

## 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 off as to whether or not a Triggering Event has occurred during the reporting period; the cumulative License Revenue, Net Sales Revenue, and Consideration received by grantee as of the end of the reporting period; and the cumulative payments made by the grantee to LSDF toward the Full Payment Amount. Grantees must make any applicable payment due to LSDF contemporaneously with submission of the report. All payments must be made by wire transfer of immediately available funds to the account designated by LSDF.

The first annual report is due within 30 days of the one year anniversary of the Effective Date of the grant agreement with subsequent reports due within 30 days of each one year interval thereafter. 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 <https://www.lsdfa.org/for>.

### Instructions for the Report

1. Approximately 30 days prior to the due date, LSDF will email the Principal Investigator 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. **To ensure accuracy of auto calculations, complete ALL non-shaded fields in the Report tab.**
  - 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.
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.