General Information

1. What is the Corridor’s Matching Grant Research Program?

The Florida High Tech Corridor’s Matching Grants Research Program is a state fund initiative that fosters the development of commercially applicable emerging technologies by encouraging applied research between the region’s high tech industry partners and the three Corridor universities: University of South Florida, University of Florida, and University of Central Florida.

The Matching Grant Research Program at the University of South Florida can provide up to $150,000 in matching grant funds for collaborative research projects between local industry partners and USF researchers, including Small Business Innovation Research (SBIR) / Small Business Technology Transfer (STTR) funded projects. Corridor funding is used to expand the project’s scope of work and support student involvement in cutting-edge research endeavors.

2. What are the basic requirements of the program?

To be eligible, projects must:

- Involve a local industry partner and a USF Principal Investigator (PI)
  - A sponsored research agreement between USF and the industry partner must be finalized before a matching grant can be approved. This process is facilitate by USF Sponsored Research.
- Include support for at least one USF student researcher for the duration of the project
- Support economic development in Tampa Bay, the Corridor region and the State of Florida

The industry partner must be a for-profit company located within 23-county Corridor region:

- Alachua, Brevard, Citrus, De Soto, Flagler, Hardee, Hernando, Highlands, Hillsborough, Lake, Levy, Manatee, Marion, Orange, Osceola, Pasco, Pinellas, Polk, Putnam, Sarasota, Seminole, Sumter, Volusia

While projects may be proposed in any discipline, proposals are particularly encouraged in areas contributing to the development of the Corridor’s key industries:

- Agritech; Aviation & Aerospace; Digital Media/Interactive Entertainment; Financial Services; Information Technology; Life Sciences/Medical Technology; Microelectronics/Nanotechnology; Modeling, Simulation & Training; Optics & Photonics; Sustainable Energy

4. How much funding can my project receive?

The Matching Grant Research Program at the University of South Florida can provide up to $150,000 in matching grant funds to collaborative research projects between local industry and USF researchers.
The total project budget consists of three parts:

1. **Industry cash**
2. **Industry in-kind support (Non-monetary contribution)**
   a. All industry partners are required to provide quantifiable in-kind support such as staff time, travel, the use supplies, equipment and/or space.
3. **Matching grant funds requested**

The total budget must adhere to the following ratio:

<table>
<thead>
<tr>
<th>Industry Cash</th>
<th>In-Kind Support (Minimum)</th>
<th>Match Funds (Maximum)</th>
</tr>
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<tbody>
<tr>
<td>$1</td>
<td>$1</td>
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**EXAMPLE:** If the industry provides $75,000 in cash as part of a sponsored research agreement the project is eligible to apply for $75,000 in matching grant funds. The industry must also provide $75,000 in in-kind support for the project.

5. **How many grants are awarded each year?**

Typically 25-35 grants are awarded each year. Grants are awarded until the year’s funds have been exhausted. The program’s fiscal year runs from July 1 to June 30.

6. **I’m with a company interested in working with a USF researcher on a project, but I have not yet identified the appropriate faculty member. How can I participate in this program?**

USF CONNECT will gladly help pair interested companies with appropriate USF researchers to take advantage of this program. Please contact program staff to discuss the project and potential collaboration.

7. **What are the Intellectual Property requirements for the agreement?**

The intellectual property terms in the corresponding sponsored research agreement must be in accordance with University policy; intellectual property ownership follows inventorship. Agreements that do not coincide with University policy will not be considered for a match. When finalizing the sponsored research agreement, please let the administrator know you plan to apply for a Corridor matching grant. This will help to ensure that the agreement aligns with University policy.

8. **Is there a limit on the number of applications an industry partner or PI can submit?**

No, there is no limit to the number of applications an industry partner or PI can submit annually. While a project can receive a maximum $150,000, industry partners/PIs can submit multiple applications for separate and distinct projects. All projects must be associated with a finalized sponsored research agreement. In order to submit additional applications, both the industry partner and PI must be up-to-date on all current and past project(s) reports. The industry partner must also be current on all payments due. See Reporting.

**Application Process**

9. **How do I apply?**

To begin the application process, interested industry partners or PIs should contact program staff to discuss project eligibility and review the required application documents. Please contact program staff before executing a sponsored research agreement to properly understand the program and budget development process.

**Program Contact:** Elizabeth Nelson; Matching Grants Program Director
813-974-3291; ernelson1@usf.edu
A complete application consists of the following documents:

1. **Executed Sponsored Research Agreement**: Legal agreement between the industry partner and University to conduct research
2. **Application Checklist**: Outlines the basic details of the project
3. **Scope of Work**: Summarizes the project (in layman’s terms), student participation and economic impact
4. **Budget**: Details industry cash, matching grant funds and in-kind support
5. **Letter of In-Kind Support**: Certifies in-kind support, provided by the industry partner

Program staff will provide electronic application templates. Program staff is available to review document drafts and provide feedback throughout the application process.

10. **When should a PI or industry partner first contact program staff?**

   Please feel free to contact program staff early on to discuss a potential project or application or to receive more information about the program. Starting the process as soon as possible will help to ensure funds are available at the project start date.

   Program staff is available to review document drafts and provide feedback throughout the application process.

11. **When are applications due?**

    There is no annual deadline to apply for the Corridor’s Matching Grant Research Program. Applications are accepted on a rolling basis.

12. **How long can a project last?**

    Funding is provided for up to one year and the project period should match that of the sponsored research agreement. If a project is scheduled to last more than one year, additional applications can be submitted for subsequent funding years. Please contact program staff to discuss the best way to plan for a multi-year project.

13. **Who should complete the application?**

    The application documents should be completed collaboratively by the PI and industry partner. The budget and the scope of work forms require input from both parties.

14. **The sponsored research agreement hasn’t yet been finalized. Can I begin the matching grant application process?**

    We encourage PIs and industry partner to the begin preparing their application as soon as possible. The application can be drafted concurrently with sponsored research negotiations. This will help to ensure only eligible expenses are included on the matching grant budget and that the application is ready for the Corridor review committee as soon as the sponsored research agreement is finalized.

15. **How will the project be evaluated for funding?**

    Once the application has been reviewed and deemed eligible and complete by program staff, it will be sent to an outside review committee of business, economic development, science and technology professionals from across Tampa Bay and the Corridor.

    The application will be evaluated on the following criteria:
    - Does the project address an industry important to the economic development of the State of Florida?
    - Does the project have the potential to leave a positive economic impact on the State of Florida?
• Does the project include a workforce development component and is a portion of the matching funds used for student support?
• Does the project address the Florida High Tech Corridor’s mission “to attract, retain and grow high tech industry in Florida and the workforce to support it”?

16. How likely is my project to receive a matching grant?

Program staff will work closely with both the industry partner and PI to ensure the finalized application has the highest likelihood of receiving a matching grant.

Budget

17. What are the requirements for the matching grant budget?

The budget must include support for at least one USF student for the duration of the project in the form of tuition and/or salary. It may also include faculty salaries and fringe, supplies and patent costs for applicable USF technologies. Food and entertainment may not be included. Please see the guidelines for more details.

Program staff is available to review document drafts, including the budget, and provide feedback throughout the application process.

18. Can PI or Co-PI salaries be included on the matching grant budget?

Yes, PI and Co-PI salaries can be included on the matching grant budget. If included, fringe must also be included as a separate budget line at a rate of 26%.

For Example: PI Salary = $1,000; PI Fringe = $260

19. Does the Matching Grant budget require indirect costs (aka Overhead or F&A)?

No, the matching grant funds are exempt from indirect costs. Only industry cash is subject to overhead according to University policy. Please address all questions on indirect costs to your Sponsored Research Administrator.

20. What is considered ‘in-kind support’?

In-kind support is the industry partner’s non-monetary investment in the project. This can be staff time, travel, the use of supplies, equipment and/or space, or other goods and services the industry partner provides to the project outside of its cash investment. This requirement ensures the industry partner is significantly involved in the project, providing students with the opportunity to work closely with local industry.

Award & Payment

21. How long does it take for a matching grant to be awarded?

Once all the required application documents have received and finalized, it takes between two to four weeks for Committee review, approval and notification. Please plan accordingly.

22. How will I know if the matching grant has been awarded?

When a project is approved for a Corridor matching grant, the industry partner will receive an official award letter. The PI and key faculty from the College will be copied on the letter.
23. When will the PI receive the matching grant funds?

Award dollars are transferred upon confirmed receipt of the industry partner’s cash payment. Program staff will closely monitor the industry partner’s payments to ensure timely transfers. Please alert program staff of any known funding interruptions, delays or other deviations from the standard payment process. **If the project is extended, please send program staff a copy of the amended agreement.**

**Please Note:** If the industry partner does not provide the full cash amount associated with the sponsored research agreement, the Corridor matching grant will be adjusted accordingly. The Corridor matching grant cannot exceed the industry cash invested in the project.

24. The project received a no cost extension. Can we continue to use the matching grant funds past the original project period?

If the project is extended, the matching grant project period can also be extended. Please alert program staff to the extension and send a copy of the amended agreement.

25. The industry partner has provided additional funding to the project. Can the project receive additional matching grant funds?

If the industry partner provides additional funding, a subsequent application can be submitted for additional matching grant funds. An interim report must be submitted along with the subsequent application.

26. The project has closed and we did not spend all of the matching grant funds. What now?

As part of the final report, the PI must provide a budget reconciliation detailing how the funds were spent compared to the approved budget. If any funds remain unspent at the end of the project, the PI must submit a plan outlining how funds will be spent in accordance with the Corridor’s mission. With program staff approval, the funds can be transferred as needed to serve those purposes.

**Reporting**

27. What are the reporting requirements for the Corridor’s Matching Grant Program?

Both the industry partner and PI are required to report on the use and impact of the Corridor matching grant funds according to the following schedule:

- If the project closes within the current fiscal year (by June 30, 2018)
  - A final report is due within 30 days of the project close.

- If the project extends into the next fiscal year (after June 30, 2018)
  - An interim report is due on July 31, 2018.
  - A final report is due within 30 days of the project close.

Reports capture the following information:
- Significant business and/or commercial impact
- Resulting federal contracts, SBIRs, STTRs, or similar grants
- Resulting patents
- USF student involvement
- Any other significant economic impact
The PI must also provide a final budget reconciliation detailing how the funds were spent compared to the approved budget. Any significant deviations will require justification. If any funds remain unspent at the end of the project, the PI must submit a plan outlining how funds will be spent in accordance with the Corridor’s guidelines.

Industry partners will be asked to submit a letter certifying the in-kind support provided.

Please click here to review and download the report templates:

- Industry Partner Report
- Principal Investigator Report
  - Budget Reconciliation Template

*Future matching grant funds will be contingent upon the receipt and approval of final reports for previous projects.*