

# Virginia Bio-Technology Research Park Virginia Biosciences Development Center Incubation Program Application



<b>Name:</b> (First, Middle, Last)	
<b>Title:</b>	
<b>Organization:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Facsimile:</b>	
<b>E-Mail:</b>	
<b>Website:</b>	
<b>Type &amp; Amount of Space Requested</b> (Lab or Office, # sq. ft.)	
<b>Desired Date of Occupancy:</b>	

**Any current VBRP incubator tenant desiring expanded space and any new companies seeking initial space in the incubator must complete this application and then present your request for space at a regularly scheduled Tenant Selection Committee Meeting.** Scheduled Tenant Selection Committee meetings for the 2009-10 are:

2009: May 7<sup>th</sup> July 2<sup>nd</sup> September 3<sup>rd</sup> November 12<sup>th</sup> 2010: January 7<sup>th</sup> March 4<sup>th</sup>

Committee meetings are from 2-4 p.m. on the dates noted.

Applications must include the following information:

- A completed copy of this application coversheet with the presentation date you prefer circled;
- Responses to each of the 15 items on the attached checklist of required application materials.

The Tenant Selection Committee is responsible for reviewing all applicants and recommending to the VBRP President & CEO those applicants who satisfy the Park's criteria for incubator tenant companies.

**Applications must be submitted to the Virginia Biotechnology Research Park c/o of Deneen Terrell no later than 7 days prior to the date of the tenant selection committee meeting. Applications will be accepted by regular mail, e-mail ([vbrp@vabiotech.com](mailto:vbrp@vabiotech.com)) or by fax at 804-828-8566. Applicant companies failing to meet the advance submission deadline will not be scheduled to present and will be deferred to the next regularly scheduled meeting.**



## **REQUIRED APPLICATION MATERIALS FOR NEW BIOTECH CENTER INCUBATOR PROGRAM CANDIDATES**

The following application materials are required from any new VBDC Incubation Program applicants seeking space in the Virginia Biotechnology Center Incubator Facility at the Virginia Biotechnology Research Park.

1. A list of principal markets in the life sciences industry. \_\_\_\_\_
2. A copy of applicant's business plan and executive summary, if one exists. If neither exists, then applicant should substitute a one page written summary of their business. \_\_\_\_\_
3. A copy of the applicant's financial statement's for the most recent 12-month period. If the company has not yet been formed and/or has no established financial history, personal banking records and a banking reference will be required. \_\_\_\_\_
4. Applicant's statement of projected sources and uses of cash for the proposed lease period. \_\_\_\_\_
5. List of professional service organizations engaged by the applicant (this would include legal, accounting & audit, banking, PR & marketing etc.). \_\_\_\_\_
6. Copies of company's Articles of Incorporation and Bylaws. \_\_\_\_\_
7. List of Board members including addresses & phone numbers. \_\_\_\_\_
8. Ownership list indicating names, addresses and percentage ownership in the company. \_\_\_\_\_
9. Projected major milestones to be accomplished by the company during the next 12-month period. (This would typically be a list of 3-8 items examples of which would include: submit 2 SBIR grant proposals; file a 510-K; raise \$X in private equity; complete initial tox testing on lead compound, hire two research scientists; hire experienced CEO; etc.). \_\_\_\_\_
10. Statement of the company's expectations from the VBDC. (What types of assistance & services is the company expecting to access as a result of being a tenant in our incubator?) \_\_\_\_\_
11. References (minimum of 2 required). \_\_\_\_\_
12. Proof of insurance (\$1,000,000 general liability policy). \_\_\_\_\_
13. Company's projected space needs for the next three years. \_\_\_\_\_
14. Resume for all founders of the company. \_\_\_\_\_
15. For applicants with one or more founders who are employed by VCU as faculty or staff, a signed CP-1 form for each VCU founder specifically authorizing involvement with the start-up company seeking to become a VBDC client. \_\_\_\_\_