



ANU CONNECT
VENTURES

Discovery Translation Fund

Guide to Applicants

THE DISCOVERY TRANSLATION FUND

Guidelines updated 1st August 2011

ANU Connect Ventures (**ANUCV**) manages the Discovery Translation Fund (**DTF**) on behalf of The Australian National University (**ANU**). The DTF aims to assist the commercialisation of new innovations and technologies originating from Canberra region public sector research organisations and small commercial ventures. Unlike similar funds, the DTF does not require matched funding and is not repayable.

Expressions of Interest can be submitted at any time, with funding opportunities being regularly examined. DTF grants will range from \$25,000-\$100,000 per project; larger amounts only being available for projects with exceptional commercial potential. Funded projects should be aimed at technical de-risking; including expenditures such as proof-of-concept activities; intellectual property (**IP**) advice; and early stage commercial development activities; favourably positioning those opportunities for future investments.

Purpose

The goal of the DTF is to help bridge the critical funding gap between discovery research and the commercial development of new technologies or the establishment of new ventures. Successful projects should be positioned to attract further funding through seed investment.

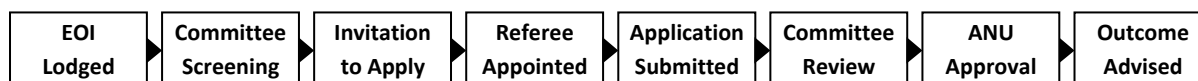
Key Principles

Final funding decisions, based on the recommendations of ANUCV, are made at the sole discretion of The Australian National University. Eligibility for funding is governed by a set of principles, which include:

- Projects undertaken by public research organisations, small enterprises (annual turnover <\$1M) and individuals in the ACT are eligible for DTF funding. Other Canberra region projects may be considered if they provide substantial benefit to the ACT.
- DTF grant values range from \$25,000 to \$100,000. Larger amounts will only be considered for projects that demonstrate exceptional commercial potential.
- Grants from the DTF do not require matching funding.
- Projects should be focused around key 'proof of concept' development activities that demonstrate the commercial potential, while providing benefit to the ACT.
- Funded projects will be developed around milestones that lead to clear gains in commercial potential and are to be completed within 12 months.
- ANUCV maintains the right to invest in new ventures arising from those project activities.

THE APPLICATION PROCESS

Expressions of Interest (**EOI**) for the DTF will be accepted online on a continual basis and applications will be progressed in accordance with the following process:



ANUCV will undertake an internal review of EOIs, including a screen by the ANUCV DTF Evaluation Committee and DTF Manager that a potential project is likely to meet eligibility and merit criteria. Following this, ANUCV will provide details for lodgement of a Full Application and potential applicants will receive support from an external refereeing organisation to complete and refine their application (see attached application questions). Referees include:

- ANU Office of Commercialisation for ANU-based applicants; and
- Lighthouse Innovation Centre for other applicants.

Submitted Full Applications will be reviewed by ANUCV and applicants may be requested to provide further information or provide a formal presentation to the ANUCV DTF Evaluation Committee. The ANUCV DTF Evaluation Committee will make final funding recommendations based on its assessment of projects against the eligibility requirements and merit criteria below.

Eligibility Requirements

- Applicants must be an ACT-based public research organisation, an individual resident in the ACT, or an ACT-based SME with annual turnover of less than \$1M.
 - Applicants from elsewhere in the Canberra region may be considered if they can demonstrate substantial potential returns to the ACT.
- Applicants must have rights to commercialise all IP required to complete the proposed project and to commercialise the IP developed as a result of the project.
- Applicants must be able to demonstrate the need for financial assistance from ANUCV.
- Applicants must not have previously received funding through a seed investment from the ANU-MTAA Super Venture Capital Partnership.
- Projects must be completed within 12 months of funding, unless otherwise agreed.
- Applicants must agree to be bound by the DTF Grant Agreement.

What activities can be funded?

Funding decisions will be made on a case-by-case basis, and will be restricted to direct project costs. Project activities typically funded include:

- Direct project salaries (and directly related on-costs).
- Prototyping, equipment, testing and external verification to enable crucial 'proof of concept' development.
- Specialist external consulting advice or contract research.
- IP and legal advice (DTF will not be awarded for the purposes of funding later stage patent costs).
- Commercially relevant training or travel of key individual(s).

Applicants should note that DTF funds cannot be used for infrastructure, indirect or overhead costs, however these costs should be represented as an in-kind contribution of applicants.

Evaluation Committee

The ANUCV DTF Evaluation Committee meets bi-monthly to screen Expressions of Interest and consider Full Applications received. Committee members will evaluate potential projects based on two documents: the submitted Full Application and a recommendation from the relevant refereeing organisation. Applicants may be required to make a formal presentation to the Evaluation Committee or participate in a personal interview. Expert consultations will not ordinarily be required, but in cases where the Committee would like more information, projects will be referred to the following meeting.

Representation on the Committee will consist of:

- ANUCV – represented by the CEO
- ANU Office of Commercialisation – represented by the Director
- Lighthouse Innovation Centre – represented by the CEO
- External Representative

Projects receiving endorsement from the Committee will be recommended to the ANU Pro Vice-Chancellor (Innovation and Advancement), who will make a final funding decision.

Merit Criteria

Projects must have identifiable commercial potential and present a strong case for their likelihood of success. The Evaluation Committee will assess potential projects against the following:

- **Concept or Technology** – What is the quality of underlying science, technology or concept?
 - **Intellectual Property** – Has the applicant demonstrated ownership of existing IP and rights to commercialise any IP resulting from the project? Are there onerous burdens existing or under negotiation with other parties for the IP?
- **Commercial Potential** – What is the market need addressed and the potential market size? How does the proposed project compare with existing competitors in the market? How is the potential market developing?
 - **Commercialisation Strategy** – Does the applicant present a realistic, viable path to market? What is the lead time to bring the technology to market?
 - **Benefits to the ACT** – What is the scale of potential benefit to the ACT, and are benefits ongoing?
- **Need for Funding** – Has the applicant satisfactorily demonstrated a need for funding? Have other sources of funding been investigated?
 - **Contributions from the Applicant** – Has the applicant secured other, complementary resources? What resources are being contributed by the research team, the management team and any collaborators?
- **The Team** – Has the applicant demonstrated a strong team with the knowledge and experience required to complete the project? Is the team likely to be able to undertake further development and commercialisation work to bring a product to market?
 - **Collaborators** – Do collaborators (if any) fill critical gaps in the main team? What demands or complications do they present to the project?
- **Detail of Activities** – Are the planned activities likely to achieve the proposed outcomes? Are the timeframes realistic? Is the distribution of work and sequence of milestones likely to produce satisfactory outcomes?
- **Detailed Budget** – Are the costs reasonable? Do they present a viable value proposition based on the intended project outcomes?

Fund Terms

Grants from the DTF do not require matching funding from successful applicants. However, a number of conditions are imposed on projects receiving funding to ensure that projects receive the greatest chance of commercial success, and that these successes can be widely communicated.

First Right to Invest

As a condition of funding under the DTF, ANUCV reserves the first right to invest in any start-up companies resulting from project activities. For existing companies, ANUCV reserves the first right to invest in the first round of investment following project funding. Note that although ANUCV holds this right, companies coming through the DTF process will still be subject to ANUCV's regular Seed Investment Fund criteria and process in order to obtain seed funding.

Confidentiality

All information provided on submitted EOI forms, including project descriptions and funding amounts provided is non-confidential. This information is required for external reporting obligations. Other information and material revealed in discussions with ANUCV or a refereeing organisation will be treated as confidential unless otherwise agreed.

Grant Agreement

These terms and other conditions of funding are detailed in the DTF Grant Agreement. Prospective applicants should review the Agreement relevant to them, as they will be required to accept these terms before funding is released.

- **DTF Procedures for funding obtained by ANU researchers** – for ANU applicants
- **DTF Grant Agreement** – for other applicants

Agreements are available for review on request.

Reporting Requirements

Payments will typically be made in arrears with reporting required upon completion of each milestone to authorise the release of funds and commencement of the next milestone. In certain circumstances, interim reporting will be required where there are long time periods between milestones, or where milestone activities are particularly large or complex. Specific reporting requirements can be negotiated on a case-by-case basis for each funded project.

Prior to release by ANUCV, all funds must be satisfactorily acquitted on a cash basis. In exceptional circumstances where payments have been made in advance, any unacquitted funds must be returned to the DTF upon completion of the relevant milestone.

Additionally, ANUCV has reporting requirements on the outcomes of funded projects under the DTF. To facilitate these obligations, funding recipients are required to submit a final report upon completion of the project. Follow-up reports are also required following project completion. Report templates can be found on the ANUCV website, and may be updated from time to time.

DISCOVERY TRANSLATION FUND APPLICATION FORM

Applications for DTF funding are submitted electronically on this form, which is accessible once a company or individual has received an invitation to apply from ANUCV. Applications should be submitted through a Refereeing Organisation in accordance with the [Submission Deadlines](#) on the ANUCV website.

1 – Project Description

Please note that information collected in this section is required for external reporting obligations and cannot be treated as confidential. Ensure that any commercially or technically sensitive information is only included in sections 2 through 7 where it will be treated confidentially.

Project Title:	<i>Provide a short, descriptive title</i>			
Applicant Type:	ANU Researcher	Other Researcher	Company	Individual
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact Name:	<i>Name of Primary Contact Person</i>			
Company Name:	<i>Name of legal entity applying for funding (if applicable)</i>			
ABN:	<i>Australian Business Number (if applicable)</i>			
Email Address:	<i>Preferred email contact for nominated person</i>			
Phone Number:	<i>Preferred phone contact for nominated person</i>			
Project Description:	<i>Provide a brief description of project to be undertaken. This should be succinct and must not include confidential information.</i>			
	<i>(100 words or less)</i>			
Funding sought:	<i>Funding requested from the DTF, exclusive of GST</i>			

2 – Concept or Technology

The Product, Concept or Technology Summary

Provide a description of the concept or technology. Discuss how the approach works and briefly address any underlying science. What are the key benefits of the technology over incumbents? Describe the current state of development. If test results are available, summarise the results and their relevance to the project's commercial potential.

Briefly outline the project to be undertaken, the methodology and rationale behind undertaking proof-of-concept work, and the outcomes expected from the DTF project.

(500 words or less)

Intellectual Property Position

Describe your IP position, including any registered and non-registered IP assets (Patents or applications, registered designs, know-how, etc.)

(250 words or less)

Rights to Commercialise

Discuss your rights to develop and commercialise the IP, and include a discussion of any collaborators (past or present) that have been involved in the development of the IP.

(250 words or less)

Legal, Regulatory or Ethical Considerations

Describe any regulatory requirements that must be met to carry out the proposed project. Also describe any ethical considerations and whether these have been reviewed by an independent organisation (for example, the ANU Human Research Ethics Committee).

(250 words or less)

3 – Commercial Potential

Commercial Potential

Identify the target market, including stakeholders and geographic location, for your concept or technology. Include an estimate of the size and accessibility. Describe how the concept compares with alternative technologies and direct competitors, including specific competitive advantages. Is there potential for the concept or technology to be applied to markets beyond the primary target?

(250 words or less)

Commercialisation Strategy

Describe how the technology will be brought to market and the expected timeframe for commercial returns. Discuss any known barriers to market entry and how these will be addressed. How will potential markets be prioritised, and how will the concept/technology evolve into complementary markets?

(250 words or less)

Potential benefit to the ACT

Describe how the technology will benefit the ACT. These could include benefits resulting from the technology (i.e. low cost, renewable electric power generation in Canberra) or flow-on benefits for undertaking commercialisation in the region (i.e. establishment of a manufacturing facility employing 27 people).

(250 words or less)

4 – The Team

The Project Team

List key team members, including their backgrounds, qualifications and expected roles in the project. Also discuss the roles of team members in development of the concept or technology to date. If a management team is in place, describe their involvement in the project.

(250 words or less)

Collaborators

If there are collaborators outside the company or project team described above, please provide details. These should include names, involvement in the project, past involvement in project IP, and claims (or potential claims) over the commercial outcomes of the project.

(250 words or less)

5 – Need for Funding

Need for Funding

Discuss how the concept or technology cannot be commercialised without the support of the DTF and other funding sources investigated. Are other complementary sources of funding (Innovation Connect, Commercialisation Australia, etc.) being investigated to support the project?

(250 words or less)

Applicant contributions

Describe any contributions to date by the project team, the applicant organisation or external contributors. Discuss any additional contributions required by the applicant or external organisations to complete the proposed project, including the size and nature of these contributions, whether they have been secured and any conditions associated with their availability. The budget provides space to itemise applicant contributions, and any details regarding how these have been calculated should be provided here.

(250 words or less)

6 – Planned Activities and Milestones

Funding will be issued according to a schedule of up to 5 milestones, typically completed within 12 months (alternative approaches will be considered on a case-by-case basis). In describing the activities you plan to undertake, ensure that you address the following merit criteria:

- Are the proposed activities likely to meet project objectives and successfully demonstrate the technical validity, or commercial potential of the project?
- Are proposed timeframes realistic? Is the distribution of work across milestones logical and likely to meet project objectives?

Milestone 1:

Weeks to Complete:	<i>Number of weeks required to complete Milestone 1</i>
Budget:	<i>DTF funding required to complete Milestone 1</i>
Description of Activities:	<i>Name of Milestone 1</i> <i>Activities to be undertake in Milestone 1</i> <i>- Equipment, materials, experiments, staff activities, external advice etc.</i> <i>- Projected outcomes and relevance to overall project</i>

Milestone 2 (if applicable):

Weeks to Complete:	<i>Number of weeks required to complete Milestone 2</i>
Budget:	<i>DTF funding required to complete Milestone 2</i>
Description of Activities:	<i>Name of Milestone 2</i> <i>Activities to be undertake in Milestone 2</i>

Milestone 3 (if applicable):

Weeks to Complete:	<i>Number of weeks required to complete Milestone 3</i>
Budget:	<i>DTF funding required to complete Milestone 3</i>
Description of Activities:	<i>Name of Milestone 3</i> <i>Activities to be undertake in Milestone 3</i>

Milestone 4 (if applicable):

Weeks to Complete:	<i>Number of weeks required to complete Milestone 4</i>
Budget:	<i>DTF funding required to complete Milestone 4</i>
Description of Activities:	<i>Name of Milestone 4</i> <i>Activities to be undertake in Milestone 4</i>

Milestone 5 (if applicable):

Weeks to Complete:	<i>Number of weeks required to complete Milestone 5</i>
Budget:	<i>DTF funding required to complete Milestone 5</i>
Description of Activities:	<i>Name of Milestone 5</i> <i>Activities to be undertake in Milestone 5</i>

7 – Detailed Budget

Please complete the funding template below. Broad categorisation of expenditure should provide flexibility as the project is undertaken. For expenditure allocated to the 'Other' category, please provide a brief description. If a grant is awarded, changes to the proposed budget, whether through re-allocation across categories or milestones, must be approved in advance by ANUCV.

Note that the DTF does not fund infrastructure, indirect or overhead costs, however these costs should be represented as an in-kind contribution of applicants

Funding sought should be GST exclusive.

	Milestone					Totals
	1	2	3	4	5	
Direct Salaries, On-Costs	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Equipment and Materials	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
External Testing, Verification	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Specialist Consultation	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
IP and/or Legal Advice	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Relevant Training	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Other	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	
Total DTF Funding Requested						\$_____
Applicant In-kind Contribution	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Total Project Size						\$_____

GRANT AGREEMENT

The Grant Agreement will be made available for review by prospective applicants on request.

MILESTONE REPORT TEMPLATE

Project Title:	<i>Project Title as specified in the Grant Agreement</i>
Contact Name:	<i>Name of Primary Contact Person</i>
Company Name:	<i>Name of legal entity (if applicable)</i>
ABN:	<i>Australian Business Number (if applicable)</i>
Email Address:	<i>Preferred email contact for nominated person</i>
Phone Number:	<i>Preferred phone contact for nominated person</i>

Milestone Summary

Milestone Number:	##	Date Submitted:	DD/MM/YYYY
Milestone Title:	<i>Title as documented in the Grant Agreement</i>		
Was the Milestone completed on time?	Y/N	<i>If not, please provide details including the reasons for delay, actions taken to remedy the delay, impacts on other milestones, budgets, or on completion of the project.</i>	
Funds Allocated:	<i>Total funding allocated to this milestone in accordance with the Grant Agreement</i>		
Funds Acquitted:	<i>Total DTF funding expended on milestone activities (provide details below)</i>		

Detail of Activities and Outcomes

Activities:	<i>Provide details of project activities undertaken during this milestone.</i>
Outcomes:	<i>Provide evidence that outcomes have been achieved as agreed in the Grant Agreement.</i>

Acquittal of Funds

Expenditure Item	Milestone Budget	Actual DTF Expenditure Claimed
Direct Salaries, On-Costs		
Expense		\$ ____.
Expense		\$ ____.
Subtotal	\$ ____.	\$ ____.
Equipment and Materials		
Expense		\$ ____.
Expense		\$ ____.
Subtotal	\$ ____.	\$ ____.
External Testing, Verification		
Expense		\$ ____.
Expense		\$ ____.
Subtotal	\$ ____.	\$ ____.
Specialist Consultation		
Expense		\$ ____.
Expense		\$ ____.
Subtotal	\$ ____.	\$ ____.
IP and/or Legal Advice		
Expense		\$ ____.
Expense		\$ ____.
Subtotal	\$ ____.	\$ ____.
Relevant Training		
Expense		\$ ____.
Expense		\$ ____.
Subtotal	\$ ____.	\$ ____.
Other		
Expense		\$ ____.
Expense		\$ ____.
Subtotal	\$ ____.	\$ ____.
TOTAL	\$ ____.	\$ ____.

Checklist and Certification

All sections complete?	<input type="checkbox"/>	I certify:
All expended funds acquitted?	<input type="checkbox"/>	
Tax invoice attached?	<input type="checkbox"/>	
Report signed and dated?	<input type="checkbox"/>	
		1. that grant funding described above was expended in accordance with the conditions of the Grant Agreement; and
		2. that the above report is an accurate statement of project progress, milestone activities undertaken and DFT funds expended.
Name: _____		Signed: _____
Position: _____		Date: _____

COMPLETED PROJECT REPORT TEMPLATE

Project Title:	<i>Project Title as specified in the Grant Agreement</i>
Contact Name:	<i>Name of Primary Contact Person</i>
Company Name:	<i>Name of legal entity (if applicable)</i>
ABN:	<i>Australian Business Number (if applicable)</i>
Email Address:	<i>Preferred email contact for nominated person</i>
Phone Number:	<i>Preferred phone contact for nominated person</i>

Final Milestone Summary

Milestone Number:	##	Date Submitted:	<i>DD/MM/YYYY</i>
Milestone Title:	<i>Title as documented in the Grant Agreement</i>		
Was the Milestone completed on time?	Y/N	<i>If not, please provide details including the reasons for delay, actions taken to remedy the delay, impacts on other milestones, budgets, or on completion of the project.</i>	
Funds Allocated:	<i>Total funding allocated to this milestone in accordance with the Grant Agreement</i>		
Funds Acquitted:	<i>Total DTF funding expended on milestone activities (provide details below)</i>		

Detail of Final Milestone Activities and Outcomes

Activities:	<i>Provide details of project activities undertaken during the project.</i>
Outcomes:	<i>Provide evidence that project outcomes have been achieved as agreed in the Grant Agreement.</i>

Acquittal of Final Milestone Funds

Expenditure Item	Milestone Budget	Actual DTF Expenditure Claimed
Direct Salaries, On-Costs		
Expense		\$ ____.
Expense		\$ ____.
Subtotal	\$ ____.	\$ ____.
Equipment and Materials		
Expense		\$ ____.
Expense		\$ ____.
Subtotal	\$ ____.	\$ ____.
External Testing, Verification		
Expense		\$ ____.
Expense		\$ ____.
Subtotal		\$ ____.
Specialist Consultation		
Expense		\$ ____.
Expense		\$ ____.
Subtotal	\$ ____.	\$ ____.
IP and/or Legal Advice		
Expense		\$ ____.
Expense		\$ ____.
Subtotal	\$ ____.	\$ ____.
Relevant Training		
Expense		\$ ____.
Expense		\$ ____.
Subtotal	\$ ____.	\$ ____.
Other		
Expense		\$ ____.
Expense		\$ ____.
Subtotal	\$ ____.	\$ ____.
TOTAL	\$ ____.	\$ ____.

Detail of Project Activities and Outcomes

Summary Objectives:	<i>Provide summary of original project objectives</i>
Outcomes:	<i>Provide evidence that project outcomes have been achieved as agreed in the Grant Agreement.</i>

Checklist and Certification

All sections complete?	<input type="checkbox"/>	I certify: 1. that grant funding described above was expended in accordance with the conditions of the Grant Agreement; and 2. that the above report is an accurate statement of project progress, milestone activities undertaken and DFT funds expended.
All expended funds acquitted?	<input type="checkbox"/>	
Tax invoice attached?	<input type="checkbox"/>	
Report signed and dated?	<input type="checkbox"/>	
Name: _____		Signed: _____
Position: _____		Date: _____

FOLLOW-UP REPORT TEMPLATE

Project Title:	<i>Project Title as specified in the Grant Agreement</i>			
Contact Name:	<i>Name of Primary Contact Person</i>			
Company Name:	<i>Name of legal entity (if applicable)</i>			
ABN:	<i>Australian Business Number (if applicable)</i>			
Email Address:	<i>Preferred email contact for nominated person</i>			
Phone Number:	<i>Preferred phone contact for nominated person</i>			
Report Type:	6 Month	12 Month	Other	Date Submitted: <i>DD/MM/YYYY</i>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Commercial Outcomes

Have outcomes of the DTF project been spun out? Y/N N Name: *Name of new commercial venture*

Please provide any relevant details about the new commercial venture

Have outcomes of the DTF project attracted follow-on funds? Y/N N Amount: *\$_____ value of funds attracted since DTF grant*

Please provide any relevant details about the funding attracted

Has new IP been filed or granted? Y/N N Number: *Number of new pieces of IP generated*

Please provide any relevant details about the new IP

Have outcomes of the DTF project been sold or licensed? Y/N N Value: *\$_____ value of sale, license arrangement, etc*

Please provide any relevant details about the sale or license agreement

Have jobs been created as a result of project outcomes?

Approximate number of jobs created (FTEs)

Other:

Describe any other commercial outcomes realised as a result of the DTF project

Non-Commercial Outcomes

Please describe any non-commercial outcomes resulting from the DTF project. Non-commercial outcomes may include:

- Research papers or other publications
- Industry or industry-research collaborations
- Etc.

Benefit to the ACT

Please briefly describe how the above outcomes (commercial and non-commercial) have been realised in the ACT.

Checklist and Certification

- All sections complete?
- Commercial outcomes described?
- Non-commercial outcomes described?
- Report signed and dated?

I certify:

that the above report is an accurate statement of commercial and non-commercial outcomes realised from the DTF grant.

Name: _____

Signed: _____

Position: _____

Date: _____