, or similar grants to the industry sponsor
 - iii. Intellectual property resulting from the project.
 - iv. USF employees, staff and students that worked on the project
 - v. USF students or other personnel supported by the project that were hired by industry sponsor
 - vi. Any other significant economic impacts of the project
 - vii. Letter from the sponsor certifying the detailed cash and in-kind contribution to the project
 - viii. The faculty investigator must also provide a financial reconciliation to show that the matching funds were spent as budgeted.

Please see the program [website](#) for a list of frequently asked questions, other policies and listings of previously awarded projects.