**PROFESSIONAL SERVICES FOR INVENTORS**

**Funded by the Lemelson Foundation**

**OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND INNOVATION**

**OVERVIEW & PROGRAM GOALS**

With support from the Lemelson Foundation, the University of Oregon is developing and implementing a mentor network designed to foster more equitable economic prosperity by providing specialized expertise and professional services to those seeking to launch invention-based companies in the region. This network will contribute directly to the Lemelson Foundation’s goals of supporting a pipeline of inventors and invention-based enterprises that create jobs and strengthen the economy through inspiration, education, and incubation with a regional focus on Oregon.

As part of the new mentor network, and funded by a pilot grant from the Lemelson Foundation, the Office of the Vice President for Research and Innovation is launching a *Professional Services for Inventors* grant program. This grant mechanism provides support to inventors for the types of professional services needed to successfully launch a new invention-based company, including grant writers for SBIR submission, web development, pitch coaching, legal counsel, accounting advice, or business intelligence research.

**TIMELINE**

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| **Dates** | Item Due |
| **01/10/2022** | Applications open for review |
| **Rolling deadline** | Applications will be accepted until funds are fully committed. Applications will be reviewed on the 1st and 15th of each month. Expedited application review may be requested. |
| **12/15/2022** | All grant funds must be spent |
| **Rolling based on awards** | Final Reports from recipients are due two weeks after the professional services are completed |

**ELIGIBILITY**

In order to support economic development that is more fully equitable, the Professional Services for Inventors grant seeks applications from individuals that come from populations that are historically underrepresented in invention-based entrepreneurship. We will prioritize applications from UO faculty who launched spin-out companies from their UO-based innovations, participants/graduates of the Women’s Innovation Network (WIN), or current/prior participants of ID8 and EUG LaunchPad. Ideal applicants will contribute matching funds from their research funds to support to the proposed activities. Applicants and award recipients may apply to this program more than once.

Eligible Applicants:

* *UO tenure-track faculty :* All tenure-track faculty members are eligible to apply.
* *UO non-tenure track faculty:* Non-tenure-track faculty who hold a full-time appointment (.75+ FTE) that includes substantial research responsibilities, have been employed by the university for at least three years at the time of application, and will hold a UO appointment during the academic year of the research award may also apply.
* All UO applicants must have an innovation disclosure submitted to IPS prior to application.
* Applicants external to UO are eligible to apply if they meet the following criteria:
  + Have launched a research-oriented start-up in the greater Eugene area
  + Preference will be given to participants/graduates of the Women’s Innovation Network (WIN), or current/prior participants of ID8 and EUG LaunchPad.

**BUDGET & USE OF FUNDS**

**Amount:** Grants up to $5,000

**Length of project:** Funds must be used between January 15-December 15, 2022

**Allowable costs:**

* Funds may be used to pay service providers who specialize in grant writing for SBIR submission, web development, pitch coaching, legal counsel, accounting advice, or business intelligence research.

**Ineligible costs:**

* Replacing or fund tenure-line faculty salary during the academic year
* Instructional release/course buyouts
* Construction or facility renovation
* Curriculum development or career development
* Dissertation research costs

**APPLICATION COMPONENTS**

**Application:**

1. [***Application Form***](https://app.smartsheet.com/b/form/17a24d6e9c2049dc885ed80dbc8ad24e)*:*
   1. Basic Information: Please complete the form’s text boxes. (Note: the form cannot be saved part way through).
2. *Proposal Documents*: (Times New Roman font in 11 point or larger and 1” margins).
   1. Project Narrative: Up to 3 pages (we anticipate most applications will be ~1.5 pages); **please use the template provided at the end of this document.**
   2. CV/Resume for applicant. If applicant is not the lead executive for the start-up business, please also provide the CV of the company CEO.
3. [***Optional demographic survey***](https://app.smartsheet.com/b/form/b6eda4d487654b5794adfa2e0d0054dd) *(online)*: The OVPRI is committed to creating an environment that fosters sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and racial and ethnic backgrounds present in our community. The application form includes a section to disclose demographic information aimed at assessing the success of our activities towards this goal. Response to these questions is entirely optional and is not considered in award decisions. This information will not be seen by the review committee, but used by OVPRI leadership to ensure our internal granting programs are inclusive and equitable and serve diverse populations at UO. We welcome submission of this information from all PIs on the project.

**Submission Instructions:**

1. Complete all components of the application and combine into a single PDF in the order listed above, with each component on its own page. Save with the naming convention *[Contact PI Last Name]\_FY 22 Inventor application*.
2. Fill out the basic information on the [**online application form**](https://app.smartsheet.com/b/form/17a24d6e9c2049dc885ed80dbc8ad24e)**.**
3. Upload the complete PDF.
4. Submit form.
5. Each PI complete the demographic survey (optional).

**REVIEW PROCESS**

Research Development Services will conduct an initial review to ensure that proposals are in compliance with all guidelines. Proposals deemed non-compliant will not be reviewed further. The Mentor Network Catalyst (Dana Siebert-University of Oregon), Senior Director of Industry Partnerships, Associate Vice President for Innovation, and the Director of Strategic Research Initiatives will review proposals for funding and make recommendations to Cassandra Moseley, Vice President for Research and Innovation (interim), who makes the final funding decisions.

Proposals will be reviewed based on:

1. Feasibility of the design and mission of the start-up company
2. Suitability of project team, and contracted services, to conduct the proposed work
3. Well-identified and appropriate timeline and objectives
4. Justification of the need for professional services to order to achieve company objectives
5. Likelihood of professional services to significantly advance company goals in measurable ways

**REPORTING**

A final report is required and due to Research Development Services no later than one month (30 days) after the conclusion of the applicant’s project period. RDS will supply awardees a link to the final report form in the last quarter of their project.

Successful applicants agree to provide any long-term follow-up success story (i.e, SBIR grant is awarded, VC funding received as a result of pitch coaching or business intelligence, etc.) and other annual information as requested by Onward Eugene for aggregation (under confidentiality) as part of efforts to document economic development in Oregon.

**INQUIRIES**

Questions about the Professional Services for Inventors program should be directed to Tina Guldberg, Senior Director of Industry Partnerships ([tinag@uoregon.edu](mailto:tinag@uoregon.edu)). Questions about the application or submission process may be directed to Research Development Services, [rds@uoregon.edu](mailto:rds@uoregon.edu).

**TEMPLATE (delete blue text); 3 pages maximum**

*note: we anticipate most applications will be ~1.5 pages*

**Project Narrative**

**IPS Disclosure Number (if applicable):**

**Innovation Background and Mission Statement:**

* Describe the current state of innovation and spin-out development/growth
* Provide the mission statement of your company (if established)

**Proposed Plan**

* Describe overall project aims or goals
* Identify how the requested funding would significantly advance your company’s innovation and commercialization goals.

**Project Goals, Expected Outcomes & Timelines**

* List your goals, and the expected outcomes of each specific goal. Project should not exceed 1 year.

**Project Team:**

* Briefly list the key team members of your company (if established), their roles, and experience
* Please describe the applicant’s relevant experience, including participation in the Women’s Innovation Network, ID8, EUG LaunchPad, or other entrepreneurship training programs.

**Budget & Justification**

* Please provide an overview of your budget request and brief justification of the requested funding. Also describe any committed matching funds you can commit to this project if funded.
* Please identify the external service provider or consultant with whom you propose to contract to complete the deliverables.