



Intellectual Property  
Ontario

# Call for Proposals 2024

Supporting Innovation and  
Commercialization in Ontario

PSE Pilot Funding Program

In 2022, the Government of Ontario created a new agency, Intellectual Property Ontario (IPON), to provide intellectual property (IP) support and services to help businesses and researchers innovate and grow, and as important, protect the intellectual assets of this province for future generations to develop and flourish. An important part of IPON's mandate is to support the development and protection of IP to improve the commercialization outcomes of research in Ontario and help advance the province's economic growth and competitiveness.

As IPON expands its service offerings, postsecondary education institutions (PSEs) are considered valuable partners in advancing this important provincial mission through technology transfer offices, commercialization programs, and applied research offices. And while there is a strong willingness to commercialize IP, not all institutions have all the necessary expertise or resources to identify and maximize commercialization outputs.

To help fill these gaps, IPON funded seven projects in March 2023 through a pilot program designed to augment colleges' and universities' commercialization capacity.

In March 2024, IPON anticipates funding a total of 5-9 new projects at Ontario colleges and universities in this program. **Depending on institutional need, funding is expected to range from \$200,000 to \$300,000 per application.** The funding will build additional capacity as it relates to IP and commercialization efforts which are consistent with IPON's mandate. Funding should be used to support IP commercialization activities that complement those of IPON. Applications are encouraged to incorporate plans to collaborate with other institutions where possible and practical to both share best practices and leverage existing expertise.

## EXAMPLES OF COMPETITIVE PROPOSALS WHICH IPON WILL CONSIDER INCLUDING THOSE IN WHICH INSTITUTIONS:

- + Share IP capacity resources across a common geography, technology, or commercial sector in a collaborative proposal, particularly in an effort to collaboratively identify and prioritize high-potential commercialization projects to support;
- + Identify researchers or entrepreneurs that can benefit from IPON services within our priority sectors of MedTech, artificial intelligence, vehicle technology, and mining and advanced manufacturing. (See IPON's [definitions document](#).)
- + Commit to a local resource that will devote at least 20% of their time serving as a liaison to IPON, and being an ambassador for IPON services at their institution;
- + Commit to amplify and deploy IPON's on-demand and IP education services and build a pipeline of future IPON clients;
- + *For institutions with more robust commercialization/tech transfer resources:* include potential projects (e.g., patent applications, licensing) that would not proceed without the funding, thereby increasing overall commercialization metrics and output for the region;
- + *For institutions with few existing commercialization/tech transfer resources:* demonstrate the pilot funds would be used to start new commercialization activities and outputs for their region that are not yet capitalized on.

## ADDITIONAL CONSIDERATIONS

This initiative is intended to primarily support additional capacity with new expert staffing (e.g., someone with commercialization expertise), and the IP-related projects they identify to support;

This initiative is intended to increase the utilization of IPON services across all IPON priority sectors;

This initiative is intended to support those colleges and universities who have limited dedicated resources such that this pilot support will result in new commercialization outcomes, in addition to colleges and universities that have more robust programs as long as they commit to sharing best practices.

Higher award amounts may be considered for collaborations that can leverage a new full-time equivalent role across institutions, with the additional IP development or commercialization costs allocated for higher impact;

Collaborative applications between PSEs are encouraged, particularly where regional or sectoral funding would have an increased potential for impact. One PSE will need to take on the role of lead institution for purposes of signing funding agreements, coordinating work, and reporting to IPON.

**JANUARY 30,  
2024**

Release of call for proposals

**FEBRUARY 2,  
2024**

Deadline for questions  
(Please email [pse@ip-ontario.ca](mailto:pse@ip-ontario.ca))

**FEBRUARY 5,  
2024**

Technical briefing  
(Join our webinar for more information at  
2 p.m. [Register here](#))

**FEBRUARY 15,  
2024, AT 5 PM**

Deadline for submission of proposals  
(Please email [pse@ip-ontario.ca](mailto:pse@ip-ontario.ca))

**FEBRUARY 26,  
2024**

Expected notification of successful proponents

**MARCH 15,  
2024**

Deadline for execution of the agreement by the  
successful proponents

**MARCH 31,  
2025**

Deadline to expend funds

To apply for this funding, please email a single PDF to [pse@ip-ontario.ca](mailto:pse@ip-ontario.ca) by February 15, 2024 with the following information:

## 1 Cover Letter

Include a cover letter on institution letterhead that contains the following information:

- Contact information for official responsible for executing agreement if selected;
- Project contact (e.g., lead of the project that will be executing, if different);
- Finance contact (e.g., official responsible for coordinating transfer of funds and financial report attestation);
- Proposed resourcing plan (e.g., role or known individual will commit 20% effort, and plans to hire the new FTE to support this program);
- Collaborating institution(s) and project contacts (if applicable).

## 2 Public Summary/Abstract (maximum 100 words)

Please include a short summary that can be shared in press releases or with other awardees.

## 3 Justification of Need (350 words maximum plus table or diagram)

Explain the gap that will be filled by your proposed project, your rationale, and how your proposed approach fits within your existing organization. Where possible, please describe what you envision of the top priorities for best practice dissemination and/or how you would solicit the top priorities across the PSE sector.

## 4 Project Plan (250 words maximum)

Please describe how you are proposing to use the funds. What additional services will you provide and how will you accomplish that? Identify potential or currently unfunded commercialization opportunities that would be considered for support. How will you leverage IPON's current services to make more efficient use of funds? Additional approaches you might consider are described in the priority list above. Please describe how you will identify, create, and disseminate best practices. How will you develop consensus across multiple institutions and create a potential "coalition of the willing" to develop and adopt best practices?

## 5 Project Timeline and Expected Outcomes (250 words maximum plus simplified Gantt chart, if applicable)

What are some key milestones in operationalizing your plan? What are your expected outcomes in terms of specific metrics (e.g., more/higher quality patents, numbers of disclosures processed, patents filed, partnerships formed/funded, researchers or students educated using IPON education, future eligible clients for IPON services)? When do you expect to see results?

## 6 Budget (250 words maximum for justification plus budget table)

Provide a high-level budget and justification with the number and type of new FTE (or existing for institutions with existing IPON funding) to be supported, consultant/sub-contracting costs (with sufficient description of type), costs of other services provided (e.g., patent application costs, legal services, market analysis), and/or travel for collaboration with IPON or other travel required for IP development or best practice sharing in Ontario, in accordance with the funding agreement and provincial directives. While no overhead funds will be provided, a modest amount of direct support of participating administrative personnel is allowable (up to 10%) if well-justified. Where collaboration is possible, you may include estimated costs for supporting conferences and regional meetings to support best practice and expertise sharing. Well-justified direct support of leadership can exceed 10% effort for supporting such collaboration efforts.

If partnering with other institutions on the same proposal, please provide the same level of detail for their portions. You may include approximate value of any in-kind support provided by the applicant institution. If you have a resource already identified, please attach their resume, or if you will be hiring for a new role, please attach a job description, as an appendix.

## 7 Sustainability / Exit Strategy (150 words maximum)

Explain ways in which you may be able to continue the proposed activities after the pilot program is over. What other sources of funding (institutional or otherwise) can you pursue enabling the continuation of your proposed efforts beyond your first or second year?

## 8 Appendix (if applicable)

You may attach any supporting material such as resumes, job descriptions of new roles, details of existing projects or new activities anticipated to be supported, additional outcomes, or case studies, and additional evidence of best practice sharing through documentation, abstracts, programs/agendas of meetings supported.