Welcome to Wayfinder

Program Onboarding Information
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WELCOME

On behalf of UCI Applied Innovation, it is our pleasure to welcome you to the Wayfinder incubator program. Please use this packet as a reference guide for your time in the program.

ABOUT

UCI Applied Innovation
The mission of UCI Applied Innovation is to connect university technology, innovators, and entrepreneurs with Orange County’s thriving business ecosystem. The organization’s main priorities include activity around research translation, industry sponsored research, and new ventures. Through its Research Translation Group, Applied Innovation makes UCI’s massive body of research and creative energy accessible and useful to Applied Innovation’s ever-evolving community of businesses, investors and entrepreneurs. Through its Industry Sponsored Research Group, Applied Innovation serves as the “front door” for industry collaboration with UCI—a one-stop shop for outside entrepreneurs seeking access to university inventions and talent, large corporations looking to tap into the school’s research capabilities, and investors wanting to fund promising new companies. Through its New Venture Group, Applied Innovation creates programming aimed at supporting UCI-affiliated startups and commercializing university research.

Wayfinder
As the premier New Venture program, UCI Applied Innovation’s in-house incubator, Wayfinder, targets scalable startups that are addressing an important problem and are either using UCI-owned intellectual property or have an active team member who is a UCI student, faculty, staff, or alumnus. It is a structured experiential program designed to accelerate venture development by providing teams with space, strategic guidance, and other valuable support resources. Teams in Wayfinder have access to mentorship and advising from UCI Applied Innovation’s Experts-in-Residence (EIR) Network, learning experiences through workshops and office hours, work space and meeting rooms, networking and exposure opportunities, and funding resources.

COMMUNICATION

Program Portal
The Wayfinder program portal is a website for program participants that contains the most up-to-date calendar of events, announcements, and resources, including important links and forms. Please use it as a key reference. The program portal may be accessed through this link:
http://innovation.uci.edu/wayfinder-internal.
In particular, pay close attention to the Calendar page, which contains important program events (Pitch and Match Event, Showcase, workshops, office hours, etc.) as well as other relevant and curated events and opportunities offered by Applied Innovation, campus, or other entrepreneurship entities. The Announcements page contains posts with reminders about upcoming program deadlines and events as well as other opportunities that may be of interest. The Resources page contains links to sites and documents relevant to your Wayfinder program experience, The Cove, campus centers or facilities, funding sources, and more. The site will be updated regularly.

Email
Email will be the primary channel for communication, so it is imperative that you check your email regularly and respond to action items in a timely manner. Please send all program-related questions or concerns to wayfinder@uci.edu.

STAFF CONTACTS

Throughout your experience in the Wayfinder incubator program, you will interact with a large subset of the Applied Innovation team. The people who are most relevant to your Wayfinder experience are shown below, while the complete Applied Innovation staff can be viewed here: http://innovation.uci.edu/team/. We all look forward to getting to know you throughout your time in the program!

New Venture Group – responsible for Wayfinder, the EiR Network, and other programming aimed at supporting UCI startups and commercializing university technology

Juan Felipe Vallejo
Director, Scalable Venture Incubation Programs
juan.f.vallejo@uci.edu

Chloe Hsieh
New Ventures Program Coordinator
chloe.hsieh@uci.edu

Matthew Hanson
Director, New Ventures
matthew.hanson@uci.edu
We are here to support you throughout your time in the program. The wayfinder@uci.edu account is managed by all members of the New Venture team, so that email address is the best method of communication for any program-specific questions. At any one time, we also may be working with a few interns who assist in supporting this program.

**Senior Leadership Team** – responsible for Applied Innovation oversight and strategy

Richard Sudek  
*Chief Innovation Officer and Executive Director*

Carolyn Stephens  
*Chief of Staff and Associate Director*

**Key Phone Numbers**
Cove front desk: (949) 824-2683  
Building security after-hours: (949) 824-3869

**SPACE ACCESS AND USE**

**Overview of the Cove**
UCI Applied Innovation operates out of the Cove, a state-of-the-art facility dedicated to elevating innovation and entrepreneurship at UCI and the surrounding community. It is located in University Research Park at 5141 California Avenue, Suite 200, Irvine, CA 92697. Its 31,000 sq. ft. features collaborative event, office, and meeting space. In addition to housing UCI Applied Innovation’s primary operations—innovation transfer, industry sponsored research, the Wayfinder incubator program, and a vast network of Experts-in-Residence—the Cove regularly hosts events open to the public such as industry speakers, VC panels, startup mixers, hackathons, and more.

**Privileges**
As a Wayfinder team, you have free access to The Cove’s open collaborative shared desk space, conference rooms with AV equipment (accessible based on availability and reservation), commercial grade wireless internet access, a kitchenette, and eating areas. We encourage you to take advantage of the space and use the facility frequently.
Access
The Cove is a closed facility to anyone who is not a designated user or event guest. To gain access to the space, stop by the front desk at The Cove to request fingerprint access from Kathe Wolf (kdwolf@uci.edu). As available, she will get you set up in the system on the spot. You will need to have submitted your completed space access form prior to your request.

Your access will be valid for the duration of the Wayfinder cycle to which you have been admitted or renewed.

Hours:
- Monday - Friday 8:00 am to 10:00 pm
- Saturday 10:00 am to 5:00 pm
- Sunday 12:00 pm to 5:00 pm
- The suite will be closed during periods of University shutdown
- If the downstairs lobby double doors are locked, please call 949-824-3869 for on-site security

Check-in Procedure
You must sign in at The Cove front desk until you have received fingerprint access. Once you have received fingerprint access, you must scan your finger on the interior door reader on the wall to the left of the front desk each time you visit. Please follow this process regardless of whether or not the door is open or unlocked, as it is important both for security to verify your identity as a Wayfinder team member and for our analytics to capture accurate user data.

Scheduling Conference Rooms
The Cove has several conference rooms with AV equipment that you may reserve on an as-needed basis. Reservations may be made through The Wayfinder Team by emailing wayfinder@uci.edu. In your reservation request, include both your name and team name. Reservations may be made for a maximum of two hours at any one time. The reservation request must come directly from a Wayfinder team member and not an EiR or guest who is meeting with you. The following is list the available conference rooms and their respective capacities and AV capabilities:

<table>
<thead>
<tr>
<th>Room Name</th>
<th>Location</th>
<th>Capacity</th>
<th>AV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paradise Cove</td>
<td>5141 Building</td>
<td>14</td>
<td>Internet, Apple connectivity, Desktop connectivity, Conference phone</td>
</tr>
<tr>
<td>Inspiration Cove</td>
<td>5141 Building</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Emerald Cove</td>
<td>5141 Building</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Pirates Cove</td>
<td>5141 Building</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Shelter Cove*</td>
<td>5141 Building</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>The Wedge</td>
<td>5141 Building</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Startup Bay</td>
<td>5171 Building</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Inventor’s Bay</td>
<td>5171 Building</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
* No reservations taken. Available on first-come, first-served basis

WiFi

Network: Cove
Password: sandy.toes

Guests

You may meet with guests at The Cove as long as the purpose of your meeting is explicitly for Wayfinder. Guests need to always sign in at the front desk. Guests must wear the name badge sticker provided by reception and you must accompany them for the duration of their stay.

Adding Team Members

To formally add a member to the team, fill out the form for each new member through the link below:

Link: https://goo.gl/forms/42QgcAYgv9s3efT42

- First Name
- Last Name
- Role/Title
- Phone Number
- Email Address
- UCI Affiliation (Student, Staff, Faculty, Alumnus, or None; Specify school/department if applicable)

After the Wayfinder program has emailed you to confirm that your request is completed and the new team member has been added to the official roster, follow the steps under the Access section for him/her to get fingerprint access to the Cove.

Cove Printer Access

To Copy documents:
1. Purchase a print card here: https://secure.touchnet.net/C21570_ustores/web/classic/store_main.jsp?STOREID=137
2. Drop by the front desk of 5141 to retrieve the print card.
3. At the kiosk (either 5141 or 5171) press on “Make Copies”
4. Follow the instructions on the screen.
5. Remember to “End Session” when you’re finished copying.

To Print documents:
7. Drop by the front desk of 5141 to retrieve the print card.
8. Send the files you want to print to print@printme.com.
9. You will receive a release code email.
10. Head to the printer kiosk in 5141 or 5171
11. At the kiosk press on “Print” > “Print Me”
a. Follow the instructions on the screen.

12. Remember to “End Session” when you’re finished printing.

*Optional Driver install for frequent users: https://prd2.printme.com/download

To Email documents:
1. Go to the Xerox and click on “Email”
2. Click on “Enter Recipient…”
3. Type out the email address of the recipient
4. Press “Add”
5. Press the green button “Start”

To Fax documents:
1. Go to the Xerox and click on “Fax”
2. Start with 9 before entering the 10 digit number.
3. Press the green button “Start”

Terms and conditions information: http://innovation.uci.edu/cove-printer-card-terms-and-conditions/

Pricing per page:
- Black & White Letter/Legal - $0.10
- Black & White Letter/Legal 2-sided - $0.20
- Black & White Tabloid - $0.59
- Black & White Tabloid 2-sided - $1.18
- Color Letter/Legal - $0.59
- Color Letter/Legal 2-sided - $1.18
- Color Tabloid - $1.18
- Color Tabloid 2-sided - $2.36

**Maker Spaces / Prototyping Labs**

Being a current Wayfinder team also allows you access to the maker spaces/prototyping labs at The Cove.

Below is a general overview of the available equipment in the respective labs.

**5141 Lab**
- FDM 3D Printer: Ultimaker 2+ (qty. 3)
- Laser Cutter/Engraver: Epilog Fusion M2 32 (75 W, CO2)
- Vinyl Cutter: Roland CAMM-1 GS-24
- Desktop Mill: Roland SRM-20
- Electronics Workstations: soldering equipment, multimeters, power supplies, oscilloscopes and function generators

**5171 Lab**
- CNC: ShopBot PRSalpha Buddy 48
- Molding/Casting/Composites Station: Fume extractor hood, high temperature oven
- SLA 3D Printer: ProJet 1200 (qty. 2)
- FDM 3D Printer: Makerbot Replicator 5th Generation
- FDM 3D Printer: Ultimaker 2+
- FDM 3D Printer: Ultimaker 3 (dual extrusion)
- CNC: Handibot Adventure Edition v2.0
- Mini-Mill: SIEG X2D
- Mini-Lathe: SIEG C3
- Laser Cutter/Engraver: Universal Laser Systems VLS 4.60 (60 W, CO2)
- Electronics Workstations: soldering & SMT equipment, multimeters, power supplies, oscilloscopes, function generators
- Inspection Microscope: Amscope Trinocular Stereo Microscope, USB microscopes
- 3D Scanner: Artec EVA
- 3D Scanner: Artec Space Spider
- Hand tools, hand drill, cordless Dremel

Lab use requires equipment training and a small access fee. To inquire about lab use, contact Sara Willman (swillman@uci.edu), indicating you are a Wayfinder participant.

**Mail Policy**
As a convenience for you, there is a USPS outgoing mail receptacle located at The Cove front desk that is collected daily. However, you may not use The Cove address to receive mail.

**Alcohol Policy**
No alcohol is allowed in co-working areas, common areas, conference rooms, or laboratories. For individuals of legal drinking age in California, drinking is permitted while attending events at the Cove where alcohol is being served, but only when it is served from a bartender. Use good judgment when consuming alcohol. Misbehavior is the basis of dismissal from the program. If you choose to drink, be safe and make provisions for transportation.

**Behavior**
As a Wayfinder participant, it is expected that you behave at all times in a way that represents Applied Innovation and the program well, especially while you are at The Cove. When using the shared collaborative space, be cognizant of your noise level with others working around you. Use the phone booths, conference rooms, or step outside for personal or lengthy phone calls. Do not take food from events to which you have not been invited. Should you violate typical community standards or exercise unsafe practices or unprofessional behavior (i.e. harassment, defacing the work of others, or damage to the premises), you may be barred from The Cove.
Orientation
Upon admission to Wayfinder, you will paired with an EiR who will serve as your orientation leader to provide initial feedback and help team set specific milestones to achieve during the Wayfinder cycle. Teams and their assigned EiRs will be invited for a program orientation during the first week of the cycle wherein they will be introduced to program staff and learn about program expectations and guidelines. If either the startup team or the EiR is not able to attend orientation, the startup team should arrange a separate meeting with the EiR at their mutual convenience. The deliverable by the end of the orientation/meeting is the completion of an Initial Milestones document, which will be used to guide you and then later to compare your progress against during your mid- and end-cycle reviews. After orientation, you must hand in or email you completed Initial Milestones document to the Wayfinder team for our records. The Initial Milestones document template may be found under the Resources section of the Wayfinder program portal.

Pitch and Match Event
The Wayfinder Pitch and Match Event is an initial pitch event to expose new teams entering the program to the Experts-in-Residence Network and the Applied Innovation community. At this event, new teams give short 1-minute pitches providing an overview of their startup and asking for specific help you are seeking from mentors. Mid-cycle teams will also be present at tables with collateral/demos about their startup. This is an ideal mechanism for you to connect with additional EiRs who are interested in helping you. The Pitch and Match Event typically takes place during the second week of each cycle. Please refer to the Wayfinder program calendar for the specific date and time, which can be accessed through the Wayfinder program portal. Attendance at this event is mandatory.

Showcase
The Wayfinder Showcase is showcase event for teams completing their cycle to present their startup’s development to mentors, the Applied Innovation community, potential investors, and other interested parties. At this event, end-cycle teams be giving short presentations capturing their progress throughout the Wayfinder cycle and outlining next steps. Mid-cycle teams will also be present at tables with collateral/demos about their startup. This will be an ideal mechanism to highlight your achievements and potentially connect investors or EiRs interested in supporting your startup. The Showcase typically takes place during the second to last week of each cycle. Please refer to the Wayfinder program calendar for the specific date and time. Attendance at this event is mandatory.

Workshops
Workshops covering pertinent topics within innovation and entrepreneurship are offered to equip Wayfinder participants with a core entrepreneurial skill set. Please refer to the Wayfinder program calendar for specific dates, times, locations, and topics. Since workshops are an essential mechanism for you to learn foundational knowledge that will help inform your entrepreneurial journey, teams are expected to actively
participate in the workshop series. Please keep in mind that your level of program engagement, which includes attendance at events, will be a heavy factor in the consideration given to renewing your team for an additional Wayfinder cycle.

Advising
You are encouraged to meet with EiR mentors with whom you organically pair through various program mechanisms such as the Pitch and Match Event and workshops. Additionally, we will periodically facilitate Office Hours with EiRs on topics related to their respective areas of expertise. Please refer to program emails and/or posts on the Announcements section of the Wayfinder program portal for information regarding Office Hours.

Reviews
Two formal reviews take place per Wayfinder cycle—one at the midpoint and one at the end. During these reviews, you will meet with a team of EiRs who will provide strategic guidance and feedback to you. Among other things, your Initial Milestones Document completed during your onboarding period will be used to gauge your progress for the goals you set for your program experience. Additional templates for each review will be used to capture the feedback provided as well as to record recommendations to program staff about your future status in the program. Reviews are required. See the Resources section of the Wayfinder program portal for the Mid-Cycle Review and End-Cycle Review Form templates and the Calendar section for review dates.

Other Opportunities
Often, you may be presented with opportunities for additional engagement or exposure. Examples of such opportunities include participating in the Donuts & Doers series to present to Applied Innovation staff about your startup, being featured in Applied Innovation marketing materials, or receiving nominations for competitions or awards. It is expected that you not only reply to requests in a timely manner, but also that you choose to take advantage of these opportunities.

**PARTICIPATION EXPECTATIONS**

Visibility and Engagement
Wayfinder is an experiential learning program, not a virtual incubator. As such, full engagement in the program—including attendance at program events, adherence to deadlines, quick responses to requests and action items, and frequent use of the space at The Cove—is necessary for you to maximize your Wayfinder experience. In other words, we want to see you often and see that you are demonstrating progress on your startup.
**Reporting News**

Please maintain open and regular communication with the New Venture team. **Notify us of any relevant news about your startup**—competition results, funds raised, press coverage, etc. It is important for us to capture this data and for your achievements to be recognized. As necessary, we will connect you with our Communications team to publicize your team highlights and help navigate any external media opportunities. Please make sure to engage our Communications team **prior** to any entertaining any media requests.

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**EiRS AND PROTOCOL**

**About**

The Experts-in-Residence (EiR) Network is a group of several hundred local business leaders who volunteer their time to support the development of the UCI Applied Innovation entrepreneurial ecosystem. EiRs represent a wide array of entrepreneurial experience levels from founders to chief executives. They also bring a wealth of skills and contacts in disciplines as diverse as finance, operations, human resources, marketing, and law, and their careers include fields ranging from high tech to high touch, and represent both B2B and B2C. You will interact with EiRs in nearly every component of your Wayfinder experience, and they can serve as an incredible resource for and asset to you.

**Professionalism**

Connecting to members of the EiR Network is a privilege, not a right. When interacting with EiRs, you must maintain a high level of professionalism and courtesy. This includes quick follow-up after a connection has been established, accommodating their busy schedules, timeliness, and preparedness. Recognize that they are volunteers and show your appreciation for their time and effort they are contributing. EiRs play an essential role in the Applied Innovation ecosystem; failure to adhere to these standards or occurrence of other such negative interactions will jeopardize the relationship between you and the respective EiR(s) and likely damage of reputation of Wayfinder and the organization.

**Permissible Interactions**

EiRs are first and foremost supposed to help out of goodwill (no cost) because they believe in Applied Innovation’s mission and vision. However, in some cases, the relationship may extend beyond mentor-mentee (i.e. an EiR is interested in investing in your business or wants to transition you to a paying client rather than offer services pro bono). Know that you are always free to politely decline any help, and then notify us immediately **before proceeding to next steps** if the relationship moves beyond volunteerism. The EiR guidelines do not necessary preclude such involvement, but we need to be informed of the situation beforehand and provide you with objective guidance for you to then act in your own best interest.
Requesting Help
The program components are designed for you to match with EiRs largely organically. However, if you have a pressing request or are in need of specific guidance that you have not yet found, contact us and we will do our best to accommodate you and find you the help that you are seeking.

CYCLE RENEWAL OR GRADUATION

Criteria
Teams are admitted to Wayfinder for one cycle (approximately three months long) with the possibility of cycle renewal. In deciding whether or not a current team will be renewed for another cycle, the program administration will take into account many variables, including, but not limited to:

- feedback from your formal reviews;
- your level of engagement;
- funding received;
- the extent to which you achieved your set milestone goals;
- the value we feel we are able to add to your team through the program; and
- the volume and composition of the other teams entering and exiting the admissions pipeline

Teams that are not invited to for cycle renewal will graduate from the program.

Notice
Teams will be notified of their renewal or graduation status during or before the last week of the cycle.

PROGRAM FEEDBACK

Surveys and Ongoing Feedback
As a new program, we will be iterating constantly as we strive for continual improvement. To this end, we will rely heavily on the feedback from participants about how the program experience may be improved. Periodically, we will send out surveys to capture your level of satisfaction with the program, the value you found in each of the program components, the quality of your interactions with EiRs, any status updates and milestone achievements that occurred, and recommendations you have for the future, among other things. Beyond these specific requests for feedback, we welcome you to give us informal feedback at any point during your time in the program.

FUNDING RESOURCES

Cove Fund
The Cove Fund offers the investor the ability to invest in a carefully selected pool of UCI sourced companies with high growth potential that have been thoroughly vetted before investment and then subsequently guided by experienced investors/entrepreneurs (members of the Investment Committee) who will likely continue to serve as company board members or advisors. Equally important, the Fund will benefit the UCI community by providing a real world laboratory for students, faculty and staff to develop their entrepreneurial skills under the guidance of experienced, early stage investors. If you are interested in seeking funding from the Cove Fund, please notify us and we will put you in contact with a Cove Fund representative to initiate the process.

OTHER RESOURCES

UCI Centers, Institutes, and Maker Spaces
The ANTrepreneur Center: provides free mentorship with integrative learning opportunities and resources to help UCI students scale their business, and connections to the greater Irvine entrepreneurial network.
http://antrepreneur.uci.edu/

The Beall Center for Innovation & Entrepreneurship: operating out of the Paul Merage School of Business, provides education and hands-on opportunities for UCI students to learn about the process of entrepreneurship and innovation.
https://merage.uci.edu/research-faculty/centers/innovation-entrepreneurship/index.html

Beckman Laser Institute (BLI): as a multi-disciplinary center for biomedical optics, offers research and programs, education and training, a medical clinic, and a photonic incubator.
http://www.bli.uci.edu/

California Institute for Telecommunications and Information Technology (Calit2): in collaboration with UC San Diego, leverages academic expertise with industry experience to conduct cutting-edge research in diverse field with the goal of developing innovative information technology-based products and services to benefit society and ignite economic development in the region and state.
http://calit2.net/about/info/uci/index.php

FABWorks: the Henry Samueli School of Engineering and The California Institute of Telecommunications and Information Technologies have established FABWorks, one of the nation’s first “Make Labs” on a University Campus. FABWorks, located in the Calit2 building offers a space where students, faculty and the community can design and fabricate ‘almost’ anything. Users have access to a host of machines and services: personal digital fabrication systems, entrepreneurship services, IP development, business plan
development, market analysis, and even global manufacturing services. Among FABWorks prosumer grade (above consumer grade) equipment are 3D printers and scanners, networked computer controlled milling machines, laser cutters, electronics development and diagnostics equipment, industrial sewing machines and more. The FABWorks space offers expanded opportunities for those interested in hands-on advanced manufacturing experience, and creates a hub where creativity can propel next-generation technologies.

http://fabworks.eng.uci.edu/

Institute for Clinical & Translational Science (ICTS): funded by the National Institutes of Health under the Clinical and Translational Sciences Award (CTSA) program, provides services and support to clinical and translational science in several key areas.

https://www.icts.uci.edu/

Undergraduate Research Opportunities Program (UROP): provides UCI undergraduates with funding and opportunities for research across every discipline, interdisciplinary program, and school on campus, and also with many outside agencies including national laboratories, industrial partners, and other universities.

http://www.urop.uci.edu/about.html

ReRecruiting UCI Student Interns

UCI Division of Continuing Education – Non-paid Academic Internships

UCI Division of Continuing Education offers a structured non-paid internship for international students who are completing a post-graduate certificate program at UCI. These students hold at least a bachelor’s degree and often have multiple years of work experience. Students are guided by expert program advisors in locating internships that match their academic achievements to practical work experience in a real world setting. As a Wayfinder startup, you can create an internship position for one or multiple students. Internships have the following characteristics:

- 10-week unpaid positions for 20 - 35 hours per week
- Students undergo a structured application process with a program advisor
- Students earn academic credit by submitting a final report to their program advisor
- Program advisors work closely with companies to ensure the best match for current and future business needs

- UCI International Internship Program: http://extension.uci.edu/international-internships
- Contact: Amanda Raymond E: aeraymon@uci.edu T: (949) 824-6353

UCI Career Center – Paid Internships

Handshake through the UCI Career Center is a great resource to post internship opportunities. Handshake is UC Irvine's online job and internship board and career hub for students. Employers can use Handshake to post jobs and internships as well as register for recruiting events and sign up for On-Campus Interviewing.
$10.50/hour.

- Coordinator: Michelle Foley E: michelle.foley@uci.edu, T: (949) 824-6884

**External Resources**

YCombinator Startup Library: includes essential tools, documents, and enrichment reading [https://www.ycombinator.com/resources/](https://www.ycombinator.com/resources/)

**CLOSING**

By being accepted into Wayfinder, you are joining a select group of entrepreneurs who are pioneering this program. It is our goal that your experience in the incubator will be truly transformative and build your capacity to be successful. We are excited to see your startup progress throughout your time here.