



BIO INNOVATION SA

Commercial Management Grant

For the employment of a Commercial Manager

Guidelines for Applicants

The *Guidelines for Applicants* is a reference guide to be used when applying for the Bio Innovation SA Commercial Management Grant.

Further information on the Initiative is available directly from Bio Innovation SA or via the website: <http://www.bioinnovationsa.com.au>.

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1 Introduction

1.1 The Bio Innovation SA Commercial Management Grant

Bio Innovation SA is a South Australian Government funded organisation established to enhance the development of the local biotechnology industry.

Bio Innovation SA has established the Commercial Management Grant (CM) to assist the commercialisation of South Australian bioscience technologies by providing access to senior management expertise.

The CM grant scheme is open to South Australian research facilities **which are at least partially funded by the public sector**, including universities, hospitals and research institutes (eligible organisations), and applications can be submitted year-round.

An application for CM grant funding must be made on behalf of the eligible organisation by the appropriate technology transfer office (TTO) or, in the absence of a TTO, the CEO or equivalent.

Applications will be reviewed internally by Bio Innovation SA. Where an application is successful, Bio Innovation SA will provide the grant directly to the eligible organisation, who will assume responsibility for administering the grant. It is a requirement that the CEO of Bio Innovation SA be on the selection committee for the Commercial Manager. On appointment he/she will report directly to the CEO/Head of the TTO of the applicant organisation. The ongoing reporting requirement for a CM grant recipient is the preparation and submission of six monthly progress reports.

Bio Innovation SA reserves the right not to award funding to any CM grant applications.

1.2 Program Objectives

The objective of the CM grant is to support the commercialisation of products or technologies within the eligible organisation by facilitating access to commercial development expertise. The grant will be used to facilitate the employment of a Commercial Manager who will identify the commercial potential of ongoing research and help to secure an IP position which can lead to licensing deals or spin out business opportunities.

The Commercial Manager must have a successful track record in a related field and be able to provide leadership in all aspects of commercial management, including IP management, the identification of third party commercial partners and the negotiation of successful outcomes with stake holders. The Commercial Manager must be co-located within the organisations research facility to allow frequent interaction with the researchers.

1.3 Level of Grant Support

The maximum funding that may be received from the CM grant is \$150,000 per annum to support the employment of a suitably qualified individual for a period of up to two years. The eligible organisation would be expected to provide matching funding.

In general, 50% of the grant will be available at the beginning of the employment contract with a subsequent payment schedule negotiated with the successful applicant organisation.

1.4 These Guidelines

These Guidelines have been prepared to assist applicants with their CM grant application and provide information on eligibility requirements. An application form is available from Bio Innovation SA by contacting our office on (08) 8217 6400.

2 Eligibility Requirements

The following requirements must be met for a project to be eligible for assistance:

2.1 The Applicant

The applicant must be a South Australian public sector organisation that engages in research. This includes universities, hospitals and research institutes. Joint applications from multiple research organisations are encouraged.

2.2 Intellectual Property

Applicants must have, or be prepared to implement, an IP strategy which encourages entrepreneurship.

2.3 Financial Support

The applicant must demonstrate that financial support is needed to be able to engage a Commercialisation Manager, although must also be able to show that they are in a position to provide the matching funding required.

2.4 The Role

The role is confined to the management of early stage IP in the field of Bioscience.

For the purposes of this grant, the definition of bioscience is *'The application of scientific and engineering principles to the processing of materials by biological agents to provide goods and services'*.

Acceptable areas of biotechnology generally include, but will not be confined to:

- Human and Animal Therapeutics
- Plant Sciences
- Recombinant DNA Technology (Gene Technology)
- Bioinformatics
- Genomics
- Cell and Tissue Culture
- Applied Microbiology and Biochemistry
- Antibody and Protein Engineering
- Bioprocess Engineering
- Early Development Of Pharmaceutical And Veterinary Drug Manufacture
- Medical and Veterinary Devices
- Biological Materials, Biomembranes and Surfaces
- Environmental Biotechnology Developments

The Chief Executive of Bio Innovation SA will determine whether the proposed project falls within this definition.

2.5 Candidate Selection

Once a CM grant has been approved, part of the grant can be used to fund the recruitment process needed to identify high calibre candidates. The CEO of Bio Innovation SA (or his nominee) will be a member of the selection panel.

3 Merit Criteria

Applications for CM grants will be assessed by Bio Innovation SA according to the following merit selection criteria:

- a) the ability to demonstrate the depth and quality of the scientific research base;
- b) the extent to which the role can only proceed satisfactorily with financial assistance;
- c) the extent to which the role will contribute to the commercialisation of biotechnology by the research organisation(s); and
- d) the extent to which the role will provide benefits to South Australia.

The requirements to address each of these criteria are explained more fully in the following section, which covers the *Application Process* in detail.

4 The Application Process

The Bio Innovation SA CM grant *Application Process* has three main parts:

- a) submit a written (1-2 page) expression of interest to Bio Innovation SA;
- b) upon receipt of an invitation to apply, complete an application form;
- c) on notification that the application has been successful, initiate candidate selection. A job and person description will be prepared in collaboration with Bio Innovation SA.

4.1 Part 1 – Submitting a Brief Summary of the Proposal

This should be a succinct 1-2 page outline of the proposed project. It should cover the key elements of the proposal in light of the stated objectives of the CM grant.

4.2 Part 2 – Application Form

This will require information on the following:

Name of Applicant

The applicant must be the head of the TTO or CEO of a South Australian public sector research facility, including universities, hospitals and research institutes.

Location of Relevant Research Discipline

Confirm that the Principal Project Researcher(s) will be based in South Australia for the duration of the project.

Field of Bioscience

Confirm that the research being undertaken fits within the definition of Bioscience described in section 2.4.

Nominated Contact Person

The nominated contact person and contact details should refer to a person able to answer questions regarding the project during the time the application is being assessed. This will typically be the head of the TTO or CEO of the research organisation.

Nature of Research

Outline the key areas of interest and track record of the research facility/department, Merit Criterion (a).

Need for Financial Assistance

Demonstrate a genuine need for the funding. Please state the reasons why the project will not proceed satisfactorily without a grant, Merit Criterion (b).

Applicants will also need to state whether they have previously applied or are intending to apply for any funding for this or a similar project and, if so, provide details.

Expected Contribution of a Commercial Manager

Describe briefly how the Commercial Manager will significantly enhance the commercial potential of the technology, Merit Criterion (c).

Collaborating Organisation Contribution to the Project

Describe collaborations that exist with other research organisations. These collaborators may not necessarily be South Australian. Reference needs to be made to any cash or in-kind contributions and the time that the commercial manager may need to allocate to the collaborating organisation.

Intellectual Property

Describe the IP policy and IP commercialisation strategy of the organisation and indicate why this encourages entrepreneurship. If no clearly defined IP strategy exists please indicate a willingness to institute one.

Benefits to South Australia

State how the commercialisation of research outcomes will benefit South Australia, Merit criterion (d). These could include opportunities for employment and income generation and possible synergies with other research organisations or bioscience companies.

5 The Selection Process

5.1 Competitive Grants Scheme

Applications for grants under the CM grant program will be assessed then granted or declined by Bio Innovation SA in the context of the Merit Criteria. Bio Innovation SA reserves the right not to fund any applications under the CM grant program. There is a finite pool of funding available each financial year for CM grants, thus the Grant Deed will include a clause that will allow Bio Innovation SA to make changes to the timing of grant payment to enable it to maintain cash flows within the program's annual budget. In the event that the funding pool is exhausted, applicants may need to delay appointment of the Commercial Manager until the following financial year.

5.2 Successful Applications

Where an application is successful, the applicant will be sent a letter of offer from Bio Innovation SA.

5.3 Confidentiality and Conflicts of Interest

Protecting applicants' confidential information is important to Bio Innovation SA. Information provided by applicants will be considered confidential and treated as such by Bio Innovation SA staff and any third parties from whom advice is sought. Confidential information will only be released with the applicants agreement or where required by law.

All Bio Innovation SA staff, Board members, and third parties from whom advice is sought regarding applications, will be required to declare any conflict of interest before having access to confidential material. Where a conflict of interest exists, the CEO will take appropriate action. Bio Innovation SA will sign a confidentiality agreement if required.

Following approval by Bio Innovation SA, the broad details of successful applications, such as, the name of recipient, the amount of funding and a brief explanation of the role of the Commercial Manager, may be disclosed for the purposes of promoting the CMG program and reporting on its operation.

5.4 Unsuccessful Applications

Unsuccessful applications can be resubmitted for assessment. However, it should be noted that Bio Innovation SA may refuse an application if:

- a) the application is the same, or substantially the same, as any previous application that was not accepted by Bio Innovation SA; or
- b) the applicant has already made more than one application for which Bio Innovation SA has decided not to grant financial assistance.

6 Contact Us

If applicants think they may be eligible for assistance under the CM grant Program they should complete the 1-2 page expression of interest and forward it to Bio Innovation SA. Should further information on the application process and/or eligibility be needed, please contact a member of the Bio Innovation SA team.

Bio Innovation SA is located at Level 15, 33 King William Street, Adelaide, SA, 5000. Applicants can find more information on Bio Innovation SA's website at www.bioinnovationsa.com.au or by calling Bio Innovation SA on (08) 8217 6400.