Prototyping Grant 2024: Call for Proposals

Internal allocation of grant funding to members of all University of Bonn faculties, including University Hospital Bonn (UKB)

§1 Eligibility

The prototyping grant can be applied for by all scientific employees or research assistants at the University of Bonn, including the Medical Faculty.

§2 Grant description

(1) The grants are awarded annually out of MWIKE funding as part of the University's individual ESC project titled "U-Bo-Grow".

(2) The funds are tied to the funding of science-based and innovative start-up ideas or projects from the University of Bonn (excluded are companies that have already been founded and start-up teams funded in other ways (e.g. EXIST start-up grant holders).

(3) Research projects are not funded.

(4) The aim of the funding is to promote innovative start-ups, develop them further towards marketability and ensure that a technology readiness level (TRL) of at least 4 is achieved in order to be able to connect to other start-up programs such as the Exist start-up grant or the Exist research transfer.

(5) The funding is provided on a year-to-year basis, i.e. every individually approved grant expires at December 31st of the current year.

(6) Unspent funding cannot be set aside or carried over to the following budget year.

(7) Individuals who have already received the prototyping grant for a specific project are excluded from receiving further funding for the same project. Likewise, projects that are already supported by other funding instruments on the day of application are also excluded.

§3 Grant awarding procedure

(1) The grants can only be approved upon application. The application process is designed in two stages. In the first stage, project outlines must be submitted to the Transfer Center in either German or English in electronic form. The project proposal template is available for download on the homepage. Based on the evaluation criteria (§3, paragraph 5), the ideas suitable for funding are selected. In the second stage, the authors of positively evaluated project outlines are invited to present a startup pitch in German or English in person at the Transfer Center enaCom for final review. A pitch template is available for download on the homepage. Figure 1 shows an exemplary procedure of the process (subject to change).

(2) The project proposal can only be evaluated based on official price offers.

(3) The provided documents will be assessed by a jury and, if necessary, additionally by external expert reviewers.

(4) Before submitting an application, the current level of innovation (Technology Readiness Level, TRL) can be assessed in cooperation with the enaCom team. Furthermore, enaCom advises on the project proposal and the startup pitch.

(5) The following aspects are particularly evaluated:

    a. Development of an innovative prototype (Minimum Viable Product)

    b. Evaluation of the founding intention of the applicants, including their vision for the market launch of the product or service, as well as their motivation and commitment to the founding project

    c. Previous steps taken to advance the founding project (e.g., initial market analysis, business planning, team formation)

    d. Description of strategies to be developed during the project duration, including the development of the business model, formation of the founding team, building of startup-related competencies, IP protection

    e. Necessity and appropriateness of the funds

    f. Traceability of the work and financing plan

Announcement 02.01.2024	Deadline 25.02.2024	Pitch KW 11-12	Funding Approval Bis 29.03.2024	Start Ca. 15.04.2024	Completion 31.12.2024

Figure 1: Timeline (subject to change)

§4 Authorized funding uses

(1) Material resources

(2) Subcontracts in compliance with the procurement guidelines of the University of Bonn resp. UKB

(3) No funding of personnel costs

(4) No funding of work equipment (e.g., Laptop, Smartphone, Tablet)

(5) No possibility of planning and disbursing other third-party funds for the duration of the requested prototyping project (exclusion of unauthorized double funding); the exclusion must be confirmed in writing

(6) Changes to the financing plan before or during the project period require the prior written consent of the Transfer Center enaCom.

(7) The grant award letter with notice of funding (award notification) is legally binding.

§5 Administrative procedures—excluding the Faculty of Medicine

(1) Following grant approval, the recipient individual/team is advised regarding administration of the funds in a meeting with Section 7.4, enaCom Transfer Center, jointly with Frau Mühle of Section 7.2, Third-Party Funding.

(2) Different administrative procedures apply for recipient individuals/teams within the Faculty of Medicine (see § 6).

(3) The recipient individual/team receives an award letter stating the PSP element for expense accounting and what memo notes are to be used with accounting entries.

(4) The team undertakes not to incur any expenditure beyond the term.

(5) After discussing expenditure planning, individual accounts are opened in the SAP system for purchasing (SRM), enabling team members to enter orders into the system using their Uni-ID. Recipients are independently responsible for compliance with procurement policies and clarifying any questions accordingly with Purchasing, Division 5, Section 5.3. The enaCom Transfer Center is available for assistance with the procedure.

§6 Administrative procedures for grant recipient teams within the Faculty of Medicine, University Hospital Bonn (UKB)

(1) Upon grant approval, an award notification is sent to the UKB Third-Party Funds Management stating the grant recipient name, funding amount, grant term and a breakdown by cost type, along with the submitted cost estimate quotes.

(2) The UKB Third-Party Funds Management sets up a WBS element and allocates budget in accordance with the award notification. The grant recipient then has disposal over the funds within the approved budget, subject to University Hospital Bonn policies on third-party funding.

(3) The team undertakes not to incur any expenditure beyond the term.

Upon grant expiration, the UKB Third-Party Funds Management provides a list of individual accounting items/documents for the funded project using the form provided (hard copy with legally binding Hospital signature plus Excel) as part of the annual request for funds disbursement filed with Christiane Mühle of Section 7.2. The award notification letter outlines the data required by the UKB Third-Party Funds Management.

§7 Reporting obligations and cooperation with the Transfer Center enaCom

(1) Within the first six weeks after approval, there is an obligation to undergo a consultation with the startup advisory team at the Transfer Center enaCom.

(2) During the duration of the project, participation in mandatory startup events organized by enaCom (e.g., workshops, information sessions, founders' regulars' table) is required. This encompasses a total of 25 hours, with at least one person from the applying team required to participate. In justified cases, external events and workshops can also be credited, but this is only possible after prior discussion and recognition by enaCom.

(3) The funded teams must submit a final report six weeks after the end of the duration, which includes the originally submitted work planning, an evaluation of the achieved goals, and an outlook on the startup.

(4) The funded teams commit to serving as role models and providing testimonials for the enaCom website. Additionally, they must be available for events on a case-by-case basis.

Last amended: December 20th, 2023