

# Program and Competition Participation Agreement

## ***I. Program Overview:***

NEOventions Bench to Bedside is a healthcare innovation competition and educational initiative designed to empower interdisciplinary student teams to identify clinical problems and develop creative, impactful solutions. As a participant in this program, you and your team agree to follow the guidelines outlined below to ensure fairness, professionalism, and responsible use of program resources.

### ***IA. NEOventions Bench to Bedside Competition Details:***

- Date: Wednesday, April 22, 2026
- Time: 4:00 – 7:00 PM (Check-In & Poster Set-Up begins at 3:00 PM)
  - Poster Judging Hour will occur from 4:00-5:00 PM
- Location: NEOMED NEW Center Grand Ballroom

### ***IB. Required deadlines:***

All competition material must be submitted by **04/06/2026 at 11:59 PM** to allow ample time for judges to evaluate the material prior to the competition. This includes:

- NEOventions Bench-to-Bedside Competition Packet
- NEOventions Bench-to-Bedside Competition Pitch Video
- NEOventions Bench-to-Bedside Competition Poster

Additionally, the final date to submit supply orders will be **04/06/2026**. Please read below in the “Purchase Request and Reimbursement Policy” section to submit all supply orders and plan appropriately to submit the supply orders in a timely manner prior to this deadline.

## ***II. General Expectations***

All participants must:

- Act in a professional and respectful manner during all program activities, events, and interactions with mentors, advisors, and fellow participants.
- Strive to maintain open and responsive communication with the NEOventions Bench to Bedside Executive Board and mentors.
- Make a good-faith effort to advance their project through collaboration and consistent engagement.

### ***IIA. Attendance and Engagement Policy***

To foster meaningful progress and community, your team is expected to:

- Attend all **program-wide events**, including the competition, and any seminars or workshops.

### ***III. Purchase Request and Reimbursement Policy***

The program offers limited funding to support prototyping, development, and presentation needs. To ensure responsible stewardship of funds:

- All purchases **must be pre-approved** via the official NEOvations Bench to Bedside **Purchase Request Form** ( <https://forms.office.com/r/A0vRKzq8Tg> )
- Requests must include a detailed description of the item/service, cost estimate, intended use, and vendor link (if available).
- It is the **requestor's responsibility** to ensure that the correct items are in stock and have plenty of time to arrive. This means that all preliminary research regarding your purchase shall be completed prior to submission.
- Purchases made without approval will **not be reimbursed** under any circumstances.

### ***IV. Access to Funds for Awarded Teams (Post-Competition)***

Winning teams receiving funding or investment awards agree to the following terms:

- **Award funds may only be used** toward further development of the project proposed during the NEOvations Bench to Bedside program, unless otherwise approved.
- All requests to utilize competition funding must be pre-approved prior to the expenditure.
- All expenditures must be made through NEOvations Bench to Bedside in compliance with the tax code.
- Retroactive reimbursement is not possible.
- Teams must utilize their funds **within one year** of the competition day.
- Any unused funds will be forfeited.
- Teams are expected to compete in the following year's competition as a legacy team.

### ***V. Intellectual Property (IP) Disclaimer***

Participants are responsible for managing any intellectual property (IP) related to their projects. The NEOvations Bench to Bedside program does not claim ownership of team-developed IP but encourages teams to seek appropriate institutional guidance regarding IP protection and commercialization.

#### ***VA. Obtaining Provisional Patent via NEOMED Policy***

Students or teams that are interested in and would like NEOMED to prosecute their provisional patent must read the [NEOMED IP Policy](#) and complete an Invention Disclosure Form. After completion, the team or student must then contact Maria Schimer, JD, MPH ([maria@neomed.edu](mailto:maria@neomed.edu)) and provide her office with the following:

- Invention Disclosure Form
  - Any material that describes the invention, any existing prior art (if applicable) and any USPTO searches should be included in this form.
- Description of ownership distribution
- All NEOventions Bench to Bedside preparatory materials (packet and pitch video)

Please note: Students who request that NEOMED process their patent application must assign patent ownership to NEOMED. NEOMED will then license the patent back to the student or team. Students who do not wish to assign ownership to NEOMED are free to seek independent legal counsel or to pursue their own patent application at the USPTO website.

## ***VI. Withdrawal and Communication Policy***

Participants who wish to discontinue their personal participation in the program, or withdraw their team from participation, are **required to notify the Executive Board in writing via email.**

- Notification must be received no later than two (2) weeks prior to the final competition date.
- Emails to notify: [neovationsb2b@neomed.edu](mailto:neovationsb2b@neomed.edu) , [neovationsboard@neomed.edu](mailto:neovationsboard@neomed.edu)

Participants are strongly encouraged to **communicate their decision as soon as possible** to ensure the program is not expecting their attendance at any remaining program events. Failure to provide timely notification may impact the program's ability to plan and allocate resources appropriately.

## **Acknowledgement and Agreement**

By signing below, you are acknowledging that you have read, understood, and agree to abide by the policies stated in this document, the NEOventions Bench to Bedside Program and Competition Participation Agreement. Continued participation in the program is contingent on adherence to these policies.

**Team Name (if known):**

**Project Title (if known):**

**Participant's Name (print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Participant's Signature:** \_\_\_\_\_