



AN OSF HEALTHCARE,  
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN  
AND UNIVERSITY OF ILLINOIS COLLEGE OF  
MEDICINE PEORIA COLLABORATION

# JUMP ARCHES AWARD GUIDELINES

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Award & Project Initiation.....	2
Award Notification & Signature.....	2
Acknowledgment of Exhibits .....	2
Exhibit 1-A: Statement of Work.....	2
Exhibit 1-B: Budget .....	2
Exhibit 1-C: Background Technologies .....	3
Exhibit 1-D: HIPAA Compliance Agreement.....	4
IRB Submissions.....	4
Program Expectations .....	4
Reporting .....	4
Budget Reimbursement.....	5
Scholarly Activities and External Funding.....	5
Intellectual Property (IP) Disclosure.....	6
Connection to your LCO .....	6
Project Closure.....	7
Closing Project Report.....	7
Translation and Scale.....	7

# AWARD & PROJECT INITIATION

## Award Notification & Signature

As an awardee, you will receive an award letter and specification sheet. You must review all the parts and exhibits of the specification sheet. After confirming the specification sheet's accuracy, sign/date the form and return it to the program administrators for routing. It is the Primary Investigator's responsibility to ensure all investigator signatures are obtained and the specification sheet is returned to the program administrators.

## Acknowledgment of Exhibits

### *Exhibit 1-A: Statement of Work*

*The Statement of Work (SOW) outlines the specific tasks, objectives, deliverables, and timelines associated with the project. It provides a detailed description of the work to be performed, including project scope, milestones, and performance expectations. The SOW serves as a roadmap for both the awardee and the funding agency, ensuring clarity and alignment throughout the project lifecycle.*

### *Exhibit 1-B: Budget*

*The Budget exhibit details the financial aspects of the project, including funding allocations, expenditures, and cost breakdowns. It typically includes line items for personnel, equipment, supplies, travel, and other project-related expenses. The budget is often presented in a tabular format, with itemized lists and corresponding amounts, allowing for easy tracking and management of funds.*

*Funding is released incrementally, in two 12-month increments. Budgets for each project should be broken down by year, with the first tranche of funding corresponding to the first year's objectives and the second tranche aligning with the second year's milestones.*

*Progress reports will be required at the following intervals:*

- *6 months after the project start date*
- *1 year after the project start date (required to release the second allocation of funding)*
- *18 months after the project start date*
- *A close-out report 25 months after the start date (1 month after the project end date – required to qualify for any future project funding)*

- *If you fail to complete the above reports on time, you will not be able to access the full funding for your current project*

*The Payment Schedule is in accordance with the policies of the University of Illinois and OSF HealthCare Innovation reporting and reimbursement schedule.*

### *Exhibit 1-C: Background Technologies*

*The Background Technologies exhibit provides information on any existing technologies, intellectual property, or proprietary assets relevant to the project. This may include patents, copyrights, trademarks, or trade secrets owned or licensed by the awardee. Understanding the background technologies is essential for ensuring compliance with legal and contractual obligations and avoiding potential conflicts of interest.*

#### *Background Technologies Statement / Intellectual Property (IP) Summary / Abstract:*

*This should be about a paragraph long, including a summary-level description of the disclosed IP and focusing on its specific advantages over current technology.*

*Additional information and related or supporting documents should be attached upon submission. This is the heart of the disclosure. The more information provided, the better equipped we will be to develop a protection strategy and evaluate commercialization potential.*

#### *Items to include:*

- 1. general purpose/utility of the disclosed IP;*
- 2. background, including existing technologies and any known prior art related to your disclosure;*
- 3. detailed (technical) description of how it functions, including any features believed to be new and original (drawings, diagrams, manuscripts, research proposals, etc.);*
- 4. the best method for practicing the disclosed IP, including possible variations and modifications;*
- 5. commercial uses and applications, including its advantages or improvements over existing technologies or practices;*
- 6. current stage of development.*

#### *Other information to consider:*

- 1. Copy of the disclosure for the device*
- 2. Any patents/patent numbers/applications*

*Example wording to get you started:*

*We (I), [Your Company, or Individual], possess extensive expertise and proprietary technology in [specify field or technology], which provides a foundation for our Jump Applied Research for Community Health through Engineering and Simulation project, [Project Title]. Our background technology encompasses [brief description of key technologies or methodologies], which was developed through years of research and innovation. As we explore potential collaboration opportunities, we are committed to protecting and leveraging our intellectual property assets to ensure mutual success and maximize the value of our partnership.*

#### ***Exhibit 1-D: HIPAA Compliance Agreement***

*The HIPAA Compliance Agreement outlines the responsibilities of the awardee in ensuring compliance with the Health Insurance Portability and Accountability Act (HIPAA) regulations. It includes provisions related to the protection of protected health information (PHI), data security measures, breach notification procedures, and privacy safeguards. The agreement is designed to protect the confidentiality and integrity of patient health information throughout the project.*

## **IRB Submissions**

All Jump ARCHES projects are subject to the guidelines of both UIUC and OSF Research Administrations. For details and assistance, see <https://oprs.research.illinois.edu/> for UIUC Policies and <https://x.osfhealthcare.org/patients-visitors/clinical-research/starting-new-research> for OSF Policies.

**Note: All Jump ARCHES projects need to be submitted to the OSF Clinical Research Office prior to any IRB submission.**

## **PROGRAM EXPECTATIONS**

### **Reporting**

All Jump ARCHES projects are required to submit semi-annual reports (6, 12, and 18 months) to the program administration. These reports must include the following:

- *Names of the lead PI and all Co-PIs, including their institutions and departments.*
- *Email addresses of all PIs.*
- *Project name and award number.*
- *Project start date.*

- *IRB Submission details (if needed)*
- *Major goals and objectives.*
- *Actual problems or delays and resolutions.*
- *Accomplishments for each goal/objective.*
- *Employment of students on the project, specifying the number of Undergraduates, Graduates, or Postdocs.*
- *Graduated students' names, Thesis/Dissertation titles, and graduation year.*
- *Changes in the original approach and reasons.*
- *Plans to accomplish goals for the final report.*
- *Products produced from the project (e.g., Publications, Websites, Technologies, etc.).*
- *List of all publications, patents, or products.*
- *Significant changes impacting expenditures.*
- *Programmatic feedback.*
- *Project end date.*
- *Total money spent to date.*
- *Status of a No Cost Extension (NCE).*
- *Application for a No Cost Extension (only one allowed per project).*
- *Plan to use funds if applying for a No Cost Extension.*

To report use link: <https://forms.illinois.edu/sec/6902780>

**Failure to provide appropriate interim reports will result in a freeze of funds until proper documentation is provided to the Jump ARCHES administration.**

## Budget Reimbursement

OSF Investigators only: Financial reimbursements should be submitted to OSF Jump ARCHES administrators quarterly. Please provide the following information:

- The number of hours that budgeted OSF Mission Partners have spent on the project.
- The amount to be reimbursed/invoices paid in the completion of the project.
- Organization and Department numbers of the personnel/expenses.

## Scholarly Activities and External Funding

Project funds should be utilized to create IP and obtain research findings, which will be disseminated in high quality scientific publications. As this is a seed grant program, this project should also result in the establishment of a scientific team which is well-positioned to seek external research funding. One metric for the success of this project is its ability to

enable subsequent external proposal submissions and funding awards. Project reports should document the scientific publications, graduation of student researchers, scientific awards, press and media coverage, and any proposal submissions resulting from this project.

## Intellectual Property (IP) Disclosure

You are required to meet annually with UIUC OTM / OSF OIM and disclose any intellectual property which was created during the performance period. It is required to submit disclosures to the Lead Commercialization Office (LCO) selected on the Specification sheet. This information must be continually updated to reflect any additions of new technologies or IP throughout the duration of the project. **Note that this meeting is mandatory, regardless of whether you feel that IP has been created.** In order to make an appointment for the disclosure meeting, please contact the appropriate office listed below. If you fail to discharge your obligation for IP disclosure, you will not be able to access the full funding for your project that was created during the performance period.

- OSF Disclosures
  - Point of Contact: Erin Peterson ([erin.e.peterson@osfhealthcare.org](mailto:erin.e.peterson@osfhealthcare.org))
  - Innovation Studios (<https://www.osfinnovation.org/invent/osf-innovation-studio>)
  
- UIUC Disclosures
  - Point of Contact: Svetlana Sowers ([svsowers@illinois.edu](mailto:svsowers@illinois.edu))
  - UIUC-Office of Technology Management (<https://otm.illinois.edu/staff>)

## Connection to your LCO

The Lead Commercialization Office (LCO) for the awardee is designated as the primary entity responsible for the commercialization of the technology developed during the project. This office is selected by the Steering Committee based on its established business relationships, expertise in technology development, and proven ability to apply and commercialize technology effectively. The LCO also leverages the awardee's brand and reputation to engage with prospective licensees, ensuring the technology reaches its market potential efficiently. For the awardee, the LCO plays a pivotal role in transitioning innovative technologies from the conceptual stage to market reality, maximizing the impact and return on investment.

- OSF: The Lead Commercialization Office (LCO) at OSF HealthCare, managed by The Innovation Studio, is responsible for commercializing technology developed by

Mission Partners and academic collaborators. The Innovation Studio protects intellectual property and transitions ideas from concept to market. This process starts with the submission of a disclosure form, which describes the invention and initiates its evaluation for commercial potential. The Studio's strategic approach includes assessment, validation, and commercialization through licensing or startup creation.

- UIUC:

The Office of Technology Management  
319 Ceramics Building, MC-243  
105 South Goodwin Avenue  
Urbana, IL 61801

Phone: 217.333.7862

Fax: 217.265.5530

Email: [otm@illinois.edu](mailto:otm@illinois.edu)

## PROJECT CLOSURE

### Closing Project Report

1 month after the end date of your project, awardees are required to submit a close-out report to include everything the quarterly report requires with the following additional information, if applicable:

- *Application for a No Cost Extension (only one allowed per project).*
- *Plan to use funds if applying for a No Cost Extension.*

In order to request a No Cost Extension, at least 75% of funds should be encumbered.

**Failure to provide appropriate close-out reports will result in a refusal to fund any future projects through the IAI.**

### Translation and Scale

The awardee should detail how the project's outcomes are being or will be translated into real-world applications and how plans for scaling the project are developed. This includes identifying pathways for the adoption of the project's results, potential partners or stakeholders involved in the scaling process, and strategies to ensure the project's sustainability beyond the funding period. Additionally, any challenges encountered in these areas and strategies for overcoming them should be discussed to inform future efforts and contribute to the broader knowledge base.

We expect project activities to result in publications in appropriate research venues and facilitate the graduation of MS and PhD students. As this is a seed grant program, the

expectation is that these funds will be used to obtain preliminary results and establish a foundation that will lead to successful proposal submissions to external funding agencies. Investigators are encouraged to reach out for support in planning and preparing grant submissions.

*In all scientific communications, presentations, and publications emerging from this award, you should acknowledge the grant as follows: **This project has been funded by the Jump ARCHES endowment through the Health Care Engineering Systems Center at Illinois and the OSF Foundation.***