



MICHAEL SMITH FOUNDATION  
FOR HEALTH RESEARCH

Discover. Connect. Engage.

## 2018 INNOVATION TO COMMERCIALIZATION COMPETITION



### GUIDELINES

DEADLINES:

LETTER OF INTENT: **FEBRUARY 16, 2018, 4:30 p.m. PT**

FULL APPLICATION: **APRIL 5, 2018, 4:30 p.m. PT**

Last updated: **February 13, 2018**

## Contents

1. Preface .....	3
2. Purpose .....	3
3. Objectives.....	3
4. Eligibility Requirements .....	4
5. Knowledge Translation.....	5
6. Award Amount and Duration.....	6
7. Technological Readiness .....	6
8. Partnerships .....	7
9. Mitacs Accelerate Internships.....	9
10. In-Kind Contributions .....	9
11. Conflict of Interest .....	10
12. Commitment from the Host Institution .....	10
13. Reporting Requirements and Award Renewal.....	11
14. Review Process.....	12
15. Award Start Date and Deferral.....	14
16. Key Competition Dates.....	14
17. How to Apply.....	14
18. Contact Information.....	19



## 1. Preface

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The Michael Smith Foundation for Health Research (MSFHR), funded by the province of British Columbia, is BC's health research funding agency. MSFHR helps develop, retain and recruit the talented people whose research improves the health of British Columbians, addresses health system priorities, creates jobs and adds to the knowledge economy. Learn more at [www.msfhr.org](http://www.msfhr.org).

## 2. Purpose

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The MSFHR Innovation to Commercialization (I2C) award supports researchers to advance their discoveries or inventions that can result in products or technologies that may improve health outcomes, benefit society, and help enrich the health innovation ecosystem in BC. Funds from I2C awards help support research and commercialization activities that improve the commercial viability of a researcher's intellectual property (IP)<sup>1</sup>. It does so by providing funding for activities directly related to feasibility research and implementation of a commercialization plan, and/or providing funding support to a portion of the award recipients' salaries to protect their time for relevant research activities.

## 3. Objectives

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The I2C Program aims to provide researchers the opportunity to advance their discoveries or inventions towards commercial technologies or products that will ultimately improve health outcomes and enrich the health innovation ecosystem of BC.

The specific objectives of this program are to:

- Support researchers to enhance and strengthen technology and product maturity toward market usability.
- Increase the potential real-world use and commercial viability of researchers' discoveries.
- Support talent development and build capacity for translational research in BC.

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<sup>1</sup> All materials, concepts, know-how, formulae, inventions, improvements, industrial designs, processes, patterns, machines, manufactures, compositions of matter, compilations of information, patents and patent applications, copyrights, trade secrets, technology, technical information, software, prototypes and specifications, including any rights to apply for protections under statutory proceedings available for those purposes, provided they are capable of protection at law.



- Facilitate interaction between partners and researchers that provide opportunities for investment in commercializable IP.

## 4. Eligibility Requirements

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To apply, the primary applicant must:

- Hold an appointment at, or have a commitment for an appointment that will begin by the award start date of August 1, 2018, from a BC institution that must allow the applicant to:
  - Apply for and hold peer-reviewed funds as a principal investigator
  - Be a research supervisor for graduate and post-graduate trainees
  - Publish their research results
- Be affiliated with a BC host institution<sup>2</sup> that holds a memorandum of understanding<sup>3</sup> with MSFHR.
- Conduct research that demonstrates a clear link to human health.
- Conduct the bulk of their proposed research and commercialization activities in BC.

Additional co-applicants may be included in the application. Co-leads must be identified as either researchers<sup>4</sup> or research users<sup>5</sup>. **Individuals may be designated as co-applicants on up to two applications, but can only apply once as a primary applicant.**

The IP that provides the basis for the application must:

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<sup>2</sup> The host institution is typically the institution that provides the majority of resources to support the program of research (e.g. infrastructure, human resources, administration, etc.). The selected host institution will be responsible for administering the award funds.

<sup>3</sup> In order for host institutions to administer MSFHR awards, they must have a valid memorandum of understanding with MSFHR. A list of host institutions with valid memorandum of understandings can be found at [www.mschr.org/sites/default/files/MOU\\_List.pdf](http://www.mschr.org/sites/default/files/MOU_List.pdf).

<sup>4</sup> A researcher is an individual who is eligible to hold research operating funds as either a principal or co-investigator at the time of when this competition closes.

<sup>5</sup> Research users are the target audience(s) of research evidence. Research users are experts on their needs, environment and local context. Including research users as equal members of the research team will ideally result in more relevant research evidence and an increased likelihood of its use for the purpose of making informed decisions on the commercial uptake of the product or technology. A research user may include, but is not limited to, other researchers, health care practitioners, decision makers, health care administrators, representatives from private industry, patient user group, and the public. [Adapted from Canadian Institutes of Health Research's 'Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches'. [www.cihr-irsc.gc.ca/e/45321.html](http://www.cihr-irsc.gc.ca/e/45321.html). Accessed Aug 2017].



- Be at or past active research and development for proof-of-principle, but not past the level of a successfully-demonstrated product or technology, i.e., successful prototype, formulation, model, etc., in a relevant environmental context (see section 7).
- Have been subjected to an initial technology assessment by a technology transfer officer from the applicant's host institution technology transfer office, or equivalent.
  - This requirement will be confirmed in the IP Assessment Form.

MSFHR claims no rights of ownership to the IP associated with this funding opportunity. However, MSFHR requires any intellectual property created or developed within the project supported by the I2C Award be exploited in a way that maximizes benefits to the BC health system and the health of British Columbians.

MSFHR reserves the right to declare applications ineligible.

## 5. Knowledge Translation

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MSFHR requires applicants from all research disciplines to include knowledge translation (KT) activities as a component of their research proposal. KT is the broad range of activities meant to improve the use of research evidence in practice, policy, and further research. For example, commercialization is a KT process generally associated with end-of-grant activities.

KT related activities must be embedded within the proposed research through, for example, research user<sup>6</sup> engagement with respect to feasibility and validation activities, research dissemination and/or technology uptake. KT activities should be determined based on their appropriateness given the type of research, the stage of commercial readiness of the discovery/invention, and the target audience.

[Additional information about KT can be found on our website.](#)

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<sup>6</sup> Research users are the target audience(s) of research evidence. Research users are experts on their needs, environment, and local context. Including research users as members of the research team will ideally result in more relevant research evidence and an increased likelihood of its use for the purpose of making informed decisions about health policies, programs and/or practices. A research user may include, but is not limited to, other researchers, policy makers, health care practitioners, decision makers, health care administrators, educators, patient user group, or health charity, and the public. [Adapted from Canadian Institutes of Health Research's 'Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches'. <http://cihr-irsc.gc.ca/e/45321.html>. Accessed June 30, 2015.



## 6. Award Amount and Duration

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The budget envelope for this funding opportunity is a minimum of \$1,350,000. Additional funds contributed by partners (see section 8) may increase the number of awards MSFHR is able to offer. The award amount is valued in Canadian dollars.

The I2C award funds are for salary contributions to the award recipient (for the buy-out of protected time for research) or to designated individuals working directly on the conduct of the award recipient's research and commercialization activities. Award funds can also be used to defray costs incurred through feasibility research and commercialization-specific activities directly related to the implementation of the commercialization plan as described in application. A complete list of eligible expenses can be found in Appendix A.

The I2C Award consists of two phases:

1. **Phase I** of the award provides an **initial two years** of funding support at \$150,000 per annum.
2. **Phase II** provides an **additional two years** of funding support upon renewal of the award, which is contingent upon successful review of a renewal application by an external review panel (see section 11). Only individuals funded in Phase I are eligible for Phase II funding.

## 7. Technological Readiness

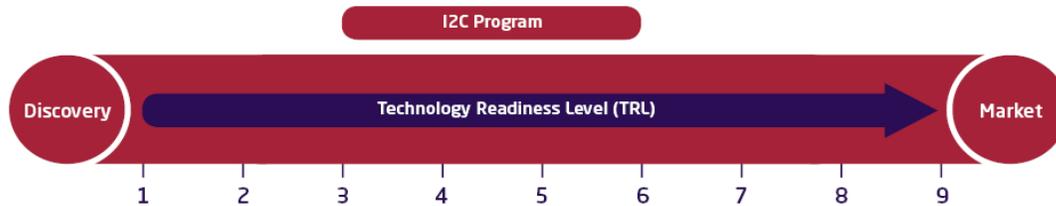
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The I2C Program supports health researchers with promising discoveries or inventions who are working within the space between research and development for concept validation (i.e., proof-of-principle) and a successfully-demonstrated product or technology in a relevant environment. The Technology Readiness Level (TRL) scale<sup>7</sup> on the following page is used to gauge the maturity level of an invention/discovery. TRLs are based on a scale from 1 to 9, with 9 being the most technologically mature. As illustrated in the figure below, the I2C Program supports researchers with IP development between TRL 3 and 6. These levels generally represent the research and development, validation and prototyping phases of product/technology readiness with respect to commercialization.

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<sup>7</sup> Adapted from Public Works and Government Services Canada (<https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip/program-specifics/technology-readiness-levels>).





Level	Description
TRL 1	Basic principles observed and reported.
TRL 2	Technology concept and/or practical applications invented.
TRL 3	Active research and development for concept validation (proof-of-principle).
TRL 4	Validation of technology in a laboratory setting.
TRL 5	Validation of technology in a relevant environment.
TRL 6	Demonstration of technology in a relevant environment (prototype).
TRL 7	Prototype demonstrated in an operational environment.
TRL 8	Technology is proven to work through test and demonstration.
TRL 9	Actual application of technology in its final form ready for commercialization.

Although the TRL scale has its origins in engineering and applied sciences, TRLs are often modified and adapted according to specific research fields<sup>8</sup>. Since any discovery/invention with a clear link to human health is eligible under this funding opportunity, applicants should do their best to assess the technological readiness of their IP as it applies to their field of study prior to application.

**Note:** IP at a TRL between 3 and 6 is only required for entry into Phase I of the I2C Program. There is no restriction on IP development upon receiving the I2C Award.

## 8. Partnerships

MSFHR partners with other funders to build capacity and fill strategic gaps in health research in BC. By partnering on our competitions, MSFHR and our partners are able to increase the total number of applications funded by I2C awards. Partnered awards have the added benefit of offering researchers the opportunity to develop relationships with partners and their community of stakeholders. Details regarding potential partners will be available on our website in the coming weeks.

<sup>8</sup> An example of a generalized scale of respective TRLs for biomedical technologies can be found at <https://ncat.nih.gov/ncat/resources/techreadylevels>.



There are two ways for applicants to be considered for partnered awards:

- Applicants interested in being considered for partnered awards are encouraged to email [partners@msfhr.org](mailto:partners@msfhr.org) to register your interest. Please indicate the partner(s) of interest and how your research aligns with their funding priorities.
- MSFHR uses keywords provided by partners to identify applications that may be relevant to and align with partners' areas of interest. Applicants are encouraged to review the list of partner keywords available on our website.

Applications that fulfill the funding criteria for both MSFHR and a partner organization are eligible for a partnered I2C award. However, only those applications that receive an MSFHR peer review rating of **3.8 or above** will be considered. Funding decisions on partnered awards are based on existing MSFHR policies, confirmed partnership support, and available funding. Financial contributions from MSFHR and its partners are subject to availability of funds and the annual budgetary approvals by both the MSFHR Board of Directors and the partnership organization beyond year one of the award.

Although not a requirement, applicants are additionally invited to secure their own partnerships in applying for Phase I of the program as a means to strengthen resources and accelerate progress. Any additional cash or in-kind support secured by applicants from partners need to be listed and confirmed in a signed letter of support as part of the full application (see section 15). **Applicants who choose to secure their own partners in Phase I are not eligible to apply for partnered awards.**

## Match Funding (Phase II)

**Match funding is a mandatory requirement for renewal of the I2C award (Phase II).** For Phase II, MSFHR will match funds 1:1 up to a maximum amount of \$75,000/annum for two years in award funding with eligible partners. Eligible partners are those who provide support from non-BC Government sources. These can include, but are not limited to: private companies, privately-funded endowments, non-profit organizations, and municipal and federal government agencies. Up to 25% of partner contributions can be in the form of in-kind support<sup>9</sup> (cash-equivalent); the remaining 75% must be in the form of a cash contribution. For the definition of in-kind contributions, see section 9.

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<sup>9</sup> Includes the following: access to unique databases, professional, analytical and other services, employee/staff salaries, equipment, materials and technology components, patents and licenses, software, and use of specialized facilities. The value of in-kind services must be confirmed by the partner in a signed letter of support.



## 9. Mitacs Accelerate Internships

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MSFHR and Mitacs are partnering together to provide additional funding and training opportunities for graduate students and post-doctoral fellows involved in I2C projects, and maximizing the impact of MSFHR funds.

[Mitacs Accelerate](#) supports collaborative research between faculty, graduate student or postdoctoral research interns (trainees) and a non-academic partner that has committed to hosting the students and/or fellows for an experiential learning opportunity. Faculty get flexible funding for new collaborations and experiential training for their researchers. Mitacs Accelerate grants start at \$15,000 per 4-month segment through co-funding with an eligible non-academic partner.

I2C applicants will have expedited access to Mitacs funding, as Mitacs will recognize the results of the scientific review managed by MSFHR and require only an internal evaluation to confirm eligibility and compliance with Accelerate program requirements. Only applicants who are successful in the I2C competition and who have completed the Mitacs Accelerate application are eligible for this expedited review process for additional Mitacs funding.

Applicants interested in benefiting from this additional opportunity have the opportunity to indicate their interest at the LOI stage. In order to facilitate these internships, Mitacs will work with interested applicants to determine how an internship could be designed when the project is being developed. Applicants interested in including Mitacs Accelerate internships in their MSFHR I2C application must contact their regional [Mitacs Business Development](#) representative to learn more about the Mitacs Accelerate program and obtain instructions on including Mitacs Accelerate internships in their MSFHR I2C application.

## 10. In-Kind Contributions

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Match-funding partners secured by the applicant in Phase II are permitted to designate up to 25% of their support as in-kind contributions.

In-kind contributions:

- Must be documented in a signed letter of support, the purpose of which is required for reviewers to assess the level and nature of partner involvement and the importance of the contribution to the success of the project.
- Will only be recognized for support that is essential to carry out the work, and has been documented, accurately valued and justified.



- Can be in the form of cash-equivalent goods or services that represent an incremental expense the partner would not normally incur, and which would have to be purchased by award funds if not donated.
- Can include a partner's research and technical staff, if applicable, providing direction and direct participation in the project, or the provision of access to specialized and/or proprietary equipment, products, reagents or technology.

Contributions to indirect costs, such as secretarial or accounting services, cost of time attributed to research management, general overhead costs at the industrial partner or other indirect costs will not be matched by MSFHR funds.

## 11. Conflict of Interest

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MSFHR recognizes that in the field of translational health research, researchers may be involved in private sector enterprises that work with them to advance discoveries towards commercialization. Thus, a potential conflict of interest may arise in cases where a relationship exists between an applicant and a partner that could unduly influence how the research project is conducted, or how it is assessed with respect to progress. A potential conflict of interest may arise if an applicant:

- Has an ownership position within the partner organization;
- Is employed by the partner organization in any role, whether salaried or not;
- Is a member of a governing board of the partner organization; or
- Is related to a person who controls, or who is a member of a governing board that controls, the partner organization.

If the applicant is subject to one or more of the above instances, the applicant must ensure that all conflicts, whether real or perceived, are declared within the appropriate section of full application. Applicants must be prepared to describe how potential conflicts will be managed, in order to ensure that decisions of the partner organization are sufficiently independent from the influence of the applicant, and vice-versa. Failing to address any potential conflicts of interest may invalidate the application.

## 12. Commitment from the Host Institution

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The applicant's host institution must ensure that MSFHR funds are used to support:



- Salary and benefits for the award recipient
- Buyout time from administrative and teaching responsibilities for the award recipient
- Stipend and salary of trainees, post-doctoral fellows, research assistants and research technicians working directly with the I2C award recipient
- Eligible expenses (see Appendix A) related to feasibility research and implementation of the commercialization plan for the specific IP

The selection of the host institution is typically based on the institution that will be responsible for approving the application and administering the award funds. This may or may not be the same as the research location where the majority of the research project is being conducted, and provides the majority of resources to support the project (e.g. infrastructure, human resources, administration, etc.)

**Note:** Applicants should communicate with their chosen host institution to verify that they are the appropriate institution for award administration

## 13. Reporting Requirements and Award Renewal

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### 12.1 Reporting

I2C award recipients are required to complete annual progress reports and provide an up-to-date Canadian Common CV (CCV) to MSFHR for each year of their award. MSFHR will provide reporting information for these purposes before the anniversary of the award.

A final report will be required following the end of award funding, regardless of whether the award recipient chooses not to renew the award following Phase I, or terminates the award prior to completing Phase II. Final reports, which include a final financial statement, are due **three months following** the end date of the award.

### 12.2 Renewal

Near the end of the second year, award recipients will be invited to renew their award for an additional two years of support. Funding support for these additional two years is contingent upon a successful review of a renewal application. Information regarding the renewal application process will be made available to award recipients approximately **six months prior** to the end of the second year of the award.



Requirements for the renewal application will include a commitment for match funding at a ratio of at least 1:1 to MSFHR dollars, a progress report for year 2, an updated CCV and research and commercialization plan for years 3-4, and updates on research and professional activities and funding history.

Applications for renewal will be evaluated by an external review panel to ensure that award recipients meet their stated research objectives and project milestones, and produce any stated deliverables. Upon approval of the application, the award recipient will be eligible for renewed funding. An unsatisfactory evaluation may result in the denial of further funding. Annual reporting to MSFHR will continue to be required for the remainder of the award term.

MSFHR reserves the right to contact award recipients after the award end date to determine the short and middle-term outcomes and/or impacts of the I2C award.

Additionally, to inform evaluation and continued improvement of our award programs, award recipients will be invited to provide feedback to MSFHR staff to determine areas of improvement for this funding opportunity.

## 14. Review Process

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Letters of Intent (LOIs) for this program are not adjudicated, but will be screened for eligibility by MSFHR staff. Applicants with eligible LOIs will be invited to submit a full application. Full applications will undergo review by an external review panel for funding recommendations. The review panel will be composed of both researchers (academic and industry) and relevant business professionals with the necessary scientific/technical and commercialization expertise to assess applications.

Applications will be evaluated via a process that incorporates six principles of peer review: integrity, accountability, transparency, balance, confidentiality and impartiality. For further details, please visit <http://www.msfhr.org/funding/review-process>.

The information presented in the Evaluation Criteria and Rating Scale sections below will be used for the review process. All applications will be assessed against a defined set of criteria in three categories: 1) track record, 2) research plan, and 3) commercialization plan. The overall score for an application will be sum of the scores for the three categories. To be considered for funding, the application must receive a minimum score of 3.8.



## 11.1 Evaluation Criteria

Full applications will be assessed against the following criteria:

Criterion	Weighting
Track record	20%
Research plan	40%
Commercialization plan	40%

A full description of the [evaluation criteria](#) can be downloaded from our website.

## 11.2 Rating Scale

Descriptor	Range	Outcome
Outstanding	4.5 – 4.9	<b>May be funded</b> (min. score of 3.8)
Excellent	4.0 – 4.4	
Very good	3.5 – 3.9	
Adequate	3.0 – 3.4	<b>Not fundable</b>
Less than adequate	0 – 2.9	

## 11.3 Funding Decision

Following application review, the highest rated applications will be identified. Applicants will be notified of the outcome of the review process after the review panel meetings and the subsequent approval of the results. There is no appeal process.

Applicants will receive notification of the funding decisions, as well as the reviewers' comments. A list of successful applicants will be published on MSFHR's website.



## 15. Award Start Date and Deferral

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Unless otherwise indicated, funding for Phase I of I2C awards begin August 1, 2018. Successful applicants must confirm their acceptance of the award within the stipulated time indicated in the award notification package. The start may be deferred up to a maximum of 12 months. The start date must be on the first day of any month and be no later than August 1, 2019. **Deferred start dates, once confirmed by MSFHR, cannot be revised.**

## 16. Key Competition Dates

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Action	Target date
Competition launch	Early January 2018
LOI deadline	February 16, 2018, 4:30 p.m. PT
Full application deadline	April 5, 2018, 4:30 p.m. PT
Anticipated notice of funding decision	July 2018
Anticipated start of funding	August 1, 2018

## 17. How to Apply

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The application process for the 2018 Scholar competition is composed of two mandatory stages:

1. Letter of Intent (LOI)
  - **Deadline date: February 16, 2018, 4:30 p.m. PT**
  - Consists of the LOI form in MSFHR ApplyNet, which includes:
    - A brief description of how the award will help to develop the potential commercial value of the product or technology
    - An opportunity to indicate interest in applying for the Mitacs Accelerate internship funding
2. Full application
  - **Deadline date: April 5, 2018, 4:30 p.m. PT**
  - Consists of:



- Research and commercialization plan, and appendices<sup>10</sup>
- Budget template
- Completed IP assessment form
- Canadian Common CV – MSFHR Abbreviated Version (last five years)
- List of Publications, Patents & Intellectual Property Rights uploaded as an attachment to CCV (last five years)
- Co-applicant form(s) (if applicable)
- Mitacs Accelerate proposal application (Part 1), if applicable
- Department Head, or equivalent form
- Dean of Faculty form (if applicable)
- Letters of collaboration<sup>11</sup> (if applicable)
- Letters of support<sup>12</sup> (if applicable)

To complete your application, follow the instructions as stated in the 2018 I2C application instructions. Please ensure that applications are complete and submitted by the MSFHR application deadline. Incomplete or late applications cannot be considered.

**Note:** Each university has its own internal deadline that is **earlier** than that of MSFHR. Please check with the Office of Research Services, or equivalent, at your host institution for more information.

## 14.1 Submission Requirements

- All steps of the application must be submitted using [MSFHR ApplyNet](#), the Foundation’s online application submission system.
- All documents uploaded onto MSFHR ApplyNet must be in .pdf format. No other formats will be accepted.

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<sup>10</sup> References, charts, figures, tables and photographs only.

<sup>11</sup> A collaborator is an individual who participates at some point in the research project and may make a significant contribution to the intellectual direction of the research or research-related activity, and who may play a significant role in the conduct of the research or research-related activities.

<sup>12</sup> A letter of support is required for partners secured by the applicant who provide cash or in-kind support that contributes to research and/or commercial activities stated within the application. Letters of support must include how the partner is involved and detail any cash or in-kind support, identify the relevance of the project to the partner’s research agenda, and describe the potential benefits the partner may derive from participating in the project, and how the results will be applied.



- It is the applicant's responsibility to review the .pdf copy of the application prior to submission to ensure that all data entered are complete and accurate. Once an application is submitted, it cannot be modified in any way.
- As an applicant, you will be able to access a .pdf copy of the full application to review the information you have entered.

MSFHR reserves the right to declare applications ineligible based on the established criteria.

**All applicants and third parties using MSFHR ApplyNet for the first time will need to register and create a system account email and password.** Additional information on MSFHR ApplyNet can be found in the [MSFHR ApplyNet FAQ](#) document.

## 14.2 Additional Resources

Most life scientists and health researchers may have never written a commercialization plan. Although every plan is different, there are some common elements<sup>13</sup> that should be included. To assist applicants, a list of components commonly included in business plans for life science ventures are included below. Please consider including the following when developing the commercialization plan for your full application:

- **Overview:** This should essentially be your 'elevator pitch', or executive summary that highlights key attributes of your product/technology commercialization plan. It should be to the point, effectively get the investors (reviewers) attention, and explain the commercialization opportunity as concisely as possible. It is often easier to write this section last, and include high-level points from the other sections once they have been written.
- **Market opportunity:** Describe the problem your product/technology will solve; provide information on size, trends, challenges and opportunities; what other competitors are there, and how is your product/technology better?
- **Scientific background/intellectual property:** Provide information that your product/technology will work as you claim, and that it will meet the needs of the market that you have identified. Present your patent portfolio, and/or licensing strategy.
- **Marketing plan:** How will you market your product? How will you position your product within the marketplace to achieve the projected market share and hit your targets? Explain why you think your strategy will work based on the needs of your customers/end-users, e.g., product pricing, method of distribution, how will it be sold.

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<sup>13</sup> Adapted from 'Business Plans for Scientists', Carlton Hoyt, BioBM Consulting, Inc., 2016. <https://biobm.com/2011/06/business-plans-for-life-scientist-inventors/>



- **Management plan:** Discuss the qualifications of the people involved in implementing your commercialization plan and explain how they will help you achieve your targets. Emphasis should be put on business leadership and scientific/technical expertise.
- **Financial projections:** This is where you make your case that your venture is worth investing in. Extend your projections out to a relevant but not-to-distant time point. What should that time point be? That will be different for every company and would be based on your projected product development time, how long you project until your product goes to market, and what the life cycle of the product will be, and any other relevant factors.

Please keep in mind that every business plan is different, and there is no obligation to stick to any particular format. If you can make a better case for your commercialization plan by changing format, then do so.

We strongly encourage applicants who are new to the commercialization process to seek additional expertise in areas of researcher-industry collaboration, innovation partnerships, technology transfer and commercialization grant support in order to help strengthen the commercialization/business aspects of your I2C application. Suggested resources include:

- **BC Cancer Agency Technology Development Office:** <http://www.bccancer.bc.ca/our-research/research-focus/technology-development>. A resource for BC Cancer Agency investigators who are interested in opportunities for technology licensing and intellectual property management, investment and commercialization.
- **BC Innovation Council Resources:** <https://bcic.ca/resources/>. BC Innovation Council (BCIC) encourages the development and application of advanced or innovative technologies to meet the needs of industry in BC. They accelerate technology commercialization by supporting startups and developing entrepreneurs.
- **Centre for Drug Research & Development:** <http://www.cdrd.ca/>. The Centre for Drug Research and Development (CDRD) is a global bridge that translates discoveries into innovative therapeutic products and improved health outcomes.
- **entrepreneurship@UBC:** <http://entrepreneurship.ubc.ca/>. e@UBC offers programs and support for all stages of venture creation, from ideation, through business model creation, to company building.
- **LifeSciences BC Resources:** <http://www.lifesciencesbc.ca/resources/government/>. LifeSciences BC is a not-for-profit, non-government, industry association that supports and represents the life sciences community of BC through leadership, facilitation of investment and partnering, advocacy, and promotion of our world-class science and industry.



- **National Research Council of Canada Concierge:** <https://www.nrc-cnrc.gc.ca/eng/irap/concierge/index.html>. Concierge is a Government of Canada program that provides a single access point where small and medium-sized enterprises (SMEs) can find high-quality, timely advice to help them innovate and accelerate their growth.
- **SFU Industry Engagement Office:** <http://sfu.ca/ie.html/>. The SFU Industry Engagement Office assists SFU innovators in assessing the patentability and market potential of new technologies and research innovations in order to mobilize this knowledge and benefit our communities, society and the economy. Services include confidential invention disclosure reviews, technology assessments, patentability reviews, market assessments, intellectual property protection and commercialization assistance as well as industry partnership development.
- **UBC University-Industry Liaison Office:** <https://uilo.ubc.ca/>. The UILO enables research collaboration and innovation partnerships between UBC researchers and industry, government and non-profit organizations.
- **Vancouver Coastal Health Research Institute Intellectual Property:** <https://www.vchri.ca/services/intellectual-property>. A resource and information webpage for VCHRI researchers interested in partnerships with industry, commercialization, distribution and dissemination of their research outputs.
- **University of Northern British Columbia Office of Research:** <https://www.unbc.ca/research/about-office-research>. The Office of Research provides support to faculty, students, and partners of UNBC for technology transfer and commercialization of research discoveries, and assisting with the development of research partnerships with local, provincial, national, and international agencies and industry collaborators.
- **BCIT Technology Commercialization:** <https://www.bcit.ca/appliedresearch/techtransfer/>. The Applied Research Liaison Office (ARLO) is a support group for researchers at BCIT and the liaison for industry participating in technology transfer of BCIT technology. It provides services for IP protection, licensing, technology and market assessments and industry liaison.
- **UVic Research Partnership and Knowledge Mobilization Unit:** <https://www.uvic.ca/research/partner/index.php>. The Research Partnership and Knowledge Mobilization Unit connects UVic faculty and students with external partners. These include industry, government, not-for-profit organizations, other post-secondary institutions, and Indigenous governments and organizations. They can also connect faculty and students to the Industry Liaison Office, where they assist in technology licensing, intellectual property management and commercialization.



## 18. Contact Information

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For questions regarding the application and submission process, please contact:

**Kate Wilczak**  
Research Competitions Coordinator  
604.714.6602  
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For more information about the MSFHR ApplyNet system or help with login information, please contact:

**MSFHR Help Desk**  
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## Appendix A – Eligible Expenses

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The I2C award provides funds for salary contributions, inclusive of benefits, to the award recipient or to designated individuals directly related to the conduct of the award recipient’s research and commercialization activities. The award can also be used to defray costs incurred through feasibility research and commercialization-specific activities directly related to the implementation of the commercialization plan as described in application. All expenses must be listed in the budget template with appropriate justification.

The bulk of the proposed research and commercialization activities must be conducted in BC. However, realizing that some projects may require expertise or services that can only be provided out-of-province, **up to 25%** of the proposed total budget can involve expenses incurred **outside of BC**. If out-of-province expenses are proposed, applicants must make a case as to why these cannot be incurred within the province, as part of the budget justification.

**Note: Funds may not be used to directly compensate a private company. Indirect costs and overhead expenses are ineligible.**

### Eligible Expenses

- Salary and/or benefits of the award recipient
- Salary and/or benefits of personnel who provide teaching or clinical duty (patient care and/or treatment) relief to enable the award recipient to maintain protected time.
- Stipends of students, post-doctoral fellows, research assistants, and technicians directly involved in the research and commercialization activities of the award recipient as described in the I2C Full Application

### Ineligible Expenses

- Costs relating to staff hiring or training
- Salaries paid at consultancy rates or in excess of fair market value within the not-for-profit sector
- Payments to primary applicant, co-applicant(s) and/or collaborators as consulting fees or honoraria (over and above the individual’s normal salary)
- Secretarial support



## Services and Supplies

### Eligible Expenses

- Materials and supplies directly related to the scientific or technical research necessary for advancing the IP towards commercialization (e.g., feasibility testing, scale-up, product refinement, validation studies, etc.)
- Patenting and licensing fees
- Costs related to regulatory affairs<sup>14</sup>
- Business development costs
- Studies to determine market potential
- Communication and networking costs

### Ineligible Expenses

- Costs for the purchase or maintenance of equipment (e.g. computers, overhead projectors, printers/faxes, etc.)
- General administrative and facility operating costs inherent in managing human resources, finances, supplies, laundry, etc. (normally funded by the host institution)
- Renting/leasing costs for accommodation and/or furniture for support office(s)
- Costs of operating the facilities: heating, ventilation, air conditioning, water, electricity, cleaning, etc.
- Purchase of alcohol

## Travel

### Eligible Expenses

- Travel and accommodation for collaborative purposes

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<sup>14</sup> Activities or processes associated with the protection of public health through the control of safety and efficacy of products in areas including pharmaceuticals, veterinary medicines, medical devices, pesticides, agrochemicals, cosmetics and complementary medicines.



- Travel and accommodation for invited collaborator(s) if integral to the commercialization plan

### Ineligible Expenses

- Travel unrelated to commercialization activities (academic conferences, workshops, symposia, congresses, etc.)
- Conference presentations, publications, open-access fees

All items not specified should be deemed as non-eligible expenses unless prior approval from MSFHR is received. If the applicant can demonstrate the added value and make a case for an item identified as an ineligible expense, then MSFHR will evaluate the merit of the argument. **Such a case must be made before the expense is incurred.**

