

Keystone Innovation Starter Kits

Program Guidelines | June 2008

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Section I – General

A. Introduction

The Department of Community and Economic Development's (DCED) mission is to provide focused economic opportunity and growth throughout the Commonwealth. Through proactive investments in targeted growth areas we can continue to spur Pennsylvania's economy. These investments will require and foster collaboration between Pennsylvania's Institutions of Higher Education, academic medical centers, communities surrounding those institutions, and businesses seeking the resources those institutions can provide. In April 2004 the Commonwealth set out to catalyze these collaborations by creating the Keystone Innovation Zone program. Keystone Innovation Zones (KIZ) are designed to improve and encourage Pennsylvania's research and development efforts, technology commercialization and entrepreneurship programs.

The Keystone Innovation Zone Program focuses Pennsylvania's commitment to creating new technologies and entrepreneurs – using our world class colleges and universities to deliver economic development opportunities throughout the Commonwealth. The continuing success of the KIZ program leverages research at partnering KIZ institutions of higher education, academic medical centers, research institutions and companies for sustainable regional and state economic development.

The Keystone Innovation Starter Kit (Starter Kits) program is a companion program to the creation of the KIZs. The Starter Kits provide funds to Pennsylvania academic medical centers, research institutions and KIZ-participating institutions of higher education for recruitment of top faculty researchers. The program provides funding for these researchers to “build out” labs and staff, equipment, acquisition, and leverage their research.*

Oversight of the Starter Kits Program is provided by the Department of Community and Economic Development (DCED) and aligns with the other entrepreneurial, workforce, and technology development programs that are administered within the Department.

* *See Appendix I for Program Definitions*

B. Overview

The primary purpose of the Starter Kits is to recruit new, top-level research faculty to Pennsylvania. The recruitment of these faculty members will facilitate focused research in key KIZ industry cluster areas and motivate students to work with these faculty members to further research through potential spin-outs of the technology to businesses in the KIZ. Three million dollars (\$3 million) in funding will be awarded to successful applicants in FY 2007-08 for the Starter Kits Program.

Three groups are eligible to apply for Starter Kits funding:

1. Colleges and Universities that are participating in KIZs. Preference will be given to this group.
2. Academic Medical Centers
3. Research Institutions

C. Use of Funds

Starter Kits will assist academic medical centers, research institutions and KIZ institutions of higher education in recruiting the best faculty in crucial advanced technology knowledge areas. This will result in education of the most talented undergraduate and graduate students, attracting greater research dollars, facilitating the technology transfer process whereby creative and scholarly works may be put to commercial application, creating more spin-out companies, and ultimately, more high-paying jobs to position Pennsylvania prominently in today's high tech economy. This allocated \$3 million investment in the Starter Kit Program will attract new faculty researchers and bring additional support positions to the Commonwealth. Each Institution of higher education, academic medical center or research institution is required to match the Commonwealth funds on a \$1 for \$1 cash basis. By directing new research faculty hires into those technology areas of interest to the KIZ-related cluster of companies, the intellectual resources of the academic medical centers, research institutions and institutions of higher education align more closely with the technical needs of the emerging technology cluster. The technology areas of focus will be the same as those adopted by the KIZ Partnership as their priority areas.

The following guidelines provide descriptions of eligible uses of these funds:

Starter Kits will be used for the following purposes when tied to the hiring of the new research faculty member (research faculty member hired up to 1 year after the awarding of the Starter Kit Grant):

1. Provide funding for recruitment of new research faculty members that contribute directly to the enhancement of targeted industries by:
 - a. Developing and/or teaching courses that are directly related to the targeted industry areas.
 - b. Advising undergraduate students in their relevant course of study.
 - c. Supervising thesis work of M.S. students.
 - d. Serving as dissertation advisor to Ph.D. students conducting research in targeted industry areas.
 - e. Patenting and licensing of intellectual property.
 - f. Assisting early stage companies for commercialization of intellectual property.
2. Starter Kit Funds may also be used for one or more of the following purposes as part of a package to recruit new faculty members in a targeted technology area:
 - a. Purchase of design, development and testing equipment (e.g., workstations, peripherals, electronic test and prototyping equipment), as designated by the newly recruited research faculty member.
 - b. Tuition and/or stipends for M.S. and/or Ph.D. students directly supervised by the newly recruited research faculty member.
 - c. Renovation of research laboratories and related facilities, as designated by the newly recruited research faculty member.
 - d. Licensing of key technologies for design, development verification, testing and related activities.
3. Grant funds may only be used for any of the above purposes. Grant funds may not be used to:
 - a. Fund the payment of academic year based salaries.
 - b. Fund travel outside of the country.
 - c. Fund indirect costs.
 - d. Planned long-term (beyond grant-year) support of staff salaries.

D. Program Eligibility

Three groups are eligible to apply for Starter Kits funding:

1. Colleges and Universities that are participating in KIZs. Preference will be given to this group.
2. Academic Medical Centers
3. Research Institutions

These institutions may submit an application to the Department of Community and Economic Development (DCED) to receive a Starter Kit Grant. Each grant request may not exceed \$250,000, and must be matched by the applicant on a cash \$1 for \$1 basis. **Each institution may submit no more than two applications or grant requests during this funding cycle.**

Allocation of Starter Kit Grant Funds toward the applicable direct support of hiring new research faculty will be considered only for research faculty who have been hired up to 1 year after the Starter Kit official award date. Written proof must be submitted that a new faculty/employee has been hired within the 1 year after the Starter Kit official award date or funds will not be allocated. Funds not used after the 1 year from the Starter Kit official award date will be returned to DCED. **The deadline for DCED receipt of applications is Friday, December 14, 2007.**

Please refer to Section II.B – Narrative, for specifics pertaining to the Starter Kit Grant proposal. The narrative with each Single Application should be **no more than ten pages. Pages must be numbered. Font should be 12 pt. and set to Times New Roman.**

Section II – The Application Process

A. General

1. The application for a Starter Kit shall be submitted to the Department of Community and Economic Development utilizing the Single Application form plus any additional background materials required by these parameters or requested by DCED staff. **Application deadline is Friday, December 14, 2007** with commitments expected in **late February 2008.**
2. The Single Application can be printed and or completed online (preferable) by accessing www.newPA.com. Click on “Funding & Program Finder”.
3. Copies of the Single Application kit may be obtained by contacting the DCED Customer Service Center at 800-379-7448 or 717-787-3405 or e-mailing ra-dced@state.pa.us.
4. Applications must be submitted to DCED from a KIZ Participating College or University with a letter of support by the KIZ Coordinator.** Applications from academic medical institutions, their affiliates, and research institutions should be submitted directly to DCED.

*** See Appendix II for a list of approved KIZ's & Coordinator Contact Information and Appendix III for a list of each KIZ's Target Industries. This information is also available at www.newPA.com/download.aspx?id=128.*

5. Applications are submitted to:

PA Department of Community and Economic Development
Technology Investment Office
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

6. Program Inquiries should be directed to:

Technology Investment Office
717-787-4147

B. Narrative

Each Single Application should also include a detailed narrative or proposal, of **no more than ten pages**. **Pages must be numbered. Font should be 12 pt. and set to Times New Roman.** To be eligible, each applicant must address the most applicable of the following in the narrative/proposal:

1. The name of the college, university, academic medical center, or research institution proposed grant manager (can be the KIZ coordinator or other non-college or university individual) and the contact information for the proposed grant manager.
2. The KIZ Partnership of which the applicant(s) is a member (if any).
3. The quantifiable goals and objectives to be achieved.***
4. How the activities, goals and objectives will integrate with the strategic plan adopted for the KIZ as well as how the activities may impact student enrollment, the awarding of other grant funds to the college or university, the potential spin-out of companies, the potential licensing of technologies, patents etc., and the potential jobs that may be created as a result of these efforts.
5. A description/listing of the existing college or university courses and the level currently offered in the technology focus area to which Starter Kit proceeds are to be applied. This should include where appropriate and if known:
 - a. Number of dedicated full-time equivalent employees (FTE's) dedicated to this area.
 - b. The level of success in papers published, talks/presentations given, patent filings, awards, licensing agreements, royalties received, products commercialized, new companies created, in the most recently recorded calendar or academic year. Any other measure that the college or university is currently collecting related to the technology focus area(s) that they deem appropriate to provide.
6. A description of the technology-related specialty area of the faculty member being sought, or if specific faculty has already been identified, a recent academic curriculum vitae (CV) should be attached as an appendix to the application.
7. How the addition of the particular faculty member will impact the college, university, academic medical center or research institution in terms of its ability to garner other research grant awards. Discuss the dollar amount of research grant awards previously received in the technology area in which the faculty member will be joining.
8. Benchmark the institution's level of success in patent filings, awards, licensing agreements, royalties received, products commercialized, new companies created, in the most recently recorded calendar or academic year and discuss any anticipated increases in these areas that may be due to the addition of the specific faculty member.

9. Discuss the current student enrollment in the related degree area(s) the faculty member is impacting and any anticipated increases in this enrollment due to the addition of the new faculty member.
10. Discuss the success of the students in related degree areas (e.g. matriculation and/or employment in chosen field and/or start-up ventures).
11. Description of new curricula, degrees, courses developed or other certifications that are directly related to the target industry areas in the KIZ.
12. If known, provide a description of how the faculty will support students through advising (e.g. undergraduate, Masters or Ph.D. level thesis or dissertation, or graduate level research) and topic areas/descriptions of such study and/or research.
13. If known, provide a detailed description of “build-out” costs related to lab equipment, staff equipment, testing equipment, prototype equipment, lab renovations, and related facilities renovations.
14. If known, describe how funds are to be used to support a summer stipend for the faculty member, please provide a description of what work will be conducted in the related technology area during the period of support.
15. If known, describe how funds will be applied to technology licensing efforts, please provide a brief, non-proprietary description of the type of technology being licensed and its potential application areas.
16. Outline and discuss any other measure that the college, university, academic medical center or research institution believes will be impacted by the addition of the particular faculty member.
17. Identification of a dollar-to-dollar cash match which is directly related to the stated goals and objectives. As the eligible activities defined under this program are intended to be activities to enhance technology focus areas. It is expected that match funds will be a new commitment of resources by the college, university, academic medical center or research institution.
18. If the institution is participating in a KIZ, the Coordinator’s review must include: verification of KIZ Partnership status in the form of an approval/support letter which indicates the application’s alignment with goals and objectives of the KIZ, and agreement that the application meets the KIZ’s targeted industry sectors.
19. Special consideration will be given to applications submitted by a college, university, academic medical center or research institution that propose to have the hired faculty member work with other institutions of higher education within their designated zone, for example, teaching, conducting collaborative research and mentoring companies.

**** In the narrative descriptions, please use quantifiable measures where applicable. These will be used as a basis for future reporting to DCED relative to this grant.*

C. Budget

1. Budget information requested is in addition to the Budgetary information provided in the Single Application for Assistance.
2. Define the specific use of state funds, expected match sources and their uses, and sustainability plan for the activities described under the narrative section.
3. Detailed budget of the use of grant funds. Matching funds committed to the Starter Kit Grant – one to one cash match is required. Cash match may include private sector funds, federal awards, foundations, other non-profits, etc. All of the cash match must be from non-state sources.

D. Approval Process

1. **Receipt** - Upon receipt of the application and required supporting material the Technology Investment Office will review the application.
2. **Review** - The Technology Investment Office will review the application and determine whether it meets the required parameters outlined in these guidelines. Higher priority will be given to applications which contain a plan for sustainability of the program beyond the receipt of the KIZ Starter Kit Grant.
3. **Approval** - DCED will approve the applications.
4. **Notification** - Technology Investment Office will notify the successful applicants.
 - a. The applicant must certify that it will comply with the Commonwealth's non-discrimination policy.
 - b. The applicant and its principals must be current in payment of all state and local taxes unless they have entered into a workout agreement satisfactory to the respective taxing authority and are fully in compliance with the terms thereof.

E. Grant Allocations/Reimbursement Procedures and Requirements

1. Following review and notification of approval of the application, DCED will forward a grant agreement to the applicant for signature. A grant shall not be finalized until all issues and requirements have been resolved to the satisfaction of DCED staff.
2. When the grant has been fully executed by the applicant and the Commonwealth, the applicant may request payment in advance. An acceptance letter and current CV must be submitted prior to the requisition of the funds.
3. Payments typically require at least six weeks to process from the submission date to DCED.
4. The grant agreement will require additional conditions with which the applicant must comply. These include but are not limited to: a project audit, competitive bidding requirements, the maintaining of records.
5. Following disbursement of funds, staff will monitor the activities of the grants and will require the submission of semi-annual reports by the applicant. All recipients of Starter Kits funding will be required to complete and submit a final report to DCED.
6. If a project is approved and it is subsequently determined that the application contained material misrepresentations, or funds were used for ineligible activities or activities not permitted under the terms of the approved documents, the applicant will be in default and DCED will demand immediate repayment of any and all funds advanced in connection with the project. In addition, the matter may be referred to the appropriate authorities for criminal investigation.

F. Penalties for Noncompliance

1. The Department shall impose a penalty upon a recipient of a grant for any of the following:
 - a. If the recipient fails to use the grant for the activities specified in the application or otherwise approved by the Department prior to the expenditure of grant funds.
 - b. If the recipient's membership in the Keystone Innovation Zone Partnership is terminated voluntarily or involuntarily.

2. The Department may waive the penalty if the Department determines that the failure was due to circumstances outside the control of the grant recipient.
3. A penalty imposed under this paragraph shall be equal to the full amount of the grant received. The penalty shall be payable in one lump sum or in installments, with or without interest, as the Department deems appropriate.

DCED reserves the right to amend these guidelines without further notice.

Section III – Reporting Requirements

- A. All grant recipients will be required to provide semi-annual reports quantifying the progress toward accomplishing approved deliverables (reporting is due via e-mail bi-annually within 9 calendar days after June 30th and 10 calendar days after December 31st). Following the disbursements of funds, staff will monitor the use of the grants through the submission of semi-annual reports by the applicant. When a project becomes inactive (i.e. contract expires or is terminated), reporting shall continue for 3 years from the contract expiration date. The reports may include, but are not limited to, the following information:
 1. Progress narrative toward reaching the project milestones/goals.
 2. Dollar amount of any grant awards due to the recruitment of new research faculty.
 3. Budget reconciliation/Use of Starter Kit Grant Funds for the reporting period.
 4. Name and CV of Faculty member hired.
- B. A semi-annual reporting template will be provided to the grant recipient. All reports should be submitted directly to DCED's Technology Investment Office. The report template will include Keystone Innovation Starter Kit impacts in the following measures:
 - Increased Employment
 - Businesses Assisted
 - Leverage of Additional Funding - Private and Public
 - New Company Formation
 - Development and Introduction of New Products
 - Expanded Research, Development, Testing and Evaluation
 - Intellectual Property and Licensing
 - Increased Revenues
 - Increased Productivity
 - Graduates and Job Placement
 - Publications
 - Technology Development
 - Internships
 - Other Anecdotal Impacts
 - Description of Equipment Acquisition and Lab Build-Out
- C. Contracts, documents and other information relevant to the project, as may be requested.
- D. The Grant Agreement will require additional conditions with which the applicant must comply. These include but are not limited to: a project audit, competitive bidding requirements, the maintaining of records.

Appendix I – Definitions

- A. **Academic Medical Center:** A hospital or other medical center and its affiliates that combines patient care, research, and teaching.
- B. **Institution of Higher Education:** A public or private institution within this Commonwealth authorized by the Department of Education to grant an Associates Degree or higher degree. The term includes branch or satellite campuses of the institution.
- C. **Keystone Innovation Zone:** An approved geographical area by the Department of Community and Economic Development comprised of portions of one or more political subdivisions.
- D. **Keystone Innovation Zone Company:** A for-profit business entity which is all of the following:
 - 1. Located within a Keystone Innovation Zone;
 - 2. Has been in operation for less than eight years; and
 - 3. Falls within one of the targeted industry segments adopted by the Keystone Innovation Zone Partnership in its strategic plan.
- E. **Keystone Innovation Zone Coordinator:** An employee of a non-profit organization which is all of the following:
 - 1. Not an institution of higher education;
 - 2. Chosen by a Keystone Innovation Zone Partnership and agreed to by the Department to administer the activities of a Keystone Innovation Zone.
- F. **Keystone Innovation Zone Partnership:** Any association or group which is all of the following:
 - 1. Comprised of at least one institution of higher education and a combination of private businesses, business support organizations, commercial lending institutions, venture capital companies, angel investor networks or foundations.
 - 2. Formed for the creation and administration of a Keystone Innovation Zone.
- G. **Targeted industries or focus areas of technology:** A select group of industries within KIZs expected to lead economic development in the 21st century for the region and the Commonwealth. Please see Appendix III.
- H. **“KIZ”:** Keystone Innovation Zone
- I. **“KIZ Company”:** Keystone Innovation Zone Company
- J. **“KIZ Coordinator”:** A Keystone Innovation Zone Coordinator
- K. **“KIZ Partnership”:** A Keystone Innovation Zone Partnership
- L. **“Starter Kit”:** Keystone Innovation Starter Kit
- M. **“New Research Faculty Member”:** A research faculty member at the Starter Kit Applicant Institution that has been hired up to 1 year after the awarding of the Starter Kit Grant.

Appendix II – KIZ Coordinator Contact Information*

KIZ Name	KIZ Coordinator	Phone	E-mail
Beaver County KIZ	Doug Campbell	724.847.6440	doug.campbell@bc-coop.org
BioLaunch611+ KIZ	Karen Hanson	215.780.1532	khanson@pco.edu
Bucks County Biotechnology KIZ	Michael Campbell	215.589.6329	MCampbell@ihvr.org
Chester County KIZ	Kimberly A. Hall	610.458.5700 x262	khall@cceconomicdevelopment.com
Delaware County KIZ	E. Jean Krack	610.499.7534	jean.krack@crozer.org
Erie KIZ	Perry Wood	814.451.1172	perry.wood@technwpa.org
Fayette-Washington KIZ	Sue Quinn	724.437.7913	sueq@faypenn.org
Greater Johnstown KIZ	Amy Noon	814.535.8675	anoon@jari.com
Greater Oakland KIZ	Stephanie Weir	412.268.1122	sweir@andrew.cmu.edu
Greater Reading KIZ	Michael Slusser	610.376.6766	mslusser@greaterreadingchamber.org
Greater Susquehanna KIZ	Diane Langley	570.245.0096	diane@gskiz.org
Harrisburg Market KIZ	Brian Reilly	717.213.5046	breilly@hbgrc.org
Huntingdon County KIZ	Lorenn Schouppe-Wright	814.641.6690	schoupl@juniata.edu
I-99 Innovation Corridor KIZ	Stephen Jay McKnight	814.944.6113	stevem@abcdcorp.org
Indiana County KIZ	Byron G. Stauffer, Jr.	724.465.3870	byronjr@ceo.co.indiana.pa.us
Lackawanna County KIZ	Chris Haran	570.341.8099	charan@greatvalleyalliance.com
Luzerne County KIZ	Ken Okrepkie	570.408.9810	kokrepkie@greatvalleyalliance.com
Navy Yard KIZ	Mark Seltzer	215.218.2847	mseltzer@pidc-pa.org
Northwest Lancaster City KIZ	Lisa Riggs	717.394.0783	lisariggs@comcast.net
Northwest PA KIZ	Erin Chorney	814.677.4800	erinc@nwcommission.org
Pittsburgh Central KIZ	William Generett Jr., J.D.	412.281.0102	wgenerett@pckiz.org
Pocono Mountains KIZ	Brad Klein	570.422.7920	bklein@po-box.esu.edu
Southside Bethlehem KIZ	Stephen Melnick	610.266.7535	smelnick@lehighvalley.org
Tri-County KIZ	John Weible	814.371.1506	jweible@ncentral.com
University City KIZ	Hugo FitzGerald	215.966.6220	hfitzgerald@uckiz.com
Waynesburg KIZ	Donald Chappel	724.852.2965	dchappel@evergreenepark.com
Westmoreland KIZ	Donna Bates	724.830.3604	dbates@egcw.org
Williamsport/Lycoming KIZ	Katie Bell	570.329.3200 x8083	katieb@imcpa.com
York KIZ	Aeman Bashir	717.846.8310	abashir@ycedc.org

* KIZ Coordinator Contact Information as of September 24, 2007

Appendix III – KIZ Target Industries*

Keystone Innovation Zones	Back Office/ Finance/ Shared Services	Life Sciences	Adv./Div. Mfg., Materials, Plastics & Nanotech.	Comm., Info. Tech. & New Media	AG/Food Process./ Food Sciences	Opto / Microelectronics	Homeland Security	Environ. Tech.
611 Corridor		✓	✓	✓				
Beaver County		✓						
Bucks County		✓	✓	✓				
Chester County		✓		✓				
Delaware County		✓	✓	✓			✓	
Erie		✓	✓	✓			✓	
Fayette/Washington				✓			✓	✓
Greater Johnstown		✓	✓	✓				✓
Greater Oakland		✓	✓	✓				
Greater Reading	✓		✓		✓			
Greater Susquehanna		✓	✓	✓				
Harrisburg Market		✓	✓	✓				
Huntingdon County		✓		✓				
I-99 Innovation Corridor		✓	✓	✓				
Indiana		✓	✓	✓			✓	✓
Lackawanna County	✓	✓	✓	✓				
Luzerne County	✓	✓	✓	✓				
Navy Yard		✓	✓	✓				
Northwest Lancaster City		✓		✓	✓			
Northwest PA		✓	✓	✓				✓
Pittsburgh Central		✓	✓	✓				
Pocono Mountains		✓	✓	✓			✓	
Southside Bethlehem City		✓	✓			✓		
Tri-County			✓	✓				
University City (Phila.)		✓	✓					
Waynesburg			✓	✓			✓	✓
Westmoreland		✓	✓	✓				
Williamsport / Lycoming			✓	✓				
York County		✓	✓	✓	✓			