BME-IDEA International Program - Faculty Grants

Please review guidelines carefully prior to submitting.

Introduction and Background

The Biomedical Engineering Innovation, Design and Entrepreneurship Alliance (BME-IDEA) is a consortium of leading faculty at over 150 institutions who are committed to sharing best practices in teaching innovation, design, technology transfer, and entrepreneurship. The Whitaker Foundation has supported interdisciplinary medical research, with a focus on biomedical engineering since 1975. The Foundation developed the Whitaker International Program to support the development of future Biomedical Engineering (BME) leaders with an international perspective, and on creating connections between the US and global BME community.

VentureWell, with the support from the Whitaker International Program, is implementing a new grants program, **BME-IDEA International:** *Developing Global Connections for US-based BME Design Faculty and Students.* The BME-IDEA International grants program will support collaborative project opportunities for US-based BME design students and faculty across the BME-IDEA global network, and will connect faculty members of the consortium to share resources, best practices, ideas, curriculum, knowledge, challenges, and opportunities around innovation in BME design.

The two goals of the BME-IDEA International grants program are to:

1) Build strong partnerships between US-based and global BME design and innovation programs including exchanges of faculty, students, resources, and best practices.

2) Foster the development of US-trained leaders in BME design and innovation who demonstrate a clear understanding of the challenges of teaching and practice in this field around the world, especially in Low and Middle Income Countries (LMIC) in Africa and Latin America.

Faculty Grants

Grants of up to $4,000 will be awarded to US-based faculty for global project explorations and/or experiences to enhance their professional development and knowledge base within the field of Biomedical Design and Innovation.

Institutions may apply to this and the BME-IDEA International Student Grants program. See below for further details and criteria for faculty grants.

Eligibility Requirements

To be considered for the BME-IDEA International grants program, applicants MUST:

- **Be at a US-based institution.** This program is open to US-based college or university student-led teams and faculty. Grant funds are awarded to the college or university, not directly to individuals, teams, or ventures. We cannot award funding to international universities this time, but highly recommend their involvement in the project.
- **Be from a VentureWell Member Institution**. Proposals may include non-member partners from education, nonprofits, industry, NGOs, governments and/or the investment community, etc. Check your institution's VentureWell membership: (https://venturewell.org/venturewell-member-list/)
- **Demonstrate Institutional Support.** All teams are required to obtain verification of support from a Principal Investigator (PI), Administrative Contact (AC), and Department Chair (DC). See "Required Verifications of Support" section for details.
- **Demonstrate Project Fit.** VentureWell supports the development of science/engineering-based innovations and faculty global project explorations and/or experiences to enhance their professional development and knowledge base within the field of Biomedical Design and Innovation.

Application Timeline

- Application open: December 2019
- Application closes: February 26, 2020
- Final decisions and notifications: week of April 13, 2020

Application Process

Institutional Support

Before you start your application, you should contact your Office of Sponsored Research or the equivalent well ahead of the grant deadline to inform them of your intention to submit a proposal. VentureWell requires electronic verification of institutional support of your proposal. In addition, most institutions require a full proposal for administrative review and approval before it can be submitted to VentureWell.

These institutional representatives must verify their support of your proposal by responding to an automated email request from our proposal system and entering their initials online. (This process is triggered within the online proposal process). The system will not allow you to submit your proposal until support has been verified from each of the following individuals:

- **Principal Investigator (PI)** The PI takes primary responsibility for the proposal and will have overall responsibility for the grant and reporting. Ideally, a tenured or tenure-track faculty and/or staff member serves as the PI. Co-PIs are allowed, but one lead PI must be identified. Students may not serve as PIs.
- **Administrative Contact (AC)** VentureWell defines the AC as a grants administrator or fiscal officer authorized to sign the award letter and commit the institution to the terms of the grant, should you be funded. The AC should be someone in your institution's Office of Sponsored Programs/Research. PIs, other faculty, or students may not serve as the AC.
- **Department Chair (DC)** The DC (or equivalent) will need to indicate his/her awareness of and support for your proposal as a demonstration of institutional commitment to the proposal. The DC has no additional or on-going responsibilities related to the grant.

Intellectual Property (IP) Policies

VentureWell supports teams as they work toward commercialization of their inventions. Ownership of discoveries or inventions resulting from activities financed by a VentureWell grant will be governed by grantee institutions' IP policies. If a school does not have an IP policy, then the institution must develop an agreement that establishes ownership of ideas resulting from student teams' work.

Team members should have rights and access to all IP, subject to the rules of their home institutions, unless assigned to others in exchange for support, sponsorship, or funding. Teams will be encouraged to retain a significant and motivating interest in their project results.

Please read and understand your institution's IP policy before submitting an application. VentureWell takes no financial or ownership interest in the projects supported by these grants.

Proposal Components

Proposals should be specific, clear, and compelling. The following components are required and should be combined into a single PDF file:

- **Title page (1 page).**

- **Project narrative.** Include your work plan and timelines in your narrative. For faculty grants, no more than two pages.

- **Proposed budget.**

- **Resumes.** Include resumes of Principal Investigator and key collaborators

- **Letter(s) of support.** For faculty grants, one letter is required from your college or university to demonstrate institutional support.

You may include other supporting documents in an Appendix (optional).

Required Application Components Detail

The following documents are required as part of your application and must be included in the following order, combined together in a single PDF:

1. Title page (1 page) 2. Narrative (no more than 2 pages for faculty projects) 3. Budget. 4. Resume. 5. Letters of support.

1. Title Page (Required): Please create a title page with the following information. Your title page is NOT included in the 2-page limit for your narrative.

- Name of faculty
- Name of US university and any partner universities or institutions.

- Department, title, and affiliations (faculty award)

2. Narrative - Faculty Grant(Required):The narrative may not exceed 2 pages in length (12 point font). Please prepare a narrative description that includes the following:

- <u>Abstract</u>: A general overview summarizing the activities and potential outcomes
- <u>Faculty Member Background:</u> An overview of the faculty members biography, areas of research, activities, and interests.
- <u>Description of the activity proposed</u>: What is the project or activity being proposed? How would a faculty award assist in achieving the proposed activities?
- <u>Objective statement</u>: What do you intend to accomplish with your award? How does your project fit within your existing professional development goals?
- <u>Work Plan</u>:Create a simple table in the narrative that includes:
    - A list of the milestones and a timeline for accomplishing each during the grant period.
    - NOTE: Timelines cannot exceed two years. Please allow 6 months between completion of project and final report.
- <u>Outcomes</u>:What does success look like? Please phrase outcomes as specific, measurable, attainable, realistic, and timebound.
- <u>Learnings</u>:How will you disseminate key findings and lessons learned from the proposed activities?

3. Budget (required): Your proposed budget is a key element of your application. Up to $4,000 may be requested for faculty grants. The use of funds should align with the proposed timeline and activities in the proposal.

Instructions and specific expense definitions can be found in the budget section of the application, and are also summarized below. Be sure to explain your proposed expenses in the "justifications" section of the budget step.

Eligible expenses examples:
- Travel
- Conference registrations
- Materials and supplies
- Consulting and technical services that cannot be obtained within the university
- Equipment expenses totaling less than 1/3 the total proposed budget*
- Other direct costs

*The grantee institution owns any equipment purchased with grant funds, and therefore may impact IP developed with the equipment. Please be aware of your

university's IP policies. Please note that VentureWell will typically not fund the purchase of equipment that is considered part of a college or university infrastructure. Proposed funds for equipment should be less than 1/3 the total proposed budget.

Ineligible expenses examples:
- Equipment expenses above 1/3 the total proposed budget
- Indirect costs/overhead/F&A**
- Faculty salaries
- Publicity expenses

**Please note: VentureWell does not allow overhead to be taken out of any of its grant awards.

4. Resume (required):

5. Letter(s) of Support (required): Letters of support demonstrate to reviewers that there is institutional support for your project and/or to verify partnerships discussed in your narrative.

For faculty grants, one letter is required from your college or university to demonstrate institutional support.

How are Entries Evaluated?

Faculty grant applications will be evaluated by external peer review panels based on the following criteria:
1) Potential of faculty member as future leader in BME field
2) Proposed impact and outcomes of the award
3) Realistic and feasible timelines and effective use of funds
4) Proposed shared learnings

If you have any questions, please email or call us (grants@venturewell.org or 413-587-2172).