

Use of mini-grant funding awarded to UD I-Corps Sites teams is governed by this policy.

Generally Acceptable Use

Expenditures for customer discovery research and research consultation are generally acceptable and do not require pre-approval.

Customer Discovery Research. Expenditures that are directly relevant to the team's conduct of customer discovery research are permitted. This may include costs of travel needed to conduct face-to-face interviews, production of materials used in research, including virtual and physical prototypes. Costs associated with research record keeping, including customer discovery/business model validation tracking software licenses, are also acceptable.

Research Consultation. Extensive guidance on the conduct of customer discovery research will be provided during the I-Corps Sites training sessions by members of the instructional team and mentors. However, teams needing additional help during the sessions or follow-on assistance after the training sessions are permitted to expend grant funds for research-related consulting services *if they are provided by a program-approved technical advisor/vendor*. For example, consultation aimed at developing a problem or solution interview script or the design of an A/B value proposition experiment may be charged to the mini-grant.

Acceptable with Prior Approval

All expenditures that promise to directly further the aim of determining the commercial viability of the team's business model may be permissible. However, items that do not fall clearly into the categories described above require prior written approval from Dan Freeman (UD I-Corps Sites PI, freemand@udel.edu).

Unacceptable Expenditures

Expenditures relating to legal expenses, accounting expenses or other costs that do not relate directly to customer discovery and the use of lean startup-based methodology for assessing commercial viability are not permitted. Teams found to have used award funding to cover such costs will be required to reimburse the UD I-Corps Sites Program and may be excluded from follow-on opportunities.

Access to Funds, Record Keeping and Award Duration

Teams will be provided with a \$1000 pre-loaded UD purchasing card during the first session of the I-Corps Sites training program. They will then have 3 calendar months to expend these funds and must keep a detailed record of expenditures, including virtual or paper receipts for each purchase.

Up to two additional \$1000 cards will be available to teams as early as the third training session. Granting of these cards is contingent upon the team demonstrating satisfactory progress toward the assessment of commercial viability.

Teams may request a 1-month extension of the expenditure window by requesting written approval from the PI. Teams failing to provide a detailed expenditure record may be asked to reimburse the I-Corps Sites Program for dubious purchases. Unspent funds must be returned to the UD I-Corps Sites Program immediately at the conclusion of the funding window.