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NCGE-Kauffman

Entrepreneurship

Fellowship

2009

Guidelines for Applicants

National Council for Graduate Entrepreneurship

Ewing Marion Kauffman Foundation

Prepared: February 2008

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Overview

The National Council for Graduate Entrepreneurship (NCGE) and the Ewing Marion Kauffman Foundation (EMKF) joined together in 2007 with the UK government to develop the NCGE-Kauffman Entrepreneurship Fellowship (NKEF). The NKEF is designed to enable science, engineering and technology students and postgraduates to develop their entrepreneurial skills and ideas, competences and capabilities for starting a business. The NKEF offers a 6 month placement in the United States with some of America's most innovative entrepreneurial thinkers, experts, universities and businesses.

2009 Introduction

Following two successful rounds of the NCGE-Kauffman Entrepreneurship Fellowship, the National Council for Graduate Entrepreneurship and the Ewing Marion Kauffman Foundation are pleased to announce that the NKEF will again be offered in 2008-2009. The 2009 NKEF will provide you with the opportunity to turn your scientific and technical expertise towards creating an innovative business with guidance from leading entrepreneurs, scholars and experts. Latest information about the NKEF is available on http://www.flyingstart-ncge.com/index.php?option=com_content&task=view&id=26&Itemid=92 or alternatively go to www.flyingstart-ncge.com and click on Fellows tab.

Each UK University has been asked to nominate individuals for the NKEF. The university that selects you will assist you with appropriate and sufficient business and product development support. The nature of this commitment and relevant roles and responsibilities are outlined in this document but are individually determined by each university.

What is involved?

The NKEF provides the opportunity for you to participate in a programme which aims to help entrepreneurial students and postgraduates who have excelled in engineering, science or technology, better understand how they can move their ideas and innovations into the marketplace, thereby turning their technical skills and knowledge to the creation of new innovative high-impact start-up company.

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You will spend time in the UK preparing for a US placement. The UK portion of NKEF is part-time from July 2008 – January 2009. During this time you will work on developing your business concept with the support of your sponsor university. You will also attend 1 induction session and 2 development sessions in the UK, which will provide preparation for the 6 month US portion of the Fellowship.

The US portion is full-time for 6 months from mid January 2009 until mid June 2009 during which time you will receive education and training from a wide range of experts. This portion of the Fellowship involves:

- 5 weeks based at the Kauffman Foundation in Kansas City, Missouri acquiring significant knowledge about entrepreneurship and its practice in the US. www.kauffman.org
- 2-3 weeks travel to the West and East Coasts of the US visiting selected university centres where Fellows are exposed to further entrepreneurship education with leading US educators.
- 12 week in-company internships with a US entrepreneur or innovative business.
- A final week of training at the Kauffman Foundation in Kansas City, Missouri before returning to the UK in June.

Costs

Your sponsor university will assist you with reasonable costs incurred to attend interviews and training in the UK.

Reasonable costs associated with the time in the US, such as travel to the US, programme-related travel and accommodation while in the US and programme-related costs such as those related to obtaining a visa and insurance required under the conditions of the visa, will be covered. Also, a small sum will be available to

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cover reasonable living costs such as food and personal expenses. The payment of costs are at the discretion of NCGE and the Kauffman Foundation.

University sponsors agree to:

- Cover prospective applicants' travel expenses to attend interviews during the selection process. Interviews are held in late May 2008 – detailed dates are below.
- Provide, between July 2008 and January 2009, intensive business support for their sponsored student and will also cover the cost of travelling to and from the induction meeting and 2 other developmental meetings held in the UK – more detail can be found in the section headed University Requirements.

NKEF Administration

The NCGE and the Kauffman Foundation will administer the NKEF. Fellows will be hosted in the US by the Kauffman Foundation on a J-1 training visa. Information about the visa sponsor and the visa application process will be provided at the Induction session in London.

Application Process

The application process for the NKEF consists of 2 stages.

Stage 1:

- Your University will identify and nominate candidates. If you are nominated you will be asked to complete an online application form. The online application form is available at www.flyingstart-ncge.com – you cannot apply without university sponsorship.

Stage 2:

- A long-list of candidates will be selected by a panel consisting of NCGE and Kauffman representatives;
- Each long listed candidate will be invited to interview in London – dates are listed below;

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- The interview panel will consist of the NKEF Directors, a Vice-Chancellor Representative, and a leading UK entrepreneur;
- Fellows will be required to provide additional documentation to support your application; transcript of marks; CV; personal and professional letters of reference; intellectual property ownership declaration statement prior to interview. The time between being short listed and interview is short so it is important you have these documents organised in advance.
- Successful Fellows will be notified on the 2nd June. Follow-up on-campus visits are held during the weeks of 9th to the 20th June and final announcement of confirmed Fellows made on 1st July, which is the official start date for the 2008-2009 NKEF which is 1st July 2008. The official end date of the Fellowship is 30th June 2009.

Timelines

The following timelines apply for the 2008-2009 NCGE-Kauffman Entrepreneurship Fellowship:

Stage 1	
First stage application Universities to submit applications online via web site	Deadline: 5:00pm 2nd May 2008
Notification of second stage interview and request for detailed application form – submitted via email	5:00pm 9 th May 2008

Stage 2	
Second stage submission of documentation – draft business plan, transcripts of marks and CV, letters of reference	Deadline: 5:00pm 19th May 2008
Second Stage Interviews To be held in London at venue to be confirmed	Mon. 19 th , Tues. 20 th and Wed. 21 st May 2008
Notification of successful Fellows	Deadline: 5:00pm 2nd June 2008
Campus visits – onsite visits with Fellows and University Mentors and NKEF representatives	Weeks of 9 th June to 20 th June 2008

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Public announcement of Fellows and official start date for NKEF 2008/9	1st July 2008
Fellows Induction Session Overnight in UK location – two nights	21 st ,22 nd , 23 rd July 2008

University Sponsorship Requirements

Your university sponsor commits to providing you with:

- A university mentor who can assist you to develop your product idea.
- The university will facilitate the work of you and your mentor in a proactive way, ensuring that you meet Fellowship goals and responsibilities.
- Physical support facilities, if necessary, e.g. a hot desk or equivalent within an incubator space, or desk in post-graduate centre office.
- The university will provide financial support to you to cover your travel costs to attend 2nd stage selection interviews in London.
- If you are selected to be a 2009 Fellow, your university sponsor will reimburse you for reasonable travel costs for you to attend a 2 night/3 day induction session and 2 other development sessions. Accommodation and subsistence for all sessions is provided by NKEF.

Candidate Eligibility Requirements

To be considered for a Fellowship:

- Be a current student, either undergraduate or post-graduate, of an English university who has excelled in science, technology, or engineering and who ideally will complete their studies in 2008 or 2009. Candidates will ideally be within 1 year of completing their degree and have some professional experience related to their business idea. If the applicant will be more than one year out of a degree program by the start of the program they will be required to provide documentation of at least one year of work experience related to their intended field.
- Be an EU national and eligible to travel to the US.

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- For visa purposes, be 21 years of age or older by January 1, 2009. If you have been to the US on a J-1 training visa before participation may not be possible but evaluation will take place on a case by case basis. You must be able to demonstrate intent to return to your home country and be willing and able to adhere to US visa requirements.
- Have a clear product which is beyond initial design stage but is pre-concept funding stage. You should be beyond the 'defining the concept' stage and in to the 'developing the concept' stage. Please contact your university or a NKEF Director should you have any questions about this.
- Be committed to starting your business in the UK within two years of completing the Fellowship.
- Relish the opportunity for scholarly study of the new venture creation process and also be interested in how to make your business a global success.
- Be able to demonstrate maturity and leadership, as well as your ability to embrace new ideas, approaches, and attitudes.
- Be prepared to undertake considerable study, reading, and preparation for your time in the US. The expectation is that you will adhere to the terms of the J1 training visa – further information about the nature and requirements of the visa are available from <http://www.aif.org/exchange/applytoprogram.shtml> .
- You will not necessarily have applied for patent protection but as a minimum be in the 'investigation stage' of filing an application for a patent – if relevant to the product. In order to be considered for the Fellowship, NKEF must be reasonably assured that candidates have the facility, and/or support from the university, to proceed with the patent process for their product. It must be clear where ownership of relevant intellectual property resides, though it does not matter if this is with the individual or with the university. If it is currently not clear as to ownership of IP but negotiations are underway and are ongoing, the candidate will still considered for a Fellowship, however the issue of ownership is required to be resolved prior to confirmation of a Fellowship.
- Each Fellow and University sponsor will be asked to verify the ownership of any IP involved in the product prior to commencement of the Fellowship.

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- Be prepared to respect confidentiality and adhere to non-disclosure agreements.
- Be willing to share your experience with others in your sponsor university with a view to engendering a similar dynamic culture of entrepreneurship as in the US.

What is expected of Fellows?

The Fellowship is, we believe, a once in a life-time opportunity to experience the entrepreneurial culture and mindset of some of the leading science, technology and engineering entrepreneurs in the UK and US. The Fellowship is international in outlook and so you will be expected to embrace new ideas, new approaches, new attitudes and beliefs as you develop as both a scholar and a nascent entrepreneur.

We do not necessarily expect you to know very much about business or entrepreneurship. However, we do expect that your technical and scientific capabilities will be well developed and for you to have a clear product idea.

You can expect to be challenged about your business product idea in a constructive and empowering way. This challenging process is an integral part of the development of a robust business concept and is manifest in engaging in questioning of all aspects of the concept. Throughout this period of questioning and challenge, you will have the opportunity to develop your idea with the input and support of mentors, a leading team of experts and you will also be able to gain valuable input and learn from other Fellows!

Overall, the NKEF is a challenging and unique opportunity to broaden your mind, and to develop and expand your entrepreneurial mind set. Acquiring new skills, knowledge and expertise will be a major part of your work during the 6 month placement in the US.

Once you have committed to participate in the Fellowship you will be expected to:

- Engage fully in all aspects of the Fellowship, including UK and US training and education, and company placement.

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- Complete and commit to developing your idea fully. While some deviation and adaptation to your original idea is expected, what will not be expected is a complete or significant change in business focus.
- Conduct yourself in a professional, interdependent and business-like manner.
- Fulfil commitments that you will be asked to make with respect to providing information for monitoring, evaluation and public relations purposes.
- Communicate in a professional manner.

What can Fellows expect from the NKEF?

Confidentiality: The Fellowship is conducted with the ethos that your ideas and products are treated in a confidential manner. Where possible and appropriate those individuals who will work with you from time to time will be asked to sign non-disclosure agreements. However, confidentiality cannot be guaranteed. At the early stages of the NKEF all possible care will be taken to ensure that the individuals with whom you work will keep your idea protected. All members of the NKEF team have signed non-disclosure agreements.

Communication: We will be transparent and forthright in our communications with you so that you will be informed about all aspects of the programme of activity.

Management: The NKEF team will manage all aspects of the Fellowship and will provide the overarching guidance for your time and activity within the boundaries of the Fellowship. Visa regulations and requirements will be fully explained to you should you be selected.

Support: Throughout your time in the NKEF you will receive support from both the UK and US teams.

Your university is expected to provide you with assistance to attend at the interview stage should you be selected. They will also seek to assist if you are selected for the Fellowship.

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Should you have any questions at this point, we suggest that you contact someone from the NKEF UK team; contact details are at the end of this document.

Disclaimer: This document does not constitute a contract or an offer to make a contract and NCGE or the Kauffman Foundation reserve the right to modify this document or change the substance, content or nature of the programme at any time.

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NCGE-Kauffman Entrepreneurship Fellowship 2008 - 2009

General Contact Details and Information

The NCGE-Kauffman Entrepreneurship Fellowship is managed and supported by an international partnership;

- National Council for Graduate Entrepreneurship are based in Birmingham, UK
- Ewing Marion Kauffman Foundation based in the Kansas City, Missouri, USA.

National Council for Graduate Entrepreneurship - UK:

Director: Dr. Lorna Collins lorna.collins@ncge.org.uk t: 07850 682 833

Administrator: Ellen Jackson ellen.jackson@ncge.org.uk t: 0121 380 3545

National Council for Graduate Entrepreneurship
3 Priestley Wharf,
Holt Street
Birmingham,
B7 4BN
www.ncge.com

Kauffman Foundation – US:

Director: Dr. Wendy Torrance wtorrance@kauffman.org t: 001-816-932-1074

Administrator: Nancy Walker nwalker@kauffman.org t: 001-816-932-1074

Global Scholars Program
Kauffman Foundation
4801 Rockhill Road
Kansas City MO 64110
www.kauffman.org

Online information is available at

http://www.flyingstart-ncge.com/index.php?option=com_content&task=view&id=26&Itemid=92

or go to www.flyingstart-ncge.com and click on the Fellows tab.