

**DEADLINE FOR SUBMISSIONS: WEDNESDAY, AUGUST 4, 2004**

**2004 FLC MID-ATLANTIC REGION AWARDS FOR EXCELLENCE IN  
TECHNOLOGY TRANSFER**

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**SUBMISSION GUIDELINES**

**ELIGIBILITY CRITERIA**

1. Nominee(s) must be employee(s) of FLC member laboratories. 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.
3. Only FLC Laboratory Representatives can submit a nomination.
4. Duplicate nominations—whether for an individual or a group—are not allowed.
5. A nominee cannot be nominated more than three times in any year as an individual or part of a group.
6. The nominated achievement must have taken place within the last three years.
7. The nominated team or individual must not have received an FLC Mid-Atlantic Region Award for Excellence in Technology Transfer within the last year.

**NUMBER OF SUBMISSIONS ALLOWED PER REPRESENTATIVE**

Each laboratory—regardless of number of employees—may submit a maximum of **four (4)** nominations.

**AWARD CRITERIA**

Laboratory Representatives should carefully review the award criteria before preparing a nomination. It is important to understand that these awards are 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. Each item of the award criteria must be addressed in the Submission Statement. Because each item of the award criteria is worth a certain number of points, **each criterion must be addressed**. If an item is not applicable, please indicate this in the narrative, and this will be taken into account by the evaluators.

**COMPLETE SUBMISSION**

A complete submission will consist of **three (3)** sets of the nomination package (one original and two copies). Each nomination package will consist of the following items:

- a completed Submission Cover Sheet, Form 04-CS (two pages)
- a completed Submission Statement, Form 04-SS (five pages)
- a completed Submission Verification Checklist, Form 04-V (attached as last page of original nomination).

**For data collection purposes only, an electronic version of the nomination package must also be submitted via e-mail.**

**AWARD CEREMONY**

All award recipients will receive a keepsake from the FLC Mid-Atlantic Region commemorating their achievement. In addition, recipients will be honored during an awards luncheon to be held Thursday, September 16, 2004 at the FLC Mid-Atlantic Regional Meeting in Flintstone, MD.

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### SUBMISSION STATEMENT

The Submission Statement (Form 04-SS) is limited to **five (5) pages**. General formatting guidelines for these pages are as follows.

- If possible, use Arial or Times font styles that are no smaller than 10 points. If these fonts are not available to you, please use a clear, legible font that is no smaller than 10 points.
- The completed nomination form must adhere to the electronic page format created by the FLC. Alterations to margins or text boxes will result in an automatic disqualification of the nomination.
- If the page limit is exceeded, your submission will be deemed invalid and returned.

*Please carefully review the award criteria before writing your Submission Statement. How closely you adhere to the guidelines provided may be the deciding factor in whether your laboratory is chosen for an award!*

### SUBMISSION PROCEDURES

This information packet contains everything you need to submit a nomination for the 2004 FLC Mid-Atlantic Awards for Excellence in Technology Transfer. Some general submission guidelines are provided below.

- **Three (3) copies of each nomination must be submitted (one original and two copies). Clearly mark the original submission as original.**
- **One (1) electronic copy of each nomination must also be submitted. As this copy will be used for data collection purposes only, it will not be accepted as the original submission.**
- DO NOT submit any supporting documentation with your nomination.
- Statements must be typed on the forms provided.
- Although forms may be duplicated, each form must be submitted as single-sided forms.
- Illegible submissions will not be considered.
- Submissions using type sizes smaller than 10 points will not be accepted.
- A completed Verification Checklist (Form 04-V) must be completed and attached **as the last page of the original nomination submission.**
- Fax submissions will not be accepted.
- **Both standard mail and electronic submissions must be received at the FLC Mid-Atlantic Region Support Office no later than wednesday, August 4, 2004. No nominations will be accepted after this date.**

**Mail submissions to:** FLC Mid-Atlantic Region Support Office  
Attn: John Eichelberger  
11452 state Road 62  
Suite 218  
Charlestown, In 47111

**Send electronic submissions to:** [iclserv@aol.com](mailto:iclserv@aol.com)

**Have questions?** Contact John Eichelberger at the address above or via phone 407-947-6443 or e-mail [iclserv@aol.com](mailto:iclserv@aol.com)

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### **AWARD CRITERIA**

**INSTRUCTIONS:** The highest score possible is 100 points. Section A can be worth up to 40 points, and Section B is worth up to 60 points. The TOTAL point score will be used for ranking. Scoring will be done by evaluating the submitted Submission Statements (Form 04-SS) against the criteria listed below. Submission Statements should follow the instructions listed below and on the Submission Guidelines form. When writing your submission statement, be as specific and concise as possible and address each of the topics listed under Sections A and B.

#### **Section A—Background** *40 out of 100*

1. **Description of Technology (5 points).** What technology was transferred? Briefly describe features of the technology, benefits, limitations.
2. **Tech Transfer Recipient and Technology Need (5 points).** Who or what was the recipient of the transferred technology? Why was the technology needed? What problem was solved by the technology/technical advance?
3. **Technology or Technical Expertise (5 points).** 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).** Was the partnership for the technology/technical advance initiated by the laboratory, the company, or other entity? Why was a federal lab the best place to achieve this? What were the **specific** roles, goals, objectives, and expectations of each partner? How well were they met?
5. **Technology Transfer Processes Used/Innovations (5 points).** What technology transfer processes (e.g., CRADAs, patents, licensing) were used to transfer the technology? To what extent did the federal laboratory fund the effort? Describe any innovations or creativity demonstrated by the nominee(s) in transferring the technology.
6. **Time Frame Challenges (7 points).** What was the time frame for the transfer? As succinctly as possible, provide a short outline of the events that led to technology transfer. What were the major challenges/constraints in transferring the technology on time? How were these challenges overcome?
7. **Patents and Publications (3 points).** Were any pending patents or patents involved in this technology transfer? If applicable, cite patent (application) numbers/titles. Were there any publications involving this technology? If applicable, cite relevant references.

#### **Section B—Results:** *60 out of 100*

1. **Recipients/Technology Users (5 points).** Who are the consumers who will benefit from the technology transfer effort? How will they benefit from the transfer? What is the approximate size of this group(s)?
2. **New Relationships (10 points).** Describe any new relationships that opened up new interactions with the public or private sector from the transfer of the technology.
3. **Follow-up activities (5 points).** Describe any additional activities or applications that might be developed to meet mission requirements. (This might include continuing problem-solving efforts or further assistance with commercializing the technology or helping the community/public sector.)
4. **Outcome of Technology Transfer Effort (40 points).** What was the final result of the tech transfer effort—a commercial product, CRADA, positive impact in community/public sector, spinoff company, license? What agreements are pending and/or final regarding this technology? What are the tangible benefits of the transfer effort? What is the significance of these benefits—both in the present and in the future? Wherever possible, provide quantitative data. Concentrate on: creation of a new industry/development of new product, a better method for doing something, impact on the community/public sector, higher profit margins, cost savings, competitive edge, improved health/safety, environmental benefits, etc.

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**SUBMISSION COVER SHEET (FORM 04-CS)**

**OFFICIAL NAME OF LABORATORY** (maximum of two lines):

If you are submitting more than one nomination from this laboratory for consideration in 2004, please indicate how many other nominations are being submitted: \_\_\_\_\_

**DESCRIPTIVE TITLE OF NOMINATED TECHNOLOGY TRANSFER** (10 words or less):

**DESCRIPTIVE PARAGRAPH:**

In the box below, write a **BRIEF** summary of the nomination that describes: the transferred technology, the technology transfer process used, and the benefits of the transfer effort. If this nomination is chosen as a winner, this paragraph will be used in the official awards publication. **Please write this paragraph in non-technical terms for a non-scientific audience.** If your facility/laboratory has a Public Affairs Office, we suggest asking this office to draft this paragraph in order to ensure compatibility with other publications pertaining to this transfer and technology.

**FOR OFFICE USE ONLY**

Received:

Submission Number:

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**NOMINEE INFORMATION**

**Total number of nominees (persons) for this technology transfer:** \_\_\_\_\_

**Instructions:** Please list the names and titles of all nominees in the space below. Designate one nominee as the primary contact and provide address information for this person. **If the project leader is NOT the primary contact, please provide their information below the primary contact section and designate them as the project leader.** If any nominee(s) has a different address than the primary contact, provide this address information as well. Also provide contact information for the four individuals listed at the bottom of the form.

**Primary Contact Name:**

**Title:**

**Organization:**

**Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Fax:**

**E-mail:**

	FLC Representative Making Nomination	Nominee(s)' Supervisor	ORTA Representative/ Technology Transfer Program Manager	Laboratory Director
<b>Name:</b>				
<b>Address:</b>				
<b>City:</b>				
<b>State/Zip:</b>				
<b>Phone:</b>				
<b>Fax:</b>				
<b>E-mail</b>				

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**SUBMISSION STATEMENT (FORM 04-SS)**

**Laboratory Name:**

**Descriptive Title of Nominated Technology Transfer:**

**SECTION A.**

*Address each of the following items on pages 1, 2 and 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 (5 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 (7 points)**
7. **Patents and Publications (3 points)**

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**SECTION B.**

*Address each of the following items on pages 4 and 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. **Recipients/Technology Users (5 points)**
2. **New Relationships (10 points)**
3. **Follow-up Activities (5 points)**
4. **Outcome of Technology Transfer Effort (40 points)**

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**SUBMISSION VERIFICATION CHECKLIST**

**(Return as last page of ORIGINAL nomination)**

**LABORATORY NAME:**

**DESCRIPTIVE TITLE OF NOMINATED TECHNOLOGY TRANSFER:**

**Instructions:** 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 three years.
- The nominee(s) has not received an FLC Mid-Atlantic Region Award for Excellence in Technology Transfer in the last year.
- There is no proprietary information contained within this nomination.
- The technology involved is clearly described in layman's language.
- The Submission Cover Sheet (Form 04-CS) is completed per instructions and comprises the first two pages of the nomination package.
- The Submission Statement (Form 04-SS) 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 three through seven of the nomination.
- 3 collated and stapled sets (one original and two copies) of each nomination package are being submitted. The original set is clearly labeled as such and contains a completed Form 04-V as the last page.
- No supporting documentation is attached.
- The submission package is being mailed in sufficient time to reach the FLC Mid-Atlantic Region Support Office by Wednesday, August 4, 2004.
- An electronic copy of the submission (to be used for data collection purposes only, and is **not** considered the original copy) will be e-mailed to the FLC Mid-Atlantic Region Support Office by Wednesday, August 4, 2004.
- 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 2004 FLC Mid-Atlantic Regional Meeting in Flintstone, MD.

**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

\_\_\_\_\_  
Date