



ESU Entrepreneurial Process

The ESU Entrepreneurial Process can be used by ESU employees and students for entrepreneurial activities. An ESU Entrepreneur is an innovator who creates opportunities and implements solutions – for profit or non-profit – for the ESU community and beyond. The process was designed with the following goals:

- To encourage entrepreneurship at ESU
- To protect prospective entrepreneurs from possible setbacks or legal ramifications
- To vet entrepreneurial activities with peers and superiors
- To prevent conflicts of interest
- To help in the recognition of entrepreneurial activities
- To share information between prospective entrepreneurs
- To help improve the proposed entrepreneurial activities
- To succeed in an ever changing and increasingly competitive global marketplace

The proposal for an entrepreneurial activity should include a narrative, budget, timeline, funding sources (if available), ESU resources that will be used (if any) and the Routing Slip for Signatures - Entrepreneurial Activity. Discussion may be necessary with the ESU Institutional Review Board (IRB) if the proposal involves human subjects and/or the Institutional Animal Care and Use Committee (IACUC) if the proposal involves live animals. Application(s) may be required. If IRB and/or IACUC approval is required, this must be completed before evaluation by the ESU Committee for Entrepreneurship.

1. Discuss the proposed entrepreneurial activities
 - o Faculty should discuss with
 - Department(s) members and Department chair(s).
 - Dean(s)
 - o Staff should discuss with
 - Co-workers and manager(s)
 - o Students should discuss with
 - Faculty advisor(s) /Department Chair(s) for the students' majors.
2. Submit the proposed entrepreneurial activity to ESU's Committee for Entrepreneurship. This may include a PASSHE legal review of the activity, especially if ESU resources will be used. After the Committee's review, the proposal will be forwarded to the administration. There may be a need for dialogue, or questions to be answered. The Committee will contact you if this is necessary, or if the proposal will be moved forward. Be available to clarify questions and to develop materials, if necessary.
3. The Committee moves the proposal to the appropriate Vice President or Provost for review, input, discussion, and comment. If university resources are to be used, such as facilities, or contracting will be involved, the proposal must be presented to the Vice President for Administration and Finance.
4. A minimum of one post-review meeting with the ESU Committee for Entrepreneurship will be coordinated to discuss any issues and progress. The number of Post-review meetings will be at the discretion of the ESU Committee for Entrepreneurship. The post-review meeting will consist of a presentation that discusses:
 - What progress (achievements/outcomes) have been made toward achieving the results described in the proposal
 - Benefits to students, staff, faculty and/or community
 - What challenges have you encountered
 - Plans for this coming year include a timeline
 - Have you been able to secure any internal/external funds to support your Entrepreneurial idea
 - How can ESU's Committee for Entrepreneurship helpA report should also be generated that consists of presentation details.
5. The ESU Entrepreneurial Process will be reviewed by the ESU's Committee for Entrepreneurship at the end of the full academic year, with input by the participants for any comments and changes.

PASSHE Board of Governors' Policy 2010-01-A:

All university funds are public monies, and the spending of university funds must clearly and directly benefit the university in support of its mission. Expenditures of public funds may not inure to the private benefit of one or more individuals unless such expenditure is specifically authorized by law. All expenditures of university funds must be prudent and economical.

PASSHE Chancellor's Office Guidelines:

All monies received by East Stroudsburg University are public funds, including, but not limited to state appropriations; tuition, room, board, and other student fees; restricted and unrestricted gifts; restricted and unrestricted grants; ticket sales from athletic, cultural, or other events; revenue from athletic camps and conferences; corporate sponsorships; and investment income.



East Stroudsburg University of Pennsylvania

Routing Slip for Signatures - Entrepreneurial Activity - **Faculty**

Date: _____

POC Name: _____ Email: _____

Phone #: _____

Entrepreneurial Activity Title: _____

Please mark the applicable check boxes below if IRB and/or IACUC applications are required:

☐ IRB ☐ IACUC

Please attach a one-page narrative, a one-page budget, a timeline, a list and description of funding sources (if available), faculty advisor contact information (if applicable), and a list and description of ESU resources that will be used. Any questions, please contact ESU's Committee for Entrepreneurship

OFFICE	INDIVIDUAL	INITIALS	DATE	NOTES
Department Chair				
Dean				
Committee for Entrepreneurship				
Provost				
Vice President, Administration and Finance				
1-year review, Committee for Entrepreneurship				



East Stroudsburg University of Pennsylvania

Routing Slip for Signatures - Entrepreneurial Activity - **Staff**

Date: _____

POC Name: _____ Email: _____

Phone #: _____

Entrepreneurial Activity Title: _____

Please attach a one-page narrative, a one-page budget, a timeline, a list and description of funding sources (if available), faculty advisor contact information (if applicable), and a list and description of ESU resources that will be used. Any questions, please contact ESU's Committee for Entrepreneurship

Please mark the applicable check boxes below if IRB and/or IACUC applications are required:

☐ IRB ☐ IACUC

OFFICE	INDIVIDUAL	INITIALS	DATE	NOTES
Supervisor/Manager				
Committee for Entrepreneurship				
Vice President				
Vice President, Administration and Finance				
1-year review, Committee for Entrepreneurship				



East Stroudsburg University of Pennsylvania

Routing Slip for Signatures - Entrepreneurial Activity - **Student**

Date: _____

POC Name: _____ Email: _____

Phone #: _____

Entrepreneurial Activity Title: _____

Please attach a one-page narrative, a one-page budget, a timeline, a list and description of funding sources (if available), faculty advisor contact information (if applicable), and a list and description of ESU resources that will be used. Any questions, please contact ESU's Committee for Entrepreneurship

Please mark the applicable check boxes below if IRB and/or IACUC applications are required:

☐ IRB ☐ IACUC

OFFICE	INDIVIDUAL	INITIALS	DATE	NOTES
Department Chair				
Dean				
Committee for Entrepreneurship				
Provost				
Vice President, Administration and Finance				
1-year review, Committee for Entrepreneurship				