



**Children's Hospital Los Angeles  
Office of Technology Commercialization (OTC)**

**Commercialization Incentive Fund  
2021 Policies and Guidelines**

Participation in the Commercialization Incentive Fund (CIF) funding process and acceptance of an award from the Commercialization Incentive Fund at Children's Hospital Los Angeles assumes acceptance of and compliance with the following guidelines and policies. These guidelines and policies are subject to change and modification as determined and at the discretion of the CIF Advisory Board.

**Eligibility:**

- To be eligible for a CIF award, the following criteria must apply:
  - Applicant is a CHLA employee or faculty member who assigns his/her rights to any invention to CHLA
  - The intellectual property around the technology is owned (sole or joint) by CHLA and is not optioned, licensed or otherwise committed to a commercial entity (e.g. licensing agreement, MTA, or other agreement)
  - The applicant has filed an invention disclosure related to the project for which the applicant is applying with the Office of Technology Commercialization (OTC)
- CIF awards are intended to fund work that supports the advancement of technology, intellectual property and technical validation.

**Application Guidelines and Selection Process:**

- Funds cannot be applied towards the purchase of equipment, computers, travel, or Principal Investigator (PI) or employee salary support at CHLA or salaries of collaborators at other institutions.
- All award applicants must submit a letter of intent (LOI) using the template provided.
- Applicants invited to proceed beyond the LOI stage will need to submit a full written proposal based on templates provided by the CIF Advisory Board.
- The advisors review, score, and rank the projects based on selection criteria (see criteria below) and make a funding recommendation.
- The CIF Advisory Board may recommend funding a project with a provision that the specific aims be modified.
- The final selection pool of projects proposed for funding is submitted to the CIF Advisory Board for approval.
- Awards are announced once the CIF Advisory Board has approved CIF's funding recommendations.
- The award allocates **up to fifteen thousand U.S. dollars (\$15,000)**. The exact amount of each award is dependent on: 1) the actual cost of the proposed work as quoted by service providers (i.e., Contract Research Organizations (CRO) [a contracting organization that provides research or clinical support on behalf of another] and consultants); or 2) the budget agreed upon in consultation with the PI's financial analyst following NIH budget format.

**Any funds remaining after the agreed upon project is completed will be returned to the pool for funding of future projects.**

**Funding Process**

- Upon award announcement, the PI will submit a detailed project plan that incorporates any revisions to the specific aims as suggested by the CIF Advisory Board.



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- The project plan will include both internal (to be performed at CHLA) and external (to be performed by CRO) parts of the project.
- The PI and OTC will work together to screen the proposed CROs and select the best partner. OTC will support the effort by executing the appropriate non-disclosure and work-for-hire agreements.
- The CIF Advisory Board approves each project plan.
- Upon completion and approval of the project plan, OTC will issue an award letter and begin the project.

### Conditions of Accepting CIF Funding

- The project plan must be finalized and approved within three (3) months from the announcement of award, or the award may be considered forfeited.
- All projects which have not been completed within one (1) year of the award date will be closed, unless the awardee requests a one-year extension, which may be granted at OTC Director's discretion. A request for extension must include the reason for the delay, evidence that the project remains relevant and timely, and a plan for completing the project within the additional one (1) year.
- After the one-year extension is approved, an award recipient wishing to request any additional extension of time will have to submit a new application to the CIF Advisory Board during the annual call for proposals.
  - The CIF Advisory Board will consider the re-submission in light of the current scientific, market and regulatory landscape and judge the proposal on the same criteria as all CIF proposals.
- The PI agrees to use the funds as specifically described, and for the specific aims, detailed in the project plan. The project plan cannot be changed without CIF Advisory Board approval.
- The PI agrees to inform the CIF Advisory Board if the PI, or the CHLA employee performing the work and leading the project, intends to leave CHLA.
- The PI agrees to inform CIF Advisory Board if the PI is awarded an internal or external grant that supports any of the same specific aims as those proposed in the CIF project plan.
- The PI agrees to deliver all the agreed upon deliverables detailed in the project plan upon the completion of the project and return any undisbursed funds.
- The PI agrees to report to OTC that details the findings of the project and its commercial application.
- CIF Advisory Board reserves the right to put funding on hold or terminate funding should any of the following occur:
  - A project is optioned or licensed to a company during the award period.
  - Finalization of the project plan takes in excess of 3 months after announcement of the award.
  - Completion of the project takes in excess of one year.
  - The focus of the project deviates from the proposal approved by the CIF Advisory Board without its consultation.
  - The laboratory no longer has the staffing needed to complete the project.
  - The milestones are met before the full grant award is spent.

### Publicity

- CIF Advisory Board requires mention of the award provided by the "Commercialization Incentive Fund" in public presentations and publications when financial support is referenced.

### Selection Criteria

The CIF Advisory Board will consist of four (4) reviewers from CHLA and the external community.

The CIF Advisory Board will consider the following criteria when reviewing proposals:



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- Medical need or research significance
- Path to commercial viability and regulatory approval
- Alignment with CHLA's mission
- Technical feasibility and scalability
- Freedom to operate and competing technologies
- Stage of development and current commercial opportunity
- Intellectual property protection and status

Please contact OTC at [MBROOME@CHLA.USC.EDU](mailto:MBROOME@CHLA.USC.EDU) with any questions.