

FEDERAL LABORATORY CONSORTIUM

**2009 AWARD FOR
EXCELLENCE IN
TECHNOLOGY TRANSFER
NOMINATION FORM**

***** DEADLINE FOR SUBMISSIONS: FRIDAY, OCTOBER 24, 2008 *****

2009 FLC Award for Excellence in Technology Transfer Nomination Form

One of the most coveted awards in the field of technology transfer, the FLC Award for Excellence in Technology Transfer recognizes laboratory employees (and their partners) who have accomplished outstanding work in the process of transferring federally developed technology to the marketplace.

Since the first award presented in 1984, many of the honored technology transfer efforts have evolved into products that consumers use every day including:

- Digital image enhancement technology originally developed for underwater mine-hunting sonar is applied to mammography, enabling physicians to detect breast cancer at an earlier stage.
- A sunflower butter product that is a popular alternative to peanut butter for people allergic to nuts.
- Thin-film rechargeable lithium batteries used to power a wide range of products, including electronics, medical implants, and security sensors.
- A millimeter wave holographic scanner that detects items inside and under clothing without exposing the body to ionizing radiation.
- A vaccine, known as Gardasil™, used for the prevention of cervical cancer.
- Antibody profiling identification that can quickly screen forensic samples at crime scenes at a fraction of the cost of DNA tests.

Each year federal laboratories submit dozens of nominations which are then carefully reviewed and scored by a panel of judges. The panelists represent federal laboratories, academia, state and local governments, and industry; and have expertise in a number of areas, including medicine, engineering, marketing, agriculture, and economics. Having such a well-rounded panel results in the diversity of technology transfer efforts selected as winners.

If your laboratory has participated in technology transfer that you would like to see recognized by the FLC, read the following instructions and criteria, complete the nomination form, and submit it by the deadline listed above.

We look forward to receiving your nomination. Good luck!

2009 FLC Award for Excellence in Technology Transfer Submission Guidelines

**PLEASE READ THE FOLLOWING
INFORMATION CAREFULLY TO AVOID
HAVING YOUR SUBMISSION DISQUALIFIED**

Eligibility

1. Nominee(s) must be employee(s) of FLC member laboratories. A member laboratory is any federal laboratory that is a member of the FLC and has 200 or more full-time equivalent scientific, engineering and related technical positions. The laboratory must be owned, leased, or otherwise used by a federal agency and funded by the federal government, as established under 15 U.S.C. Section 3705 or 3707. Non-laboratory staff may be included **only** when at least 50% of the transfer effort was funded by a federal laboratory **or** at least 50% of the staffing for the transfer effort was by in-house laboratory personnel. Technology transfer efforts solely funded by Small Business Innovative Research (SBIR) contracts and commercial projects 100% funded by federal grants **are not** eligible for consideration.
2. FLC Laboratory Representatives or their immediate supervisors cannot be nominated; however, they can be nominated for the Representative of the Year Award and Outstanding Technology Transfer Professional Award, respectively.
3. Duplicate nominations for an individual or group are not allowed.
4. A nominee cannot be nominated for an FLC Award more than three times in any year as an individual or part of a group.
5. The nominated achievement must have taken place within the last five years.

Number of Submissions

Each laboratory may submit a maximum of four nominations.

Complete Submission Procedures

A complete submission will consist of the following sections:

- A completed Submission Cover Sheet, Section 1 (4 pages)
- A completed Submission Narrative, Section 2 (5 pages)
- A completed Submission Verification Checklist, Section 3 (1 page)

NOTE: Due to overwhelming demand, the number of pages in Submission Narrative, Section 2 has increased to 5 pages from the 4 page length of the 2008 nomination form.

General formatting for these sections should meet the following requirements:

- Use Arial or Times font styles that are no smaller than 10 points. Failure to do so will result in a disqualification of your submission.
- The completed nomination form must adhere to the electronic page format created by the FLC. Alterations to margins, or use of electronic page formats from previous versions of the nomination form, will result in an automatic disqualification of the nomination.
- If the page limit is exceeded, your submission will be disqualified.
- Graphics and photos are allowed to be used, provided they are included within the body of the Submission Narrative (Section 2). Graphics and photos included on separate attachment pages exceeding the 5 pages provided in the Submission Narrative (Section 2) will result in disqualification of the nomination.
- Links to URL addresses are acceptable, provided they are for online versions of patents and publications listed in Criterion A.7 (Patents and Publications) of the Submission Narrative (Section 2).
- Other supporting documentation, including brochures, news articles, press releases and URL addresses unrelated to Criterion A.7 will not be accepted with the submission.
- Although forms may be duplicated, each form must be submitted as single-sided.

Each submission (**except** for Submission Verification Checklist, Section 3) must be submitted electronically at **mchambers@utrs.com**.

Each Submission Verification Checklist must be faxed to the FLC Management Support Office (attn: Michele Chambers) at **856-667-8009**. **Only the Submission Verification Checklist will be accepted by fax,** not completed submissions.

All submissions and checklists must be received by the FLC Management Support Office by 8:00 p.m. EDT (5:00 p.m. PDT) on **Friday, October 24, 2008**. No submissions will be accepted after this time.

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Contact Michele Chambers at 856-667-7727 x135, for additional information.

Announcement of Results

The winners of the 2009 Award for Excellence in Technology Transfer will be announced on January 26, 2009. Laboratories submitting nominations will be notified prior to the official announcement.

Award Ceremony

All award winners will receive a keepsake from the FLC commemorating their achievement. In addition, winners will be honored during an awards banquet to be held in May 2009 at the FLC National Meeting in Charlotte, North Carolina.

2009 FLC Award for Excellence in Technology Transfer Award Criteria

The highest score possible is 100 points. Part A, Background and Technology Transfer Process, can be worth up to 40 points, and Part B, Results, is worth up to 60 points. The total point score will be used for ranking. Scoring will be done by judging the Submission Narrative (Section 2) against the criteria listed on the following pages.

FLC Laboratory Representatives should carefully review the award criteria before preparing a nomination. It is important to understand that this award is specifically for **transferring technologies**; they are **not** given for a research effort that does not include an element of technology transfer—no matter how innovative it might be.

Because each item of the award criteria is worth points, each criterion in Part A and Part B must be addressed in the Submission Narrative. If an item is not applicable, please indicate this in the narrative, and this will be taken into account by the judges. When writing your Submission Narrative, be as specific and concise as possible.

Carefully review the award criteria before writing your Submission Narrative. How closely you adhere to the guidelines provided may be the deciding factor in whether your laboratory is selected as a winner!

Criteria Part A – Background and Technology Transfer Process

- 1. Description of Technology (5 points)**
 - a. What technology was transferred?
 - b. Briefly describe features of the technology, benefits, and limitations.
- 2. Technology Transfer Recipients and Technology Need (7 points)**
 - a. Who or what was the recipient of the transferred technology?
 - b. Why was the technology needed?
 - c. What problem was solved by the technology?
- 3. Technical Expertise (5 points)**
 - a. What was the nominee(s)' involvement in the technology's development or availability (e.g. conceptualizing the technology, providing facilities and personnel to prove the technology, licensing the technology)?
- 4. Initiation of Technology Transfer Partnership (10 points)**
 - a. Was the partnership for the technology initiated by the laboratory, the company or other entity?
 - b. Why was a federal laboratory the best place to achieve the transfer?
 - c. What were the specific roles, goals, objectives, and expectations of each partner?
 - d. How well were the goals and expectations met?
- 5. Technology Transfer Processes and Innovations Used (5 points)**
 - a. What technology transfer processes (e.g. CRADAs, patents, licensing) were used to transfer the technology?
 - b. To what extent did the federal laboratory fund the technology transfer effort?
 - c. Describe any innovation or creativity demonstrated by the nominee(s) in transferring the technology.
- 6. Time Frame Challenges (5 points)**
 - a. What was the time frame for the transfer? As succinctly as possible, provide a short outline of the events that led to technology transfer.
 - b. Provided there was a deadline in transferring the technology, what were the major challenges in meeting the deadline?
 - c. How were these challenges overcome?
- 7. Patents and Publications (3 points)**
 - a. Are there and pending patents or patents involved in this technology transfer? If applicable, cite patent (application) numbers and titles.
 - b. Are there and publications involving this technology? If applicable, cite relevant references?

Criteria Part B – Results

1. New Relationships (5 points)

- a. Describe any new relationships, such as new interactions with the public or private sector, which resulted from the transfer of the technology.

2. Follow-up Activities (10 points)

- a. Describe any additional activities or applications that might be developed to meet the mission requirements of the laboratory. This might include continuing problem-solving efforts or further assistance with commercializing the technology or helping the public sector.

3. Outcome of the Technology Transfer Effort (45 points)

- a. What was the result of the technology transfer effort—a commercial product, CRADA, positive impact in the community or public sector, spinoff company, license?
- b. What agreements are pending and/or final regarding this technology?
- c. What are the tangible benefits of the transfer?
- d. What future benefits are expected from the transfer?
- e. Wherever possible, provide quantitative data. This includes: creation of a new industry, development of a new product, community/public sector impact, higher profit margins, cost savings, improved health and safety, environmental benefits, etc.

2009 FLC Award for Excellence in Technology Transfer Frequently Asked Questions

- 1. I want to nominate someone from a partnering company for this award. Would he be eligible?**

Individuals affiliated with an industry partner can be nominated as part of a team that includes personnel from an FLC member laboratory.

- 2. One of my potential nominees is now retired/deceased. Can I still include his name in the submission?**

Yes. Any individual who was employed at the laboratory/partner company at the time of the technology transfer is eligible to be nominated.

- 3. Is there a limit on the number of individuals I can nominate?**

No. All individuals who were actively involved in the technology transfer process—with the exception of FLC Laboratory Representatives or Supervisors—can be nominated, regardless of number.

- 4. Our laboratory just completed a joint technology transfer effort with another laboratory. Can I submit this joint project as a nominee?**

Joint technology transfer projects between federal laboratories are eligible for nomination, even if the laboratories are affiliated with different federal agencies.

- 5. The technology that my laboratory has produced has great potential, but has yet to be formally transferred. Can my submission be given serious consideration by the judges on basis of technology alone?**

This award is given on the basis of successful technology transfer efforts, as opposed to the potential of the technology itself. It is advisable to only submit a technology for nomination once it has formally been transferred.

- 6. I am running behind schedule in completing my submission? Is it acceptable to send the submission after October 24, provided I make arrangements to do so in advance?**

No. An electronic copy of your submission and a faxed copy of the Submission Verification Checklist must be received by the FLC Management Support Office by 8:00 p.m. EDT (5:00 p.m. PDT) on **Friday, October 24, 2008**. No submissions will be accepted after this time.

2009 FLC Award for Excellence in Technology Transfer Frequently Asked Questions (continued)

- 7. Though the deadline has passed, it has come to my attention that a section of my submission is incomplete. Can I send the missing information?**

No. It is important to make sure that your submission is completed and meets the necessary requirements before you send it. The Submission Verification Checklist (Section 3) exists for this reason.

- 8. How will I know that my submission has been received?**

Upon receipt of your submission, you will receive an electronic confirmation.

- 9. I have included proprietary information in my submission. If my submission is selected as a winner, can this information be deleted?**

No. Keep in mind that the FLC may use your entire submission as a resource document and for media purposes.

- 10. When will I be notified if my submission is selected as a winner?**

Laboratories will be notified prior to the official public announcement of January 26, 2009.

- 11. Do the winners receive a cash award?**

The FLC does not distribute cash as part of award recognition.

- 12. Does the FLC cover travel expenses for the winner?**

The FLC does not cover travel expenses. However, all award winners are eligible for discount fees pertaining to the National Meeting and award-related events.

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2009 FLC Award for Excellence in Technology Transfer Section 1 – Submission Cover Sheet

Laboratory Name:

If submitting more than one nomination in this category, please indicate how many others are being submitted:

Title of Nominated Technology Transfer (10 words maximum):

Summary:

In the space below, write a brief (450 words maximum) summary of the nomination that describes: the transferred technology, the technology transfer process used, and the benefits of the transfer effort. **Please write this paragraph in non-technical terms for a non-scientific audience.**

FOR FLC USE ONLY – DO NOT COMPLETE

RECEIVED:

SUBMISSION NUMBER:

***** DEADLINE FOR SUBMISSIONS: FRIDAY, OCTOBER 24, 2008 *****

NOMINATOR INFORMATION INSTRUCTIONS

- List the names (including Mr., Ms., Miss, Mrs., Dr., etc.) of the nominators below.
- If the nominator holds more than one of the positions listed below (e.g. FLC Representative and ORTA Representative) it is only necessary to list the name of the nominator in the entry of the second position.
- If the address is a PO Box, also include the street address.

THE FLC STRONGLY RECOMMENDS THAT ALL LISTED NOMINATORS HAVE AN OPPORTUNITY TO REVIEW AND APPROVE THE FINAL NOMINATION BEFORE IT IS SUBMITTED FOR JUDGING!!!

FLC Representative:

Organization:

Address:

City:

State:

Zip:

Phone:

Fax:

E-mail:

Nominee Supervisor:

Organization:

Address:

City:

State:

Zip:

Phone:

Fax:

E-mail:

**ORTA Representative/
Technology Transfer Manager:**

Organization:

Address:

City:

State:

Zip:

Phone:

Fax:

E-mail:

Laboratory Director:

Organization:

Address:

City:

State:

Zip:

Phone:

Fax:

E-mail:

2009 FLC Award for Excellence in Technology Transfer Section 2 – Submission Narrative

Laboratory Name:

Title of Nominated Technology Transfer:

PART A – Background and Technology Transfer Process

Address each of the following items on pages 2-1, 2-2, and 2-3. See the award criteria for details on each item. If a criterion is not applicable, indicate why not and evaluators will make adjustments accordingly. **Criteria that are not addressed will not receive points.**

1. **Description of Technology (5 points)**
2. **Tech Transfer Recipient and Need for Technology (7 points)**
3. **Technology or Technical Expertise (5 points)**
4. **Initiation of Technology Transfer Partnership (10 points)**
5. **Technology Transfer Processes Used/Innovations (5 points)**
6. **Time Frame Challenges (5 points)**
7. **Patents and Publications (3 points)**

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PART B – Results

Address each of the following items on pages 2-4 and 2-5. See the award criteria for details on each item. If a criterion is not applicable, indicate why not and evaluators will make adjustments accordingly. **Criteria that are not addressed will not receive points.**

- 1. New Relationships (5 points)**
- 2. Follow-up Activities (10 points)**
- 3. Outcome of Technology Transfer Effort (45 points)**

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2009 FLC Award for Excellence in Technology Transfer Section 3 – Submission Verification Checklist

(This page will only be accepted via fax at 856-667-8009)

Laboratory Name:

Title of Nominated Technology Transfer:

Please review each item below and determine whether your nomination meets the stated requirements. For the last two items, you must simply agree to comply with these requirements in the event that the nomination is chosen as a winner.

- The FLC Laboratory Representative and the representative's immediate supervisor are not nominated.
- The majority of the nominee(s) are employees of the FLC member laboratory listed above. In the case of a group nomination, more than 50% of the staffing or funds provided came from this laboratory.
- The technology is not solely funded by a Small Business Innovation Research (SBIR) contract or is a 100% grant funded commercial project.
- The nominee(s) has been nominated no more than three times in any year as an individual or as part of a group.
- The technology transfer achievement took place in the last five years.
- There is no proprietary information contained within this nomination.
- The technology involved is clearly described in layman's language.
- The Submission Cover Sheet (Section 1) is completed per instructions and comprises the first four pages of the nomination package.
- The nomination was reviewed and approved by all the nominators listed on the Submission Cover Sheet (Section 1).
- The Submission Narrative (Section 2) uses the page format established by the FLC, is typed in 10 point type or larger, addresses all items listed in the award criteria, and comprises pages 2-1 through 2-5 of the nomination.
- Section 1 and Section 2 of the nomination package are being submitted electronically to the FLC Management Support Office via mchambers@utrs.com by **Friday, October 24, 2008**.
- No supporting documentation is attached.
- The FLC may use this entire submission as a resource document and for media purposes.
- In the event of being chosen as a winner, at least one nominee will participate in the award ceremony at the 2009 FLC National Meeting in Charlotte, North Carolina.
- The nominee(s) will provide a poster display for an exhibit at the 2009 FLC National Meeting in Charlotte, North Carolina.

As the nominating official and FLC Representative from this laboratory, I understand that entries not conforming to this checklist will be returned without consideration.

Signature

Phone

Date