

## Guidelines and Instructions for Triggering Event Reporting and Payments

The Life Sciences Discovery Fund (LSDF) requires for-profit grantees to submit annual Triggering Event Reports\*. The occurrence of a Triggering Event\*\* will then require the grantee to submit semi-annual Triggering Event Reports and may require the grantee to make payments to LSDF.

LSDF will email the report (a fillable Excel form) to the grantee approximately 30 days in advance of the due date. The report includes a check list of the Triggering Events and a field to report whether or not the Triggering Event has occurred during the reporting period. It also includes fields to report the cumulative License Revenue, Net Sales Revenue, and Consideration received by grantee as of the end of the reporting period. The cumulative payments made by the grantee to LSDF toward the Full Payment Amount is pre-filled. Grantees must make any applicable payment due to LSDF contemporaneously with submission of the report. All payments must be made by check or wire transfer of immediately available funds to the account designated by LSDF

The first annual triggering event report is due within 30 days of the one year anniversary of the grant agreement Effective Date, with subsequent reports due within 30 days of each one year interval thereafter until a Triggering Event is reported. After the first Triggering Event is reported, reports will be due within 30 days of each six-month interval. Triggering Event Reports cease once grantee's obligation to make Triggering Event payments to LSDF has ceased.

A sample Triggering Event report is available at

[http://lsdfa.org/documents/pdfs/TriggeringEventReportingForm\\_SampleForWeb.pdf](http://lsdfa.org/documents/pdfs/TriggeringEventReportingForm_SampleForWeb.pdf).

### Instructions for the Report

1. Approximately 30 days prior to the due date, LSDF will email the Principal Investigator (PI) the Triggering Event Report form. The report will be pre-populated with grant agreement data and, if applicable, data from previous reports.
2. Report only on LSDF-funded work.
3. ***In the Report Tab, fill out non-shaded fields in sections 'A' and 'B'. If answering 'yes' in questions 1-3, be sure to complete ALL non-shaded fields to ensure accuracy of auto calculations.***
  - a. The *Cumulative Revenue* and *Payment Due* fields auto-calculate based on the answers provided and information from prior reports.
4. Print or save a copy of the Excel document for your records. LSDF will return a create a PDF copy of the report for official records and will send the PI a copy.
5. The report must be returned **in Excel form** to [programs@lsdfa.org](mailto:programs@lsdfa.org).
6. If payment is due, LSDF will forward the wire transfer instructions to the Principal Investigator.

\* Please consult the grant agreement for further details.

\*\* The terms, Triggering Event, License Revenue, Net Sales Revenue, Consideration, Full Payment Amount, Effective Date, and Principal Investigator used in these Guidelines and Instructions are as defined in the grant agreement.