

Science Translation and Innovative Research (STAIR™)¹ Grant Program: Detailed Application Instructions (FY 2019-20)

Resources

Websites (please check webpages periodically for updates and special announcements):

- UC Davis Venture Catalyst STAIR Grant web page: <http://research.ucdavis.edu/offices/vc/stair/>
- UC Davis InfoReady grant platform: <https://ucdavis.infoready4.com/> (Kerberos Login required)

Program documents (all available on the STAIR Grant webpage and the InfoReady grant platform; please check regularly for updates):

- STAIR Grant RFP
- STAIR Grant Program Announcement
- STAIR Grant Application Form
- STAIR Grant Detailed Application Instructions (this document)
- STAIR Grant Invitation to Self-Identify (demographic information—see form for instructions)

Required documents for STAIR Grant application:

Four documents, listed below, are required for a STAIR Grant application. All documents must be uploaded in pdf format to the InfoReady STAIR Grant program webpage.

1. STAIR Grant Application Form (download form from STAIR Grant webpage or the InfoReady STAIR Grant webpage, save to your computer hard drive, and complete form using Adobe Reader)
2. Research Plan (created by applicant)
3. Budget, Milestones, & Timeline (created by applicant)
4. Short biographical sketch (two pages or less preferred, but NSF or NIH biographical sketches are acceptable) for the PI and other key personnel (created by applicant)

Completed applications may be submitted beginning Tuesday, January 28, 2020 to <https://ucdavis.infoready4.com/> (Kerberos login required; log in and search for STAIR Grant in the search box). The STAIR Grant application deadline is **5:00pm Tuesday, March 3, 2020**.

Please note: The RFP provides information regarding eligibility requirements and additional guidance for preparing a competitive application. You are encouraged to read it thoroughly and refer to it as you complete this form and the other materials that will comprise your proposal.

Contact information

Please send your questions to stairgrant@ucdavis.edu. We will endeavor to respond within 24 hours. If you have not gotten a response within 48 hours, please call (530) 752-9023.

¹ STAIR is a trademark of The Regents of the University of California.

Application Form

Important! Please save the Adobe fillable form to your computer **before** entering information into the form fields. Entries made in the form while it is in the browser will not save.

1. Please use the naming convention "STAIR-Lastname-**Form**-mmddyyyy", substituting your last name for "Lastname" and the date of the document for mmddyyyy (e.g., "03032020" in place of mmddyy).
2. Once you complete the pdf form, print it out for the co-PI (if applicable) and department chair to sign.
3. Scan the completed pdf form with signatures, save the scanned document as a pdf form.
4. Upload the Application Form as a separate pdf file to the InfoReady STAIR Grant webpage at <https://ucdavis.infoready4.com/> (instructions provided there).

All form fields are required unless otherwise indicated.

Section 1: Project Overview

- Project title: Ensure that the program title fits into the field given.
- Summary of project (100 words or less): Provide a high-level overview of the project. Identify project goals, why they matter, and research activities to be undertaken with STAIR grant funds.
- Brief description of commercial potential and /or market application (100 words or less): Describe what market need the technology seeks to address. What is the target market? Who are the potential customers? How might the technology be deployed in the market place? How would a company make money?

Section 2: Principal Investigator(s) (PI) and Key Personnel

- Principal investigator and title: List the principal investigator and title within the university. List multiple titles, if applicable, within the PI's primary department on this line (e.g., "Professor and Chair").
- Department, center, institute, or equivalent: Provide the name of the department, center, institute, or other organization with which the PI has primary affiliation. (Additional affiliations can be listed in the "List of Joint Appointments..." fields at the bottom of this section.)
- Phone: Enter entire phone number, including area code, as given in the example, e.g., "5305551212".
- Employment status: Indicate PI employment status (e.g., "faculty, 100% time"). **Only researchers with PI eligibility at UC Davis are eligible to apply as a PI for a STAIR Grant.**
- Email: Provide PI's UC email address.
- List of joint appointment(s), if any, at other institutions (optional): List appointments at other departments, centers, and institutions, if applicable.
- Co-principal investigator (if any), title(s), department(s), and contact information: If the project has a co-principal investigator, provide that person's name, title, department, phone, email, and employment status. **Note that a co-PI can be a post-doctoral researcher or university staff researcher.**

- Other key personnel on the project (if any), titles, departments/centers/institutes, etc.): List any other key personnel here, including grad students, post-docs, staff researchers, or others. You must provide the names / titles of those individuals whose participation is required for successful project completion. In addition, you may provide information regarding others who will participate in some aspect (e.g., undergraduate research assistants).

Section 3: Status of Intellectual Property (IP) related to project

- Is the technology being addressed in the proposed project already covered by a patent or patent application?: Has a patent or patent application related to or covering the proposed research been filed with the US Patent and Trademark Office (USPTO)? Type “Yes” or “No” in this field.
- Has the technology been disclosed to InnovationAccess through a Record of Invention (ROI) before January 24, 2020?: Type “Yes” or “No” in this field.
- Date of ROI: If you answered “Yes” to the previous item, then enter the date that the invention was disclosed in the format “mm/dd/yyyy”.
- Have you participated in a Pre-Application Meeting with InnovationAccess? Type “Yes” or “No” in this field.
- Date of Pre-Application Meeting. If you answered “Yes” to the previous item, then enter the date that the meeting took place in the format “mm/dd/yyyy”.
- Name(s) of InnovationAccess representative in attendance. If you entered a date in the previous item, then enter the name of the representative from InnovationAccess that participated in the Pre-Application Meeting in this field.

Projects proposed in grant applications must address technology with potentially patentable IP,

Please refer to the RFP for additional information on IP conditions and the process for Pre-Application meetings. You are encouraged to contact InnovationAccess to clarify answers to these questions. Contact information can be obtained from the InnovationAccess webpage:

<http://research.ucdavis.edu/industry/ia/researchers/>.

Section 4: Project Costs and Time Frame

- Proposed Project Start Date: Enter the date in the format “mm/dd/yyyy”.
- Proposed Project End Date: Enter the date in the format “mm/dd/yyyy”. (Note: Projects must be completed within one year of funding.)
- Project Funding Requested (in US \$): Enter the amount requested in the format “12345”.

Section 5: Research Plan

For this section, create a document (maximum 3 pages; a fourth page may be utilized solely to provide supporting figures, images, or charts) describing the project that responds to the review criteria listed in the RFP document.

- Please use the naming convention "STAIR-Lastname-**RP**-mmddyyyy", substituting your last name for "Lastname" and the date of the document for mmddyy (e.g., "03032020" in place of mmddyyyy).
- Include the principal investigator’s name in the upper right-hand corner of each page.

- The minimum font size is 11 point (Calibri, Arial, or Times New Roman fonts are acceptable fonts) and the minimum margin size is 0.75 inch on all sides.
- Upload the Research Plan document as a separate pdf file to the InfoReady STAIR Grant webpage at <https://ucdavis.infoready4.com/> (instructions provided there).

Section 6: Budget, Timing, & Program Milestones

Create a document that clearly articulates the project budget and budget justification, including how the funds will be used, a project timeline, and quarterly milestones expected to be achieved with respect to demonstrating commercial feasibility, proof of concept, or other program objectives.

As indicated in the STAIR Grant RFP document, full STAIR Grant funding may be contingent upon the project reaching certain milestones. It is important to provide a timeline for expected results and next steps during the course of the project.

- Please use the naming convention "STAIR-Lastname-**Budget**-mmddyyyy", substituting your last name for "Lastname" and the date of the document for mmddyy ("03032020" in place of mmddyyyy, for example).
- Please limit this document to 2 pages.
- Include the principal investigator's name in the upper right-hand corner of each page.
- The minimum font size is 11 point (Calibri, Arial, or Times New Roman fonts are acceptable fonts) and the minimum margin size is 0.75 inch on all sides.
- Upload the Budget, Milestones, & Timeline document as a separate pdf file to the InfoReady STAIR Grant webpage at <https://ucdavis.infoready4.com/> (instructions provided there).

Section 7: Biographical Sketch

Attach a short biographical sketch for the PI and other key personnel whose efforts will be required for the successful completion of the project (listed in Section 2).

- Please use the naming convention "STAIR-Lastname-Biosketches-mmddyyyy", substituting your last name for "Lastname" and the date of the document for mmddyy (e.g., "03032020" in place of mmddyyyy).
- Shorter (1-2pg) biosketches are preferred, but NSF or NIH biosketches may be used.
- Include biosketches for ALL key personnel--ESPECIALLY for those receiving salary.
- Combine ALL biosketches (PI, co-PI, those receiving salary support and anyone else performing work related to the project) into this one file.
- Upload the biographical sketch document as a separate pdf file to the STAIR Grant webpage on the UC Davis InfoReady website at <https://ucdavis.infoready4.com/> (instructions provided there).

Section 8: Signature / Certification

- Principal investigator: Type the PI's name in this field.
- PI signature: Sign the document. By signing the document, the PI certifies that the information provided is accurate.
- PI signature date: The date on which the PI signed the document.
- Co-principal investigator: If there is a co-PI on the project, type that name in this field.
- Co-PI signature: The co-PI should sign the document by hand.
- Co-PI signature date: The date on which the co-PI signed the document.

- Entrepreneurship Academy or equivalent program participants: Enter names of key personnel who have participated, or will be participating, in an Entrepreneurship Academy (hosted by the UC Davis Mike & Renee Child Institute for Innovation and Entrepreneurship [IIE]) or an equivalent structured entrepreneurial training program approved by Venture Catalyst.
- Acknowledgement of Entrepreneurship Academy or equivalent program attendance requirement: Check the box to indicate that, if you and/or team members have not already done so, that you and the team agree to attend an Entrepreneurship Academy hosted IIE or an equivalent structured entrepreneurial training program approved by Venture Catalyst. See RFP for more details.
- Department chair: Type the name of the department chair in this field.
- Department chair signature: A hard-copy signature must be provided by the department chair. The application form page should be scanned and uploaded as a pdf file. The department chair signature certifies that he or she has reviewed STAIR Grant program requirements (including allowable costs), has read the proposal, and acknowledges that ineligible expenses will be the department's responsibility.
- Department chair signature date: The date on which the department chair signed the document.

Instructions (stated on Page 2; provided here for your convenience)

1. Please use the naming convention "STAIR-Lastname-**Form**-mmddyyyy", substituting your last name for "Lastname" and the date of the document for mmddyy (e.g., "03032020" in place of mmddyyyy).
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