

Seed Fund Guidelines

The purpose of the TIA HEI Seed Fund is to assist universities in bridging financial requirements to translate their research outputs into fundable ideas for further development. Fundamentally, the fund is expected to increase the quality and quantity of project proposals to other TIA funds; and improve the commercialisation probability of South African technologies that emanate from universities.

The fund is a limited resource made available to HEIs and assistance is being provided for an agreed set of focused activities with clear deliverables, **at least one of which should be a viable plan for taking the idea forward**, which can be considered by other possible funders including TIA.

The partner HEI's Seed Fund Committee, together with TIA's Seed Fund Programme (SFP) Unit will monitor applicants' performance against submitted activities and milestones. Additional information gained will be used to manage the intellectual property position and associated competitive advantage to the benefit of the HEI.

Applicants performance monitoring may include the scope of work planned, the budget, schedule, team performance and identifying partners and facilitators who can assist in achieving the intended outcomes. These activities should be part of the of project management activities that TTOs conduct as part of their roles and mandates at HEIs. . It is also highly recommended that an activity- and milestone-based project and performance management approach is adopted to track progress made in projects. . Attention to the financial reporting made in projects is also required.

Qualifying applicants will include university-based inventors and intellectual property custodians who aim to further develop the HEI's opportunities. This includes university spin-off companies who are commercializing technologies based on the output of university research and development, and IP.

The following is a list of fundable activities that the applicants may undertake to bring them closer to proof-of-concept (fundable activities can be outsourced to a service provider):

- Initial product, process (comprehensive technology package) and prototype development
- Sourcing of intellectual property opinions
- Production of market samples and/or associated testing.
- Refining and implementing designs

- Conducting field studies to test the assumptions made about the technology, market and/ or customer need
- Support of certification activities and specification sheet development
- Piloting, and technology scale-up
- Techno-economic evaluation studies
- Detailed primary market research
- Business plan development

Non-fundable activities include:

- ☐ Salary contributions to HEI staff members.
- ☐ Student bursaries, research projects and extended periods of work. Student's time can be contracted to perform specific tasks that are directly related to the project, only.
- ☐ Equipment, except for specialized equipment that is within the budget constraints and required to enable qualifying activities.

The **investment parameters** for the application are as follows:

- Grant Funding;
- Protected or protectable intellectual property is required;
- Up to R500 000 (five hundred thousand Rand) will be provided per project
- TIA receives first right of refusal to fund **further development** of the outputs of the project.

Monitoring and evaluation

The HEI Seed Fund Programme will be monitored and evaluated as follows:

- Each HEI will report quarterly to TIA indicating the activities, milestones reached and any notable achievements of the project.
- HEIs are encouraged to include any multimedia to demonstrate these where applicable.
- Quarterly reports shall be completed on the TIA template provided.
- Where projects have closed, HEIs will provide TIA with a Close Out Report on the template provided.
- Each HEI will schedule a quarterly steering committee meeting to discuss in detail project performance, fund performance, administrative issues and propose any amendments to TIA.

- TIA will conduct an annual evaluation of the individual HEIs performance and the overall performance of the Funds allocated to the institution.

Deadline for applications: 25 September 2015