



Alberta Ingenuity iGEM Support 2009 Program Guide

Updated: May 2009

iGEM Program Guide: Summary of 2009 Activities

The iGEM experience utilizes the creative application of many aspects of entrepreneurship to achieve success. This includes the rigorous scrutiny of business plans, innovative fundraising, integration of human practices, inspection of protocols and procedures of the project for alignment with ethical impacts on society and dynamic presentation skills. In 2009, Alberta Ingenuity's iGEM program will encourage and assist the integration of these concepts into each Alberta team.

This guidebook provides details on Alberta Ingenuity's support of the iGEM program. It will be updated regularly with new information, especially concerning dates and locations of events. Please also see the Alberta Ingenuity and aGEM websites for periodic notable updates.

2009 CALENDAR OF EVENTS

March 31	Team Registration on iGEM website Team Rosters due to Alberta Ingenuity Kickoff events at participating universities
May 4	University of Lethbridge
May 5	University of Alberta
May 6	University of Calgary
May 15	Team Business Plans due to Alberta Ingenuity
May 16 and 17	iGEM Instructor Workshop at MIT
May 25	Dragon's Den-like Event Business plan presentations at Alberta Ingenuity, Edmonton
May 29	E3LS/Human Practices Workshop University of Calgary 8:00 a.m. – 5:00 p.m.
June TBC	Wiki Workshop
July TBC	Presentation Skills Training
August	Travel arrangements to iGEM Jamboree begin
Sept. 18 - 20	aGEM Jamboree at the Banff Centre
Oct. 30 – Nov. 2	iGEM Jamboree 2009
Nov. 30	Team Final Reports due to Alberta Ingenuity

iGEM Program Guide: 2009 Events

TEAM REGISTRATION

Each Alberta team interested in participating in Alberta Ingenuity's 2009 iGEM Program is eligible for funding. Teams that have not been in communication with Alberta Ingenuity until now should contact [Jen Hill](#) to discuss their team's involvement in the Program.

For timely registration and payment, teams must do the following:

- By **Monday, March 30**, team leaders must register the team on the [iGEM registration system](#). Note: This process may take iGEM Headquarters several days to process.
- Once registered, team leaders will be prompted to pay the team's registration fees. Please contact [Jen Hill](#) to have Alberta Ingenuity pay the registration fees by the **Tuesday, March 31** deadline. She will require the team name as registered with iGEM.
- If a team misses the deadline but still wishes to participate, the \$500 late registration penalty will be applied to the team.

TEAM ROSTER

Once each team has registered online, the team roster and appropriate signatures must be provided to Alberta Ingenuity by **Tuesday, March 31**. If you do not have a copy of the roster, contact [Jen Hill](#).

KICKOFF

Alberta Ingenuity will celebrate the kickoff of the 2009 iGEM season by hosting an informal event at each participating institution. Each event will include team building activities and Q&A between Ingenuity staff and the teams.

May 4	University of Lethbridge
May 5	University of Alberta
May 8	University of Calgary

iGEM INSTRUCTOR WORKSHOP

iGEM Headquarters will host a workshop to provide background and teach some of the fundamental philosophies and ideas of iGEM and synthetic biology, pass on important information for this year's iGEM season and to introduce the teams before the season begins.

This year, the iGEM Instructor Workshop is mandatory. Every team must send at least one participant to this workshop. The workshop is at MIT on **May 16-17, 2009**.

DRAGONS DEN-LIKE EVENT: Monday, May 25

Each team must submit a business plan to Alberta Ingenuity by **Friday, May 15**, following the outline specified. Up to three representatives from each team will be invited to Alberta Ingenuity to present and defend their business plans in front of a panel of business and innovation experts. More details on this event will be provided once the [business plans](#) are submitted. The [presentation](#) will be held in the boardroom at Alberta Ingenuity in Edmonton.

Alberta Ingenuity is funding this workshop and any associated travel costs.

E3LS/HUMAN PRACTICES WORKSHOP: Friday, May 29

Ethical, Economic, Environmental, Legal and Social (E3LS) concerns of synthetic biology are included in the judging criteria at the 2009 iGEM Jamboree. To assist teams focus on these issues we will hold a one-day workshop in Calgary. Each team must send two qualified participants to this event. The workshop will be co-hosted by Gregor Wolbring of the University of Calgary and Lori Sheremeta from the National Institute of Nanotechnology. University of Calgary, Room G644, 9:00 a.m. - 4:30 p.m.

Alberta Ingenuity is funding this workshop and any associated travel costs.

WIKI WORKSHOP: June TBD

This single day workshop, which must be attended by two members from each team, will provide a background on wiki building and site navigation. Alberta Ingenuity is funding this workshop and any associated travel costs.

PRESENTATION SKILLS TRAINING

Winning a gold medal at iGEM becomes easier when strong projects are presented by strong speakers. Alberta Ingenuity will provide a workshop on presentation skills training, bringing in speakers to coach teams on crafting creative and effective presentations. Team members will also learn how to relate their projects to the lay public for effective fundraising, how to make 'elevator' pitches and how to speak to the media. Up to two members from each team are required to attend.

Alberta Ingenuity is funding this workshop and any associated travel costs.

Date and location coming soon!

aGEM JAMBOREE: September 18 – 20, The Banff Centre

Alberta teams are invited to participate in the second annual aGEM Jamboree at the Banff Centre. This weekend event will include keynote speakers and social events, as well as formal judging of each project and poster presentations. The judging criteria of aGEM will be similar to that used for the iGEM Jamboree at MIT.

Alberta Ingenuity is funding the aGEM Jamboree and any associated travel costs. **Further details to follow.**

iGEM JAMBOREE

The iGEM Jamboree at MIT in Cambridge, Massachusetts will take place from **October 30 - November 2, 2009**. Presentations will be given on both Saturday and Sunday, with no more than 5 parallel sessions at a time. Tracks will be assigned to different satellite areas around MIT campus. The awards ceremony will be held on Monday morning.

Travel and expenses for team members to attend the Jamboree will **not be** covered by Alberta Ingenuity. It is advised that each team include this travel budget in their business plan. Alberta Ingenuity can assist with negotiating group rates, and will answer questions regarding travel. Please refer to the "Financial Plan" section on page 8 for details on possible funding through Alberta Ingenuity.

TEAM FINAL REPORTS

Each team must submit a final report to Alberta Ingenuity by **Monday, November 30**. The report must detail the team's achievements throughout the season, results from the competition and any suggestions for improving the following years. A complete list of sponsors and final project budget is also required.

iGEM Program Guide: Team Business Plan

Each team must submit a business plan to Alberta Ingenuity by **Friday, May 15**. These business plans should reflect the drive and the scope of the team project for the current iGEM season. Representatives from each team will present and defend their plans during the [*Dragon's Den*](#)-like event to be held later in May.

1. COVER PAGE (1 page)

The cover page must provide the project/team title, name of sponsoring institution and date of submission.

2. EXECUTIVE SUMMARY (1 page)

The significance and potential impact of the project outcomes to synthetic biology, Alberta and Canada should be clear.

3. PROJECT DESCRIPTION (up to 5 pages, excluding references, figures and tables)

Provide a description of the team's project. Ensure the grand challenge, objectives, methodological approach and rationale are described in detail. The feasibility and overall engineering/scientific merit of the project should be clear. In addition, a concise summary of the current state of knowledge relating to the work proposed and relevant work previously completed by team members should be included.

The following headings should be used as appropriate in the detailed description:

- Background and work completed
- Grand challenge
- Objective(s)
- Methodologies and rationale
- Potential for market, social and/or scientific impact
- Originality

4. TEAM GOALS (1 page)

Describe the team's goals in terms of achievements within the project, industry involvement and objectives with respect to the iGEM Jamboree in Boston. Be specific about expectations for awards, commercialization, advancement of knowledge, etc.

5. IMPLEMENTATION PLAN (up to 2 pages)

Demonstrate how the team will achieve the project objectives and team goals by providing a plan with specific and measurable activities or milestones. Each milestone should have a name, start date, end date, budget (if applicable) and a person responsible. Specific detail regarding results tracking must be included.

6. TEAM RESOURCES (up to 3 pages)

- a) **People** – Describe the team and the role each team member will have. A short paragraph on each member’s background should be included, space permitting.
- b) **Facilities** – Provide a summary of the facilities the team will have access to and explain how these relate to the project’s outcome. Where facilities are not yet available, outline how the team will gain access to the necessary equipment, materials, space, etc.
- c) **Mentors** – Provide an overview of the mentorship provided by the lead advisor, other mentors and key participants, as relevant.

7. FINANCIAL PLAN (up to 3 pages)

- a) **Budget** (1 page) – Create a budget of expected team expenses to the end of the calendar year. Indicate the amounts, sources of funding and timing for each cost.

Use the following column headers:

Item description	Unit cost	# of units	Item cost	Sources		
				Alberta Ingenuity	Sponsoring Institution	Other (add columns as necessary)

Alberta Ingenuity will provide up to \$20,000 in seed funding for each team.

In addition, provide justification for the items where Alberta Ingenuity financial support is requested. Travel to the [iGEM Jamboree](#) will be covered as requested within the \$20,000 available team budget from Alberta Ingenuity.

Funds provided by Alberta Ingenuity will be administered through the sponsoring institution’s financial system and may be used to cover the following expenses:

- Stipend contribution to student team members
- Purchase of scientific materials, books, periodicals and journals
- Supplies and expendables
- Computer hardware and software
- Costs for the use of libraries, computer and animal facilities
- Costs associated with the publication of research results
- Travel for team members to attend the iGEM Jamboree
- Team promotion costs

*All purchased materials become the property of the sponsoring institution.

- b) **Fundraising** (1 page) – Describe the team’s plan to generate funds to see the project through to completion. Fundraising could result in cash or in kind donations. Explain what methods will be used, who will be approached and which team members are responsible for ensuring successful fundraising.

iGEM Program Guide: Business Plan Presentation – Monday, May 25

This *Dragon's Den*-like component of Alberta Ingenuity's 2009 iGEM Program will provide each team the opportunity to present their [business plan](#) to a panel of 5 people comprised of venture capitalists, business managers, entrepreneurs and Ingenuity staff. Up to 3 members from each team will represent their team at this event.

The panel will use the following criteria to evaluate the validity of each team's business plan:

> JUDGING CRITERIA

1. Degree of innovation/newness

To what extent is the team's iGEM concept dramatically different from what exists in the field or market?

2. Overt benefit/product-market match

To what extent is there an overt, specific benefit in meeting the needs/addressing the challenges of an identifiable target demographic (e.g. market, social realm, technical community, etc.)?

3. Feasibility/reason to believe

To what extent is the team's iGEM concept believable (e.g. substantive, supporting research, etc.)? To what extent does their identified methodology seem likely to generate positive results over the course of the iGEM season?

4. Market potential/social impact

To what extent does the team's iGEM concept create economic, social or technical value or otherwise have potential for impact?

5. Overall presentation

To what extent was the pitch clear and convincing?