Prototyping Grant 2023: Call for Proposals

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

§1 Eligibility

All University of Bonn academic staff as well as (graduate) student assistants and research assistants, including of the Faculty of Medicine, are eligible to apply for the aforementioned grant funding.

§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.

§3 Grant awarding procedure

(1) Grant funding is exclusively available by filing a proposal. Forms are available for download on the website. One or more official cost estimates are mandatory for approval.
(2) An assessment of the technology readiness level (TRL) of research results may be obtained before proposal filing in cooperation with the enaCom team.
(3) Grants are awarded on the basis of the following objectives:
   a. Development of an innovative prototype (minimum viable product, TRL 4)
   b. Evaluation of the applicants’ intention to start a business, including their vision for bringing the product or service to market and their motivation and commitment to the start-up project
   c. Previous steps to advance the start-up project (e.g. initial market analysis, business planning, team composition)
d. Description of the strategies to be developed during the project period, including the development of the business model, building the founding team, building founding-related skills, IP protection

§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) Agreement is required from the team not to expend funds beyond the grant term. Accordingly, all expenses must be invoiced prior to the expiration date of the approved prototyping grant.
(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 UniID. 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) Agreement is required from the team not to expend funds beyond the grant term. Accordingly, all expenses must be invoiced prior to the expiration date of the approved prototyping grant.

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 6 weeks after approval, there is an obligation to consult with the start-up advisory team at the Transfer Center enaCom.

(2) Mandatory participation in start-up events of 25 hours per funded team. These include, in particular, participation in events offered by the Transfer Center enaCom and must be proven by the end of the grant. In justified cases, events and workshops outside of enaCom can also be credited; this is only possible after prior consultation and recognition by enaCom.

(3) The funded teams must submit a final report six weeks after the end of the term, which includes the originally submitted work plan, an evaluation of the goals achieved and an outlook on the further steps after prototyping.

(4) There is an obligation to hand in a final report to the Transfer Center enaCom regarding the use of funds (use and presentation of how the prototyping grant has advanced the way to founding, including the next steps).

(5) The teams furthermore agree to provide role-model testimonials for the enaCom website and be available for certain events.

Last amended: July 5th, 2023