Entrepreneur Handbook

Resources for Starting a Business in Fairbanks, Alaska
invent
plan
compete
fund
innovate.
grow
A Broad Overview of how Alaskan Entities Support Fairbanks’ Entrepreneurs

Alaskan nonprofits, government entities, and private sector entities support small businesses across the state. Throughout this handbook, you will find a listing of resources that are available to these entrepreneurs in the interior. The purpose of this document is to list the resources that we have, and list where we may struggle in our support of innovators and entrepreneurs. It is a working document, and our hope is that it will be used as a starting point for increasing support for the entrepreneurs in our community.

**Idea Generation**
- Business Resource Lists
- Entrepreneur Hanbooks
- Cheap cross collaboration space
- Networking Opportunities
- **Team Building Events or Services**
- Proof of Concept through testing and research.
- Workshops on how to protect intellectual property.
- Idea Generation Sessions
- Retail Product Ideas

**Planning**
- **Business Plan Workshops**
  - **Lean business plan workshops**
  - **Business Pitch Workshops**
  - **Business advising services**
  - **Tools for specific industries**

**Financing**
- **Idea competitions for possible funding**
- **Business plan competitions for possible funding**
- Provide Grant and Proposal Writing Workshops for SBIR/STTRs
- **Programs to establish financial credibility**
- **Angel Investment**
- **Venture Capital**
- Workshops and financing "fairs " to connect entrepreneurs with the right type of startup money.

**Growing**
- **Educational materials on how to get licensed, insured and bonded**
- **Educational materials on how to hire employees**
- **Materials about finding cheap space**
- Educational materials on how to increase the reach of your advertising and marketing
- Workshops on how to increase exports
- Workshops about government contracting
- Workshops on the creation of a website or online storefront
- Skills training through local community colleges, training programs, and universities.

*Italicized bullet points may not be offered in Fairbanks online or in person.*
What type of assistance can OIPC provide in starting my company?

Through our network, we can provide introductions to:

- Potential investors and corporate partners.
- Business mentors and entrepreneurs.
- Legal and accounting services.
- Resources for navigating campus policies on use of outside time and on-campus research.
- Resources for business plan writing and market analysis.

Do I need a business plan to obtain a license from UAF to the intellectual property?

No. However it is often a good idea to develop at least an initial development plan and budget prior to entering into a license agreement for patents/copyrights as this can help inform your company’s negotiations on the license deal terms.

Does the company need to be formed before I can obtain a license to the intellectual property?

Yes. However even before a company has been formed you can enter into a simple “letter of intent” with the University to lock up the intellectual property while working on getting the company up and running.

Do I need to get a license to the intellectual property in order to attract investors?

Not necessarily. A simple cost-effective “letter of intent” with the University with an attached license term sheet is often enough to attract potential investors and partners. We can then implement a full license agreement once the company is ready to do so.

How do I obtain a license for the intellectual property from UAF?

We try to keep the process for startup licenses simple and efficient. All you need to do is let our office know which technologies you are interested in and connect us with the person who will lead the license negotiation with UAF.

How are license terms determined?

License terms are tailored to the specifics of the technology, market and business plan of the Licensee. General terms found in most licenses include a license fee, royalties, diligence terms, milestone/maintenance fees and reimbursement of patent costs.
How can I avoid or manage any conflicts of interest in the licensing process?

UAF employees with a financial interest at stake must disqualify themselves from making or influencing a University decision with regard to both the selection of a licensee as well as negotiation of a license agreement with that business. However, there are certain exceptional circumstances where the inventors may be involved in the licensee selection and/or license negotiation.

Can I hold a management or officer position in the company?

Possibly. Managerial or salaried positions require prior approval from UAF. These requests need to be endorsed by the faculty member’s chair and dean before being forwarded to the Office of Research Integrity and General Counsel. Please consult with Adam Krynicki at OIPC for more information about the process.

Can I consult for the company?

Yes. However, Be aware that you should notify the company of your pre-existing obligations to disclose and assign IP to UAF and also because consulting agreements are personal agreements between you and the company; UAF cannot provide you with legal advice about these agreements, we suggest that you retain personal legal counsel to review and help negotiate your consulting agreements.

Can my company apply for an SBIR/STTR while I continue to work at UAF?

Yes. There are some key points to keep in mind though. Faculty may not hold a full-time appointment at UAF and concurrently serve as the PI of an SBIR/STTR grant for a company. In general the Principal Investigator for the small business applicant should not be a UAF employee, although exceptions are considered on a case-by-case basis for part-time employees, and postdoctoral scholars who are close to completing their training and are ready to leave UAF. Finally, faculty may not bring research into their laboratories from a small business in which they have a financial interest without a conflict of interest management plan.

Does a small business that wants to apply for an SBIR/STTR grant need to get a license from UAF to intellectual property that will be used in the research?

It can be a good idea to have an option or license for the IP with UAF in place prior to applying for or starting work under an SBIR/STTR to ensure that the company has access to the IP. Having an option or license in place at the outset also mitigates the possibility of potential IP infringement that may result from work under the SBIR/STTR.
resources
Resource Lists
Dept. of Commerce and Economic Development List
- http://www.dced.state.ak.us/ded/dev/smallbus/home.cfm
- http://www.dced.state.ak.us/ded/fin/businessSupport.html

AK Sourcelink
- http://www.aksourcelink.com/
- http://www.dced.state.ak.us/ded/fin/businessSupport.html

Entrepreneur Handbooks

Cross Collaboration Space
Currently there are no local resources available.

Networking Opportunities
Alaska Inventor's Alliance
Alaska Inventor's Alliance hosts a monthly inventor's breakfast for more information contact Julia Triplehorn at jhtriplehorn@alaska.edu

Alaska Innovation and Entrepreneurship Support Group
This group is a virtual accelerator for entrepreneurs who want to network and share advice in Alaska.

Team Building Programs
This website helps entrepreneurs search for co-founders in their own cities or post their profiles to be discovered by others who could turn out to be a perfect match.
- http://cofounderslab.techstars.com/

Testing and Research Centers
University of Alaska Fairbanks
- http://www.uaf.edu/uaf/research/centers/
Cold Climate Housing Research Center
- http://www.cchrc.org/

Intellectual Property Workshops
The Inventor's Breakfast invites local attorneys and UAF's Office of Intellectual Property and Commercialization to host informational sessions free of charge. For more information please contact Julia Triplehorn at jhtriplehorn@alaska.edu

Idea Generation Sessions
Currently, there are no local resources available.

Commercializing Retail Products
Quirky
This website can help you commercialize your household and retail inventions. Quirky launches 2 inventions a week into the market by communicating with industry professionals or selling them through its website.
- www.Quirky.com
**Business Plan Workshops**

Small Business Development Center
- In planning phase

Cottage Industry Development Through Cooperative Extension
- http://www.uaf.edu/ces/hhfd/smallbusinessdev/

**Business Plan Assistance Tool**

This website will help you to prepare business plans, financial projections and investor presentations

**Business Plan Database**

Largest single online collection of free sample business plans it includes practical advice on planning, interactive tools and calculators, and a question and answer section
- http://www.bplans.com/sample_business_plans.cfm

**Small Business Courses**

Free Online courses to help to start and build businesses in Alaska
- http://www.smallbizu.org/alaska/

**SBDC Courses**


**Small Business Resource PDF**

This PDF outlines everything you need to know about setting up, marketing and managing the revenue of your business.

**Lean Business Plan Workshops**

Currently, there are no local resources available.

**Business Pitch Workshops**

Currently, there are no local resources available.

**Business Advising Services**

AMEP (Alaska Manufacturing Extension Partnership)
- http://www.ak-mep.org/

**Development Tools for Specific Industries**

Listing of Industry Programs

This website provides a list of links to help to direct businesses to regulations for their specific business needs.

**Market Research Tools**

Economic Information By Region

These websites provide information on the unemployment rates and economic trends in Alaska by region.
- http://almis.labor.state.ak.us/?PAGEID=67&SUBID=177
- http://www.commerce.state.ak.us/dca/
funding your startup.

### Idea and Business Plan Competitions

**Arctic Innovation Competition**
*This is a competition for inventors put on by the University of Alaska Fairbanks*

**Alaska Marketplace Ideas Competition**
*The Alaska Marketplace is an ideas competition that promotes new organizational concepts which employ innovative ways of driving economic development and serving communities in rural Alaska.*
- [http://www.alaskamarketplace.org/the-competition/](http://www.alaskamarketplace.org/the-competition/)

**Alaska Business Plan Competition**
*The Alaska Business Plan Competition is open to businesses that have or intend to have a significant operating presence in Alaska.*
- [http://akbizplan.org/](http://akbizplan.org/)

### Financing Information

**Alaska Commerce**
*This website provides basic information on how to finance your business and which options are best for you.*

**Alaska SB Loan Program**
*This website helps to provide private sector employment by financing the start-up and expansion of businesses that will create significant long-term employment.*
- [http://www.commerce.state.ak.us/ded/fin/sbed.cfml](http://www.commerce.state.ak.us/ded/fin/sbed.cfml)

**Angel Investment**
*Currently, there are no local resources.*

**Venture Capital**
*Currently, there are no local resources.*

### Grant Assistance

**List of Alaska Business Grants**
*This website provides a list of grants available to Alaska entrepreneurs.*
- [http://commerce.alaska.gov/dca/grt/allgrants.htm](http://commerce.alaska.gov/dca/grt/allgrants.htm)

**SBIR Assistance**
*Small Business Innovation Research grants fund research and development (R&D) by U.S. owned and operated businesses of less than 500 employees.*

**TREND through SBDC**
- [http://aksbdc.org/about/programs/trend/](http://aksbdc.org/about/programs/trend/)

**Grant Proposal Assistance**
*This website assists people in writing and developing grant proposal for submission.*
- [http://njms.umdnj.edu/research/orsp/DevelopingAndWritingGrantProposals.htm](http://njms.umdnj.edu/research/orsp/DevelopingAndWritingGrantProposals.htm)

### Financing Programs

**The Funding Exchange**
*Alaska Funding Exchange, Inc provides fundraising services and consulting to non-profits throughout Alaska.*

**Micro Loan Program for Women**
*This program provides lending opportunities to women-owned businesses which may or may not qualify for conventional funding.*
- [http://www.ywcaak.org/finances_microloan.htm](http://www.ywcaak.org/finances_microloan.htm)
License, Insurance and Zoning Information

SBA Licensing
This website provides helpful information from the Small Business Association about Alaska business licensing, tax registration, local permits, incorporation filing, and employer requirements.
- http://www.sba.gov/bgsearch/permitme2_0.do?q=99709&bcat=bt

Forms and Fees
This website provides a list of forms and fees need to license your business in Alaska.
- http://www.commerce.state.ak.us/CBP/Main/

Business Zoning
This website provides information on zoning regulations in Fairbanks.
- http://www.co.fairbanks.ak.us/Zoning/default.htm

Fairbanks Business Licenses
This website provides information about licenses that are needed to conduct business in Fairbanks.

Insurance Information
This website provides a list of helpful links on business insurance: buying, requirements for employers, types and resources.

Government Contracting
Currently, there are no local resources.

Hiring Information

Alaska Works Partnership
AWP can help you connect to training, education, apprenticeship, and careers in Alaska's construction industry.
- http://akwp.org/

Department of Labor
- http://labor.alaska.gov/employer/employer.htm

OSHA
OSHA assures safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.
- http://www.osha.gov/

Government Contracting

Business Location Resources
Currently there are no local resources.

Export Information

Export-Import Information
- http://www.exim.gov/

Export Online Training Sessions
- http://www.bis.doc.gov/seminarsandtraining/seminar-training.htm

Foreign Trade Information
USTDA helps companies create U.S. jobs through the export goods and services for development projects in emerging economies.
- http://www.ustda.gov/
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