



## **Affiliate Member Program**

### **Guidelines for Qualification and Selection**

#### **Introduction**

The Incubation Program at the UF Sid Martin Biotechnology Incubator (Incubator) is designed to foster the development of new commercial ventures related to University of Florida technologies in agriculture and all disciplines of the molecular life sciences and to assist companies to become viable by expediting research and commercial development of promising biotechnologies.

#### **I. Program Goals and Overview:**

In order to maximize the effectiveness of the ongoing Incubation Program, the Incubator needs to insure that there is a constant stream of new companies appropriately positioned to profit from Incubator support as space becomes available. Most new enterprises would benefit greatly from Incubator support prior to application for admission to the program. Better preparation, planning, and business development during their initial evolution will enable companies who eventually become licensees at the Incubator to better utilize the time they spend in the program. Incubator support will also improve the chances of success for those companies who ultimately are not admitted to the Program, either because space is not available, or because they failed to compete effectively with other applicants, and have to carry on without our assistance.

The Incubation Program can offer assistance to new start-up companies in the form of due diligence work for their potential research, association and interaction with like-minded and research oriented companies, business assistance services and materials, limited access to the common use laboratory instrumentation, access to Incubator library resources, and use of conference rooms and general infrastructure. In addition, the Incubation Program administration can act as a facilitator by suggesting contacts, making referrals, and guiding the companies to business development resources available through other agencies in the community. The resident licensees of the Incubator act as a magnet for scientific expertise, a source of novel problem solving, and as examples of successful commercial ventures, all of which can be crucial to companies in the planning stage. The Incubator is particularly interested in supporting companies which are establishing research relationships with the University of Florida, or which have an interest in, and potential for, initiating such relationships. The Affiliate Member Program is designed to help embryonic biotechnology based companies to gain a foothold in the commercial arena, as well as to maximize the long-term effectiveness of the Incubation Program.

## **II. Admittance Criteria and Procedures:**

The Incubator Affiliate Member Program is intended for start-up or embryonic stage companies that are attempting to conduct research and development for new products or services in the molecular life sciences. These companies may require the Incubator's assistance for one or more of the following reasons: their research is too preliminary for accurate feasibility planning, they lack appropriate funding sources, their business development is incomplete, or because space in the Incubator itself is unavailable. An applicant company will be appropriate for affiliate status so long as they are biotechnology in nature, and a majority of its revenue comes from equity contributions, debt, research grants, contract research contracts, or other sources unrelated to the sale of products or services. The companies should also establish research relationships with the University of Florida or must have an interest in, and potential for, initiating such relationships. Applicants must be engaged in a good faith effort to establish a new biotechnology based enterprise with the potential for admittance to the Sid Martin Biotechnology Incubation Program after appropriate business and scientific development. This program is specifically designed to promote new promising biotechnology based companies as outlined above, and is not intended as a vehicle for public access to the Incubator's services and infrastructure.

Start-up companies interested in applying for membership in the Incubation Affiliate Member Program must complete an application for admittance, including a preliminary non-proprietary description of their potential R&D program goals and milestones and a description of their proposed business milestones, and submit a feasibility study and/or business plan if available. Applications can be obtained from the Program Manager at the Incubator, or from the main Incubator web site at [www.biotech.ufl.org](http://www.biotech.ufl.org).

Sid Martin's Biotechnology Incubation Program's Associate Director and Director, who will have sole discretion to determine whether that affiliate applicant company meets the general criteria for admittance, will review the application. The review will be based on the feasibility and scientific merit of the technology, whether it is innovative, the compatibility of the R&D program with the overall purpose of the Incubation Program, whether there is good potential for a collaborative relationship with the University, and how well the applicants enterprise fits with the intent of the Affiliate Member Program as outlined above. Much of the focus of the review will be on information usually contained in a formal feasibility study or business plan. The feasibility study should include establishment of business milestones, examine the potential for commercialization, outline the capability of the company's management, and the status of its financing.

After satisfactory completion of the review, the Incubator and the company will sign an Affiliate Member Agreement that will allow the company restricted access to facilities, services, and equipment in the Incubation Program Building. The license agreement will indicate the services that the Incubation Program will provide, and the other obligations of the parties. Research contracts with the University of Florida or with the University of Florida Research

Foundation, Inc., are encouraged if appropriate, and will be executed under separate agreements and guidelines of the respective entities. In order to be considered as an affiliate participant in the Incubation Program the company must:

1. Pay an affiliate fee in the amount of \$500.00 and furnish full payment of this fee (check or money order) with an executed agreement to the Sid Martin Biotechnology Incubator. Payments will be made to the Incubator's account at the University of Florida Research Foundation, Inc.
2. Make a good faith effort to use the Incubator facilities for the advancement of its business goals. Business goals should extend to the occupation and licensing of laboratory space at the Incubator.

The Incubator agrees to provide access to the facilities contained within the incubator building including use of common equipment, meeting/conference space, and related infrastructure under the following terms:

1. The program shall be conducted by the Sid Martin Biotechnology Incubator in accordance with the laws, rules and regulations of the State of Florida, University Of Florida, and the University of Florida Research Foundation.
2. The affiliate member fee is a non-refundable, annual payment.
3. Continued participation in the program is at the sole discretion of the Incubator Associate Director and Director.
4. Access to incubator services and facilities will be restricted to available resources and at a lower priority, available only after the Incubator's primary commitment has been met.
5. Affiliate members have no permanent space assignment within the Incubator.
6. Either party without mutual agreement shall use no advertising, publicity or news release containing any reference to the UF Sid Martin Biotechnology Incubator or the University of Florida or the affiliate member.
7. The agreement may be renewed or extended by written mutual agreement of the parties.