

Technology Development Fund 2017 Policies and Guidelines

Participation in the Technology Development Fund (TDF) funding process and acceptance of an award from the Technology Development Fund at Boston Children's Hospital assumes acceptance of and compliance with the following guidelines and policies.

Eligibility:

- To be eligible for a TDF award, the following criteria must apply:
 - Applicant is a BCH employee who assigns his/her rights to any invention to BCH
 - The technology is owned by BCH and is not optioned, licensed or otherwise committed to a commercial entity (MTA or other agreement)
 - The applicant has filed an invention disclosure with the TIDO office
- TDF awards are intended to fund work that supports the advancement of technology, intellectual property and technical validation. Approximately 70% of the funding should be spent outside of the PI's laboratory.
- Funds cannot be applied towards the purchase of equipment, computers, travel, or Principal Investigator salary support at BCH or that of a collaborator at another institution.

Application and Selection Process:

- All award applicants must submit a letter of intent (LOI) using the template provided at www.childrensinnovations.org
- Applicants invited to proceed beyond the LOI stage will need to submit a full written proposal and a slide presentation based on templates provided by the TDF team.
- The proposal should identify the aspects of the projects that will be performed outside of the PI's laboratory as well as 2-3 contract research organizations (CROs) or service providers with the capabilities to carry out the external part of the project plan.
- The slides will be presented to the external advisory board on the Technology Review day. The TDF team may suggest revisions to both submissions prior to presentation to the board.
- The advisors review, score and rank the projects based on selected criteria (see criteria at www.childrensinnovations.org) and make a funding recommendation.
- The advisory board may recommend funding a project with a provision that the specific aims be modified.
- The final selection pool of projects proposed for funding is submitted to an internal BCH executive committee for approval.
- Awards are announced once the executive committee has approved TDF's funding recommendations.
- The award allocates **up to** \$50,000 for Proof of Concept awards and **up to** \$150,000 for Technology Development awards. The exact amount of each award is dependent on 1) the actual cost of the proposed work as quoted by service providers (i.e., CROs and consultants), or 2) the budget agreed upon in consultation with the TDF mentor. **Any funds remaining after the agreed upon project is completed will be returned to the pool for funding of future projects.**

Funding Process

- Upon award announcement, the Principal Investigator (PI) will submit a detailed project plan that incorporates revisions to the specific aims as suggested by the advisory board.
- The project plan will include both internal (to be performed at BCH) and external (to be performed by CRO) parts of the project.

- The PI and TDF will work together to screen the proposed CROs and select the best partner. TDF will support the effort by executing the appropriate non-disclosure and work-for-hire agreements.
- The TIDO Director approves each project plan.
- Upon completion and approval of the project plan, TDF will issue an award letter and begin the project.

Conditions of Accepting TDF Funding

- The project plan must be finalized and approved within 6 months from the announcement of award, or the award may be considered forfeited.
- All projects which have not been completed within 2 years of the award date will be closed, unless the awardee requests a one-year extension, which will be granted at TIDO Director's discretion. A request for extension must include the reason for the delay, evidence that the project remains relevant and timely, and a plan for completing the project within the next 12 months.
- Beyond the one-year extension, an award recipient wishing to request an additional extension of time will have to submit a new application to the Technology Development Fund during the annual call for proposal.
 - The TDF Advisory Board will consider the re-submission in light of the current scientific, market and regulatory landscape and judge the proposal on the same criteria as all TDF proposals.
- The PI agrees to use the funds as specifically described, and for the specific aims, detailed in the project plan. The project plan cannot be changed without TDF approval.
- The PI agrees to inform TDF if the PI, or the BCH employee performing the work and leading the project, intends to leave BCH.
- The PI agrees to inform TDF if the PI is awarded an internal or external grant that supports any of the same specific aims as those proposed in the TDF project plan.
- The PI agrees to deliver all the agreed upon deliverables detailed in the project plan upon the completion of the project and return any undisbursed funds.
- TDF reserves the right to put funding on hold or terminate funding should any of the following occur:
 - A project is optioned or licensed to a company during the award period.
 - Finalization of the project plan takes in excess of 6 months after announcement of the award.
 - Completion of the project takes in excess of two years.
 - The focus of the project deviates from the proposal approved by the Advisory Board without consultation with TDF.
 - The laboratory no longer has the staffing needed to complete the project.
 - The project is completed before the full grant award is spent.

Publicity

- TDF appreciates mention of the award provided by the "Technology Development Fund" in public presentations and publications when financial support is referenced.

Please contact Technology.Development@Childrens.Harvard.edu with any questions.