

THE AUSTRALIAN NATIONAL UNIVERSITY AND UNIVERSITY OF CANBERRA DISCOVERY TRANSLATION FUND 2.0

Guidelines Version 16 February 2015

Purpose

The Discovery Translation Fund 2.0 was established to assist the commercialisation of new technologies and innovations from The Australian National University (**ANU**) and University of Canberra (**UC**). It is managed on behalf of these Canberra region research and education institutions by ANU Connect Ventures (**ANUCV**).

The goal of DTF 2.0 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, or licensing income to the submitting institution.

Key Principles

Expressions of Interests are accepted at any time, and reviewed at periodic Evaluation Committee Meetings, with promising submissions invited to submit a more detailed application. Final funding decisions, based on the recommendations of ANUCV, are made at the discretion of The Australian National University and the University of Canberra.

Criteria for funding are governed by a set of principles, which include:

- Projects must be submitted through either The Australian National University or the University of Canberra, and the submitting institution must have the right to commercialise the intellectual property on which the project is based.
- The Discovery Translation Fund 2.0 can award grants of up to \$50,000 per project. Funding above \$50,000 will be considered for projects of exceptional commercial potential, but may only be awarded conditionally, and projects will be required to achieve a significant commercial milestone to access the additional funds.
- Projects funds will be awarded to key 'proof of concept' development activities that demonstrate commercial potential and address identified market needs. Expenditures can include: technical validation activities; intellectual property advice; early stage business development; and market validation activities.
- Successful projects will be framed around milestones that lead to clear gains in commercial potential.
- Awarded projects must be completed within 12 to 18 months, as appropriate to discipline.

THE APPLICATION PROCESS

Expressions of Interest (**EOI**) for DTF 2.0 will be accepted online on a continual basis and applications will be progressed in accordance with the following process:



Researcher applicants will receive support in developing an Expression of Interest, through the relevant office of the submitting institution:

- **ANU Technology Transfer Office** for ANU-based applicants; and
- **UC Research Services Office** for UC-based applicants

ANUCV will undertake an initial review of EOIs, and may seek clarifications or amendments prior to consideration of the DTF Evaluation Committee, to assess whether a project is likely to meet eligibility and merit criteria.

Projects invited for further evaluation will receive from ANUCV details for lodgement of a Full Application. Potential applicants will receive support from the relevant office of the submitting institution to complete and refine their application (see attached application questions). Submitted Full Applications will be reviewed by ANUCV and applicants may be requested to provide further information and will be required to provide a formal presentation to the DTF Evaluation Committee. The DTF Evaluation Committee will make final funding recommendations based on its assessment of projects against the eligibility requirements and merit criteria below.

Eligibility Requirements

- Project applications must be submitted with the approval of the relevant office of The Australian National University or University of Canberra.
- DTF 2.0 projects must be based on intellectual property that the submitting institution has a right to commercialise.
- Applicants must be able to demonstrate the need for financial assistance from ANUCV.
- Projects must be able to be completed within 12 to 18 months of commencement, as appropriate to the discipline and project proposed.
- Project Researchers must agree to be bound by the DTF 2.0 Procedures for Funding Obtained.

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 technical verification to enable crucial 'proof of concept' development.
- Specialist external consulting advice or contract research.
- IP and legal advice (but not for the purposes of funding patent costs).
- Early stage business development and market validation activities.

Applicants should note that DTF 2.0 funds cannot be used for general infrastructure, indirect or overhead costs, however these costs will be recognised as an in-kind contribution of applicants.

Evaluation Committee

The DTF Evaluation Committee meets periodically to screen Expressions of Interest and consider Full Applications received. Committee members will evaluate potential projects based on the submitted Full Application and a formal presentation to the Evaluation Committee. Expert consultations will not ordinarily be required, but in cases where the Committee would like more information, projects may be referred to the following meeting.

Representation on the Committee consists of:

- ANU Connect Ventures Chief Executive Officer (Chair)
- ANU Director, Technology Transfer
- UC Deputy Vice-Chancellor (Research) nominee
- External Representatives from government, industry and/or innovation network

Projects receiving endorsement from the Committee will be recommended to the delegate of the submitting institution 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

- The underlying science, technology or concept is of high quality
- The IP is novel and creates a barrier to competition
- The submitting institution has rights to commercialise IP resulting from the project

Commercial Case

- The market need is described and reasonably addressed by the technology
- The technology has a realistic, viable path to market in a reasonable timeline
- The proposed project compares favourably to existing competitors in the market
- The potential market size will create a demand for the technology, and is growing

Resourcing

- The applicant has demonstrated a need for funding, and investigated other sources
- The applicant has secured complementary resources from his/her institution, school, faculty
- The project will allow leveraging of funding from other external sources, such as the *Accelerating Commercialisation Program*

Project Execution

- The applicant has demonstrated a strong team with the knowledge and experience required to complete the project. The team is likely to be able to undertake further development work to bring a product to market. Collaborators fill critical gaps in the main team.
- The planned activities are likely to achieve the proposed outcomes. The timeframes are realistic. The distribution of work and sequence of milestones is likely to produce satisfactory outcomes.
- The requested funds are part of a reasonable budget, and present a viable value proposition based on the intended project outcomes.

AWARD OF FUNDS

Fund Terms

Grants from DTF 2.0 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.

Confidentiality

All information provided on submitted EOI forms, including project descriptions and funding amounts provided is non-confidential. Other information and material revealed in discussions with ANUCV and the submitting institution will be treated as confidential unless otherwise agreed.

Procedures for Funding Obtained

These terms and other conditions of funding are detailed in the DTF 2.0 Procedures for Funding Obtained. Prospective applicants should review the Procedures relevant to them, as they will be required to accept these terms before funding is released.

Procedures 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 un-acquitted funds must be returned to DTF 2.0 upon completion of the relevant milestone.

Additionally, ANUCV has reporting requirements on the outcomes of funded projects under DTF 2.0. 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.

APPLICATION QUESTIONS

Applications for DTF funding are submitted via the following form, which is accessible once a project applicant has received an invitation to apply from ANUCV.

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:	<input type="checkbox"/> ANU Researcher <input type="checkbox"/> UC Researcher
Contact Name:	<i>Name of Primary Contact Person</i>
College / Faculty:	
School:	
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, GST N/A</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 the project's 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 the institution's 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 / UC 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 and wider community

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.

(250 words or less)

Collaborators

If there are collaborators outside the 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 (Accelerating Commercialisation, 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 18 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?

Large Grants: Note that funds above \$50,000 will only be awarded on a conditional basis. If you are seeking a grant larger than \$50,000, you are required to include a Milestone which demonstrates a significant commercial achievement. The results of this Milestone will need to be presented to the Discovery Translation Fund Evaluation Committee and assessed prior to receiving approval to access continued funding.

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>
Outcomes:	<i>Describe the measurable outcome to be achieved as a result of completing the milestone</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>
Outcomes:	<i>Outcomes of 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>
Outcomes:	<i>Outcomes of 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>
Outcomes:	<i>Outcomes of 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>
Outcomes:	<i>Outcomes of 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	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Market Validation	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
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					\$_____

MILESTONE REPORT TEMPLATE

Project Title:	<i>Project Title as specified in the Project Procedures</i>
Contact Name:	<i>Name of Primary Contact Person</i>
College / Faculty:	<i>Name of legal entity (if applicable)</i>
School :	<i>Name of School (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:	<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 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> <i>Have the results been used in a further application for funding or a publication?</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

<p>All sections complete? <input type="checkbox"/></p> <p>All expended funds acquitted? <input type="checkbox"/></p> <p>Transfer request attached? <input type="checkbox"/></p> <p>Report signed and dated? <input type="checkbox"/></p>	<p>I certify:</p> <ol style="list-style-type: none"> 1. that grant funding described above was expended in accordance with the conditions of the DTF Procedures for Funding; and 2. that the above report is an accurate statement of project progress, milestone activities undertaken and DTF funds expended.
Name: _____	Signed: _____
Position: _____	Date: _____