

# Technology Development Pilot Program

## Terms of Reference

### Introduction

[Queen's Partnerships and Innovation](#) (QPI) supports the Research Portfolio's mission to be an essential catalyst for advancing research and knowledge mobilization, strengthening Queen's local, national and global impact. The QPI team develops and facilitates partnerships with industry, governments, not-for-profit organizations, and other academic institutions to advance the research enterprise at Queen's and the commercialization and protection of inventions, and to strengthen the regional innovation ecosystem in Kingston and Eastern Ontario.

The Office of the Vice-Principal, Research, has provided QPI with a one-time allocation of \$60,000 to fund a Technology Development Pilot Program, which aims to advance the [Technology Readiness Level](#) (TRL) of selected inventions with commercial potential to position them for other funding opportunities and make them attractive to potential licensees or investors.

### Funding Details

Funding (\$10,000-\$30,000 per successful application) will be made available to the applicant as of January 17<sup>th</sup>, 2022 and will need to be fully spent by December 31<sup>st</sup>, 2022. It is anticipated that a minimum of two projects and a maximum of six projects will receive funding.

### Eligible Applicants

Queen's faculty members who:

- are tenured, tenure-track or clinicians with protected research time,
- hold external funding (or have held external funding in FY 2019-20 or 2020-21) from one or more domestic or international sources such as governments, companies, foundations, or other not-for-profit organizations,
- have a research or technology that satisfies or exceeds the definition of [Technology Readiness Level 3](#), and
- have submitted an Invention Disclosure Form (IDF) to QPI in advance of this competition or as part of the Application.

### Application

The [Application](#) requires the following inputs:

1. a summary of the invention including its current Technology Readiness Level, envisioned product or service, potential industry receptors or expressions of interest/feedback from third-parties, or provide an [Invention Disclosure Form](#) for faculty members who have not previously disclosed their invention to QPI,
2. the proposed project and objectives, proposed statement of work (to include activities, milestones, persons responsible, anticipated deliverables/outputs, and proposed budget (Note: travel and conference costs are not eligible expenses),
3. a summary of the anticipated progress in advancing the Technology Readiness Level, and
4. a summary of how the project will advance the commercialization potential of the invention.

### Deadline and Links to Application Forms

Please submit your Application (and IDF if not previously completed and submitted to QPI) to [gpi.info@queensu.ca](mailto:gpi.info@queensu.ca) by 4:00 p.m. on Friday, July 9<sup>th</sup>, 2021.

## **Assessment Criteria**

The following criteria will be used to assess the applications:

- Is the applicant eligible for this program?
- Does the invention currently meet or exceed the definition of [Technology Readiness Level 3](#)?
- Will the proposed statement of work advance the TRL of the invention and meaningfully strengthen its commercialization potential?
- Is the proposed budget in-line with the proposed activities?
- Can the work be completed in one year and the budget spent by December 31, 2022? Are the human resources in place to complete the proposed activities by December 31, 2022?
- Were other organizations (academic, not-for-profit, government or industry) involved in creating the invention? If yes, do they have any rights to the invention or do they have rights to commercialize the invention?
- Have any third-parties expressed interest in the invention?

## **Adjudication Process**

QPI will review, evaluate, and rank the applications using the above criteria, and will recommend the most promising applications and the amount of funding to be awarded to each project to a review committee, to be organized by the VP Research, for approval. Recommendations will carefully consider the anticipated positive impacts to the development of the technology and the advancement of its commercialization potential in a reasonable period of time. Faculty members will receive notification of funding decisions by November 15<sup>th</sup>.

## **Deliverables**

Each successful applicant will be required to submit an interim report (due June 30<sup>th</sup>, 2022) and a final report (due January 31<sup>st</sup>, 2023) to QPI which summarizes the progress made relative to the approved statement of work, the technology development and TRL objectives, expenses incurred relative to the approved budget, and any inquiries received from third-parties regarding the technology.

## **Questions?**

Please contact QPI: [gpi.info@queensu.ca](mailto:gpi.info@queensu.ca)