

# University of Florida Industry-Partnerships (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. Technical Proposal
6. Master Schedule
7. Business Proposal
8. Business Analysis
9. Commercialization Plan
10. Measurable Results
11. Other Pertinent Factors
12. Budget
13. Budget Justification (Refer to Program guidelines for sample budget, AND use Budget template provided)
14. Company Letter of In-kind Support

## Checklist

***(Please check all that apply)***

Matching Funds Tied to Federal \$		Start-Up Company	
Conflict of Interest		Incubator Company	
Company University Spin-off		Small Company	
Medium Company		Large Company	
Existing RA or Master RA for Company?		University IP?	
New IP?		Shared IP?	
Gift		Previous Award?	

**Proposal Title (please indicate if UFLIPS-**G** or UFLIPS-**E**):**

OR-DRPD-UFLIPS-??-2018: \_\_\_\_\_

**UF INFORMATION**

\_\_\_\_\_  
Print UF Principal Investigator Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature UF PI

\_\_\_\_\_  
Contact Info (E-mail & Phone)

\_\_\_\_\_  
UF Co-Principal Investigator(s) Name(s) (Print)

\_\_\_\_\_  
Department(s)

\_\_\_\_\_  
UF Co-I Signature(s)

\_\_\_\_\_  
Contact Info (Phone, E-mail)

**COMPANY INFORMATION**

\_\_\_\_\_  
Company Legal Name

\_\_\_\_\_  
Company Division/Group

\_\_\_\_\_  
# of Employees

\_\_\_\_\_  
Print Company Technical POC Name

\_\_\_\_\_  
Company POC Contact Info (Phone, E-mail)

\_\_\_\_\_  
Print Company Technical POC Name

\_\_\_\_\_  
Company POC Title

**Company Address for Invoicing:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Print Name of Company POC for Invoicing

\_\_\_\_\_  
Contact Info (Phone, E-mail)

Support Requested from Company and from UFLIPS Matching Funds Research Program:

Company Cash	UFLIPS-UF Cash	Total Cash
\$	\$	\$
Company In-Kind		
\$		

### **Project Abstract for Public Use**

**(Please provide a general description of the project that can be shared with the Public)**

---

**Company Background:**

(a)	# of Full-Time Equivalent (paid/unpaid) employees in FL:	
	# of Full-Time Equivalent (paid/unpaid) employees worldwide including FL:	
(b)	Brief Description of company's business in FL:	
	Brief Description of company's business outside of FL if any:	
(c)	Woman owned:	(d) Minority Owned:
(d)	Subsidiary: Y/N Name of Subsidiary	(e) Incubator: Y/N
(f)	Has your company received a prior Award? Y/N	Incubator Name:

## Statement of Work

## Technical Proposal:

A technical proposal is required. It is to consist of a narrative (not to exceed 5 pages), and a master schedule. The narrative should include:

- Purpose of the total project
- Results to be achieved by the total project
- For this proposed phase only, describe:
  - Scope of work
  - Technical approach
  - Tasks
  - Anticipated results
  - Deliverables to the company
  - Risk factors
  - Brief statement of Phase 2 plans, if this is a Phase 1 of 2 proposal
  - Other pertinent information

Fill out the master schedule form on the next page. A typical master schedule will consist of 4 to 10 schedule items. An example of a partial master schedule is as follows

[illegible]

[illegible]

### **Business Proposal:**

- (a) What is the product or process you are planning to commercialize? How does it fit into your core business? If necessary, expand on description of your business given in Section 2(b) and (c). (500 characters/spaces)
- (b) What/how will this UFLIPS project contribute to your product or capabilities? (500 characters/spaces)

### **Business Analysis:**

- (a) **Market.** What is the market for the product or process? By what means have you determined this? What will be your market share and why? Who will be your customers? If you are not in the market now, how are you going to get there? What key strategies will make your product or process introduction successful? *(limited to 1,500 characters/spaces)*
- (b) **Competition/Competitive Advantage.** What are the competing products or processes? What is being used now? Who will be your competition? What is the uniqueness of your product or process? *(limited to 1,500 characters/spaces)*

### **Commercialization Plans:**

(a) Describe your strategy and time frame (following the completion of this project) for manufacturing the product, providing services or implementing the process. What other problems must be solved before commercialization can be achieved? What additional research and development, will be required before this product, process or service can be commercialized? Who will do that? *(limited to 1,500 characters/spaces)*

(b) How will you finance this effort? *(limited to 500 characters/spaces)*

### **Measurable Results:**

Forecast of total annual sales and additional new jobs created each year as a result of this project, for five years starting one year after the completion of the UFLIPS project. Example: Year 1: 2 new jobs; Year 2: total annual sales \$90,99,12 new jobs; Year 3: total annual sales 1.7M,11 new jobs...etc. Also give the cumulative total of new jobs to be created for that entire five-year period. (Note: If sales will begin later than one year after completion of the project, then give the five-year projection beginning the first year of sales, indicate what actual year that year 1 will be, and explain why sales will be delayed.) *(limited to 1,500 characters/spaces)*

**Other factors pertinent to this project.** Examples: importance of project, new opportunities, etc.  
*(limited to 500 characters/spaces)*

**Budget Justification:**