

**University of Florida Industry Partnership
Matching Grants Program
(UFLIPS)**

UFLIPS Program Guidelines and Application Process

Application Deadlines

March 1, 2018

October 1, 2018

UFLIPS Program Guidelines and Application Process

PROGRAM OVERVIEW

The University of Florida Industry Partnership Matching Grants Program (UFLIPS) has two funding opportunities. These are:

- 1- UFLIPS-General (UFLIPS-G); and
- 2- UFLIPS-Energy (UFLIPS-E)

Both opportunities promote early- to late-stage technology development and commercialization through collaborative research projects (for 12 months) between University of Florida's Principal Investigators (PIs) and high tech (UFLIPS-G) and energy (UFLIPS-E) companies located in Florida.

The path from lab to market can be risky and financially burdensome for many companies. The UFLIPS Program has been created to aid Florida companies in their commercialization efforts of technologies by:

1. providing Florida companies with the maximum return on investment for R&D; and
2. leveraging UF's intellectual resources and talents through translational research opportunities.

UFLIPS will enable Florida companies to engage UF Researchers and their teams in translational research opportunities and to train and engage new talent, while leveraging R&D.

Projects must support the following program goals:

- Contribute to attracting, retaining, and growing technology- and energy-based companies in Florida
- Increase the impact UF researchers have on developing technology and energy industries in Florida
- Increase competitive external funding for UF-Industry collaborative research
- Provide UF students with industrial research experiences and increase the student pipeline to Industry across Florida

UFLIPS APPLICATION & AWARD OVERVIEW

Eligibility for Application (see Table 1):

- Industry partner **MUST** be a Florida-based company in the high tech- or energy-related sectors.
- Company cash (and any in-kind contribution) requirements must be submitted and guaranteed in writing with the Application.
- UF's standard Facilities and Administration rate applies only to Company's cash amount portion.
- Completed full application must be submitted (uflips@research.ufl.edu & UFIRST) by UF PI on or before deadline date.
- The PI and/or Company will not be eligible to submit additional proposals if progress reports/Annual Reports on previous/existing projects are delinquent.

Eligibility for Award (see Table 1 and details in "AWARDS" section):

- Proposal must be recommended for funding by Review Committee.
- Company and UF sign research agreement (template available at <http://research.ufl.edu/faculty-and-staff/forms.html>).

The UF UFLIPS match requirement is a 1:1 Cash Match, ranging from \$25,000 (minimum) to \$50,000 (maximum), with Company's total cash amount committed (see sample budget in Appendix I). In addition, the company must provide a 1:1 In-Kind Match.

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Table 1: Application and Award Requirements.

1. Application	Project	Any technology or energy discipline (see Table 2 for discipline examples)	
	Eligibility	Industry Partner Technology- or energy-focused company located in Florida	UFLIPS UF PI must be PI-eligible
	Cash	\$25K or more	1:1 match of Industry total cash contribution, starting at \$25K and up to max of \$50K
	UF standard F&A rate	Applied to Company cash amount, ONLY	N/A
	In-kind (Letter of Commitment)	Must be a minimum of 1:1 of Company cash amount	N/A
2. Award	Proposal	Must be recommended for funding by Review Committee	
	Intellectual Property	Industry Partner Must agree to UFLIPS Research Agreement terms & conditions	UFLIPS UFLIPS Research Agreement terms & conditions
	Payment	Must agree to UFLIPS Research Agreement terms & conditions	UFLIPS Research Agreement terms & conditions

Table 2. Projects may be proposed in any high tech or energy discipline, including, but not limited to:

<ul style="list-style-type: none"> Life Sciences - including Biotechnology, Medical Device Manufacturing, Pharmaceuticals, or Health Care Information Technology - including Products/Services, Software Development, and Cyber-Security Modeling/Simulation/Training Photonics/Lasers/Optics Telecommunications 	<ul style="list-style-type: none"> Manufacturing Biomedical Engineering Renewable Energy 	<ul style="list-style-type: none"> Aviation/Aerospace Homeland Security/Defense Financial/Professional Services Nanotechnology Hydrogen-Based Technologies Agribusiness Microelectronics
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Potential Industry Partners: To determine if your company may qualify or if you need assistance identifying a UF PI, please email uflips@research.ufl.edu for assistance.

Appendix II has concurrent steps for UFIRST and UFLIPS Proposal/Agreement/Award Set up.

PRE-PROPOSAL DISCUSSION & DEVELOPMENT

1. Proposal/Project discussion and development between UF PI and Industry Partner.

It is strongly recommended that Cherrie Hughes, UFLIPS Director, (uflips@research.ufl.edu) be involved from the start of the discussions. This will ensure a smooth and efficient process as she can identify potential issues prior to execution of UFLIPS Research Agreement.

PLEASE NOTE: Any discussion involving confidential information **must** be preceded by execution of a Confidentiality Agreement by both UF and the Industry partner to protect both parties' intellectual property (IP) rights.

PROPOSAL PREPARATION INSTRUCTIONS

1. UF PI and Industry partner to develop final Statement of work and budget which include.
 - a) The statement of work must clearly define/describe what additional value/research can be accomplished by leveraging of the UFLIPS Matching Grants Program funds.
 - b) Separate budget columns are required for Industry Partner portion and Requested UFLIPS Match amount – see sample budget in Appendix I.
2. The UF PI must submit the completed Proposal to uflips@research.ufl.edu. This proposal will be reviewed by Review Committee and a decision to Recommend/Not Recommend for UFLIPS funding will be provided. See Proposal Merit Review Criteria.
3. Concurrent with submission to uflips@research.ufl.edu, the proposal should be entered into UFIRST and routed for internal UF-Unit level approvals.

PLEASE NOTE: Only the Industry Partner's Cash funding is to be entered into the UFIRST budget. Company In-kind support and UFLIPS Match amount are not to be entered into UFIRST (i.e. NO cost share).
4. Proposal title in both UFLIPS Application and UFIRST Proposal should begin with: "OR-DRPD-UFLIPS-E-2018" or "OR-DRPD-UFLIPS-G-2018" then the proposal title (see Proposal Cover Page).

PROPOSAL COMPONENTS (See UFLIPS Proposal Form)

Required Sections for UFLIPS Proposal (*page/character/space limitations are provided in the individual sections & must be followed*):

1. UFLIPS Checklist
2. Cover Page
3. Project Abstract
4. Company Background
5. Statement of Work: Technical Proposal
6. Statement of Work: Master Schedule
7. Business Proposal
8. Business Analysis
9. Commercialization Plan
10. Measurable Results
11. Other Pertinent Factors
12. Budget
13. Budget Justification
14. Company Letter of In-kind Support

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The mandatory 1:1 In-kind *from the Company* is not to be included in the UFIRST budget section. It is to be indicated by a Letter of Commitment signed by an authorized company representative. In-kind support is mandatory and will be considered during Merit Review process by the Review Committee.

The Commitment letter for In-Kind support from the Company should be emailed as part of the proposal to uflips@research.ufl.edu on or before deadline, and must be uploaded as a single MSWord or PDF file into UFIRST as an attachment.

Company In-Kind calculated as follows:

Company FTE time (indicate # hrs x \$/hour) Name of Employee 1 (hours x \$/hour) Name of Employee 2 (hours x \$/hour) Name of Employee 3 (hours x \$/hour)	
Materials Donated (Indicate Amount/Number of Samples x \$/sample or \$/unit of materials donated)	
Fair Market Value of Company Equipment used by PI (at no cost to PI that is otherwise captured in the Project Budget) to complete Project Scope of Work	
Total Company In-Kind	

PROPOSAL MERIT REVIEW CRITERIA

The Review Committee will evaluate each proposal. Criteria for selection of awards (in order of priority) include:

- The Review Committee’s rating of the proposal’s technical merit.
- Commercialization potential of the technology/product proposed.
- Support of the goal of the program to attract, grow and retain energy technology-based industry in Florida.
- Amount of cash (and in-kind match) provided by industry partner.
- Strength of university / industry partnership.
- Student involvement in the proposed research. Industry funds should include tuition for students involved, but is not required.

UFLIPS RESEARCH AGREEMENT PROCESS

1. UFLIPS Research Agreement (URA) can be provided to the Company for review and execution at any time and certainly once Statement of Work and Budget have been finalized.
2. Intellectual property (IP) and payment terms and conditions (T&C) are non-negotiable and will follow the UFLIPS Research Agreement T&C. Negotiation for any other URA T&C will commence once Review Committee has returned a verdict to Recommend proposal for UFLIPS Matching funds.

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AWARD

If proposal is recommended for funding, a UFLIPS Notice of Intent to Award will be sent to appropriate parties and:

- a) URA negotiations will commence, or
- b) UF will counter-sign URA that Company has previously signed, and
- c) Once URA is fully executed, internal UF Award/NOA process & set up of Grant project in MyUFL will proceed.

PLEASE NOTE: UFLIPS Notice of Intent to Award does **NOT** indicate that Company or UFLIPS funds will be released.

1. Once UFLIPS Research Agreement has been fully executed, an Award Letter providing details of Project, including project number(s) and/or spending chartfields, start & end dates, any project-specific funding limitations, etc., will be provided.
2. Company will be invoiced for the full amount once the UFLIPS Research Agreement has been fully executed and project set up in MyUFL is complete. UFLIPS Matching funds will be released to PI once full payment from Company has been received.

APPENDIX I Sample budget

Example of a Proposal Title:

OR-DRPD-UFLIPS-E-2018: *Development of materials-based Energy Sources for Flying Submarines.*

PROJECT PERIOD: 12 months.

COMPANY NAME: [Company Name]

	Funds to be Provided By [Company Name]			Requested UFLIPS Matching Funding			Total Costs
	Effort	Rate	Cash Cost	Effort	Rate	Cash Cost	
Personnel Salary & Wages							
PI Name	3%		\$8,255	5%		\$13,716	\$21,971
Grad Asst #1 Name	19%		\$5,292	31%		\$8,748	\$14,040
Grad Asst #2 Name	19%		\$5,292	31%		\$8,748	\$14,040
Total Salary/Wage Costs			\$18,839			\$31,212	\$50,051
Fringe Benefits							
PI Name		27.40%	\$2,262		27.40%	\$3,758	\$6,020
Grad Asst #1 Name		10.20%	\$540		10.20%	\$892	\$1,432
Grad Asst #2 Name		10.20%	\$540		10.20%	\$892	\$1,432
Other Direct Costs							
Travel			\$0			\$0	\$0
Materials & Supplies		55%	\$6,100		45%	\$5,060	\$11,160
Access to Instrumentation		62%	\$2,015		38%	\$1,215	\$3,230
Tuition		35%	\$3,801		65%	\$6,970	\$10,771
Total Direct Costs			\$34,095			\$50,000	\$84,095
Modified Total Direct Costs (MTDC)			\$30,294			n/a	\$30,294
F&A (52.5% of MTDC on Company Funds Only)			\$15,905			n/a	\$15,905
TOTAL CASH COSTS			\$50,000			\$50,000	\$100,000

Budget Justification:

Faculty Salary: Funds are requested for 1.0 month of effort (8%) for the PI. PI will supervise the two students working on the project, oversee synthesis and functionalization, participate in data analysis and interpretation, and disseminate project findings through presentations, peer reviewed publications, and reports to UFLIPS Program Director and to [Company](#). PI will contribute expertise in material synthesis, modification, and characterization.

Faculty Fringe: The applicable fringe rate for faculty salaries has been used.

Graduate Students: Funds are requested to two graduate students for 6 months each at 50% effort (standard effort for graduate students in their respective departments). GA #1 will synthesize and functionalize materials microspheres provided by [Company](#), while GA #2 will investigate energy capture and storage options provided by [Company](#) and characterize their effectiveness.

Graduate Student Fringe: The applicable fringe rate for faculty salaries has been used.

Laboratory Supplies and Reagents: Funds are requested to acquire glassware, laboratory supplies, magnetic containment fields, and reagents (polymers, solvents, etc.) needed to synthesize the microspheres. These costs have been estimated based on the work performed during the first phase of the project. Funds are also requested to acquire supplements, consumables, and other supplies needed for storage options of energy in functionalized microspheres.

Access to Instrumentation: Funds are requested for instrument access fees at the College of Engineering Research Service Centers (RSC) and the Interdisciplinary Center for Biotechnology Research (ICBR) for microsphere characterization.

Indirect Costs: Indirect costs have been calculated as 52.5% of modified total direct costs (MTDC) for the portion of the budget supported by Cash contributions from [Company](#).

APPENDIX II

Concurrent Steps in UFIRST and UFLIPS Processes

	UFIRST	UFLIPS
Proposal	<p>Proposal submitted for internal UF approvals:</p> <ul style="list-style-type: none"> (a) Company cash support to UF – detailed budget in UFIRST; (b) Company In-kind support – Letter signed by Company’s Authorized Official to be uploaded as Attachment in UFIRST; no Company cost share to be included in UFIRST budget; (c) Research Agreement – Final negotiation (DSP Contracting Office) or execution of Research Agreement; (d) Award for Sponsor-funded portion of project processed in UFIRST; (e) Sponsor-funded Project established in MyUFL. 	<p>Proposal submitted to uflips@research.ufl.edu for Review Committee to decide Recommended/Not Recommended for UFLIPS Match Funding:</p> <ul style="list-style-type: none"> (a) Not Recommended => UFIRST proposal to be terminated; No further action RE Research Agreement negotiations. (b) Recommended => UFLIPS Letter of Intent to Award; (c) See (c) in UFIRST column, left; (d) UFLIPS-funded Project established in MyUFL; (e) Letter of Award from UFLIPS outlining Project details from UFLIPS funding source.
Proposal – Not recommended for UFLIPS funding	UFLIPS Decision Letter uploaded into UFIRST Proposal and proposal is Terminated.	UFLIPS Decision Letter sent to PI & Company, cc sent to DSP (& ORBO if appropriate)
Agreement – Proposal recommended for UFLIPS Match Funding	<ol style="list-style-type: none"> 1. Agreement signed by Company “as is” with no requested changes: Agreement record created from UFIRST Proposal & the signed Agreement uploaded for processing through to Award per usual practice. 2. Agreement – Company requests some changes (Payment and IP terms are non-negotiable): UFIRST Agreement record created from UFIRST Proposal. Research Agreement uploaded for DSP Contracts Office to finalize negotiations before full execution and usual Award process. 	Recommended for UFLIPS funding => Letter of Intent to Award, dependent upon final negotiation/execution of Research Agreement.
Award Set-up	<p>Award finalized in UFIRST and sent to C&G for integration into MyUFL.</p> <p>Grant Project set up in MyUFL for Company portion of funding</p> <p>C&G sends invoice to Company – 100% due upon receipt of invoice.</p>	<p>UFLIPS Letter of Award advising UFLIPS funds will NOT be released until payment received in full from Company and providing details of UFLIPS Match amount, spending limits, etc. UFLIPS funds set up is dependent on source of UFLIPS funds, detailed below:</p> <ul style="list-style-type: none"> (a) Fund 101 (UFLIPS-G): ORBO will do budget transfer via MyUFL, \$0 in UFIRST. (b) Fund 209 (usually UFLIPS-E): Mod to UFIRST Award to set up Grant in MyUFL (email sent to DSP – Debbie Thigpen). (c) Fund 211 (usually UFLIPS-G): ORBO sets up project in MyUFL, \$0 in UFIRST.