Innovation, Development and Entrepreneurship Award (IDEA)
Terms of Reference
2018 – 2019 Academic Year

Intake Period: January 21 to February 4, 2019
Intake Deadline: Friday, February 4, 2019 4:00 PM MT

Submit applications online
Applications and/ or letters of reference received outside of the Intake Period will NOT be evaluated. Late applications will NOT be evaluated. Incomplete applications will NOT be evaluated. It is the sole responsibility of the applicant to ensure completeness of the application package.

This document and the application form is available on the Association’s web site. Questions regarding this application should be directed to the Association’s Awards Committee Chair or Vice Chair at awards.gsa@ucalgary.ca

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and Federal Taxation Act. It is required to determine your eligibility for awards. If you have any questions about the collection or use of this information, please contact the Awards Committee Chair at awards.gsa@ucalgary.ca.

Purpose
This one-time, seed funding award aims to support and develop innovation and entrepreneurial thinking among the University of Calgary’s graduate student body by making funds and professional expertise available over an 8-month consultation, guidance, and collaborative mentorship process with Calgary Technologies Inc.

Value of Awards (in Canadian dollars)

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<td>First Place</td>
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<td>Second Place</td>
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<td>Third Place</td>
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<td>People’s Choice</td>
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Eligibility
To be eligible for this award:

- Submitting applicant must be an active member of the Association as defined by Section 4, sub-section 4.2 of the Association’s Bylaws during the 2018/2019 academic year;
- Project must not have previously received funds from this Award;
- Individual team members must only be part of one project per intake; and
- Teams must be comprised of a majority of (at least half) graduate students for the duration of the IDEA Mentorship Program with Calgary Technologies Inc.

Project Criteria
Projects submitted to IDEA must be an original idea of the team submitting. All eligible applications submitted on time will be assessed using the following criteria:

- Assembly of a cohesive team, with diverse skills and talents that are relevant to the problem and/or design;
- Clear understanding of the problem and demonstration of adequate background knowledge;
  - If the idea for the project/design was born out of another Pitch-like competition (for example Innovate for Health, Energy New Venture Competition, Falling Walls Lab, The Innovation Reactor Program, TENET i2c, RBC Fast Pitch Competition, Technovation Challenge, Calgary International Equine Symposium, W21C Innovation Academy, etc.), application packages must (a) identify what the initial problem statement was and from which competition it was provided by, and (b) explain how this project has built on the initial problem.
- Relevance and novelty of design in addressing the identified problem;
- Feasibility of the design and execution plan;
- The degree to which the proposed project fits the University of Calgary’s Research Plan;
- Letter of viability from a subject-area expert:
  - Note: A letter of viability does not constitute an endorsement of the project, but rather provides expert confirmation of technical viability of the project;
- Overall organization of the application; and
- Quality of the Three Minute Pitch (to be presented at the IDEA Pitch Competition).

Evaluation Procedure
Complete applications will undergo a two-stage process to select winners:

Stage 1: Applications will be evaluated by the GSA Awards Committee based on the criteria described above. Up to ten (10) applications (finalists) will be forwarded to a panel of external judges identified by the Hunter Centre for Entrepreneurship and Innovation; and

Stage 2: Finalists will be invited to the IDEA Pitch Competition (April 2019) and are required to present a Three-Minute Pitch on their projects. The quality of the pitch will be evaluated and considered in combination with external evaluations.
The three (3) top ranked teams will receive the first- to third-place awards. All finalists will be eligible for the People’s Choice Award based on votes from the audience in response to their Three-Minute Pitch.

IDEA Mentorship Program with Calgary Technologies Inc.
- Each winning team is paired with a group of mentors from Calgary Technologies Inc.;
- Mentors and teams will meet five times during an eight-month period between May and December 2019 for a total duration of 10-15 hours on or around the dates specified below:
  - Initial meeting (May 1st): Defining monthly and term milestones; and
  - Follow-up meetings (June 1st, July 1st, October 1st, November 1st): Following up on the progress.
- Winning teams are also invited to attend two informal meet and greet meetings with the other teams and the GSA Board of Directors:
  - Once after the Pitch Competition ceremony (in April 2019) for the teams to get to know each other in a more informal and friendly setting; and
  - Once after the end of the program (in January 2020) in order to interview the winners on their progress and the feedback for the program.

Release of Funds
Funds will be released in three installments to the eligible team if the progress was found to be satisfactory as identified by Calgary Technologies Inc. The installment payout is as follows:
- May 1st – 50% of the award;
- September 15th – 25% of the award; and
- December 15th – 25% of the award upon successful completion of the Mentorship program.

Documents Required
The following documents are required to apply for this grant:
- The complete application form;
- Receipts for activity purchases made up until the time of the application; and
- Proof of activity and attendance.

Submission Requirements
When applying for this award, the following process must be followed:
1. Completed applications MUST be submitted online;
2. Applications MUST be in a single PDF file;
3. Applications MUST be written and signed in English (e-signatures are accepted);
4. Applications MUST be submitted with a UCalgary email address; and
5. Incomplete applications or applications received after the Intake Deadline will NOT be considered.
Conditions of the Award

• In order to receive each installment, teams must be actively participating in the program at the time of pay out AND be comprised of a majority of (at least half) graduate students; and
• Successful applications are required to acknowledge the GSA’s role in funding the project in public presentations and interviews as well as in published or other promotional materials.

Additional Regulations

1. As this is seed funding, the GSA is not liable for any issues arising from Intellectual Property concerns. Applicant(s) are responsible for making sure they have properly notified all applicable parties, including thesis supervisors. For more information about Intellectual Property at the University of Calgary, please refer to the following resources: UCalgary Intellectual Property Guide: https://www.ucalgary.ca/policies/files/policies/Intellectual%20Property%20Policy.pdf UCalgary Faculty of Graduate Studies Intellectual Property FAQ: https://grad.ucalgary.ca/current/managing-my-program/academic-integrity/intellectual-property#quickset-field_collection_quicktabs_9

In the case that an application is related to the research of any of the team members, the relevant team member(s) must declare on the application form that they understand intellectual property rules and adhere to them. It is of utmost importance that all parties involved in the relevant research (e.g. supervisor and collaborators) are aware of this application.

2. For the purpose of this award, only applicants meeting the eligibility criteria may receive award funds.

3. Innovation Development and Entrepreneurial Awards (IDEA) regulations regarding award procedure, prize amounts, prize delivery mechanism, in-kind services, and criteria, are subject to change without notice.

4. Questions about the application process must be directed to the Association’s Awards Committee Chair or Vice Chair at awards.gsa@ucalgary.ca;
   a. The GSA Awards Committee aims to respond to all emails in a timely manner but cannot guarantee a response within the 48-hour window prior to the Intake Deadline.

5. The GSA will not be responsible for any tax liability, legal disputes, intellectual property issues and/or conflicts incurred by the awarding of funds.

6. Teams are expected to commit to their projects for the eight-month period. Teams who are unable to meet this commitment must withdraw from the program and must contact the VP Academic (vpa.gsa@ucalgary.ca) immediately.

Appendix A
Application Components

Application Form includes:

• Team Member Information
• Team Members’ Previous Projects
• Project Description
• Innovation Statement
• Team Member Contributions
• Project Progress Description
• Existing Capital
• Start-up Description
• Social Impact Statement
• Letter of Viability from a Subject Matter Expert (not a Team Member) (1 page)