University of Rochester Student Incubator

*@ High Tech Rochester’s Lennox Tech Enterprise Center*

# Application Form

Submit application to

matthew.spielmann@rochester.edu

1-211 Carol Simon Hall

Box 270360

Rochester, NY 14627

Eligibility & Application Process:

* The Student Incubator is available to selected student-run startup companies.
* To be eligible for admission, each company must be made up of a majority of currently-enrolled students (with company ownership), either undergraduate or graduate level.
* All interested student businesses must fill out an application form to be considered for admission into the incubator. This application can be obtained from the Ain Center for Entrepreneurship.
* The annual winner of the Mark Ain Business Model Competition will automatically qualify for admission into the Student Incubator.

Incubator Services & Benefits:

* Free furnished space within the Student Incubator, including wireless internet access, and access to shared meeting rooms.
* Each student business will be assigned a mentor, who will provide coaching and guidance, and will help their teams establish quarterly milestone targets.
* Student Incubator companies will also have access to all client amenities within the HTR Lennox Tech Enterprise Center – this includes access to conference rooms, the multi-media center, shared copiers, printers, etc., as well as access to HTR’s Director of New Ventures and Entrepreneurs-in-Residence, who can provide additional coaching, mentoring, and connections.

Client Responsibilities:

* Student Incubator clients agree to use the space for the purpose of building real companies, and not for any other purpose.
* The student teams agree to provide quarterly updates to their mentor, which will include progress against agreed upon milestones, and financial reporting – to help companies begin to develop a regular reporting ‘rhythm’.

Exiting the Student Incubator:

* If student companies fail to make progress on their agreed upon milestones for a period of six months or longer, they may be asked to exit the incubator.
* Once all company team members have graduated from the University, they will no longer be eligible for free space and will begin to transition out of the Student Incubator (transition period not to exceed one year). During the transition period, companies will pay a discounted rent to the University (equal to $100/month per team member, up to $200/month maximum per company), beginning the first day of the month following the last team member’s graduation from the University.
* “Graduates” of the Student Incubator will be encouraged to stay within the Lennox Tech Enterprise Center, and become HTR client companies, to continue to receive coaching, mentoring, and incubation services.

**Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CEO Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Your Business Would Like to Enter the Incubator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Length of Time your Company Needs in the Incubator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Owners**

**Name Title UR Affiliation School**

 **(Class Year) (Simon, Warner, etc.)**

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**I. Company Profile**

**a. Explain your product(s) or service(s).**

**b. Describe the market segment or segments that you are targeting.**

**c. Explain the current status of the business in detail. Do you have a product prototype? Have you completed market research? Have you applied for a patent or copyright? Do you have any sales yet (if so, explain in detail)? Have you applied for any financing? What other progress have you made?**

**d. What financial resources, if any, do you currently have to support the business?**

**II. Incubator Needs and Requirements**

1. **How many employees will the business have during its first six months of operation, and at what points do you anticipate adding employees, if at all?**
2. **How many of these employees will actually be working in the Incubator?**
3. **Will any of these employees be non-University of Rochester students? If so, please indicate their names.**
4. **Do you anticipate having any equipment other than standard office equipment in the incubator in support of your business? Please explain.**
5. **Does your business have any unique space, storage, equipment, software, meeting room, or other requirements? Please explain.**
6. **Describe the operating hours of your business.**