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# THE COMMONWEALTH TECHNOLOGY RESEARCH FUND

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## GUIDELINES FOR APPLICANTS

November 2006



Administered by  
Center for Innovative Technology  
**on behalf of the Innovative Technology Authority**  
in cooperation with  
**Virginia Economic Development Partnership**  
**State Council of Higher Education for Virginia**  
**Virginia Research and Technology Advisory Commission**

## Background

The Commonwealth Technology Research Fund is comprised of funds appropriated by the Virginia General Assembly and any gifts, grants, or donations from public or private sources. Pursuant to Virginia Code Section 2.2-2233.1, the Fund is administered by the Innovative Technology Authority, and grants or loans may be made to Virginia public institutions of higher education or to their associated intellectual property foundations.

The sole purpose of the Fund is to attract public and private research funding for institutions of higher education, in order to increase technological and economic development in Virginia.

## Structure of the Fund

The Fund has four components:

- i) a **Matching Funds Program** to leverage federal and private research dollars. Awards from this program shall be contingent upon the approval of the applicant's grant proposal for federal or private funds;
- ii) a **Strategic Enhancement Program** to upgrade the research capacity of those academic departments that have demonstrated the ability to perform innovative research in technology fields that has strong potential to contribute to economic development in the Commonwealth;
- iii) an **Industry Inducement Program** to upgrade research capacity in key departments of the institutions in order to attract specific companies to locate or expand in Virginia; and
- iv) a **Technology Commercialization Program** to enhance the capability of the institutions of higher education to commercialize technologies developed through their research.

As required by the 2006 Appropriations Act, all awards from the Fund shall be matched on at least a dollar-for-dollar basis by the respective institution of higher education, with private funds, or combinations thereof.

Virginia Code Section 2.2-2233.1(D) provides that awards shall be based on scientific merit and economic development potential of research programs in the following fields:

Aerospace	Biotechnology	Energy
Environmental and information technologies	High performance manufacturing	Telecommunications
Transportation		

The Authority has found that good cause warrants the consideration of programs in the following additional fields:

Nanotechnology	Modeling and Simulation	Healthcare
Microelectronics	Homeland Security/Defense	

Awards supporting research in other relevant fields or disciplines may be made by the Chairman of the Authority, provided that such action is reported to the Chairmen of the House Appropriations and Senate Finance Committees at least 10 days prior to the award or disbursement of such funds for such purpose.

Special emphasis is placed on collaboration between institutions of higher education and partnerships between institutions of higher education and business and industry.

***Eligibility***

Eligibility for grants from the Commonwealth Technology Research Fund is restricted to Virginia’s public institutions of higher education, or their associated intellectual property foundations.

**Proposal Submission**

Applicants must indicate which of the Fund’s four component programs is applicable and provide a brief description of how the proposal would meet the goal of the respective component.

In addition, applicants must submit a grant proposal specifically describing the following:

- project goals and objectives
- proposed activities and timeline
- cost
- participants
- amount of matching funds from the institution and, where applicable, federal or private matching funds
- anticipated technical and economic outcomes.
- a projection of how the grant would increase technological and economic development in Virginia.

It is anticipated that proposals will average ten pages in length.

***Proprietary Information***

Inclusion of proprietary information in proposals is discouraged unless absolutely necessary for proposal evaluation. When using proprietary information it should be clearly marked and submitted as an appendix to the proposal.

***Submission Information***

Administration of the Fund is handled by the Center for Innovative Technology on behalf of the Innovative Technology Authority. Proposals must be submitted to the Center for Innovative Technology. All proposals must signed by an authorized representative from the institution.

Questions regarding the Fund and proposals should be sent to Nancy Vorona at nvorona@cit.org.

## **Evaluation and Selection**

### ***Evaluation Criteria***

The extent to which the research capacity at the applicant institution will be enhanced is a primary criteria of each of the four component programs, as is the scientific and technical quality of the proposed project and any proposed collaboration between institutions of higher education and partnerships between institutions and business and industry. In addition, proposals will be evaluated based on the following specific criteria for each program:

- Matching Funds Program
  - ability to leverage federal and private research dollars
  
- Strategic Enhancement Program
  - demonstrated ability of academic department to perform innovative research in technology field
  - potential of chosen technology field contribute to economic development in Virginia
  
- Industry Inducement Program
  - attraction of a specific company to locate or expand in Virginia
  - involvement of a key department of the applicant institution
  - potential for stimulating growth in Virginia
  - extent of proposed collaboration between the institution and the identified company
  
- Technology Commercialization
  - enhancement of the institution's capability to commercialize technologies developed through its research

### ***Selection Process***

Grant applications shall be considered on a rolling basis. Applications will be evaluated by the Grant Allocation Committee ("GAC") comprised of no more than 9 members coordinated by the Chair of the Authority. Members will include the Secretary of Technology, who shall serve as Chair, and representatives from the Virginia Research and Technology Advisory Commission, the Virginia Economic Development Partnership, the State Council of Higher Education for Virginia and citizens with appropriate science and technology expertise drawn from federal agencies and academic and industrial research institutions. A subcommittee comprised of the science and technology representatives will provide recommendations to the full GAC, which will then make a recommendation to the Authority.

The Authority will review the recommendations of the GAC and will make final award decisions.

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