

FUNDING GUIDELINES

Congratulations on receiving an award from UT Dallas! In order to ensure that you access your funds in a timely and appropriate manner, it’s essential that you follow these guidelines.

Funding through The Institute and Blackstone LaunchPad is intended to be used exclusively for the advancement of a business venture. Funding expectations and requirements for recipients who are awarded funds (i.e., “awardees”) are below:

A. TIMELINE AND EXPIRATION OF FUNDS

- Awardees will have 90 days from the date of award to present a plan for approval by designated staff members. All plans should include a timeline, description, and estimation of expenses.
- All awards must be fully distributed within one year the date of the award. If any amount of funds remain unclaimed or distributed as of the one year anniversary of the award, they will be void.
- Funds received by an individual recipient via Comet Account will be used automatically by the bursar’s office to pay any outstanding balances owed to the University

B. ELIGIBLE AND INELIGIBLE EXPENSES

- Funds should be spent on items and services that advance the development of the recipient’s business in accordance with their stated business goals and milestones at the time of award. Examples of eligible and ineligible expenses are listed below:

| Category | Eligible Expenses | Ineligible Expenses |
|---|--|---|
| Marketing | <ul style="list-style-type: none"> • Conference registration and Exhibitor fees (i.e. booths) • Registration of internet domain names • Approved social media or other online advertising campaigns • Design and purchase of promotional materials, including branded swag items, print media, banners, posters, business cards, etc. • Videography, photography, and graphic design from an approved service provider | <ul style="list-style-type: none"> • Travel, lodging, and meal expenses for meetings and other purposes • General entertainment events |
| Legal | <ul style="list-style-type: none"> • Fees associated with legal consulting for business formation or protection, e.g., Intellectual Property filing for patents or trademarks, completing articles of incorporation or partnership, investment agreement preparation, etc. | <ul style="list-style-type: none"> • Fees related to pending or current legal action |
| Finance and Operations, including Technology and Equipment | <ul style="list-style-type: none"> • Accounting services and financial statement reporting* • Product inventory and/or stock • Hardware / software licenses absolutely essential to the advancement of the business • Membership fees, if directly related to the advancement of the business • Shipping costs and duty charges • Approved rent expenses, e.g., dedicated office space at the Venture Development Center | <ul style="list-style-type: none"> • General computer equipment and cell phones • Office equipment and supplies, i.e., desk chair, desk, printer, paper, ink, etc. • Vehicles, repairs, and gas • Monthly operation expenses, i.e., telephone, internet, etc. • Entertainment expenses, gifts, food, and beverages (alcoholic and non) |

| | | |
|------------------------------------|--|--|
| Product/Service Development | <ul style="list-style-type: none"> • Prototype development (materials, design costs) • Web/mobile design/development from an approved 3rd party vendors | |
| Human Resources | <ul style="list-style-type: none"> • Subscriptions to HR software such as quickbooks with Payroll, Gusto, etc. | <ul style="list-style-type: none"> • Salaries or compensation for yourself or other team members. • Teambuilding or employee experiences |

*Items may be considered on a case-by-case basis if directly related to the advancement of the business; must be pre-approved before requesting reimbursement or payment.

B. PAYMENT METHODS

All expenses must have a record or receipt. Further, all services providers must be approved by the Institute with their Vendor Setup Forms paperwork completed with the University before they can be paid. Expenses will be paid directly through The Institute or The Blackstone LaunchPad Staff via one of the following methods:

Method 1: Staff will directly pay invoices from approved third-party vendors for eligible expenses. (Obtain approval in advance)

Method 2: Staff will reimburse out-of-pocket expenses for eligible items (invoices/receipts required). Funds will be deposited to the recipient’s personal account or business checking account.

Method 3: Funds will be deposited to the recipient’s Comet account (budget plan required). This method is only applied to awarding amount of \$2,500 or less.

For questions related to eligible expenses and payments, current Vendor Setup Forms, or other inquiries associated with the processing of awards, please email launchpad@utdallas.edu.