



Investing in what's next

Texas Emerging Technology Fund Research Award Matching Milestone Guidance

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This document provides milestone guidance for TETF Research Award Matching applicants. Please contact the TETF staff with any questions. [Contact TETF](#)



RESEARCH AWARD MATCHING MILESTONE GUIDANCE

Milestones and tranches are prepared by the applicant and modified, if needed, in consultation with a TETF Advisory Subcommittee appointed by the Chair. Once recommended by the TETF Advisory Committee and if approved by the Trustees, the milestones become part of the contract between the recipient and the State of Texas. Milestones for the TETF contracts are not “specific aims” typical in grants or business plan goals, they are contractual obligations.

Each milestone should be directly connected to a tranche.

Research award matching applications should have no more than 40 milestones linked to at least four tranche requests over a period of five years. The tranches should not be frontloaded. There should be a tranche that extends into the fourth year.

TETF milestones should follow three guidelines:

1. Should be a specific, measurable, and verifiable outcome to be achieved by the recipient.
2. A third party or university officer provides evidence that the outcome is achieved.
3. The deliverable is a specific document to be submitted to TETF by the third party or officer..

Milestone summary table:

Milestone type		
Basic milestones	8	Implement all eight (8) basic milestones and report results every year of the grant period. If any of the required milestones do not apply to your project, discuss with TETF staff as the project may not qualify for the research award matching program. Contact TETF
Outcome milestones	4	Choose four (4) or more and provide estimates.
Capacity-building milestones	4	Choose four (4) or more and provide detail.
Technical milestones	8	Define two (2) technical milestones for each tranche. These should not be high-risk basic research milestones.
Tranche requests	4	After completing your milestones, number them and organize them into at least 4 tranche requests. See example.

Basic milestones

The following milestones are required milestones for all research award matching applications. These milestones are within the direct control of the applicant. Matching funds must be identified before applying. Review the criteria [here](#).

Each of the required milestones should be documented for each tranche of the contract period.



Basic milestone table—Implement all 8 as listed below:

Milestone description	Source of evidence	Deliverable
1. \$X amount of matching funding	Federal agency or other funding source	Funding award documentation prior to TETF payment
2. Post center capabilities	Internet	Provide URL
3. Post a center equipment list	Internet	Provide URL
4. Attend symposium and present an accomplishment summary	TETF symposium or an equivalent event	Symposium agenda
5. Publish annual center and/or University commercialization report with center outcomes highlighted.	Internet	Provide URL Example: Texas Tech University OTC
6. Display available technologies and technology transfer opportunities.	Internet	Provide URL
7. Host an annual showcase or open house for technology transfer, startups and spinoffs.	Internet	URL of Agenda
8. Provide operational funding to the technology transfer office	University accounting or officer	Funding evidence with budget or a letter

Outcome milestones

The following milestones are outcome milestones for all research award matching applications. The applicant should choose four or more from this list and estimate the quantity in place of “X” for each tranche of the award period. Outcome milestones target numbers may begin after the initial tranche, but the expectation is that the amount will increase with each tranche over the term of the agreement. These milestones are an integral part of the application, the Advisory Committee review and potential recommendation to the Trustees and the Trustee’s review of the application. They should be reasonably obtainable by the applicant and be a direct result of the project funded by the TETF. If required, any proposed amendment of outcome milestones should be communicated to TETF by the applicant as soon as possible to avoid delays in funding. Applicants may propose additional outcomes not listed in the example table.

Note to outcome milestones: Milestones should be for unique companies or outcomes. For example a spin-off company that moves into an incubator should not count as a spin-off, a license agreement and an incubated company. Count each company only once.



Outcome milestones table—Choose (or adapt) 4 or more from this list and provide an estimate to replace “X”:

Milestone: Outcome description	Source of evidence	Deliverable
1. X number of companies using engineering services or sponsored research	University research office	Company list and agreement, potentially payment proof
2. X number of spin-off companies	Company	Incorporation, License agreement
3. X number of license agreements	University technology office or licensee	License agreement or summary
4. X number of accelerated companies	List of companies participating in accelerator program	Provide URL
5. X number of incubated companies	List of companies in incubator or incubator program	Provide URL
6. X dollars awarded at business plan competition	Award payee	Copy of check
7. X dollars awarded to spin-offs, licensees, incubated, accelerated	Company	Copy of award, letter from company
8. X patent applications	USPTO	Patent office receipt
9. X issued patents	USPTO	Patent office receipt

Technical milestones

Milestones must include a minimum of two (2) technical milestones per tranche directly related to the proposal and matching funds. They should show progression over time. Technical milestones should not be high-risk basic research milestones. Provide target completion dates for each milestone.

The following chart shows examples of ideal milestones demonstrating technical achievements. As technical milestones are unique to each project, the examples below are very broad.



Technical milestone examples—Develop 2 technical milestones for each tranche using these as examples:

Milestone description	Source of evidence	Deliverable
1. Develop new manufacturing or prototyping capacity	Internet, user letter	URL for list of new services available, beta customer support letter
2. New engineering services capacity	Internet, user letter	URL for list of new services available, beta customer support letter
3. Scale technology to reach 100 homes	University	List of addresses where the technology is being used
4. Reduce weight of device by 5 kilograms	Lab test	Report

Capacity-building milestones

The following milestones are capacity-building milestones for all research award matching applications. These milestones are within the direct control of the research or commercialization office and represent “best efforts” in achieving and expanding commercialization capacity within the center and university.

Capacity-building milestones—Choose 4 or more to show “best efforts”

Milestone description	Source	Documentation
1. Develop an equipment access program to offer equipment to companies	Internet	URL with program, equipment list
2. Develop an equity policy	Internet	URL with equity policy
3. Include commercialization activities in tenure review	University officer	Provide tenure letter or other documentation
4. Partner with or create an Entrepreneur in residence program	University HR	resume/payroll/job description
5. Develop program to recruit entrepreneurs and form companies	Internet	URL with venture program description
6. Partner with or create a business accelerator program	Internet	Accelerator program website
7. Develop, expand or support incubation capacity	Internet	Incubation services list
8. Host a business plan competition	Internet	B-plan competition announcement
9. Provide Phase “0” grants	Internet	Phase “0” RFP, awards
10. Host an angel group or start-up forum	Internet, letter	Forum agenda, attendees
11. Provide faculty with market research reports and identify companies	University officer	Example faculty report
12. X filed provisions, X non-provisional patents X filed PCT or X filed foreign patents (replace X with an estimate)	USPTO, PCT or other	Patent office receipt



Tranche requests

After completing the milestones, number them and organize them into at least four (4) tranche requests. The initial tranche should be sufficient funding to complete the first set of milestones. Target dates are not binding due dates. All milestones should be completed by the end of the award period.

Example Tranche table—Request at least 4 funding tranches and link them to specific milestones

Tranche #	Tranche amount	Milestones completed
Initial #1	\$ 1,000,000	Conditions precedent and matching funds documented
2	\$ 750,000	Milestones 1-14 completed
3	\$ 1,000,000	Milestones 15-17 completed
4	\$750,000	Milestones 18-21 completed
Final report	\$0	Milestones 1->30 completed

Example milestone chart for a tranche:

Milestones to be completed before tranche 2 of \$750,000 Target: 12 months after contract

#	Type	Milestone	Evidence
1.	Basic	Develop an equipment access program to offer equipment to companies	URL
2.	Basic	Develop an equity policy	URL
3.	Basic	Include commercialization activities in tenure review	University officer provides letter showing tenure based on commercialization
4.	Basic Note: 8 total	Partner with or create an entrepreneur in residence program	University HR
5.	Technical	Develop prototype	Prototype test report by collaboration partner
6.	Technical	Begin first animal test	IRB approval letter, study overview
7.	Capacity	Develop an equipment access program to offer equipment to companies	URL with program, equipment list
8.	Capacity	Develop an equity policy	URL with equity policy
9.	Capacity	Include commercialization activities in tenure review	Provide tenure letter or other documentation
10.	Outcome	1 startup company formed	Secretary of State filing
11.	Outcome	2 companies using engineering services or sponsored research	Company list and agreement, potentially payment proof

