

# The BioDAO Handbook

This bioDAO handbook is designed for non-Web3 natives and serves as a supplement to the BIO acceleration seminars and workshops.

To guide newly established bioDAOs, each chapter in this handbook includes tailored recommendations for implementation within the first six months post-initiation. These recommendations provide actionable steps to build a strong foundation for new DAOs.

## Call - Paul & Bianca (November 27, 2024):

### Action points:

- |   |                 |                |
|---|-----------------|----------------|
| • Turn this doc into Notion                                 | bianca@bio.xyz  | Lukas Weidener |
| • Assign topic leaders from the BIO team                    | bianca@bio.xyz  | Lukas Weidener |
| • Add further readings to each topic                        | Topic leaders   |                |
| • Tokenomics deep dive                                      | clemens@bio.xyz | Stefano        |
| ◦ Focus on economics  |                 |                |
| ◦ Model out how token inflation affects price pressure etc. |                 |                |
| • Dealflow - IP-NFTs; IPTs                                  | Lukas Weidener  |                |
| • Economics → Flywheel with numbers                         | clemens@bio.xyz | Stefano        |
| • Feedback from Vincent                                     | Vincent Weisser |                |
| • Jose/Jesse (sense checking)                               | Jesse Hudson    | Jose Nuno      |

Refer to the WP blueprint: [Whitepaper\\_blueprint](#)

Refer to the Constitution blueprint: [Constitution\\_blueprint](#)

V1

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## Organizational Model

BioDAOs will follow an organizational model that enables progressive decentralization, while ensuring mission alignment.

### The Guardian Model

The guardian model (GM) in the context of bioDAOs was first introduced by VitaDAO in their blueprint for sustainable growth, known as VitaDAO 2.0 (<https://gov.vitadao.com/t/vdp-148-blueprint-for-sustainable-growth-operationalizing-vitadao-s-new-mandate/1689>).

In its original form the GM consists of three critical components: Guardians, Pod Leads and Pods.

- **Guardians** (Strategic Oversight): The highest level, Guardians, are tasked with aligning DAO activities with long-term mission goals. They hold authority over critical governance functions such as budgetary approvals and policy enforcement, providing a stable foundation for DAO operations.
- **Pod Leads** (Operational Leadership): Pod Leads manage individual Pods, translating high-level objectives from Guardians into actionable plans.
- **Pods** (Execution Teams): Pods are autonomous units focused on task-specific mandates such as research or development. Each Pod operates independently under a defined mandate, executing initiatives and quickly adjusting to achieve outcomes aligned with the DAO objectives.

VitaDAO Organizational structure 2.0 can be displayed according to the 'hourglass model':

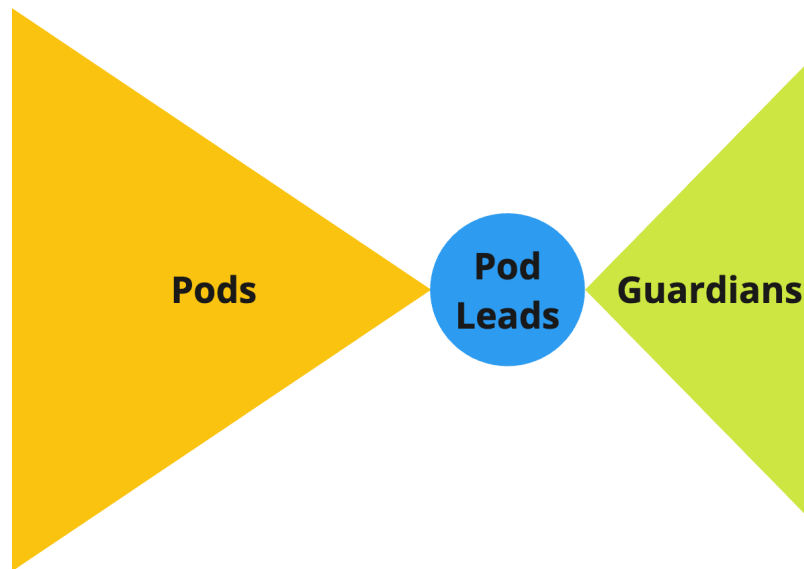


Figure 1: The VitaDAO Organizational structure 2.0

## Defining Roles and Responsibilities

- **Guardians:**
  - **Election:**
    - The community elects the guardians based on a formal governance proposal process (TBD)
    - Guardians are elected for a specific period of time
      - Short term recommendation: 6 months
      - Long term recommendation: 6 - 12 months
    - There should be an odd number of guardians to prevent decision-making deadlocks
      - Short term recommended number: 3
      - Long term recommended number: 5 - 7
    - Guardians should have a 'stake' in the DAO
      - Either by owning a substantial number of tokens
      - Or being delegated a substantial number of tokens (at later stages)
      - And have a history of meaningful contribution to the DAO (if possible)
    - Guardians can be pod leads, but a maximum number should not exceed the following
      - 7 Guardians total: 3 Guardians being a pod lead maximum
      - 5 Guardians total: 2 Guardians being a pod lead maximum

- **Responsibilities**
  - Guardians elect pod leads
    - The election of pod leads should follow a formal and transparent process
    - Any token holder can appeal against the election of a pod lead by submitting a formal governance proposal
  - Guardians are able to offboard elected pod leads (if needed)
    - The offboarding should follow a formal and transparent process explaining the reason for the termination (e.g., long absence without notification; acting against the best interest of the DAO)
  - Guardians need to hold regular meetings and provide a short summary of the meeting to the community
    - Near term cadence: Weekly
    - Long term recommendation: Bi-weekly
  - The guardians will approve individual pod budgets based on the overall budget approved for the term by the community
    - For example, the overall budget approved by the community for the elected guardian season of 6 months is \$10.000. The guardians are able to approve 4 individual pod budgets for \$2500 each.
    - Any budgetary decision exceeding the predefined budget for the term will need to be approved by the community
  - Concluding a season, the guardians will need to review the performance of the pod leads and report to the community
- **Termination**
  - The formal termination process of guardians can be initiated at any time by a token holder (including but not limited to other guardians or pod leads).
- **Compensation**
  - Guardians will be compensated according to the DAO compensation policy
- **Pod leads:**
  - **Election**
    - The election of pod leads follows a formal election process
    - To be elected, the pod leads need to create a proposal outlining their strategy for the proposed election term (see appendix)
    - The pod leads are elected by the guardians
      - Any token holder can appeal against the election of a pod lead by submitting a formal governance proposal

- It is possible to co-lead a pod
- **Responsibilities**
  - Once elected, pod leads benefit from a high degree of autonomy
  - Pod leads need to follow the outcome-based resource allocation framework (OBRA) for all pod initiatives
  - Pod leads will need to organize their election term in seasons according to OBRA.
  - Pod leads need to review pod initiatives and update the community
  - Pod leads need to provide written feedback biweekly to the community
  - Pod leads are responsible to on-board or off-board pod contributors
  - Pod leads are required to provide regular updates to the guardians (cadence to be defined by the guardians)
- **Termination**
  - Pod Leads can be off-boarded by guardians
    - The offboarding should follow a formal and transparent process explaining the reason for the termination (e.g., long absence without notification; acting against the best interest of the DAO)
- **Compensation**
  - Pod leads will be compensated according to the DAO compensation policy
- **Pods**
  - Pods are established based on the proposals submitted by the pod leads
  - Pod contributors are on- and off-boarded by the pod leads depending on the strategies and initiatives of the pod
    - The individual on- and offboarding process of contributors will be established by the pod leads
  - Pod contributors need to follow the outcome-based resource allocation framework (OBRA) for all pod initiatives
  - Pod contributors will be compensated according to the DAO compensation policy
  - Pod contributors (and every token holder) can propose initiatives to the pods leads

## Recommendations for the first six months

- **Guardians:**
  - Number of Guardians to be elected: 3
    - Optional: 5
    - BIO can provide support in the form of guardians (1 with 3 guardians total; 2 with 5 guardians total)

- Rationale: It is very likely that there will be only a few trusted team members during the initial phase of the DAO
  - Election term: 6 months
    - Rationale: This will ensure that the guardians are either re-elected by a larger community or replaced with the best candidates
  - During the first six months, it is very likely that all guardians will also be pod leads, necessitating an exemption to the general recommendations
  - During the first six months, the 'stake' in the DAO will be based on being the initiators of the DAO and the provision of services (BIO)
    - Rationale: DAO token might not be available yet to the broader community
  - The elected guardians should meet once a week during the initial six months
  - Compensation should be through DAO tokens and will happen retroactively (including a lock-up period and vesting)
    - Rationale: Guardians should be mission aligned and long-term focused
- **Pod leads:**
  - Number of pod leads: Up to 3
    - Optional: 5
    - Rationale: As each pod will require at least one lead, there might be a lack of sufficient expertise in the first six months of the DAO. Given the scale of the DAO at the early stage, it is recommended that more initiatives are summarized under one pod and pod lead
  - Election term: 6 months
    - Rationale: This will ensure that the pod leads are either re-elected by a larger community or replaced with the best candidates
  - Pod leads will need to organize their election term in seasons according to OBRA.
  - The elected guardians should meet at least once a week during the initial six months
  - Compensation should be through DAO tokens and will happen retroactively (including a lock-up period and vesting)
    - Rationale: The first pod leads should be mission aligned and long-term focused.
- **Pods:**
  - Number of Pods: Up to 3
    - Optional: 5
    - Rationale: Given the scale of the DAO at the early stage, it is recommended that more initiatives are summarized under one pod and pod lead
  - Pod contributors need to follow the outcome-based resource allocation framework (OBRA) for all pod initiatives

- Pod contributors will be compensated according to the bioDAO compensation guideline (TBD)
- The community and pod contributors can submit initiatives to the pod leads
- All contributors have the opportunity to participate and meet during a monthly DAO town hall (more frequent meetings are also possible).

## DAO Operationalization & Resource Allocation

BioDAOs will follow the so-called 'Outcome-Based Resource Allocation (OBRA)' framework to facilitate efficient resource allocation and establish accountability. The OBRA Framework should further allow the operationalization of DAO processes to enable performance tracking and review.

### Outcome-Based Resource Allocation (OBRA)

While nothing new in traditional organizational and corporate settings, outcome-based resource allocation is a relatively new approach in DAOs. OBRA focuses on linking resource distribution to measurable outcomes, rather than simply distributing funds based on governance decisions or individual proposals. An overview of the OBRA framework is presented in Figure 3.



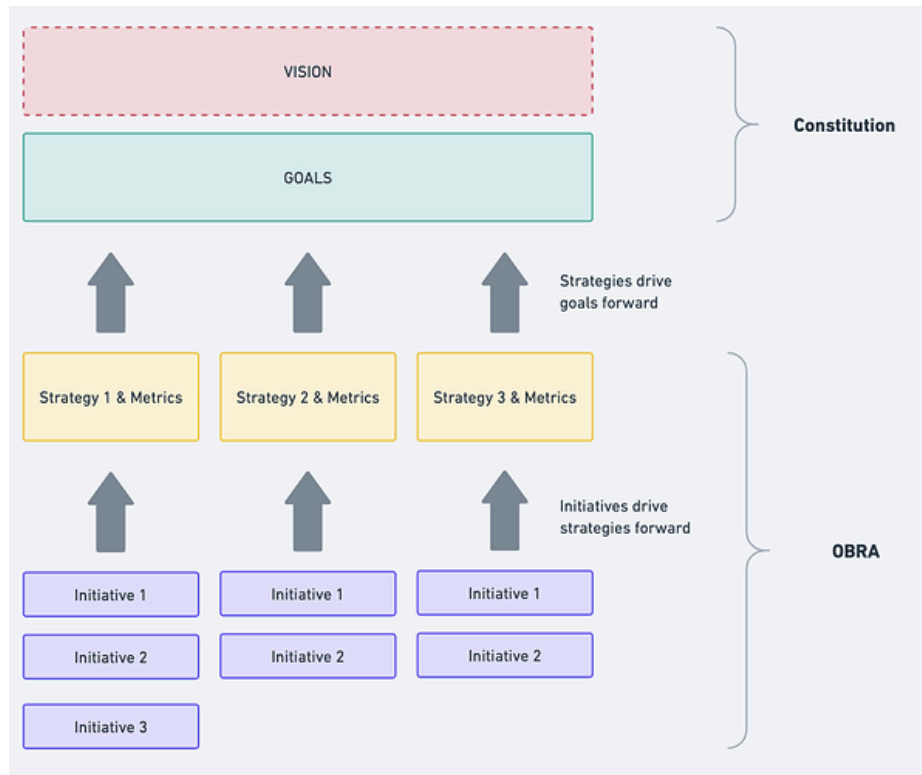


Figure 3: Overview of the Outcome-Based Resource Allocation Framework (OBRA)  
<https://forum.safe.global/t/sep-8-outcomes-based-resource-allocation-framework-obra/4376>

## Vision & Goals

The OBRA framework is grounded in the overarching vision of the DAO, often described as the organization's "north star." This vision serves as a guiding principle for all the actions and decisions within the DAO. Typically broad and aspirational, a vision statement encapsulates the core purpose and long-term goals of the organization. For example:

*Tackling aging with the power of a global community*

The vision statement is operationalized through specific goals, which translate the broad vision into concrete and measurable outcomes. Based on the aforementioned vision, one resulting goal is as follows:

*Goal 1: Radically extend healthy human lifespan by funding cutting-edge aging research and democratizing ownership of Intellectual Property.*

Both vision and goals are typically formalized in the DAO's constitution. The initial constitution is crafted by DAO initiators and early community members (such as guardians). While the vision of a DAO remains relatively static and rarely amended, the goals are designed to be broadly

applicable and aligned with the vision. These goals are intended to be enduring, but adaptable, allowing guardians to propose new goals as the DAO evolves over time.

DAO constitutions exist in different forms and will vary in detail and specifications (e.g., [https://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=4831039](https://papers.ssrn.com/sol3/papers.cfm?abstract_id=4831039)). There has been ongoing research into DAO constitutions, and a general recommendation is that constitutions should be “digital, amendable, short, expository, and early” (<https://constitutions.metagov.org/guide>). Therefore, the constitution should focus on the core elements of the DAO, such as its vision and goals, rather than including too many specific details that may quickly become outdated (e.g., specific pod structures or operational procedures). Keeping the constitution high level allows it to serve as a lasting foundation, while more flexible, operational aspects can be documented separately and updated as the DAO evolves. This is why the foundational elements of the Constitution are often included in a whitepaper, while more detailed specifics, such as tokenomics and operational guidelines, are solely outlined within the whitepaper. This approach keeps the constitution focused on enduring principles, whereas the whitepaper provides a comprehensive view of the DAO's mechanics that can be adapted as needed.

### Relating Vision to Real-World Impact

The vision of "Tackling aging with the power of a global community" directly addresses problems people care deeply about, such as the loss of loved ones to age-related diseases or the challenges of maintaining health and vitality in later life. Aging is a universal experience, and the DAO's purpose resonates with those who aspire to extend not just their lifespan but also their healthspan. By emphasizing relatable stories, such as families coping with Alzheimer's, individuals overcoming mobility challenges, or communities striving for healthier aging, the DAO can connect emotionally with its members and stakeholders.

This human-centered focus transforms the DAO's goals into more than a scientific pursuit; it becomes a shared goal that invites collaboration and collective effort. Tying this vision to real-world problems helps foster a sense of ownership and urgency among contributors, stakeholders, and the broader community. These narratives make the vision tangible, showing how participation can lead to measurable life-changing outcomes. This approach to making vision and goals relatable and emotionally resonant should guide every DAO. By focusing on real-world problems and fostering a deeper connection with its community, a DAO can inspire its members to contribute not only resources, but also their passion, creativity, and expertise toward achieving its mission.

### Strategies

Strategies are directly tied to a DAO's goals and designed to provide structured guidance for achieving these goals. Typically proposed by Pod Leads during the formal election process, each strategy must align with and address existing goals. In terms of granularity, strategies are more specific than goals, which are broad enough to allow flexibility in the pursuit of goals. This flexibility is essential because there are often multiple viable pathways to achieve a given goal. For example, for 'Goal 1: *Radically extend healthy human lifespan by funding cutting-edge*

*aging research and democratizing ownership of Intellectual Property*’, as provided in the previous section, there are several possible strategies, such as:

*Empower a decentralized global network of researchers and contributors by funding and advancing high-impact aging research through targeted grant programs*

Unlike goals, strategies should be accompanied by clear metrics and KPIs to measure progress effectively. For example, if the strategy focuses on increasing DAO contributors, the relevant KPIs might include the number of new members joining the DAO, onboarding completion rates, active contributions within pods, and contributor retention rates over time. These metrics provide concrete benchmarks to evaluate the success of the strategy and guide adjustments as needed.

Aligned with the DAO’s organizational model, individuals or parties interested in becoming a Pod Lead would outline their strategies, ensuring alignment with one or more of the DAO’s goals. Guardians are responsible for evaluating these proposed strategies and selecting those that best serve the DAO’s vision and overall objectives. This process ensures that each pod operates with strategic coherence, thereby driving the DAO forward in a unified direction. To ensure consistency, all Pod Lead applications and strategy proposals must adhere to a standardized format outlined ‘Pod Lead Application and Strategy Proposal Template’ (appendix AXXXX).

## Initiatives

Similar to the requirement for strategies to align with the DAO’s goals, all the proposed initiatives must contribute to advancing an approved strategy. An initial set of initiatives are commonly defined by the pod leads in their ‘Pod Lead Application and Strategy Proposal.’ For the strategy, *“Empower a decentralized global network of researchers and contributors by funding and advancing high-impact aging research through targeted grant programs”* the following could be one potential initiative:

*“Offer grants to PhD students to develop and incubate innovative research ideas focused on aging and longevity.”*

Each initiative should be presented using clear metrics. For the example above, potential metrics might include the number of research ideas submitted, number of grants for PhD students, and the number of incubated ideas.

While strategies are introduced by prospective pod leaders with their applications, any token holder who wishes to contribute to a specific pod and strategy may propose a new initiative. Existing pod contributors are encouraged to suggest initiatives to advance strategies. Although pod leads hold full authority to approve the proposed initiatives, all initiatives should adhere to a standardized proposal template for transparency. The ‘Initiative Proposal Template’ can be found in the appendix (appendix BXXXX).

## Seasons & Sprints

DAOs often operate in structured "seasons," each comprising a longer work period followed by a shorter review period. To enable informed decision-making based on review outcomes, each season concludes with an election window. While the duration of seasons may vary, we recommend establishing two seasons per year for a newly formed DAO. This structure aligns well with typical 6- to 12-month election terms for Guardians and Pod Leads, and it accommodates the smaller community size during the DAO's initial 12 months.

Each season is divided into four "cycles," each lasting five weeks. This arrangement provides regular progress checkpoints throughout each season and a dedicated review period at the end. The season is finalized with an election window, during which governance decisions are made based on review results, allowing new Guardians and Pod Leads to apply and facilitate the offboarding of outgoing members. An overview of the season process is provided in Table 1.

Table 1: Overview of a DAO season

Season				
Sprint 1	Sprint 2	Sprint 3	Sprint 4	Election window
5 weeks	5 weeks	5 weeks	5 weeks	4 weeks
Work period			Review period	Governance period

The 15-week working period is dedicated to executing the proposed and approved strategies and initiatives. During the review period, Pod contributors, and especially Pod Leads, are responsible for evaluating the progress and outcomes of these strategies and initiatives. The results of this review should be presented in a standardized format for both the community and the DAO Guardians (please see **Appendix CXXXX**). During the review period, new strategies can be proposed, and existing strategies can be either continued or terminated based on performance and alignment with the DAO's goals. Guardians are responsible for approving these decisions and ensuring that each strategy aligns with the DAO's long-term vision.

Following the review period, the election window allows for leadership transitions, enabling new Guardians and Pod Leads to be elected while also facilitating the offboarding of outgoing members. This structured election window ensures that DAO governance remains adaptive and responsive to the community needs and performance insights gathered during the review period.

For improved transparency and frequent community as well as investor updates, guardians should prepare a 'xDAO Quarterly Progress & Resource Allocation Report Card' every three months similar to the example shown as Figure 4.

### xDAO Quarterly Progress & Resource Allocation Report Card

<b>Period:</b> 3 months	<b>Addresses holding xDAO Tokens</b> XXXX (+XX% since last report)
<b>Funds Deployed:</b> \$XXX USD allocated \$XXX xDAO allocated	<b>xDAO Tokens Price</b> \$XXXX (+XX% since last report)
	<b>Operational Expenses</b> \$XXXX (+XX% since last report)
	<b>Research Funded</b> \$XXXX (+XX% since last report)

Figure 4: xDAO Quarterly Progress & Resource Allocation Report Card

### Recommendations for the first six months

- **Formulate a constitution**
  - A constitution should be drafted to outline the DAO's Vision and Goals.
  - The constitution should be presented to the DAO community and revised based on the feedback.
  - Optional: If feasible and tokens are available, the constitution should be subject to a community vote.
- **Introduce OBRA to the community**
  - An overview should be created to explain how the DAO implements the OBRA framework (based on this handbook).
  - This overview should be published as a blog post and shared with the community to foster their understanding and engagement.
- **Open Applications for Pod Leads and Strategy Proposals**
  - A call for action should be issued to initiate the official application period for Pod Leads.
  - Applicants should be encouraged to submit strategies that align with the DAO's goals.
  - Ensure all applications adhere to the 'Pod Lead Application and Strategy Proposal Template' for consistency.
- **Invite Initiative Proposals**

- After the Pod Leads are elected, a 'call to action' should be issued for initiatives under newly defined strategies.
  - Community members, particularly existing pod contributors, are encouraged to propose initiatives that drive the strategic goals forward.
- **Operate with Two Seasons in the First 12 Months**
    - For the initial year, follow a structure of two seasons, with each season including a work period, review period, and election window, as outlined in the OBRA framework.

## Recommended Early-DAO Initiatives

To reduce barriers to contribution, the DAO should offer a variety of tasks, many of which require no specific Web3 or scientific expertise. These 'low-hanging fruit' tasks make it easier for new members to become involved. During the initial six months, the DAO is encouraged to adopt a flexible approach to idea generation and token distribution, with a focus on maximizing community engagement. At this stage, fostering active participation outweighs concerns about token expenditure because building a strong, committed community is essential for the DAO's long-term success.

In addition to monetary rewards, non-monetary incentives such as badges or special roles can reinforce a sense of belonging and achievement. Open feedback channels for members to share ideas and provide input further foster inclusive and valued community culture. Given the importance of community building, recommended initiatives are outlined below. The complete list of early-stage initiatives is provided in Appendix DXXXXX, while a detailed guideline for community engagement is available in the [BioDAO Community Playbook]([add link here](#)).

- **Awareness & Outreach**
  - **Outbound Marketing:** Create marketing materials including X threads, newsletters, and blog posts to increase awareness.
  - **Video Content Creation:** Develop 2-5 minute videos about the DAO to explain its mission and activities.
  - **Meme Competition & Content Generation:** Encourage the community to create engaging memes and content to promote the DAO.
  - **Science Communication Outreach:** Translate complex scientific concepts into easily digestible content for the general community, making the DAO's mission and projects accessible to nonspecialists.
- **Community Engagement & Management**

- **Personalized Onboarding:** Reach out to new members via DMs and offer 1:1 onboarding sessions to make them feel welcome.
- **Community Engagement:** Active engagement with members by replying to inquiries and keeping conversations lively.
- **Regular Townhalls:** Host weekly or monthly townhalls to recap DAO activities, discuss milestones, and brainstorm new ideas.
- **Recap Content Creation:** Develop weekly or monthly summaries of DAO updates for newsletters or other communication channels.

## DAO Compensation Policy

Compensation in DAOs is a continually evolving topic and bioDAOs are no exception. Several factors influence compensation for DAO contributors, including token availability, amount of funding raised by the DAO, and potential price fluctuations if tokens are involved. An effective compensation model must carefully balance the use of treasury funds, which affects the DAO's operational runway, with the need to provide adequate compensation to attract top talent.

Establishing a fair compensation policy is challenging for bioDAOs. Unlike other DAOs, bioDAOs allocate significant funding not only for operational purposes, but also for scientific research, a core pillar of the bioDAO business model. Additionally, attracting high-caliber contributors, such as top researchers and biotech entrepreneurs, can be difficult because these professionals traditionally receive high salaries that early stage DAOs cannot meet.

However, one distinct advantage of bioDAOs is their alignment with a shared mission, which motivates contributors beyond financial rewards. Thus, while compensation should enable contributors to dedicate themselves to the mission and sustain their livelihoods, it should not be the primary driver of participation. Instead, compensation should allow for meaningful commitment without the expectation of "getting rich quickly."

For simplicity, contributor compensation can be organized along the main roles within the DAO. This framework draws on best practices from established bioDAOs, such as VitaDAO and CerebrumDAO

( [Compensation Policy Squad Vita DAO Compensation Report](#) )  
[Compensation Policy Squad Vita DAO Compensation Report](#) .

The compensation policy is based on the following assumptions:

- **Market-Based Compensation:** Compensation should reflect similar levels in traditional markets, targeting the 75th percentile of an experienced professional in the field in the U.S.

- **Consistency in Payment:** To ensure planning security, compensation for full-time roles should be paid monthly. For roles requiring less than full-time commitment, compensation can be arranged on an individual basis, with a preference for retroactive payments based on contributions.
- **Benchmark Rate and Payment Structure:** The benchmark rate for compensation is set at \$20 per hour, paid in bioDAO tokens (using a 30-day moving average of the token price, if available). Alternatively, compensation may be partly provided in USD-pegged tokens such as the USDC, especially for full-time and part-time roles (if available).
- **Pre-Token vs. Post-Token Launch:** The outlined compensation policy is designed for a DAO that has already launched its token (post-token launch). However, during the critical pre-token phase, compensation should be adjusted with a significant multiplier to attract top-tier expertise. This approach supports the recruitment of skilled contributors who may transition into key roles such as pod leads as the DAO matures.

## Guardians

- **Compensation Structure:** Retroactive compensation based on hours worked (if not being paid as a pod lead).
- **Payment:** Paid in bioDAO tokens only. Tokens are subject to a 12-month cliff followed by a 24-month vesting period to ensure long-term alignment with the DAO's mission.
- **Bonus Structure:** Retroactive bonus of up to \$5,000 in bioDAO tokens per month of the election term, contingent upon meeting or exceeding KPIs. Bonus eligibility requires a successful community vote.

## Pod Leads

- **Compensation Structure:** Fixed compensation available for full-time (40 hours/week) roles. Part-time (20 hours/week) role compensation should be evaluated on a case by case basis.
- **Payment:** Primarily in bioDAO tokens, with the option for partial payment in USD-pegged tokens (if available). To ensure immediate financial stability and long-term alignment, payments could be structured as follows:
  - **50% of tokens** available as liquid (non-vested) payments, allowing Pod Leads to cover ongoing expenses.
  - **The remaining 50%** of the tokens are subject to a 12-month vesting period, supporting sustained commitment to the DAO's mission.



- **Base Pay Rate:** \$40–60 per hour in bioDAO tokens (2x–3x the base pay), depending on experience and commitment level (full-time or part-time).
- **Bonus Structure:** Retroactive bonus of up to \$5,000 in bioDAO tokens per month of the election term, contingent upon meeting or exceeding KPIs. Bonus eligibility requires a successful community vote.
- **Traditional Counterparts:** Similar to roles such as Project Manager, Department Lead, or Operations Director in traditional organizations.

## Pod Contributors

- **Compensation Structure:** Primarily retroactive payment based on the successful completion of initiatives. Optionally, Pod Leads may approve an upfront payment of 20% of the initiative budget, with subsequent monthly payments contingent on milestone completion and Pod Lead approvals.
- **Payment:** Primarily in bioDAO tokens, with the option for partial payment in USD-pegged tokens (if available). To balance immediate financial stability with long-term alignment, payments can be structured as follows:
  - **30% of the tokens** available as liquid payments, providing Pod Contributors with immediate financial flexibility.
  - **The remaining 70%** of the tokens are subject to a 6-month vesting period, encouraging sustained engagement with the DAO's mission while keeping the vesting period shorter for contributors who may not be long-term core members.
- **Base Pay Rate:** \$20–40 per hour in bioDAO tokens (1x–2x the base pay), depending on the complexity of the tasks and contributor experience.
- **Bonus Structure:** Retroactive bonus of up to \$1,000 in bioDAO tokens per month of the initiative's duration, contingent upon meeting or exceeding key performance indicators (KPIs). Bonus eligibility requires approval from Pod Lead(s) to ensure quality and accountability.
- **Traditional Counterparts:** Pod Contributors encompass a wide range of project-based or specialized roles such as:
  - Research Assistants or Lab Technicians for scientific tasks or data collection.
  - Content Writers or Social Media Coordinators for community engagement and communication.
  - Developers or Software Engineers for technical or programming contributions.
  - Project Coordinators or Analysts for operational support and data analysis.
  - Designers or Marketing Specialists in creative and promotional initiatives.

## External contributions

- **Compensation Structure:** Compensation for external contributors is project-based or task-based, determined by the specific scope of work. Options include:
  - **Bounty Payments:** Fixed-rate compensation for one-off tasks or deliverables, such as writing a report, conducting a review, or creating specific content.
  - **Hourly or Milestone-Based Compensation:** For larger projects, external contributors may receive hourly pay or compensation upon reaching specific project milestones. The rates are benchmarked based on the required skill set and market standards for similar expertise.
- **Payment:** Payments are negotiated on a case by case basis, acknowledging a preference for USD-pegged stablecoins
  - **100% Liquid Payment:** External contributors may receive full liquid compensation given their short-term involvement and lack of long-term commitment.
  - **Optional Vesting for Significant Roles:** For high-impact, ongoing projects, a portion of compensation may be subject to a 6-month vesting period to encourage continued alignment with the DAO.
- **Base Pay Rate:** Rates are determined by the project's complexity and market rates for the specific expertise required, with rates comparable to the industry standards for consulting or contract work in the relevant field.
- **Examples:**
  - Senior Reviewer for scientific deal flow analysis, offering expertise in evaluating potential research projects or investments.
  - Legal Advisors or Lawyers for contract reviews, compliance, and regulatory guidance specific to bioDAOs.
  - Technical Consultants for specialized support in blockchain development, smart contract audits, and data analysis related to bioDAO projects.

## Compensating Exceptional Contributors:

The compensation policy is designed to ensure that bioDAOs offer both sustainable and competitive compensation, potentially rivaling traditional salaries, especially if the token value appreciates. Transparency in this structure is essential, particularly in the early stages, when recruiting and identifying core personnel such as pod leads is critical.

However, in the initial phase, the DAO's success may hinge on a few dedicated contributors whose exceptional impact could 'make or break' the organization. Recognizing this, a standard compensation policy may require flexibility. The following key considerations should be taken into account to effectively attract, reward, and retain these exceptional contributors:

- **Higher Token Rewards:** High-impact contributors should receive retroactive compensation regularly, with a higher multiplier applied to their token rewards.
- **Continued Support:** Recognizing the value of outstanding contributors, the elected core team of the DAO (guardians and pod leads) should take proactive steps to foster ongoing involvement. This includes offering personalized support, invitations to one-on-one check-ins, and strategic discussion.
- **Exclusive Bounty Opportunities:** Exceptional contributors can be granted exclusive access to high-value bounties, offering them additional compensation for specialized or priority initiatives.

## Accounting and Tooling

When compensating contributors, it is essential to remember that even USD-pegged stablecoins are still tokens that come with specific considerations. Not all contributors may be comfortable receiving tokens (whether USD-pegged or governance tokens) and may prefer fiat-currency transfers. For Web3-native organizations, such as DAOs, enabling off-ramping (the conversion of tokens into fiat currency) is key to accommodating these preferences.

Several service providers facilitate payments in USD and offer off-ramping directly to individual bank accounts. The following are the recommended service providers for payment management in DAOs:

- Crypto payment management:
  - <https://www.onchainden.com/> for Offramp to US based individuals and Labs
  - <https://holyheld.com/> for EU/LATAM/APEC based individuals, labs etc. with 0% fees for DeSci

Some payments, such as research funding, may require traditional bank accounts along with compliance with tax, bookkeeping, and KYC/AML regulations. This can be crucial when working with research institutions or other organizations that operate within regulated financial systems.

## DAO Compensation - Recommendations for the first six months

As tokens are not available at the initiation of the DAO, all contributions should be tracked and recorded in a publicly accessible spreadsheet. This record can be kept concise by logging names, roles, and the number of tokens earned. The primary goal is to ensure the transparency

of everyone in the community. Additionally, tracking the initiatives and strategies that led to rewards further enhances transparency and provides insight into the early activities of the DAO. Contributions made up until the Token Generation Event (TGE) will be accumulated, and each contributor receives their agreed-upon token compensation during the event.

- **Guardians and Pod Leads:** Retroactive compensation for Guardians will be added to the spreadsheet once approved. Pod lead compensation will be added to the spreadsheet once they are elected by the community, ensuring transparency from the start of their terms.
- **Pod Contributors:** Pod Contributors receive retroactive compensation upon the TGE. Pod Leads will be responsible for updating the spreadsheet with contributions from their team members on a monthly basis to ensure accurate tracking.
- **Pre-Token Allocation:** In the absence of tokens and a completed fundraiser

This approach allows for fair compensation distribution once tokens are generated, and establishes a transparent record of early contributions, supporting clear accounting and accountability as the DAO grows.

## DAO Treasury Overview

The DAO treasury serves as the central repository of funds within a DAO, encompassing assets contributed by members, funds raised through token sales, and revenue generated by the DAO's activities. The treasury benefits from the inherent properties of blockchain technology, such as being transparent, traceable, and verifiable by all DAO members. Additionally, funds can be managed and controlled securely by individuals elected by the community, ensuring accountability and minimizing the risk of misuse.

In an ideal scenario, treasury transactions are executed autonomously via smart contracts, which are programmed to release funds based on predefined conditions such as community voting outcomes. In this model, funds are disbursed only when consensus is reached, thus reducing reliance on intermediaries. However, full autonomy introduces risks, especially in early stage DAOs where decentralization may be limited. For example, if an organization lacks sufficient decentralization, it may be vulnerable to governance attacks and misaligned voting. To mitigate these risks, many DAOs entrust treasury management to a group of elected individuals responsible for approving transactions and ensuring that funds are used in line with the DAO's mission.

## Multisignature Wallets

A common approach to securing treasury management in DAOs involves multisignature (multisig) wallets. In a multisig wallet setup, no single individual can unilaterally control or execute transactions; instead, each transaction requires the approval of multiple signers. The specific configuration of a multisig wallet depends on the DAO's governance needs and risk tolerance. Typical configurations include the following:

- **3-of-5 Multisig:** Of the five designated wallet signers, three must approve a transaction for it to be executed. This configuration balances security with efficiency, allowing redundancy when one or two signers are unavailable.
- **5-of-7 Multisig:** In a more decentralized setup, five of seven signers must approve each transaction. This setup is typically chosen by larger DAOs with higher security requirements, where a broader consensus is desired to approve expenditure.

In both cases, the process begins when an individual (designated proposer) initiates a transaction. Other signers review the proposal and either approve or reject it. The transaction is executed only when the required number of approvals is met, adding a layer of security and ensuring that treasury funds are used responsibly and in alignment with the community expectations. Multisig wallets also provide traceability, as each signer's approval or rejection is recorded on the blockchain, thereby ensuring full transparency for all DAO members. There are several service providers for multisignature wallets, depending on the blockchain of choice. We will help setting the the multisignature wallets up and recommended the following:

- Den for EVM chains (e.g., Ethereum): <https://app.onchainden.com/>
- Squads for Solana: <https://squads.so/>

## Multi-Signature Wallets Signers

Each DAO determines its multisignature wallet signers independently, often influenced by the legal structure and organizational setup of the DAO. For DAOs associated with a Swiss Verein, the multisig signers are typically required to be the same individuals appointed in the Verein.

## Treasury Management

The treasury of a DAO typically consists of governance tokens specific to the DAO as well as Ethereum, if funds are raised. In the early stages, treasury management focuses on controlled spending, which includes compensating key contributors such as Guardians and Pod leads, and allocating resources to various pods and initiatives in line with the OBRA framework. This allows the DAO to prioritize essential expenses while gradually scaling the operations.

Additionally, individual pods may manage their own sub-treasury, allowing for more autonomy and flexibility in fund allocation. This structure enables pods to make quicker, pod-specific decisions related to their initiatives without waiting for DAO-wide approvals. Each pod's treasury can operate with its own multi-signature wallet setup and funding strategy, as determined by its specific goals and needs, providing an added layer of operational efficiency within the DAO's overall governance framework.

Beyond spending, treasury management involves employing strategies to maintain the value of funds, optimize liquidity, and reduce exposure to market volatility. Common strategies include the following:

- **Volatility Reduction:** To manage price volatility, DAOs often convert part of their Ethereum or DAO tokens into stablecoins like USDC. Stablecoins offer stable value, ensuring that the DAO can consistently cover operational expenses despite market fluctuations.
- **Optimizing Ethereum Holdings:** Rather than staking Ethereum at a modest yield (~3%), the DAO could borrow stablecoins against its ETH holdings to unlock liquidity, enabling treasury diversification and funding opportunities while retaining exposure to Ethereum's long-term value.earn passive income
- **Liquidity Provision and Pooling:** Contributing Ethereum and DAO tokens to liquidity pools promotes market liquidity and generates income through trading fees. This strategy increases accessibility for DAO tokens, attracting new participants, while providing an additional revenue stream for the treasury.
- **Diversification:** To reduce reliance on any single asset, DAOs may diversify holdings beyond stablecoins. This can include governance tokens from partner bioDAOs with aligned interests as well as other strategic assets, such as BIO.

These treasury management strategies enable the DAO to balance operational needs with long-term financial stability, ensuring that resources are available to support growth and resilience under changing market conditions.

## Recommendations for the first six months

Treasury management will become relevant following a successful fundraising event, typically beginning with a mandatory Token Generation Event (TGE) for public fundraising, which may be supplemented by an initial private round. Multisignature wallet signers will be the same individuals designated in the Swiss Verein. Depending on the legal structure, the total number of signers will be set, with a preferred configuration of 5 signers (requiring 3 of 5 for approvals, or alternatively 7 signers with 5 of 7 approvals).

In this phase, the treasury strategy should focus on securing a sustainable runway for at least one year, with strong allocation to USD-pegged stablecoins to mitigate volatility. To align with community interests, key treasury decisions, such as liquidity provision and asset diversification, should ideally be approved via a DAO-wide vote and, if applicable, be carried out after a public community auction or token sale.

Following the election of Guardians and Pod Leads, each pod should be allocated the agreed-upon seasonal budget managed through a dedicated sub-treasury. Mimicking the main DAO's treasury strategy, the sub-treasury should be overseen by multi-signature signers, primarily consisting of pod leads and guardians. Pod Contributors who have demonstrated consistent, meaningful contributions to the DAO by leading successful initiatives may also be included in sub-treasury management after one season.

## DAO Governance

Governance is fundamental to every DAO, empowering token holders to participate in decision-making and shaping the DAO's direction. Governance power is one of the key value propositions of DAO tokens, offering holders a stake in the organization's operations, proposals, and strategies.

### Governance Styles in DAOs

DAOs typically employ a variety of voting mechanisms to align decision-making with community interests:

- **Meritocratic Voting (1 Token, 1 Vote):** Each token held represents one vote, giving greater influence to those with larger holdings. This style is straightforward to establish, making it popular in the early stages of a DAO. However, this can lead to the centralization of power among large token holders.
- **Delegated Voting:** In delegated voting, members assign their voting power to trusted representatives who then vote on their behalf. This system can reduce voting apathy by involving informed delegates, ensuring that the vote reflects the perspective of a broader community.
- **Quadratic Voting:** Quadratic voting seeks to balance influence by allowing members to cast multiple votes on issues they care about but at an increasing cost. For example, while one vote costs one token, casting four votes requires 16 tokens. This approach prevents large holders from dominating decisions, allowing smaller holders to exert a greater influence on the issues they strongly support.

Most DAOs initially adopt meritocratic voting because of its simplicity. However, delegated voting offers the advantage of addressing voting apathy, and quadratic voting is especially valuable in promoting fairer representation when there are diverse community interests.

## Governance Phases

The DAO's decision-making processes and governance phases can vary significantly across different DAOs. The following process provides an example of the governance phases used by existing bioDAOs, although adjustments can be tailored to fit individual DAO phases and needs.

### Phase 1 - Ideation & Soft Governance

In this initial phase, lightweight proposals are shared in community channels such as Discord or Telegram (e.g., in a "governance chat") to spark discussions and gauge early interest. Proposals at this stage do not follow a strict format but aim to encourage open dialogue.

For instance, in existing bioDAOs, the ideation process typically begins in a governance channel on Discord, where members outline their ideas and invite feedback. This early-stage "temperature check" often uses emoji-based voting, allowing ideas that receive enough upvotes to progress to the next phase. This approach is fast and enables the early termination of ideas that lack traction and saves resources for proposals with stronger community support.

- **Requirement to pass:** To advance to the next phase, a proposal must receive at least five upvotes from community members with at least one upvote from an elected guardian within two weeks of the posting.

### Phase 2 - Informal Governance

In this phase, the proposal moves into a more structured format following a predefined governance proposal template. The proposal is posted on platforms such as Discord, Discourse, or Commonwealth, chosen based on certain considerations:

- **Transparency and Persistence:** Governance discussions should be open, trackable, and persistent, allowing community members to follow the conversation, even after the voting period.
- **Token Gating:** Token gating ensures that only verified token holders participate, maintaining decision-making integrity within the DAO.
- **Platform Integration:** The availability of features such as direct integration with voting platforms (e.g., Snapshot) can streamline the governance process, enabling seamless progression from proposal discussions to voting.
- **Polls and Preliminary Voting:** The platform should support the inclusion of a poll to determine if the proposal meets the required voting thresholds to proceed to the next phase.



For instance, BIO uses Commonwealth, as it meets the aforementioned criteria. Other bioDAOs demonstrate individual platform preferences: VitaDAO uses Discourse, whereas CerebrumDAO operates through Discord. While the platform may vary, this phase is designed to encourage open discussions and the opportunities for revision. Valid concerns and constructive feedback should lead to adjustments in the initial proposal before advancing. Regardless of the platform, each proposal includes a poll with specific voting thresholds that must be met before proceeding to the next phase. The poll should offer options such as 'Agree,' 'Agree with Revisions' (requiring specified changes in the comments), and 'Disagree.'

- **Requirement to pass:** To proceed to the next phase, a proposal must receive at least 10 votes within seven days, with the majority in favor, including at least two upvotes from elected guardians.

### Phase 3 - Hard Governance & Token-Based Voting

The final phase of the DAO governance process involves token-based voting by the community. Most DAOs use a tool called Snapshot, which allows for fee-free voting by taking a snapshot of token holdings at a specific block in time. This approach ensures that voting power reflects each member's holdings without incurring transaction fees.

At this stage, the proposal should incorporate all the necessary revisions from the previous phase. Typically, only a designated group, such as DAO Guardians or a dedicated governance Pod Lead, has the authority to submit proposals for voting on Snapshot. This setup maintains the structure and ensures that only well-prepared proposals reach the community for final approval. The forum posts on platforms such as Discourse or Commonwealth will be locked and linked to the Snapshot voting post for reference.

- **Requirement to pass:** A majority of affirmative votes within a 7-day voting period, with a quorum of 3% of circulating tokens.

### Governance Proposal Template

This template serves as an example of a 'standard' proposal format for community-based decision-making. It is typically used for decisions requiring wider community input, such as funding requests for research projects proposed by a deal-flow pod that exceeds the predefined budget of the pod.

For proposals related to the overall organizational framework, such as those involving OBRA or elections, different templates are recommended. For example:

- **Pod Lead Applications:** 'Pod Lead Application and Strategy Proposal Template.'
- **Initiatives:** 'Initiative Proposal Template.'

The standard governance proposal should include the following:

- **Simple Summary:** Brief overview of the purpose and impact of the proposal.
- **Proposer Information:** Details about the individual or team that submitted the proposal, including relevant background and affiliations.
- **Problem:** A clear definition of the problem or opportunity for proposal addresses.
- **Solution:** Description of the proposed solution or approach to address this problem.
- **Implementation Details:** Steps required to implement the proposal, including timelines, milestones, and dependencies.
- **Opportunity:** Explanation of potential benefits or strategic value of the proposal to the DAO.
- **Budget Requirements:** A breakdown of the requested budget, including specific allocations and justifications.
- **Additional Information (if applicable):** Any supplementary details, such as supporting research, technical resources, or previous relevant proposals.

For each proposal, a clear threshold and quorum must be defined: the threshold represents the minimum percentage of affirmative votes needed for approval, whereas the quorum (typically 5% of circulating tokens) ensures sufficient community participation for the vote to be valid.

## Meta-Governance

Meta-governance refers to the process in which one DAO participates in the governance of other DAOs, typically through strategic partnerships or substantial token holdings. Given the strategic role of BIO in launching and supporting bioDAOs, it will hold a substantial number of governance tokens, conferring significant voting power.

BIO will engage in the governance of bioDAOs only when the bioDAO itself or any BIO token holder requests meta-governance involvement. This approach respects the independence of each bioDAO, while allowing BIO to support shared goals when needed.

To ensure that BIO's voting aligns with its community's views, BIO will only vote with a fraction of its tokens proportional to the percentage of affirmative votes in the BIO governance process. For example, if 70% of the BIO community votes affirmatively on a governance issue in a bioDAO, BIO will cast 70% of its available tokens in support of that decision. This mechanism ensures that BIO's meta-governance activities accurately reflect the collective will of its community. All specifics can be found in the BIO meta-governance proposal

(<https://commonwealth.im/bio-protocol/discussion/25410-bio-meta-governance-process-proposal-v1>)

## Recommendations for the first six months

The DAO governance process in the initial phase depends on several factors including the availability of tokens. If a Token Generation Event (TGE) has not yet occurred, voting can still be enabled through alternative methods, such as issuing non-transferable NFTs to key initiators and selected contributors (e.g., Guardians and Pod Leads).

In the first six months, it is expected that only a limited number of proposals will be submitted, primarily focused on planned pod and strategy applications, as well as initiative proposals aligned with the established strategies.

Irrespective of the main communication channel used for the DAO, the following process is recommended:

- Prerequisites:
  - **Dedicated Governance Channel:** Setting up a dedicated governance channel is recommended to centralize the discussion.
    - **Telegram:** While Telegram allows separate channels within the main group, this setup may affect the user experience. For smaller communities, ideation can occur in the general channel, with frequent (1-2 times per week) reminders in the first two weeks to encourage participation.
  - **DAO-dedicated Commonwealth Forum:** Establishing a dedicated Commonwealth forum for the DAO enables structured discussions and persistent record-keeping.
  - **DAO-dedicated Snapshot Space:** Creating a dedicated Snapshot space allows formal, fee-free voting by the community.
- Governance Phases:
  - **Phase 1:** Ideation should follow the outlined specifications in the governance phases, allowing initial discussions and feedback to shape the proposal.
  - **Phase 2:** This phase should adhere to the governance phase specifications by using the relevant templates and including a poll. Careful monitoring and feedback are crucial in this phase. Regular reminders and links to the Commonwealth forum should be shared on the primary communication platform to encourage engagement

- **Phase 3:** This phase should proceed as outlined in the governance phases, incorporating feedback and revisions from Phase 2, and specifying a predefined threshold and quorum. Voting will take place on Snapshot to enable decentralized decision-making.

## Tokenomics

### Important Terms

- **Initial Token Float:** The initial number of tokens made available for trading and distribution at launch. This portion of total supply supports early liquidity and trading.
- **Inflation/Token Emission:** The rate at which new tokens are created and released into circulation.
- **Over-the-counter (OTC):** Direct, private token transactions between buyers and sellers, typically used for large trades to avoid market price impacts.
- **Fully Diluted Valuation (FDV):** The estimated market value of a project if all tokens in the maximum supply are circulating. Calculated as *current token price* × *maximum supply*.
- **Market Cap:** The current valuation based on circulating tokens. Calculated as *current price* × *circulating tokens*, this metric reflects the real-time value attributed to available supply.
- **Max Supply:** The total number of tokens that will ever be created, setting an upper limit on supply and contributing to token scarcity.
- **Token Vesting:** A schedule dictating the gradual release of tokens over a set period to prevent immediate selling often applied to early contributors, ensuring long-term commitment.
  - Example: A developer receives 100,000 tokens on a 2-year vesting schedule, receiving 1/24th of the tokens each month until it is fully vested. **Vested tokens** are those that have been released from the vesting schedule and are now accessible to contributors.
- **Cliff:** The initial waiting period before token vesting begins, when no tokens are released. Cliffs are used to prevent immediate sell-offs and to support token stability.
  - Example: A contributor has a 6-month cliff, meaning they receive no tokens for the first six months, after which their vesting schedule begins, unlocking tokens monthly.

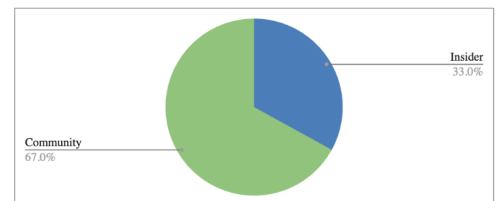
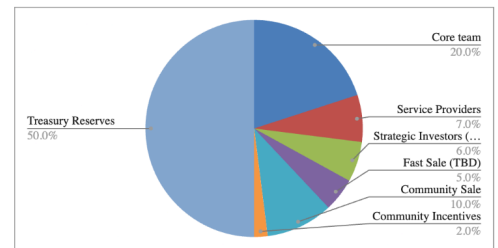
### Token Allocation

The following is an overview of exemplary tokenomics. While the tokenomics for each DAO might differ based on its initial needs, there are several considerations that should be kept in

mind when creating a DAO tokenomics. The following break-down is a template that stands as a great starting point for defining the tokenomics distribution:

[\(Link to Template\)](#)

	Parameters	Terms	0	1	2	3	4
<b>Valuation</b>							
VAL multiples per Year	2		\$7,500,000	\$12,000,000	\$24,000,000	\$48,000,000	\$96,000,000
<b>Raises</b>							
FAST SALE VAL (TBD)	\$7,500,000		\$375,000				
BIO Grant	\$100,000		\$100,000				
Community Auction VAL	\$12,000,000			\$1,200,000			
<b>Total Raised</b>			<b>\$475,000</b>	<b>\$1,675,000</b>	<b>\$1,675,000</b>	<b>\$1,675,000</b>	<b>\$1,675,000</b>
<b>Token Distro</b>							
Core team	20%	4 years /1 cliff	0	5,000,000	10,000,000	15,000,000	20,000,000
Service Providers	7%	no lockup	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000
Strategic Investors (e.g. VC)	6%	4 years /1 cliff	0	1,500,000	3,000,000	4,500,000	6,000,000
Fast Sale (TBD)	5%	no lockup	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Community Sale	10%	no lockup	0	10,000,000	10,000,000	10,000,000	10,000,000
Community Incentives	2%	1 year lockup	0	500,000	1,000,000	1,500,000	2,000,000
Treasury Reserves	50%	no lockup	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000
<b>Amount of Tokens</b>	<b>100,000,000</b>		<b>62,000,000</b>	<b>79,000,000</b>	<b>86,000,000</b>	<b>93,000,000</b>	<b>100,000,000</b>
Insider	33%						
Community	67%						
<b>Total</b>	<b>100%</b>						



## Tokenomics Considerations

- **Community vs. Insider Split:** In the realm of Web3, the allocation for insiders vs. community is a hotly debated topic. General rule of thumb is that it is well received if a minimum of around 60% of token supply can be purchased or earned by the community or used for community initiatives.
- **Treasury Reserves:** The treasury reserves usually are included in the Community allocation because they are not yet promised to any insider. However, the DAO could decide to allocate treasury reserves as well for new team members or fundraising efforts. This should happen based on a governance vote. Therefore, the treasury reserves can be seen as a “yet undefined” bucket.

## Line items from the tokenomics

- **Core Team:** Core DAO positions (founders, pod leads) are allocated tokens for their role in shaping the DAO.
- **Service Providers:** Entities like BIO receive tokens for their significant contributions to the DAO.
- **Strategic Investors:** Receive token allocations for early-stage backing, typically through OTC rounds.
- **Fast Sale:** In case the DAO does an early fixed price token sale.
- **Community Sale:** Tokens allocated to a community auction or bonding curve mechanism.

- **Community Incentives:** Tokens allocated for incentivizing certain community behaviour. For example incentivizing the sharing of patient data with the DAO for research purposes.
- **Treasury Reserves:** Tokens retained in the treasury for future fundraising and initiatives.

While early crypto projects often focused on low supply/token float with long vesting periods for early investors, the importance of liquidity and sufficient supply is now increasingly recognized to avoid artificially inflating the FDV. A low initial supply can lead to high buying prices, which may decline throughout the first years of the DAO. Because token price stability is crucial for contributor morale and talent retention, an adequately sized public community sale is recommended to enable natural price discovery.

## Token Utility

Having a token is one of the defining features that distinguishes DAOs from traditional companies. Tokens allow direct community participation in governance and provide multiple key utilities that drive the DAO mission and community engagement:

- **Governance Rights** - Tokens confer governance rights, empowering token holders to participate in critical decision-making, which can include the following:
  - Managing the treasury and allocating funds.
  - Approving the commercialization of intellectual property (IP).
  - Deciding on research projects to fund.
  - Electing Guardians and other key roles within the DAO.
- **Exclusive Access Rights** - Token holders may receive privileged access to the DAO's products, services, research results, and potential therapies. This exclusivity incentivizes participation and supports sustainable growth.
- **Incentives for Engagement** - Tokens can serve as incentives for community members and contributors by rewarding valuable actions. Examples include:
  - Providing health data or participating in clinical trials.
  - Referring patients or new contributors to the DAO.
  - Contributing to working groups or completing onboarding tasks.
  - Undertaking scientific work, such as lab-related tasks, contract research organization (CRO) work, data analysis, or result replication.
  - Preparing scientific materials or engaging in science communication to broaden the DAO's outreach.

- **Innovative Utility Ideas** - The token's utility can be expanded with creative applications, such as allowing token holders to "bet" on scientific research outcomes. This incentivizes active engagement in the DAO's research direction and aligns community interests with the success of specific projects.

# Appendix

## Appendix A

### Pod Lead Application and Strategy Proposal Template

1. **Title**
2. **Summary**
  - One-line summary of the strategy proposal
3. **Applicant Information**
  - Name(s) of the applicants (including social media links)
  - Background of the applicant(s) in relation to the DAO (e.g., previous contributions to the DAO)
  - Names of pod contributors (if applicable)
  - Proposed election term (e.g., 6 months, starting from [specific date])
4. **Strategy Overview**
  - **Concise Description:** A brief description of the proposed strategy
  - **Relevant Goal(s):** Goals of the DAO that the strategy aims to address
  - **Metrics and KPIs:** Clear, measurable indicators of success for the strategy
  - **Execution Plan:** How the strategy will achieve the defined metrics
5. **Implementation Details**
  - **Milestones and Timeline:** Key milestones and an estimated timeline for achieving them
  - **Initiatives:** Outline of at least one specific initiative aligned with the strategy
  - **Potential Barriers:** Anticipated challenges in executing the strategy
6. **Budget Requirements**
  - Detailed budget needed to execute the strategy
7. **Additional Information**
  - Relevant background information and references

## Appendix B

### Initiative Proposal Template

1. **Title**
2. **Pod**
  - Pod the initiative is associated with
3. **Summary**
  - One-line summary of the initiative proposal
4. **Proposer**
  - Name(s) of the proposing contributors
  - Optional: Background of the applicant(s) in relation to the DAO (e.g., previous contributions to the DAO)



## 5. Initiative Lead

- If other than task proposer; otherwise N/A

## 6. Evaluator

- Pod lead (preferred). If the project lead is a pod lead, another pod lead or guardian as an evaluator is recommended

## 7. Initiative Overview

- **Description:** A brief description of the proposed initiative
- **Reasoning:** Explanation of how the task will contribute to a strategy and the overall goals of the DAO
- **Relevant Strategy:** Strategy of the DAO that the initiative aims to address
- **Metrics and KPIs:** Clear, measurable indicators of success for the initiative
- **Execution Plan:** How the initiative will achieve the defined metrics

## 8. Budget Requirements

- Detailed budget needed to execute the initiative


## 9. Service Providers

- External service provider if applicable

## 10. Additional Information

- Relevant background information and references

A tabular overview of the initiative proposal template including examples can be found here:

 [BioDAO Pre-Token Allocations Tracking](#)

## Appendix C

### Strategy Performance Report Template

#### 1. Title

- Name of the Strategy

#### 2. Summary

- **One-Line Summary:** Brief recap of the strategy's purpose and goals.
- **Period Reviewed:** Dates covering the review period.

#### 3. Metrics and KPIs

- **Key Metrics:** List the measurable indicators initially defined for the strategy.
- **Results:** Provide actual numbers for each KPI (e.g., target vs. achieved).
- **Performance Analysis:** Analysis of how the strategy met or deviated from the expected metrics.

#### 4. Milestones and Achievements

- **Completed Milestones:** Describe each milestone achieved within the period, including completion dates.
- **Notable Achievements:** Summarize any significant outcomes or achievements beyond initial expectations.

#### 5. Initiatives Executed

- **List of Initiatives:** Briefly outline the initiatives implemented under the strategy.

- **Impact of Initiatives:** Describe the specific outcomes or contributions of each initiative toward the overall strategy.
- 6. Challenges and Barriers**
  - **Encountered Barriers:** Describe any challenges or barriers that affected the execution of the strategy.
  - **Resolution Efforts:** Detail actions taken to address these challenges and their effectiveness.
- 7. Budget Review**
  - **Allocated Budget:** Initial budget assigned to the strategy.
  - **Budget Utilization:** Total budget spent, with breakdowns for each major expense.
- 8. Recommendations**
  - **Continuation Proposal:** Indicate whether the strategy should be continued, modified, or terminated.
  - **Suggested Adjustments:** Propose any changes to the strategy, goals, or budget, if applicable.
  - **New Initiatives:** Recommend any new initiatives or sub-strategies for the upcoming period, based on insights from the review.
- 9. Additional Information**
  - **References:** Include any relevant documents, data, or reports that support the review findings.

## Appendix D

- **Awareness & Outreach**
  - **Outbound Marketing:** Create marketing materials including X threads, newsletters, and blog posts to increase awareness.
  - **Video Content Creation:** Develop 2-5 minute videos about the DAO to explain its mission and activities.
  - **Industry Publications:** Contribute articles or book chapters to establish the DAO's presence within the industry.
  - **Meme Competition & Content Generation:** Encourage the community to create engaging memes and content to promote the DAO.
  - **Science Communication Outreach:** Translate complex scientific concepts into easily digestible content for the general community, making the DAO's mission and projects accessible to nonspecialists.
- **Community Engagement & Management**
  - **Discord/TG Management & Bot Setup:** Manage community channels, set up helpful bots, and maintain an inclusive environment.
  - **Community Engagement:** Active engagement with members by replying to inquiries and keeping conversations lively.
  - **Regular Townhalls:** Host weekly or monthly townhalls to recap DAO activities, discuss milestones, and brainstorm new ideas.

- **Recap Content Creation:** Develop weekly or monthly summaries of DAO updates for newsletters or other communication channels.
- **Member Introduction:** Encourage members to create personal intro slides/pages, including their headshot, bio, skills, motivation, and vision for the DAO.
- **Onboarding**
  - **Personalized Onboarding:** Reach out to new members via DMs and offer 1:1 onboarding sessions to make them feel welcome.
- **Science & Research Engagement**
  - **Science Engagement Initiatives:** Start discussions on scientific topics, stay up-to-date with recent research, and share insights.
  - **Journal Club:** Organize sessions to discuss recent scientific research, making findings accessible and understandable for the entire DAO
  - **Scientific Roadmapping & Forecasting:** Create a scientific roadmap that outlines the future direction and key milestones for the DAO.
  - **Grant Writing Support:** Develop proposals and manage applications for grants from organizations like NSF, NIH, or philanthropic entities.
- **Partnerships & Business Development**
  - **Partnership Development:** Build and manage relationships with strategic partners to advance the DAO's mission.
  - **Scientific Networking & Outreach**
    - **Science Networking Events:** Host networking events for scientists, researchers, and enthusiasts to connect, discuss projects, and foster collaboration within and outside the DAO.
    - **Collaboration with Universities and Research Institutions:** Develop outreach efforts to form partnerships or research collaborations with universities and other traditional institutions.
- **Education & Knowledge Sharing**
  - **Contributor Learning Sessions:** Host regular virtual sessions where experts present relevant topics, allowing members to upskill and understand the DAO's research and the broader DeSci ecosystem.
- **Operations & Organizational Support**
  - **Operations Support:** Attend all DAO calls and events, take detailed notes, and check in with core members weekly for updates.
  - **Website & Design Assets:** Maintain and update the website and design assets to ensure they align with the branding of the DAO.
- **Dealflow & Intellectual Property Generation**

- **Opportunity Identification:** Develop a systematic process for identifying, evaluating, and pursuing high-value partnerships, funding opportunities, and projects aligned with the DAO's mission.
- **Pipeline Management:** Implement a transparent dealflow system to track and prioritize opportunities, ensuring efficient allocation of resources.
- **Internal IP Generation:** Foster the creation of intellectual property by leveraging community contributions, encouraging innovation, and providing clear pathways for refining and protecting DAO-generated ideas.