WORK PROCEDURE TO APPLY FOR PRE-COMMERCIALISATION FUND & UMP COMMERCIALIZATION SEEDFUND

Technology Transfer Office
Department of Research & Innovation
Universiti Malaysia Pahang
UNIVERSITI MALAYSIA PAHANG
WORK PROCEDURE TO APPLY FOR PRE-COMMERCIALISATION FUND & UMP COMMERCIALISATION SEEDFUND

1.0 OBJECTIVE
The main objective of this work procedure is to facilitate the process of all parties involved in the application of Pre-Commercialisation Fund and UMP Commercialisation SeedFund as well as to strengthen the governance of Pre-Commercialisation Fund.

2.0 INFORMATION ON APPROVAL BY COMMITTEES
Paperwork on the work procedure has been presented and approved in the 34th Mesyuarat Jawatankuasa Penyelidikan & Pengembangan Ilmu No. 4/2014, on 15 October 2014 and 110th Senate Meeting No. 10/2014.

3.0 BACKGROUND
3.1 Since 2009, Technology Transfer Office (TTO) has been providing Pre-Commercialisation Fund with allocation of RM 200,000.00 to RM 250,000.00 per year to support projects with commercial potential. The fund is offered specifically to facilitate eligible researchers to produce prototypes that meet the specification of industry or potential customers.

3.2 Although Pre-Commercialisation Fund was provided to facilitate researchers to develop their prototype, it was found to be not sufficient for the innovations to fully develop to commercial-ready stage; a larger amount of allocation is needed to ensure the research products make it to commercial-ready stage and stimulate the growth and innovation through establishment of company with collaborator or investors with capital and mutual interest in the technology venture.
Therefore, the 79th Mesyuarat JawatanKuasa Pengurusan Universiti (JKPU), No. 7/2013 held on 28th August Ogos 2017 has agreed to allocate RM 300,000.00 for Commercialization SeedFund UMP of which the fund will be channeled to project/product which poses commercial potential.

4.0 JUSTIFICATION
This work procedure is developed to facilitate the process of all parties involved in the application of Pre-Commercialisation Fund and UMP Commercialisation SeedFund as well as to strengthen the governance of Pre-Commercialisation Fund. Coordination and monitoring process are specified to ensure all documents are prepared according to the specification set.

5.0 TERMINOLOGY
5.1 Protection and Management of Intellectual Property (IP)
Protection of IP means protection of any IP developed which include Patent, Trademark, Copyright, Industrial Design, Trade Secret and any other form of protection exist. The protection can be filed for protection at national or international level. TTO will execute all the IP protection processes upon receiving application from researcher(s) as well as renewal of protection for all Patents and Industrial Designs filed earlier.

5.2 Commercialisation of Research Product
Commercialisation refers to the transformation of a product/research project or a prototype to become goods or service that can be marketed. TTO is responsible for bringing the product/project to market through conducting research and strategise on market, development of product and business plan as well as establishment of new company to commercialise the research product.
5.3 **UMP Holdings Sdn. Bhd.**

UMP Holdings Sdn. Bhd. is a company wholly owned by Universiti Malaysia Pahang which partner with TTO as business entity to manage the commercialisation activities including marketing, financial, project management and bidding for projects.

6.0 **APPLICATION EVALUATION SESSION**

6.1 Every application received will have to undergo specific evaluation session to determine the eligibility and feasibility of the product/project for financing via the funding.

6.2 Product/project eligible to apply for the fund must meet the following criteria:

i. The product/project has already receive IP protection e.g. patent, trademark, copyright, industrial design, trade secret or other form of IP protection; or

ii. The product/project has completed its R&D stage (for Pre-Commercialisation Fund) or pre-commercialisation stage (for UMP Commercialisation Seed Fund); or

iii. There is existing colaboration partner interested to commercialise the product/project; and

iv. Analysis on market of the product has been conducted.

6.3 Evaluation Committee for Pre-Commercialisation and Commercialisation which comprise of the following will evaluate the applications received. The Committee consist of the following:

I. Deputy Vice Chancellor (Research & Innovation) as Chairman;

II. Dean of Research;

III. Any four (4) Deans/Director of Responsibility Centre (Pusat Tanggungjawab – PTJ)/Researchers which will be selected
based on field of product/project applied and their relevant expertise;

IV. Chief Executive Officer of UMPH or representative;
V. Director of Industry Partnership & Community Relation Office;
VI. Senior Deputy Registrar / Chief Administration of JPI;
VII. Deputy Registrar; and
VIII. Assistant Registrar of Technology Transfer Office as Secretary.

6.4 Role of the Committee are as follow:

I. Ensure every application meets the eligibility criteria for the fund application;
II. Determine the amount of funding eligible for each product/project application;
III. Evaluate and determine on whether the product / project proposed ready for commercialisation or not;
IV. Provide advice and recommendation to applicants on commercialisation plan possible for the product/project.

8.5 Attendance of at least five (5) of the evaluation panel is necessary for quorum of the evaluation session. If the attendance is below the minimum quorum, the evaluation session has to be deferred and rescheduled to another date and time.

8.6 If the member of Evaluation Committee is also an applicant for the fund, he/she is not eligible to become member of the panel and has to be replaced with other individual at the point of his/her application being evaluated.
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7.0 PROCEDURE FOR APPROVAL

7.1 Amount of fund to be approved is subject wholly to evaluation by the Evaluation Committee and available balance of allocation.

7.2 If any of the panel involve as members in the project applying for the fund, he/she has to be excluded from the evaluation session nor decide on approval and amount of fund approved for the project applied.

7.3 TTO is responsible to prepare meeting minutes of the evaluation session which will be signed by Chairman of the Evaluation Committee and distributed to applicants and panels.

7.4 As for the approved application, the fund recipient must create and update the application via online system in UMP’s E-Community Portal.

7.5 TTO will issue Letter of Approval and Letter of Appointment of Project Leader to be distributed to the applicant within 5 working days. The fund recipient will have to complete, sign and return the Letter of Declaration of Project Leader and Letter of Acceptance of Funding Offered to TTO within 5 working days.

7.6 TTO will issue Letter of Transfer of Fund to Bursar’s Office for opening of project vote.

7.7 Decision by evaluation panel is final. Appeal on the decision is not allowed.

8.0 MONITORING AND RECORD

8.1 Product/project receiving the funding will be monitored based on project milestone which has to be prepared and submitted to TTO by Project Leader.
8.2 Project Leader must submit performance report of the project once every three months to TTO of which each report will be received and presented to Deputy Vice Chancellor (Research & Innovation).

8.3 Failure of Project Leader to provide performance report as requested within the stipulated timeline may result in the actions as per the following flow:

   I. Reminder (in the form of letter, memo, e-mail or phone call);
   II. Warning letter (if reminders have been issued for 2 times);
   III. Suspended from utilising the approved funding;
   IV. TTO reserves the right to revoke the approval of the funding. Project leader will be blacklisted from receiving any funding from TTO for 2 years;
   V. TTO also reserves the right to request Project Leader to return the amount of funding disbursed/utilised for the project;
   VI. In the event of Project Leader face unavoidable problem, changes workplace, resign, retire or pursue study, Project Leader reserves the right to name replacement for the project subject to agreement by Deputy Vice Chancellor (Research & Innovation).

9.0 POSTPONEMENT, EXTENSION OR CLOSURE OF PROJECT

9.1 Postponement

   I. Project Leader who plan to postpone the project after receiving the fund must submit official application via letter addressed to Deputy Vice Chancellor (Research & Innovation) for consideration.
   II. Project Leader must provide solid justification on the his/her plan to postpone the project.
III. Duration allowed for the project being postponed must not exceed six (6) months from the date of approval by Deputy Vice Chancellor (Research & Innovation).

IV. TTO will issue letter allowing the project postponement upon receiving consent from Deputy Vice Chancellor (Research & Innovation).

V. Decision on the application to postpone the project is subject to evaluation and consideration by Deputy Vice Chancellor (Research & Innovation).

VI. Each Project Leader is allowed to postpone the project for one (1) time only.

VII. As for the project receiving Commercialisation SeedFund, maximum duration for extension is up to two (2) years only.

9.2 Extension

I. Execution of work for product/project receiving any funding must be done between 6 months to one (1) year starting from the date of project registration.

II. As for the extension of duration of the project, the Project Leader must submit official application via letter addressed to Deputy Vice Chancellor (Research & Innovation) for consideration.

III. The Project Leader must provide justification on the application and duration needed for the project extension.

IV. TTO will issue letter allowing the project extension upon receiving consent from Deputy Vice Chancellor (Research & Innovation).

V. Each Project Leader is allowed to postpone the project for two (2) times only.

VI. As for the project receiving Commercialisation SeedFund, maximum duration for extension is up to two (2) years only for each extension.
9.3 Closure

I. Project Leader who wish to close the project must present and submit report on comprehensive project's achievements to Deputy Vice Chancellor (Research & Innovation).

II. Upon Deputy Vice Chancellor (Research & Innovation) satisfied with the report on the pre-commercialisation project, TTO will work with the Project Leader to determine the next direction for the project to enter commercialisation stage.

I. As for commercialisation project, Project Leader must ensure that objectives of the project are successfully met before closing the project. Objectives for the projects includes the following:-
   a. Incorporation of company to commercialise the product/technology;
   b. Industrial partner for commercialisation of the product is available (technology licensing, joint-venture);
   c. Sale of product/technology has been initiated;
   d. Obtainment of funding from agencies such as MTDC, Cradle and others.

II. In the event of there is balance of fund available in the account of closed project, the balance of fund will be transferred into Trust Fund.

10.0 RULES AND REGULATION

10.1 Utilisation of Fund

I. Each Project Leader must ensure that expenses made are as per approved items and planning made earlier.
II. In the case of any changes to be made on the allocation approved, Project Leader must apply and obtain approval from Deputy Vice Chancellor (Research & Innovation) before any changes can be made.

III. Fund approved is only for usage of works related to commercialisation of the product. Each asset and inventory purchased will be managed fully by faculty. Upon completion of the project, the asset or inventory will be owned by the university of which it will be mandated to related faculty/centre. The asset and inventory can be used for any other suitable projects.

IV. All decision will be subject to consideration by Deputy Vice Chancellor (Research & Innovation).

10.2 For each claim need to be processed by TTO, the claims must be submitted on or before the 5th calendar day of the subsequent month.

10.3 All Project Leaders must abide to all policy enforced at Universiti Malaysia Pahang.

10.4 Repayment

Project Leader is responsible to return the amount of fund received if the product/technology is commercialised and generate profit. For example, in the case of researcher managed to obtain funding from external agencies such as MTDC, AIM, Cradle, Bionexus Company and others, the researcher must repay the fund received earlier from UMP.

Repayment of fund is for the purpose to generate pre-commercialisation and commercialisation activities as well as to facilitate other commercial projects.
11.0 **WAIVER**

Waiver is subject to case by case basis. Any exemption or waiver on compliance of this policy can only be decided by Vice Chancellor.

Prepared by:
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