



**COLORADO ADVANCED SOFTWARE INSTITUTE  
FY02 TECHNOLOGY TRANSFER GRANT  
TERMS AND CONDITIONS  
July 1, 2002 — August 31, 2003**

## **GENERAL**

The objectives, approach, and budget as described in the original proposal to CASI and approved by its Operating Board shall be followed. Any deviations to that described in the proposal need to be presented to the CASI Director in writing for approval.

The graduate student(s) employed by the project must sign this agreement and supply a vita to CASI. At a minimum, the student should be supported half-time (20 hours / week for 12 months). The principal investigator is responsible for personnel and project management to ensure that the project is successfully carried out and shall notify CASI immediately of any project staffing changes.

## **KICK-OFF MEETING**

A kick-off meeting shall be held prior to the preparation of the subcontract. The kick-off meeting is defined as one of the initial meetings occurring early in the course of the project. The purpose of this meeting is for problem solving and networking and shall include the principal investigator, the supported student, the Collaborating Company representative, and the CASI director. The CASI coordinator will arrange the kick-off meeting.

## **REPORTS AND DELIVERABLES**

**NOTE:** *In order to ensure CASI's accountability to both its State funding agency and its business members, payment of the final ten (10) percent of the grant award amount will be withheld until all formal and informal reports, the proposal for follow-on funding, and Intellectual Property Disclosure form are received and accepted. If formal and informal report items are not received by November 30, 2002 (90 days after project completion), 10% of the total budget will be forfeited. Future proposals will not be considered until all obligations have been met. A written notice outlining the delinquent items to the principal investigator and the respective department chair shall be sent every 30 days until all items are received.*

## **REPORTING REQUIREMENTS**

### **Formal Reports**

All one-year projects shall provide a final report at the end of the funding year. Two-year grants shall provide an interim report and a final report. These reports shall be in accordance with CASI's Final Report guidelines and shall be provided to CASI according to the following schedule. An electronic postscript file of the final report also needs to be submitted for publication on the web.

#### **One-Year Projects**

**Final Report:** Due November 1, 2003

#### **Two-Year Projects**

**Interim Reports:** Due March 1, first year only

**Final Report** (2nd year): Due November 1, 2004

An Intellectual Property Disclosure form supplied by CASI must be completed and appended to the Final Report. If there is intellectual property to disclose, a copy of the letter from the principal investigator so informing the appropriate campus technology transfer officer must also be appended.

### **Informal Reports**

The responsibilities of the principal investigator include the submission of an in-kind contribution report to CASI. A completed In-kind contribution Estimate Form needs to be submitted at the kick-off meeting. In April 2001 confirmation and/or revisions of these estimates will be required. Confirmation or revisions of this form based on actual in-kind contributions for the entire project is due with the final report. At the conclusion of the project, CASI will request the principal investigator and the collaborating company representative each to prepare a letter summarizing the project's effect from their personal point of view. Other informal reports may be requested as necessary. Once a year for the three years following the period of funding, when requested, the principal investigator agrees to provide information on follow-on funding and publications generated in part or in whole as a consequence of this award.

## **FOLLOW-ON FUNDING PROPOSAL**

A proposal to a federal or private agency for additional, follow-on funding to the Technology Transfer Grant is required. A copy of the proposal is to be sent to CASI at the time the final report is submitted.

