



**ATENEUM DE MANILA UNIVERSITY**  
**OFFICE OF THE ASSISTANT VICE PRESIDENT FOR**  
**RESEARCH, CREATIVE WORK, AND INNOVATION**

**RESEARCH AND INNOVATION FACULTY GRANT:**  
**Policies and Guidelines**

**A. INTRODUCTION**

The Ateneo de Manila University recognizes the critical role of innovation and entrepreneurship in advancing research and fostering economic development. Innovation has been characterized as occurring at the intersection of (1) technological possibilities, (2) user desirability, and (3) market viability. Within the Ateneo community, a wealth of research and development initiatives continually expands the horizons of what technology can achieve. These endeavors are ideally driven by a commitment to addressing societal needs, thereby naturally aligning outputs with user desires.

However, transitioning technology from possibility to sustained viability in the marketplace demands unwavering dedication, particularly in today's very competitive landscape. Especially for spinoff ventures, a steadfast focus is necessary to enable the spinoff to adeptly navigate market dynamics, carve out competitive advantages, and ultimately achieve enduring sustainability. Having such a focus is not realistic for a faculty member who manages a spinoff venture while also teaching full-time in Ateneo de Manila. This Research and Innovation (R&I) Faculty Grant is intended to be an enabling mechanism.

## **B. PURPOSE**

The Research and Innovation (R&I) Faculty Grant seeks to empower faculty members to channel their expertise and energy into commercializing, through spinoff ventures, the university-owned technologies that they have developed. By reducing their teaching responsibilities, this grant allows faculty members to immerse themselves in the intricate process of technology commercialization.

The essence of this grant lies in facilitating the translation of research discoveries into tangible real-world applications and fostering entrepreneurial endeavors within the university community. Through this initiative, we aim to amplify our university's impact on knowledge dissemination and societal advancement, thereby solidifying the position of the Ateneo de Manila as a catalyst for innovation and progress.

Successful applicants will be able to focus on developing their spinoff company, which includes securing funding, establishing partnerships, navigating regulatory requirements, and facilitating marketing and sales. Additionally, the faculty member's spinoff venture will be accepted, at no cost, into the Ateneo Blue Nest incubation program. This program provides regular mentoring and various forms of support to help the venture succeed.

Through the Research and Innovation (R&I) Faculty Grant, the Ateneo de Manila University demonstrates its commitment to supporting faculty-led innovation and entrepreneurship. By providing opportunities for faculty members to focus on technology commercialization, the University aims to maximize the societal impact of research discoveries and foster a culture of innovation in the University.

### **C. ELIGIBILITY CRITERIA**

1. Applicants for a Research and Innovation (R&I) Faculty Grant must meet the following criteria:
  - a. Full-time permanent faculty member
  - b. With a rank of at least Assistant Professor
  - c. With no administrative load greater than 6 units for each year when the grant is tenable
  - d. Demonstrate excellence in R&D, evidenced by the development of a technology with high commercialization potential
  - e. Possess an entrepreneurial mindset, demonstrated by the setting up of a spinoff venture specifically for the commercialization of said technology mentioned in C.1d above
2. The technology proposed for commercialization must be based on intellectual property owned by the Ateneo de Manila University, which has been licensed out to the faculty applicant's spinoff company specifically established to commercialize this technology.

### **D. APPLICATION PROCESS**

1. Interested faculty members are required to complete the application form (see Appendix A) and prepare a commercialization plan, along with the specified documentary requirements outlined in the form.
2. Endorsement:
  - The completed application, along with all required documents, must be submitted by the applicant to their respective department or program chair for endorsement.

- The department/program chair reviews the application, ensuring all criteria are met, and, if satisfactory, endorses it to the Ateneo Intellectual Property Office (AIPO).

## 2. Preliminary Screening:

- The head of AIPO's Commercialization and Business Incubation Group (CBIG) will conduct a preliminary screening of the application.
- If the application is deemed unsatisfactory, the head of CBIG will provide the applicant with a justification for the rejection and inform the applicant's department/program chair, the AIPO director, and the Assistant Vice President for Research, Creative Work, and Innovation (AVP RCWI).

## 3. Formation of Review Committee:

- If the application passes the preliminary screening, a review committee will be formed. This committee will include the head of CBIG, the AIPO director, and the chair of the faculty applicant's department or program.
- If the committee lacks a business development expert, such an expert will be added to the committee.

## 4. Evaluation and Assessment:

- The review committee will evaluate the application based on the eligibility criteria and the proposed commercialization plan.
- The review committee will also assess and determine the required deliverables of the applicant. As a general rule, each successful applicant will be required the following list of deliverables for a one-year grant period:
  - a. 12 Business meetings with potential tech adopters/partners
  - b. 24 Mentoring sessions with AIPO

- c. Certificate of completion of 10 hours of entrepreneurship training
  - d. Others, such as target total purchase order amount, that may be identified based on the commercialization plan
- These deliverables will consider the summary, to be provided to the committee by AIPO, of the main terms of the Technology Licensing Agreement by the University to the applicant's spinoff company, as well as other factors such as the specific industry and potential market of the technology being commercialized.
5. Consent and Endorsement:
- The applicant will be informed of the required deliverables and must provide consent to these terms (see Appendix B).
  - Upon receiving the applicant's consent, the review committee will endorse the application and its terms to the AVP RCWI, who will present the application to the University Research Council.
6. Elevation to the URC:
- The URC deliberates on the application and makes a recommendation to the University President.
  - If necessary, the applicant may be asked to make a presentation to the URC.
7. Final Decision:
- The University President makes the final decision on the application.
  - If approved, a grant letter addressed to the proponent will be prepared, along with a conforme that specifies the terms of the grant.
  - The proponent signs the conforme and submits it to the OAVP RCWI.

## **E. LENGTH OF GRANT PERIOD**

A qualified faculty member is eligible for a minimum appointment of one year as Research and Innovation (R&I) Faculty or a maximum appointment of two years.

The period of the grant need not coincide with the start of the academic year in June of the first year and its end in May of the following year or two years later. In all cases, however, the grant will cover a period of twelve months for a one-year appointment or twenty-four months for a two-year appointment.

The appointment as R&I Faculty is renewable, contingent upon the successful fulfillment of the expected output.

## **F. WORKLOAD**

The holder of a Research and Innovation (R&I) Faculty grant is expected to dedicate at most 80 percent of their faculty workload to advancing the commercialization of university-licensed technology through their spinoff venture. At least 20 percent of their workload will be allocated to either teaching or administrative duties. If feasible, the R&I Faculty will be provided with a teaching assistant freely provided by the School.

The holder of a Research and Innovation (R&I) Faculty grant is expected to fulfill the usual duties of faculty members of the Ateneo de Manila University, such as attending department meetings, serving on committees, and participating in the general life of the University community.

## **G. MONITORING AND EXPECTED OUTPUTS**

The holder of a Research and Innovation (R&I) Faculty grant is responsible for meeting the agreed upon deliverables within the appointment period. To ensure progress, the faculty member is required to submit quarterly progress reports to AIPO. The form for the quarterly report is provided at the end of this document (see Appendix C) .

The head of CBIG, possibly in coordination with other members of the appointed review committee, will assess these reports. If a decision significantly impacting the R&I Faculty is needed, such as an extension or abrupt termination, a recommendation will be submitted by the review committee to the AVP RCWI for conferral with the URC.

At the end of the appointment, the faculty member must submit a terminal report (see Appendix D). Additionally, it is desirable for the faculty member to submit a funding proposal for external or internal funding during this period.

## **H. LIMITATIONS**

The holder of a Research and Innovation Faculty grant is not eligible for overload and cannot apply for other types of load. He or she also cannot accept teaching positions or other commitments outside the University that may interfere with the fulfillment of the objectives of this grant.

Nonfulfillment of the expected minimum output will be reported to the chair and dean and considered in the faculty member's performance appraisal in the short and long term.

## **I. EFFECTIVITY**

Once approved by the University President, these policies and guidelines shall take effect immediately and govern the administration of the Research and Innovation Faculty Grant. Any subsequent amendments or revisions shall be made in accordance with established procedures and communicated to the University community promptly.



## Appendix A: [Application form](#)

### RESEARCH AND INNOVATION FACULTY GRANT APPLICATION FORM

To be accomplished by the Applicant:		
Faculty Member Information		
Name	Email Address	Contact Number
Rank	Department / Program	School
Technology and Spinoff Venture Information		
Title of the technology being commercialized	Brief description of the technology ( <i>max. 100 words</i> )	
Current stage of technology development	Partners involved, if any ( <i>list of industry partners, investors or other stakeholders involved</i> )	

Registered name of the spinoff venture	SEC/DTI registration date of spinoff	Current position of applicant within the spinoff:
<b>Commercialization-Related Information and Plan</b>		
Value Proposition Statement (Use prescribed format <sup>1</sup> found at the footnote.)	Estimated Market Size (State in terms of number of paying customers and/or projected sales amount, and then provide reference and/or justification.)	Go to Market Strategy (State how you intend to reach your target market, both in terms of providing the actual product and of promoting your product information)

<sup>1</sup>Value Proposition Statement Format:

For \_\_\_\_\_ [your target paying customer]  
 who \_\_\_\_\_ [major painpoint or opportunity],  
 our \_\_\_\_\_ [product/service name]  
 is \_\_\_\_\_ [your product's category]  
 that \_\_\_\_\_ [main benefit your product offers]

Value Proposition Statement Examples:

1. For environmental scientists who need to monitor pollution levels accurately, our EcoAnalyzer is a portable chemical analysis device that provides real-time, precise measurements of environmental contaminants.
2. For industrial manufacturers who seek to improve their filtration processes, our IndustriPure is a substrate homophilization solution that increases the filtration capacity and durability of industrial filters, reducing maintenance costs.
3. For agribusiness companies who seek to enhance the quality of their produce, our ProDry is an advanced crop drying system that utilizes precise temperature and humidity control to ensure optimal drying conditions for various crops.

**Gantt Chart of Planned Activities**

ACTIVITY	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12

Target quarterly achievements or milestones (*These may include sales amount, number of trade fairs joined, number of business partners with exploratory meetings, securing manufacturers/suppliers, securing industry regulation compliance, number of investment pitches, submission to potential external funding, etc.*)

PERIOD	TARGET ACHIEVEMENTS OR MILESTONES
Quarter 1	● ● ● ●
Quarter 2	● ● ● ●
Quarter 3	● ● ● ●
Quarter 4	● ● ● ●

Deloading Request	
Number of deloading units requested	Calendar period to apply the deloading
Checklist of additional required documents	
<p>Items submitted together with this form:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Two-page curriculum vitae of the applicant</li> <li><input type="checkbox"/> Copy of SEC/DTI registration of the applicant's spinoff venture</li> <li><input type="checkbox"/> Copy of the first and last pages of the Technology Licensing Agreement between Ateneo and the spinoff</li> <li><input type="checkbox"/> Business plan, in Lean Canvas format (see Appendix)</li> <li><input type="checkbox"/> Financial Projections (see Appendix)</li> </ul>	
Applicant's Declaration	
<p>I hereby declare that the information provided is true and correct to the best of my knowledge. I understand that any false information may result in the denial of my application or revocation of granted deloading units, at the very least.</p> <p><b>Applicant's signature:</b> _____ <b>Date:</b> _____  <i>(Type in "SGD" followed by email address)</i></p> <p><i>(Note: After filling this up, email this form together with the required additional documents to your department/program chairperson.)</i></p>	
To be accomplished by the applicant's department/program Chairperson:	
Can the applicant be spared on the period requested?	Will a replacement have to be obtained if the request is granted as submitted? If not, how do you plan to provide for his/her instructional duties?
<p>In your opinion, would it be very likely for the applicant to accomplish all the planned activities and meet all the target milestones if the requested deloading is granted as submitted? Please justify your opinion.</p>	
Additional comments, if any	

Based on my knowledge of the applicant and my understanding of the details provided in this application form, I am hereby

- strongly endorsing  
 endorsing  
 endorsing, with reservation,  
 not endorsing

this application.

**Chairperson's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Type in "SGD" followed by email address)

Note: After filling up this section, email this form together with the required additional documents to [aipo@ateneo.edu](mailto:aipo@ateneo.edu) (attention: Engr. Benjamin Mirasol) and use the subject: Innovation Faculty Application of \_\_\_\_\_ [name of faculty applicant].

#### For AIPO use only

##### Checklist of items received

- Completely accomplished application form  
 Two-page curriculum vitae of the applicant  
 Copy of SEC/DTI registration of the applicant's spinoff venture  
 Copy of the first and last pages of the Technology Licensing Agreement between Ateneo and the spinoff  
 Business plan, in Lean Canvas format  
 Financial Projections

Date received: \_\_\_\_\_

Receiving officer's signature: \_\_\_\_\_  
 (Type in "SGD" followed by email address)

(end of Innovation Faculty Application form)

#### Note: Additional Links

- Lean Canvas Template: [https://docs.google.com/document/d/1dMjJTNM8vg5ybW\\_35F1PAkMgaW-6TbxO0SOat2SFSeE/edit](https://docs.google.com/document/d/1dMjJTNM8vg5ybW_35F1PAkMgaW-6TbxO0SOat2SFSeE/edit)
- Lean Canvas Tutorial: <https://www.youtube.com/watch?v=pvIN9STpzCQ>
- Financial Projections Example: <https://docs.google.com/spreadsheets/d/1C-42comi6mfK6LkaWkXLS77HmNqIYFBebNcud9NcpqE/edit#gid=0>




- Target Deliverables:

PERIOD	TARGET ACHIEVEMENTS OR MILESTONES
Quarter 1	• • • •
Quarter 2	• • • •
Quarter 3	• • • •
Quarter 4	• • • •

Review Committee Members:

Name	Signature	Date Signed

## Terms of Consent

By signing this consent form, I acknowledge and agree to the following terms:

1. **Commitment:** I commit to dedicating my time and efforts to achieving the deliverables specified above, focusing on the commercialization of the university technology through the spinoff venture.
2. **Reporting:** I agree to provide quarterly reports to the review committee regarding the progress of the commercialization plan and the achievement of the specified deliverables.
3. **Compliance:** I will comply with all relevant university policies, regulations, and procedures during the course of the Research and Innovation Faculty Grant.
4. **Endorsement:** I understand that my application will be endorsed to the University Research Council through the Assistant Vice President for Research, Creative Work, and Innovation (AVP RCWI) based on my acceptance of these terms.
5. **Final Decision:** I acknowledge that the final decision on my application rests with the University President.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix C: [Quarterly Report](#)

### RESEARCH AND INNOVATION FACULTY GRANT QUARTERLY REPORT

This quarterly report outlines the progress made during the deloading period for the commercialization of the research technology. The main focus is on achieving key deliverables & milestones to drive sustainable growth.

To be accomplished by holder of a Research and Innovation Faculty Grant:		
General Information		
Name	Approved total deload, and approved period to apply the deload	
Title of the technology being commercialized	Period covered by this report	
Activities and Deliverables		
(Referring to the approved Gantt Chart of activities for commercialization, fill up the table below)		
Activities Planned	Actual Activities Conducted	Remarks
(Referring to the approved Milestones and Deliverables for commercialization, fill up the table below)		
Target Deliverables for the Quarter	Actual Deliverables for the Quarter	Remarks
(if this report is for any quarter after the first, feel up the table below)		
Target Cumulative Deliverables until the end of the Quarter	Actual Cumulative Deliverables until the end of the Quarter	Remarks

<b>General Observations</b>		
(The following may be optional if all cumulative target deliverables have been achieved)		
<b>Challenges encountered</b>	<b>Attempts to address the challenges</b>	<b>Further assistance needed</b>
General Remarks (Optional):		
<b>Applicant's Declaration</b>		
I hereby declare that the information provided is true and correct to the best of my knowledge.		
<b>Applicant's signature:</b> _____ <i>(Type in "SGD" followed by email address)</i>		<b>Date:</b> _____
<b>For AIPO use only</b>		
Date received: _____		
General remarks:		
Recommended intervention/s, if any:		
<b>AIPO officer's signature:</b> _____ <i>(Type in "SGD" followed by email address)</i>		<b>Date:</b> _____
(end of R&I Faculty Quarterly Report form)		

## Appendix D: [Terminal Report](#)

## RESEARCH AND INNOVATION FACULTY GRANT TERMINAL REPORT

To be accomplished by holder of a Research and Innovation Faculty Grant:	
General Information	
Name	Approved total deload, and approved period to apply the deload
Title of the technology being commercialized	Period covered by this report
Commercialization Report	
Highlight of Major Activities and Achievements	
<b>Financial Summary</b> (Provide an overview of the financial aspects of the spinoff venture, including initial projections and actual financial performance. Highlight any significant variances and their reasons.)	
<b>Market Impact:</b> (Describe the impact of the spinoff venture in the marketplace. Include any market penetration, customer feedback, competitive positioning, and overall market reception.)	
<b>Challenges and Lessons Learned:</b> (Identify key challenges faced during the commercialization process and the lessons learned. Provide insights on how these challenges were addressed or could be better managed in the future.)	

**Future Plans and Recommendations:**  
(Outline the future plans for the spinoff venture. Include any planned expansions, product developments, or new market strategies. Provide recommendations for the university on how to better support similar future initiatives.)

**Conclusion:**  
(Summarize the overall experience of the Innovation Faculty Appointment. Reflect on personal and professional growth, contributions to the university's mission, and the potential long-term impact of the spinoff venture.)

**Applicant's Declaration**

I hereby declare that the information provided is true and correct to the best of my knowledge.

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Type in "SGD" followed by email address)*

**For AIPO use only**

Date received: \_\_\_\_\_

General remarks:

Recommended intervention/s, if any:

AIPO officer's signature: \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Type in "SGD" followed by email address)*