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# Introduction and Important PTEF Information

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The President's Translational and Entrepreneurial Research Fund (PTEF) is sponsored by the Office of the President in partnership with the Office of the Vice President for Research and the Office of Technology Commercialization (OTC) at UT Health San Antonio to provide early stage seed funds for applied research. PTEF is intended to provide funding for projects that have a high probability of being commercialized but are unlikely to do so without a small amount of gap funding.

OTC will encourage inventors to apply to PTEF who are interested in developing their ideas into biomedical products.

## **Application deadlines:**

- Requests to submit a PTEF Pitch Deck application and Profile and Acknowledgements will be issued by OTC, via email, starting January 25, 2021.
- PTEF Pitch Deck application and Profile and Acknowledgements documents must be submitted to Meagan Rockne ([rockne@uthscsa.edu](mailto:rockne@uthscsa.edu)) by March 26, 2021 by 5:00 pm CST.
- PTEF Pitch Deck applications and Profile and Acknowledgements will be evaluated by OTC staff and a limited number of applicants will be selected present on PTEF Pitch Day.

Awards are for direct project costs for short-term milestones provided over seven months. Financial resources determined to be necessary to achieve the desired milestone by OTC will determine the amount of the award.

## **Eligibility for PTEF:**

1. Inventors must have submitted an Invention Disclosure Form (IDF) to OTC before January 22, 2021 and have received an affirmative Technology Evaluation Management Report
2. Inventors must have a demonstrable need of funds for one or more of the following areas:
  - a. Prototype development and research, materials and labor costs;
  - b. Commercial feasibility studies;
  - c. Software development, specific scope of project required;

- d. Research and development, including equipment, materials, lab time, personnel, etc. Must be specific and required for milestone accomplishment;
  - e. Other specific costs associated with the commercialization related to the milestones.
3. Applicants are ineligible if they did not submit a progress report for a previous PTEF award. If an applicant is currently using PTEF funds for a project and has not been approved for an extension, they are ineligible to apply to PTEF for the same project.

# PTEF Rounds: Timeline and Deadlines

PTEF Application Timeline and Deadlines 2021-2022

<b>Round 1</b>	January 25, 2021	Request to apply to PTEF sent by OTC via email to qualified applicants.
<b>Round 2</b>	March 26, 2021	Deadline for PTEF Pitch Deck application and Profile and Acknowledgements submissions to OTC. Submit to Meagan Rockne by 5:00 pm CST, March 26, 2021.
	March 2021	OTC staff meet to review PTEF applications and prioritize applicants on commercial viability and impact.
	April 9, 2021	Finalists to present at PTEF Pitch Day are notified via email from OTC.
	April 19 to May 3, 2021	Finalists will meet with OTC for practice PTEF Pitch Sessions and revisions to the Pitch Deck.
	May 7, 2021	Finalists must submit their final PTEF Pitch Deck to OTC via email.
<b>Round 3</b>	May 19, 2021	PTEF Virtual Pitch Day. At least one member of the finalist team must be present to do the pitch.
	May 2021	Review and selection of winners and approve budgets of PTEF by OTC, with consideration from panel members.
	June 2021	OTC notifies PTEF winners of award via email.
<b>Round 4</b>	July 1, 2021	PTEF funds are available to winners via the internal PID accounting process. Funds will be provided prior to July 1, 2021.
	October 2021	Mid-point meetings are required. OTC staff will meet with winners to discuss the project. Meetings will be arranged via email.
	January 31, 2022	Award period ends. Any unused funds will be returned to the PTEF Master Account. To continue using the funds past this date, winners must have OTC approval
<b>Round 5</b>	February 28, 2022	Progress reports are due to OTC. Failure to submit a progress report will make awardees ineligible from receiving future PTEF awards

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# Instructions for PTEF Applicants

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## Round 1 – Invitation to apply to PTEF

### Eligibility

PTEF is available to all UT Health San Antonio faculty and staff who have submitted an Invention Disclosure Form (IDF) to OTC on or before to January 22, 2021.

PTEF applicants will be determined by OTC staff based on quality of disclosure and affirmative Technology Evaluation Management Report and demonstrable need of funds for commercialization of the project.

If invited, previous PTEF awardees may submit a new pitch only if they have closed their previous PTEF award and submitted a progress report. Invitations to apply will not be granted to inventors who are currently using PTEF award funds or who have not submitted a progress report for the same project.

Finalists must ensure that all staff and students working on the PTEF project have read and understood, and will comply with, all institutional policies which include, but are not limited to, policies related to: responsible conduct in research, intellectual property, ethics, and human and animal research. They will also be responsible to read and understand the UT Health San Antonio policy on Conflict of Interest, make all required disclosures, and comply with any conditions or restrictions imposed by the

organization to manage, reduce or eliminate conflicts of interest. Lastly, finalists are required to assign the technology as described in the IDF and any related patent applications to the Board of Regents of the University of Texas System (Board) and disclose any and all intellectual property created using PTEF Funds to OTC and assign it to the Board in accordance with UT Health San Antonio's Handbook of Operating Procedures (HOP) and the Regent's Rules and Regulations.

Finalists must agree to meet with OTC staff members for guidance prior to PTEF Pitch Day and be available on PTEF Pitch Day.

## Round 2 – Application to PTEF

### Budget

PTEF funds are awarded for a maximum of six months. Budgets must be realistic estimates of the funds required to reach the proposed milestone(s). Unless specified, award funds generally cover the cost of such items as salaries for support staff, research equipment and materials, costs associated with proof of concept studies, commercial feasibility, and compensation for expert opinion. Money cannot be used for travel. Accurate financial tracking and management of the award funds is the responsibility of the lead inventor. PTEF award funds are subject

to the policies as defined in the UT Health San Antonio's Handbook of Operating Procedures and the Regent's Rules and Regulations.

Pre-award spending is not allowed. PTEF award funds may not be used to reimburse expenses incurred prior to the first date of the project period. Award funds may not be used to reimburse expenses incurred in the preparation of the PTEF application.

### **Profile and Acknowledgements Online Submission**

Include: lead inventor name, biographical sketch, title of project, short explanation of project, OTC Tech ID number, number of inventors set to present at PTEF Pitch Day (if invited), IRB and/or IACUC approval for project.

### **PTEF Pitch Deck Slide Format**

#### **1. Title or Technology Name**

Include: project title, inventor(s) presenting, and date.

#### **2. Background/ Technology Overview**

The background is a succinct description of the technology and the commercialization opportunity. The background should be answered using language appropriate for a lay audience. Information in the Pitch Deck should be non-confidential.

#### **3. Problem Statement**

The problem statement addresses the critical issue and the value of the solution. Your solution has a clear problem.

#### **4. Market Opportunity**

Brief overview of the market opportunity,

including market size and cost of customer acquisition. This information may be found in the Technology Evaluation Management Report.

#### **5. Your Solution**

Explain the solution using customer preference of the technology, market competition, competitive advantages to the product, and the key competitive advantages that can provide barriers.

#### **6. Validation or Traction**

The validation includes evidence that the solution is attractive to the market, who the stakeholders are, and if the technology has been validated from a scientific and technical standpoint.

#### **7. Market Fit/Competition**

How the technology fits into the market landscape, direct competitors and indirect competitors, and address changing customer behavior. Include quality of graphs and charts. Examples provided on the slides.

#### **8. Product and Business Development Milestones**

Address the milestones that need to be completed for the technology, specifically if they will be using PTEF award funds. Be sure to demonstrate a clear business development model.

#### **9. Regulatory, Reimbursement, and Other Challenges**

Address the challenges that will be faced regarding regulation, reimbursement, and other challenges. Be sure to be specific in your technology.

## 10. The Ask/The Budget

List the total funds required to complete the milestones, specifically include the materials that will need to be purchased, and/or employees or consultants hired. Include the target date for the completion of milestones and who will be responsible for completing the milestones. Be sure to review the HOP and PTEF guidelines for making purchases.

## 11. The Team

Include a list and biographical sketch of your team who will be working on the technology.

## 12. Appendix: IP Consideration

This is a checklist that presenters should think about regarding intellectual property when presenting to inventors and strategic partners.

### **Pitch Deck Application Assessment**

Applications are reviewed by OTC staff and are evaluated for need of funding to produce a commercially viable biomedical product. Finalists selected for presenting on PTEF Virtual Pitch Day on May 19, 2021 will be notified of the decision by April 9, 2021.

Finalists will be required to meet with a Business Development Manager at the OTC for a practice pitch session(s). Practice pitch sessions will be available April 19 to May 3 (business days only) and immediately following the finalist notification to present.

### **Round 3 – PTEF Pitch Day**

#### **PTEF Pitch Deck**

The PTEF Pitch Deck provided with the application should be used for the PTEF Pitch

Day. Edits to the PTEF practice pitch sessions should be made prior to May 19, 2021 and the lead inventor will be required to submit the final PTEF Pitch Deck to Meagan Rockne ([Rockne@uthscsa.edu](mailto:Rockne@uthscsa.edu)) by May 7, 2021.

PTEF finalists will be assigned a 20-minute block — 15-minute presentation and five-minute Q&A. Presenters will not be allowed to go over their allotted time. Presenters will have the opportunity to rank their preferred time slots and Meagan Rockne will send out the final schedule two weeks before the PTEF Virtual Pitch Day.

#### **PTEF Pitch Day Assessment**

PTEF Virtual Pitch Day will be May 19, 2021. At least one team member must present in order to be considered for the award.

The finalists will present to a panel of industry experts, entrepreneurs and investors, and UT Health San Antonio staff and leadership. Considerations for scoring include solution to a problem, overall impact, customer needs, and marketability, as well as the ability to complete the milestones in six months.

Each panel member will score the finalist with a numerical rank, and written feedback, and a recommendation to fund or not fund. The written reviews are provided in unattributed form to the finalists at the end of the review process **upon request**. The numerical scores are averaged for each presentation and used as a basis for funding decisions. Acceptance indicates that the technology has sufficient merit to be worthy of funding; rejection indicates insufficient merit to warrant funding.

## **Notice**

Winners will be announced in June 2021. The award letter will include the dates of the budget period and the amount of award funds authorized during the period indicated.

## **Round 4 – Award Period**

### **PTEF Terms and Conditions and Budget**

The winners of PTEF Pitch Day are required to complete the PTEF Terms and Conditions and Budget prior to funding of a PID. The Terms and Conditions will be emailed by OTC as part of the award notice and will include a request for a revised budget in an Excel format.

### **Award Period**

The PTEF award period will be from July 1, 2021 to January 31, 2022.

### **Funds Disbursement**

The Office of Sponsored Projects (OSP) will disburse award funds. A PID will be generated and sent from OSP before the start of the award period. Award funds will be released on the first day of the award period. Award funds cannot be spent prior to the award period. Any award funds remaining in the PIDs by February 1, 2022 will be returned to the PTEF Master Account and used for the following year's PTEF winners.

UT Health San Antonio is not responsible for over-expenditure of PTEF award funds. The lead inventor will be responsible for paying any overages.

### **Changes to the Project**

#### **Rebudgeting**

Revising category allocations on the PTEF budget is permissible, however, significant rebudgeting (>20%) requires prior written approval by OTC. Prior OTC approval is also required to allocate funds to budget categories not identified or associated with the project at the time the award is made.

The transfer of unused award funds to projects not described in the PTEF application is prohibited.

#### **Purchase of Goods and/or Services**

For Awards that require the purchase of goods and/or services, the appropriate procurement processes must be considered as this can add time to the process. Contact Purchasing ([purchadmin@uthscsa.edu](mailto:purchadmin@uthscsa.edu)) as early as possible for guidance on procurement requirements associated with this Award. For information concerning procurement process, please visit:

<https://uthealthsa.sharepoint.com/Business/SCM/Pages/Purchasing.aspx>.

#### **Transfer to a New Institution**

PTEF awards cannot be transferred to another institution. If the lead inventor leaves UT Health San Antonio during the PTEF award period, unused award funds will be returned to the PTEF Master Account. If the technology will be further developed at UT Health San Antonio, the award funds can be transferred to a new lead inventor.

#### **Transfer to a New Lead Inventor**

PTEF award funds can only be transferred to a new lead inventor if the technology will continue to be developed at UT Health San Antonio. The original lead inventor must

submit a request in writing, stating the reason for the requested change, with evidence that the proposed new lead inventor can complete the project, what has been completed on the project, and what award funds have been spent. OTC will notify the original lead inventor and the new lead inventor in writing of its decision whether to transfer the award.

### **Mid-point Meeting**

The winner will be required to meet with OTC staff half way through the award period to discuss the project. Meetings will be in October 2022 and will be arranged by Meagan Rockne. Failure to attend the meeting will prohibit the winner from requesting an extension.

### **No-Cost Extensions**

The project period can be extended for up to one year. Requests for extensions should be submitted to Meagan Rockne ([rockne@uthscsa.edu](mailto:rockne@uthscsa.edu)) no later than December 31, 2021. Requests for extensions will be in the form of a letter sent via email explaining, in sufficient detail, what has been completed on the project (including what award funds have been spent), why the project needs to be extended, and the new anticipated date of project completion. Extensions are not guaranteed. OTC will notify the lead inventor in writing of its decision whether or not to grant the extension.

## **Round 5 – Monitoring and Closeout**

### **Progress Report**

At the end of the award period, the lead inventor must submit a progress report within one month. The progress report template will be provided with the award letter email and a reminder will be sent at the end of the award period. The progress report should be no more than two-typed pages and include any progress made on the milestones as outlined in the Pitch Deck or other relevant information illustrating the status of the project and the PTEF award funds used.

**Failure to submit a final progress report will result in automatic disqualification from submitting a PTEF application for a two-year period.**

### **OTC Recovery of Funding**

As part of the commercialization of any technology, OTC will seek to recover the award funds it expends in aiding technology development, including certain development funds advanced by OTC. When appropriate, OTC will negotiate for terms that permit OTC to recover the value of the PTEF awards as part of the expense of the commercialization of the technology. The PTEF award constitutes development funds that OTC may recover prior to distributing income to inventors, if income from the technology licensing process is achieved.