

OFFICE OF RESEARCH

FUNDING GUIDELINES FOR THE BIG IDEA COMPETITION – RESEARCH TRACK

This document will help ensure that you remain compliant with the funding guidelines set forth by the Office of Research. In order to access your funds in a timely and appropriate manner, it is essential that you follow the guidelines set forth below.

Funding provided from the Office of Research is intended to be used exclusively for the advancement of a business venture commercializing new technology in partnership with UT Dallas. Funding expectations and requirements for recipients who are awarded funds (i.e., “awardees”) are below:

A. TIMELINE AND EXPIRATION OF FUNDS

Awardees will have until April 30, 2021 to satisfy any requests with regard to the business or to finalize and complete any outstanding documentation with the university. Awardee will have until April 30 2023 to draw down on the awarded funds using the Exhibit A attached. Any unused or remaining funds will expire on the anniversary of the award.

B. CONFLICTS OF INTEREST, IP LICENSING, AND EQUITY GRANT TO UT DALLAS

Prior to receiving any funding, awardee must have completed all technology licensing requirements and agreements with the UT Dallas Office of Technology Commercialization (OTC) and be in good standing with the Office of Research which may include but not be limited to having filed Conflict of Interest disclosures for relevant faculty or staff having and completed the OTC’s express licensing agreement. This licensing agreement is inclusive of a negotiable equity grant which includes minor, anti-dilution rights such that it will only be diluted from the purchase of equity, and not from the issuance of stock options for employees, advisors, or board members.

C. ELIGIBLE AND INELIGIBLE EXPENSES

Funds should be spent on items and services that advance the development of the recipient’s business and accelerate commercialization 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
Office Space	<ul style="list-style-type: none"> Membership and office/lab space in the Venture Development Center 	<ul style="list-style-type: none"> Real estate or commercial office lease
Marketing & Business Development	<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"> • Engineering services with UT Design • 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 	<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"> • Less than 50% of the total award may be used to pay salaries or 1099 wages of individuals that own 10% or less of the business and are working to advance the business. • Subscriptions to HR software such as quickbooks with Payroll, Gusto, etc. 	<ul style="list-style-type: none"> • Salary or compensation to business owners that own more than 10% of the company at the time of payment • 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.

C. 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. Approved expenses will be paid directly by The Institute or Office of Research Staff. (Obtain approval in advance)

D. OTHER

Awardee will need to provide evidence of business formation and business banking account prior to accessing funds.

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

APPENDIX A

BUSINESS PROFILE & DISBURSEMENT OF FUNDING REQUEST

Business Name:
Your Name:
Your Title:
Request Date:
Award Date: _____ Amount: \$

Office Address:
Office Address:
Industry:
Total grant and equity funding to date:
Total funds already received from Award:

Description of use of funding and amount:

1. _____ | \$ _____.

2. _____ | \$ _____.

3. _____ | \$ _____.

4. _____ | \$ _____.

5. _____ | \$ _____.

Total | \$ _____.

Please share any additional details about your use of proceeds here:

Submitted by: _____

Company Name: _____

Signature: _____

Date: _____

Approved for Disbursement:

Office of Research Representative: _____

Signature: _____

Date: _____
