Government of Odisha

Science & Technology Department

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ST-BT-GIA-0004-2021- 3625 **/ST, dated** 16/9/2021

Government in Science and Technology Department have been pleased to decide to provide financial assistance for establishment of new Bio-Incubator at Academic / Research Institutes / Research Hospitals /organizations fostering Innovation and Entrepreneurship and also strengthening/up-grading the existing incubators attached to Academic Institutes/Research Institutes/Stand-alone Incubators/Research Hospitals.

For the said purpose, applications are invited through proper channel from the different Academic / Research Institutes / Research Hospitals /organizations fostering Innovation and Entrepreneurship as well as other institutes having existing incubators for the said purpose.

All applications should be reached in the name of the Director, Science & Technology, Science & Technology Department, Government of Odisha, Kharavel Bhawan, Bhubaneswar by registered post on or before 31.10.2021.

Applications received beyond the due date, shall not be considered. For details advertisement, eligibility and mode of application and guidelines log on to **http://www.odisha.gov.in/sciencetechnology.**

16/9/2021

Laxmidhar Das, OAS (SS)

Special Secretary to Government

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SCIENCE & TECHNOLOGY DEPARTMENT

RESOLUTION

The 22nd March, 2021

Sub.: Guidelines for Biotechnology Incubation Centres of Bio-Incubators.

The question of framing up the said guidelines for development of ecosystem by helping nurture innovators, entrepreneurs and start-ups of the State.

After careful consideration, the Government of Odisha in Science & Technology Department have been pleased to formulate guidelines for Biotechnology Incubation Centres of Bio-Incubators for proper implementation of Odisha Biotechnology Policy, 2018 which is as follows :–

1. Introduction:

Biotechnology incubation centers play a catalytic role in development of the start-up ecosystem by helping to nurture innovators, entrepreneurs and start-ups. Bio-incubation allows harnessing of the entrepreneurial potential of start-ups by providing access to infrastructure as well as mentoring and networking platforms that the start-ups could use during their fledgling days.

The Government of Odisha intends to support establishment and strengthening of Biotechnology incubation centers in highly reputed academic and research institutions. These Biotechnology incubation centers shall be provided matching grants and performance capital grant upto 2 crore as per the provisions of Odisha Biotechnology Policy, 2018.These Bio-incubators will be placed either within academic/research clusters or as stand-alone incubators funded either privately or by State Government. The main objective of the establishment of Bio-incubators in universities and institutes is to eventually facilitate a Biotechnology start-up environment in the State.

The growing biotech start-up ecosystem would require either scaling up of existing bio- incubation space in current biotech hubs or creation of new bio-incubation space that have the potential to become bigger biotech hubs in the next decade. The main

target is scaling up of biotech start-up ecosystem, which would necessitate creation of new bio-incubation space that can provide cutting edge access to the best bio-incubation environs for propelling innovative ideas towards product commercialization. Further, the creation of new bio- incubation space should be cognizant of the differential needs of varied nature of biotech start-ups especially those that are medtech (including medical electronics hardware), biopharma, agri-biotech and biomaterials.

2. Objectives:

To strengthen the facilities for start-ups/innovative entrepreneurs for incubation and development of innovative, affordable and commercially viable bio-processes, products and high quality services.

3. Strategy for Developing and Strengthening/up-grading Bio- incubators:

3.1 Supporting new incubators at academic/ Research Institutes/ Research Hospitals/ Organization fostering innovation and entrepreneurship/stand-alone incubators.

3.2 Support for Scaling – up of already established Incubators: Strengthening existing incubators attached to Academic institutes/research institutes/ Research Hospitals / Stand-alone incubators.

3.3 Interested & eligible applicants can apply under this scheme in the suitable categories mentioned below. Detailed guidelines and eligibility criteria are mentioned under each category.

3.4 The eligible incubators will get funding support up to Rs. 2 crore for setting up or upgrading of Biotechnology Incubators in two installments. The 1st Installment will be released after approval by the Advisory Committee and the 2nd and final installment will be sanctioned after submission of Utilization Certificate against the amount sanctioned in 1st installment. The UC for the 2nd installment should be submitted in the prescribed O.G.F.R Format at the earliest.

Table - 1

Sl.No.	Category
1	Supporting New Bio Incubator at Academic/Research Institutes/Research Hospitals/organizations fostering Innovation and entrepreneurship

2	Strengthening existing incubators attached to Academic institutes/research institutes, Stand-alone incubators/Research Hospitals

4. General Criteria for assessment:

4.1 Focus would be on translational activities where innovations can be converted to product or technology. Institutes/organizations that can facilitate this mandate should only apply.

4.2 Under the various categories, Bio-incubators will be funded at strategic locations which have the potential to be future biotech hubs and proposed facility can accelerate the process by catalyzing the entrepreneurial ecosystem.

4.3 The existing capabilities of Host Institute (HI) for promoting start-ups and innovations including the teams within the HI will be assessed.

4.4 Preparedness of Host Institute in supporting Bio-technology based entrepreneurship. This will include support extended from host institutes in terms of infrastructural facilities, dedicated space for Bio-incubation, support for instruments from existing facilities, support for technical and business mentoring from within the Institute or from dedicated external sources.

4.5 Approach and Methodology to be adopted, innovative content and pipeline of potential incubatees. This will include assessment of the project reaching projected milestones, Governance Model, sustainability / revenue model, focus area of the proposed Bio-incubation center, if any. Other aspects that add value to the incubation through specialized services and support programs.

4.6 The strength of the 'Mentoring support' at the Host Institute, i.e. the ability to provide training and information needed to facilitate enterprise development and help start-ups develop sound, viable projects that can attain both social impact and commercial performance.

4.7 The strengths of Business development support at the Incubator i.e. technical assistance that is required to help prospective entrepreneurs or an enterprise to achieve their specific goals. This can include a variety of forms of operational support, such as investment readiness support and technical assistance like Business validation, Peer learning, on ground support and alliances to help the entrepreneur address the challenges of commercializing a business model.

Category I

5. Supporting New Bio-incubator at Academic/Research Institutes/ Research Hospitals/Organizations fostering Innovation and entrepreneurship.

Through this program, Govt. will invite proposals from Universities/ Research Institutes/ Research Hospitals for starting Incubation activities to support Startups.

The concerned interest in this category will be from entities which do not have a formal Incubation center but support Entrepreneurial activities and have some form of loosely woven or informal incubation activity. Such proposals will be assessed and screened based on guidelines for establishment of Bio-incubator that takes into account their merit and overall role in supporting innovation and techno entrepreneurship.

5.1 Eligibility:

(a) Bio-incubator could be hosted by an existing academic/research organization, research hospital which does not have a formal Incubation center but support Entrepreneurial activities.

(b) The Host Institute (HI) should have adequate expertise and infrastructure to support incubation activity.

(c) Incubators supported directly under this scheme may be managed by host institutes or may be in PPP mode.

5.2 Specific conditions for support

(a) The funding will be in the form of Grant-in-Aid/ Capital Investment. The percentage and manner of funding under this scheme can vary according to location; technology thrust area, infrastructure creation and the proposed operational model and depending on the reasoned recommendation of the independent external experts/professional agency.

(b) Duration of support for bio-incubation will be for 2 years, depending upon the need and recommendation of the expert panel.

(c) It is expected that a minimum of 5000 sq.ft. of space has to be dedicated for bio- incubation, to facilitate incubation of startups.

Category II

6. Strengthening existing incubators attached to academic institutes/research institutes, standalone incubators/research hospitals

Under this category existing incubators attached to academic institutes/research institutes/ stand alone incubators/ research hospitals can apply. This will support the bio-incubation in already existing incubators

6.1 Eligibility:

(a) Applicant seeking Govt. support should be operational at the time of application

(b) The incubator, seeking Govt. support, hosted in Academic/Technical/R&D Institution/ standalone incubator/ research Hospitals [called Host Institute (HI)] and other institutions should have proven track record in promotion of technology based entrepreneurship.

(c) The incubator should have adequate expertise and infrastructure to support Bio-incubation activity.

(d) Incubator, seeking Govt. support, which have existing support structures for biotech start-ups will be assessed based on the existing strength of the incubation activities.

(e) Incubator, seeking Govt. support, which do not support biotech based start-ups but have the capacity to nurture them because of the host institute's strengths in life science research and that have the potential to create spinoffs in biotech sector, will also be considered.

6.2 Specific conditions for support:

(a) The funding will be in the form of Grant-in-Aid/ Capital investment. The percentage and manner of funding under the scheme can vary according to location; technology thrust area, infrastructure creation and the proposed operational model and depending on the reasoned recommendation of the Technical/ Expert Committee.

(b) Duration of support for bio-incubation will be for 2 years, depending upon the need and recommendation of the expert panel.

(c) It is expected that a minimum of 5000 sq.ft. space would have to be dedicated for bio- incubation, to facilitate incubation of start-ups.

(d) In lieu of support, Govt. may take a small equity in the start-ups incubated in the facility. The modalities and the quantum of equity may be worked out with the applicant.

(Application format for Category I and Category II is placed at *Annexure* – I)

7. Scope for Bio-incubators/Biotechnology incubation Centre (BIC)

The grant is meant for setting up BIC or up-grading existing facilities in a BIC.

8. Selection Procedure for Bio Incubator:

The application will be received by the Science & Technology Department round the year. The Scrutiny of applications will be done by aTechnical & Monitoring Committee to be constituted by Science & Technology Department. The request for grants will be in the format enclosed at *Annexure*-1. The project for which the financial support is sought will be reviewed by Technical & Monitoring Committee with assistance of independent external experts / Professional Agency.

The composition of the Technical &Monitoring Committee:

1. Director (Tech.), Biotechnology S&T Dept. - Member
2. Academic of repute in Biotechnology - Member
3. Scientist of repute in Biotechnology - Member
4. Representative of a National Laboratory - Member
5. Representative of Biotechnology Industry - Member
6. Deputy Director (Tech), Biotechnology, S & T Department- Member Convener

(The Chairman of the Committee may co-opt external experts as a member of this committee as and when required for the purpose.)

All the grants will be sanctioned by the Advisory Committee to be constituted by Science& Technology Department.

The composition of **The Advisory Committee**:

1. Secretary, S&T Department - Chairman
2. Director (Tech.), Biotechnology S&T Dept. - Member
3. Academic of repute in Biotechnology - Member
4. Scientist of repute in Biotechnology - Member
5. Representative of a National Laboratory - Member
6. Representative of Biotechnology Industry – Member
7. Deputy Director (Tech), Biotechnology, S & T Department- Member Convener

(**The Chairman of the Committee may co-opt external experts as a member of this committee as and when required for the purpose.)**

Applications will be received round the year both in hard and soft copy. The applications will be addressed to the Director, Biotechnology, and Science & Technology Department and through Email ld: director.bt@gmail.com.The

Technical & Monitoring Committee will review the completeness of the proposal. Incomplete applications and those which do not meet eligibility criteria will not be considered. Applications that are complete will be evaluated. The applicant may be invited to make a detailed presentation before the Experts of Advisory Committee. The decision of the committee on a proposal will be final and communicated to the applicant.

8. Monitoring & Evaluation:

The Lead partner institute/individual institutes will regularly submit progress report as per the time line mutually agreed upon between Science & Technology Department and Grantee through the MoU. The Technical & Monitoring Committee will coordinate and place the progress report biannually before the Experts of Advisory Committee for review and suggestions.

9. Termination of Grant:

During periodic review by the Technical & Monitoring Committee, if performance is found to be unsatisfactory due to lack of poor implementation, suitable corrective measures may be suggested by the department. If the suggested corrective measures are not implemented effectively and the performance of the project does not improve within three months then the funding support will be terminated. In case of mis-utilization, misappropriation and wrong reporting the funding support will be terminated with immediate effect. In both the cases, the implementing agency will be asked to refund the funds received by them along with interest, or no further funding will be released to them or both. In all such cases the decision of the S&T department will be final and binding.

10. Submission of utilization certificate and Expenditure statement

The implementing agency will submit the Utilization Certificate (UC) and Audited Expenditure Statement by a CA firm, duly signed by the Head of the organization to the Science & Technology Department at the end of each Financial Year.

By Order of the Governor
SANTOSH KUMAR SARANGI
Principal Secretary to Government

ANNEXURE 1

APPLICATION FORMAT

1. Name, Status & address of the Consortium Partners/ University/Institute/Research Hospitals.
2. Category of the proposed grant:
3. Is it a new initiative in the university /institution /incubator /research hospital
4. Name of Project Leader: Nodal person who is/will be handling the project and his /her competence
5. Details of existing department related to Life Science –
   (a) Name of the existing department(s).
   (b) Number and level of faculty and students/researchers.
   (c) Areas of research being pursued with details of projects, period in each department.
   (d) Details of infrastructure facility available department wise.
   (e) How the proposed will benefit the departments.
   (f) Existing facilities and programs available to support Biotech entrepreneurship.
   (g) Common instrumentation facility exists in the university/ institution will be available to the start-ups in the proposed Bio-incubator.
   (h) Facilities available to the start-ups in the existing Bio incubator if any?
   (i) Demonstrated experience incubation in general. Any experience in bio-business start-up incubation.
6. Aims and Objectives of the proposal:
   i. How the present work for which support is required scientifically & commercially significant.
   ii. How the objectives of the grant be met.
   iii. What will be the procurement process.
   iv. How the proposed requirements are integrated with the existing facilities to maximize its utilization.
   v. Any other justification for the proposed requirement.

7. Briefly elaborate how the proposed requirements will add value to the existing facilities in terms of new knowledge, methods, technology, products, services, market or have societal significance
   i. How the proposal will benefit the start-ups to become entrepreneurs.
   ii. Please elaborate how the upgraded facilities will be put to use effectively and efficiently along with a five-year management plan indicating manpower

availability, division of responsibility amongst consortium partners and SWOT analysis of the Biotechnology Incubation Centre(BIC)

8. Briefly describe your alternative contingent plan with respect to the SWOT (Strengths, Weakness, Opportunities, and Threats) analysis of BIC to make it professionally competitive business model.

9. Does the proposed BIC involve human subjects and vertebrate animals?

10. What are the main strengths of the organization/institute that you would leverage for Bio-incubator in terms of - IPR, Wet labs, Business/tech expertise, legal, industry interaction platforms etc. which will be available to the start-ups/incubatees? Give details.

11. Provide the dedicated list of mentors that would be available for start-ups/incubatees.

12. Is there any existing area dedicated for incubation? How much can be dedicated for Bio-incubator?

13. Number of start-ups can be accommodated in the proposed Bio-incubator.

14. What is the demand for such facility in the institute/organization?

15. Funding requested from other sources

    a. Govt. of India

16. Summary of the proposed project:

17. Focus area of the proposed Bio-incubator:

18. Operational Model for the proposed facility:

    - Operational strategy/ Business strategy to be followed
    - Details of the governance model to be adopted
    - Sustainability model of the proposed project
    - The revenue projections from various streams

19. Proposed duration of project:

Timeline of Activities for Bio-Incubator

Year	Activities	Deliverables
1st Year		
2nd Year		
3rd Year		

20. **Total project cost:**

i. Applicant Contribution in terms of:

- Financial:
- Space:
- Any Other Services**:**

ii. Proposed Govt. of Odisha's Contribution:

Budget break up format:

(Govt. of Odisha contribution)

A. **Non Recurring (Required/ Not required)**

	Year 1 (INR)	Year 2 (INR)	TOTAL (INR)
A. Non Recurring			
Area of refurbishment			
Renovation and refurbishing of space			
Lab furniture			
Lab Equipment (Aproximate price/unit) Number of Units Required			
Total			
B. Recurring Budget			
Year	**Year 1 (INR)**	**Year 2 (INR)**	**TOTAL (INR)**
Maintenance/ Repair of Equipment			
Consumables & Chemicals			
Manpower (Number/Salary)			
Contingency			
Travel			
Workshops/Training programs/Hackathons			
Total			
Total Budget A+B			

***Note: This is an extensive budget format. As per requirements the budget Plan may include any other activity not mentioned in the format*.**

(Please mention Not Applicable (NA), wherever required)

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