



KENTUCKY SCIENCE &  
ENGINEERING FOUNDATION

**KENTUCKY SBIR/STTR ASSISTANCE PROGRAM**

**- PHASE ZERO GRANTS -**

Application Guidelines and Request for Proposals

OPEN

**Contact**

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## 1. Introduction

In an effort to increase Kentucky small business participation in the federal SBIR and STTR program, the Kentucky Science and Engineering Foundation (KSEF) has developed a grant writing assistance program: the **Kentucky SBIR/STTR Phase Zero and Phase Double Zero** grants. The grants program is available to Kentucky's small businesses, university-affiliated small businesses, and college and university faculty entrepreneurs. These funds are intended for the development of Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) proposals for submission to any of eleven participating federal agencies.

The goal of the KY SBIR/STTR Phase Zero and Phase Double Zero program is to increase participation in federal SBIR and STTR programs and improve success rates by providing a grant to develop and to prepare high-quality, competitive proposals.

The Kentucky SBIR/STTR Phase Zero and Double Zero program is administered by KSEF, which is managed by the Kentucky Science and Technology Corporation (KSTC) and funded by the Commonwealth of Kentucky under a contract with the Council on Postsecondary Education.

## 2. The SBIR-STTR Phase Zero Application

The Kentucky SBIR/STTR **Phase Zero** grant program is available to Kentucky's new and existing small businesses and college and university faculty. The grant funds are intended to help applicants develop a competitive **Phase I proposal** to be submitted to any of the eleven federal agencies offering an SBIR/STTR program.

The **Phase I Grants** under the **SBIR and STTR programs** provide funds for development and demonstration of high-risk, innovative ideas during the proof-of-concept phase, thus minimizing the risk to cash-starved small businesses. Visit the websites listed below for the appropriate descriptions and guidelines relevant to your proposal.

Agency	Website
Department of Agriculture (USDA)	<a href="http://www.csrees.usda.gov/funding/sbir/sbir.html">www.csrees.usda.gov/funding/sbir/sbir.html</a>
Department of Commerce (DoC)	
NIST	<a href="http://www.nist.gov/tpo/sbir/index.cfm">www.nist.gov/tpo/sbir/index.cfm</a>
NOAA	<a href="http://www.oar.noaa.gov/orta/">www.oar.noaa.gov/orta/</a>
Department of Defense (DoD)	<a href="http://www.dodsbir.net/">www.dodsbir.net/</a>
DARPA	<a href="http://www.darpa.mil/sbir">www.darpa.mil/sbir</a>
DoD - Air Force	<a href="http://www.afsbirsttr.com/Portal.aspx">www.afsbirsttr.com/Portal.aspx</a>
DoD - Army	<a href="http://www.aro.army.mil/arowash/rt/">www.aro.army.mil/arowash/rt/</a>
DoD - Navy	<a href="http://www.navysbir.com">www.navysbir.com</a>
Department of Education (DOEd)	<a href="http://www2.ed.gov/programs/sbir/index.html">www2.ed.gov/programs/sbir/index.html</a>

Department of Energy (DOE)	<a href="http://www.er.doe.gov/sbir">www.er.doe.gov/sbir</a>
Dept. of Health and Human Services (NIH)	<a href="http://grants.nih.gov/grants/funding/sbir.htm">http://grants.nih.gov/grants/funding/sbir.htm</a>
Department of Homeland Security (DHS)	<a href="http://www.dhs.gov/files/grants/gc_1247254058883.shtm">www.dhs.gov/files/grants/gc_1247254058883.shtm</a>
Department of Transportation (DOT)	<a href="http://www.volpe.dot.gov/sbir">www.volpe.dot.gov/sbir</a>
Environmental Protection Agency (EPA)	<a href="http://epa.gov/ncer/sbir/">epa.gov/ncer/sbir/</a>
National Aeronautics Space Administration (NASA)	<a href="http://sbir.nasa.gov">http://sbir.nasa.gov</a>
National Sciences Foundation (NSF)	<a href="http://www.eng.nsf.gov/sbir">www.eng.nsf.gov/sbir</a>

### 3. Eligibility Requirements

In order to qualify for a **Phase Zero SBIR/STTR** grant, the interested applicant must be located in Kentucky AND meet all the eligibility requirements of the particular federal agency to which the SBIR/STTR application will be submitted. The applicant company will be required proof of “good” standing with the Kentucky Secretary of State.

#### 3.1 Federal Agency Requirements to be Met

Examples of federal agency eligibility requirements for submission of the **Phase I SBIR/STTR** include but are not limited to the following:

##### 3.11 SBIR Grants

1. Applicant business must be **American-owned** to meet federal agency ownership/eligibility requirements.
2. Total number of employees of the parent company and its subsidiaries **cannot exceed 500**.
3. The applicant business has **identified the project team** from current employees and consultants or will have hired qualified team members before starting the grant work.
4. The principal investigator (PI) on the proposal is employed by the applicant small business for more than **50% of his/her time at the time of the federal Phase I award**.
5. Partnership with an academic/non-profit organization is allowed but not required. The majority of the proposed work is to be conducted by the applicant and **not more than 33% (for Phase I) of the dollar amount of the proposed work can be subcontracted**.

##### 3.12 STTR Grants

The eligibility requirements for the **Phase Zero STTR** are similar to those for a Phase Zero SBIR grant, with a few additions:

1. The principal investigator (PI) on a STTR grant proposal is either a **university faculty member or an employee of the small business as per the eligibility requirement of the federal agency and stated in the solicitation.**
2. The STTR application is submitted by the small business in **partnership** with one or two non-profit organizations, one of which must be a university.
3. **The small business** must undertake a minimum of **40%** of the work and the academic/non-profit **partners** must be responsible for a minimum of **30%** of the work. Up to **30%** of the work may be performed by a subcontractor.
4. The small business **MUST** have a collaborative/partnership agreement with a non-profit institution as requested by the federal agency, including agreement on sharing the intellectual property.

### 3.2 Originality and Number of Submissions

The proposed idea in the SBIR/STTR Phase Zero grant proposal must be original. Only one Phase Zero grant will be awarded to develop a specific SBIR/STTR proposal idea. An applicant (business or a person) shall not receive more than three SBIR/STTR Phase Zero awards in one calendar year.

A Phase Zero proposal may be submitted independently for each targeted application. A maximum of \$4,000 may be awarded for the first grant and up to \$2,000 for each additional Phase Zero grant in one calendar year. The maximum award then would be: \$4,000 for one grant, \$6,000 for two grants, and \$8,000 for three grants.

## 4. Application Process

Applications for Kentucky SBIR/STTR Phase Zero grants will be accepted year-round, but **must be submitted at least two months prior to the deadline of the federal agency** to enable KSEF to complete the review and the decision making processes as per the submission/review schedule (i.e. KSEF Submission Deadlines) published on the KSEF website. If a Phase Zero application is submitted to KSEF less than two months prior to the federal agency deadline, KSEF reserves the right to decline the application. Consideration will be given to applications targeting federal agencies that provide less than two months time from the issue date of the solicitation. Only **Kentucky small businesses, university-affiliated businesses and college and university faculty** are eligible to seek Phase Zero funds.

Applications must be submitted **electronically** through an online application form which can be found on KSEF website at <http://ksef.kstc.com>.

In addition to the electronic submissions, a scanned copy of the signed of the online application signed by the company officer/employee (not a consultant or administrator) who can legally bind the organization to a contract **must be emailed** to [KSEFPM@kstc.com](mailto:KSEFPM@kstc.com).

All applications will be treated in confidence and are subject to an independent review.

Receipt of each online application will be acknowledged. Applications with incomplete information may not be considered. Additional information may be requested of the applicant for clarification and responses must satisfy the KSEF Executive Director before the proposal is put before the review panel (see below).

## 5. Phase Zero Application Outline and Content

The Phase Zero application consists of four different sections requesting information pertaining to the (A) company that will be submitting and potentially receiving a federal grant; (B) partnering university researcher or non-profit organization researcher, if applicable; (C) federal Phase I application to be submitted; and (D) KSEF Phase Zero funds requested.

For a detailed list of information needed to complete the Phase Zero application, see appropriate section at the end of this document.

### 5.1 Company Information - Section A

This section pertains to the company that will be submitting, and potentially receiving, a federal SBIR/STTR Phase I grant. Company contact information as well as business related details are requested in this section (i.e. number of employees, estimated annual revenue, etc.).

Information regarding the company's history in submitting and receiving Phase Zero, and Phase I or Phase II applications is also requested.

### 5.2 University/Non-Profit Partner Information - Section B

If the federal SBIR/STTR Phase I application to be submitted WILL NOT include a partnership with a non-profit (university or other), this section should be left blank.

If the Phase I application to be submitted WILL include a partnership (especially in the STTR Phase I proposal) with a non-profit (university or other), Section B **MUST** be completed. **ALL** information requested on Section B pertains to the partnering laboratory at the university or non-profit (not the company).

Information requested regarding the partnering laboratory includes the name of the university or non-profit organization, and the contact information of the researcher (i.e. Professor Jannie Doe at Kentucky University, Department of Physiology) who will be performing the technical tasks proposed in the federal Phase I application.

Previous experience of the partnering lab in submitting and securing SBIR/STTR proposals is also required. Note that federal SBIR/STTR Phase I awards are always made to a company. Thus, the partnering lab may have experience collaborating with several companies on their federal awards and for different federal agencies.

A description of the partnering laboratory is also required on the laboratory profile subsection. The description of the partnering lab's capabilities should be limited to those that best complement the work being proposed on the Phase I application.

### 5.3 Phase I Information - Section C

Information requested on this section pertains to the Federal Solicitation Request for Proposals the applicant is planning to apply for. Although the applicant may begin to write a Phase Zero application at any time (even before issuance of a specific federal solicitation), information on the federal solicitation must be included before its submission for review. The applicant is required to contact and talk with the Federal agency program manager prior to submission of the Phase Zero application and such information is required to be included in this section.

Section C also requests specific information on the Phase I proposal that is planned to be developed. The objective of the proposed work (i.e. what needs to be done to demonstrate the proof of concept), the problem that the potential product / technology will solve, the innovation, and the significance to the society, **and path to commercialization are to be described in this section.** Also, the project team, facilities and equipment available (or to be made available through a partnership) should be included in this section.

The purpose of SBIR/STTR Phase I awards is to support high risk / high reward research and development efforts and this risk **MUST** be clearly identified and addressed in the Phase Zero and Phase I applications.

Briefly describing the **Phase I Work Plan**, the applicant must provided a glimpse of what will the Phase I proof of feasibility result and what needs to be achieved in Phase II to commercialize the technology in Phase III.

Additionally, the applicant should identify and discuss the principal hurdles that must be overcome in developing a competitive Phase I proposal, and the steps that will be needed to overcome them.

### 5.4 Phase I Proposal Development Costs - Section D

The KSEF SBIR/STTR Phase Zero grants are intended to help offset the costs of developing a competitive Phase I SBIR/STTR proposal. In-kind matching of the requested Phase Zero funds is expected. The personnel salary (lines 1 through 4) represents the matching funds. Thus, the number of hours, the hourly rate and the total cost for each person listed on lines 1 through 4 **MUST** be provided. Under this section, the applicant is also required to describe direct costs foreseen in the preparation of the proposed SBIR/STTR Faze I proposal. A justification for each line item should be included. For a list of allowable costs, carefully review Section 6.1 of this document.

### 5.5 Attached Documents

In addition to the application information, the following three attachments must be included for both the SBIR and STTR Phase Zero submissions:

1. **Biographical information on the PI and other key personnel** (limit one page per person), uploaded in a single PDF file via the web application form;
2. A letter of commitment from **non-profit or public institution team members and collaborators** (this letter should be a signed statement of the individual's commitment to participate in the project, uploaded in a single PDF file via the web application form; and
3. **Proof of "good" standing with the Kentucky Secretary of State.** If the applicant desires to include additional charts/graphs to go with the project description, create one PDF containing the required proof of "good" standing *and* the other items, then upload as one PDF file on the web application as the third attachment.

## 6. Funding Request

Eligible applicants can request up to \$4,000 to defray any reasonable costs incurred in developing a Phase I SBIR or STTR proposal. A sum of \$700 of the award amount will be designated to pay an external service provider to review the complete final draft of the Phase I proposal. Should a second review be requested by the PI, \$300 will be deducted from the awarded amount and directly paid to designated external service provider. KSTC will designate an external service provider for this review and pay him/her directly for the services out of the grant. Only reasonable funds should be requested and receipts for incurred expenses should be saved. KSEF may request proof of incurred expenses for which Phase Zero grant funds may have been used.

### 6.1 Allowable uses of SBIR/STTR Phase Zero Funds

- Direct costs such as costs to gather information (e.g. literature search, patent search, market research, etc.)
- Registration fee (not travel costs) for SBIR proposal writing workshops or Kentucky conferences
- The fees of external technical consultants, a technical writer, or a proposal reviewer to help develop a high-quality competitive proposal
- Travel (detailed justification required) to develop partnerships for the proposal; including travel to a Kentucky university for STTR proposal development

Exceptions to these allowable costs will be considered on a case by case basis.

### 6.2 Unallowable uses of SBIR/STTR Phase Zero Funds:

- Indirect costs
- Purchase of equipment
- Salaries for individuals employed by the applicant company



- Salaries of the principal or co-principal investigators of the proposed project, including the individuals entered in Section A. Company information line #4, Section B. University/Non-Profit Partner Information line #4 of the online application, and Section D (line #1 through #4)
- Travel to meet with personnel from the Federal Agency for which the SBIR/STTR application is being prepared; or
- Travel to attend a SBIR/STTR workshop or a conference

## 7. Tips for a Successful SBIR/STTR Phase Zero Application

1. Be concise but thorough in responses. A typical well-written application is 10-12 pages *including* all attachments. To ensure data retention, click "save and refresh" frequently.
2. Provide the contact/PI data for the company officer/employee who can legally bind the organization to a contract, not a consultant or administrator.
3. Enter the company's physical/street address, not a post office box.
4. In the work plan, list the major milestones and completion dates for the *proposal development, not the milestones for the federal Phase I project.*
5. Include budget information for the cost of *proposal development*, not the project's budget. The total request may not exceed \$4,000 including the external review. A maximum of \$4,000 may be awarded for the first Phase Zero grant and up to \$2,000 for two additional Phase Zero grants in one calendar year; the same applies for Phase Double Zero grants per calendar year.
6. Upload the three required attachments in PDF format: (a) biographies, (b) letters of commitment and (c) proof of "good" standing with the Kentucky Secretary of State. Do NOT upload ZIP or DOC files, or submit information to KSEF via email.
  - a. Proof of "good" standing - The company's status/standing details may be accessible at <http://sos.ky.gov/online.htm> via "Organizational Search". Print to PDF and upload this proof of the company's "good" standing with the Kentucky Secretary of State onto the PZ-DZ application via the third "attached document." (Note: The proof of "good" standing is NOT the company's certificate of existence.)
  - b. If the applicant desires to include additional charts/graphs with the application, create one PDF containing the required proof of "good" standing *and* the other items, then upload as one file on the web application as the third attachment.
7. Proofread, finalize, and submit the application electronically. When submission is successful, the PI will receive an auto-generated email with PDF attachment of the completed application.
8. Print the completed Phase Zero application, have the application signed by the appropriate company representative, scan and email the document to [ksefpm@kstc.com](mailto:ksefpm@kstc.com). The email subject line should include the Company Name and the term "Phase Zero Application Signed".

## 8. Application Evaluation and Selection Process

An independent, external review panel or external individuals will review submitted proposals. The KSEF Executive Director will constitute the review panel with one or more representatives from academia, local and state governments, economic development agencies or other similar entities. The names of the reviewers will remain confidential. The review panel or reviewers will evaluate the proposals based on the following criteria:

1. Match between soliciting agency's topic, proposed grant proposal and company's existing and past business experience;
2. SBIR/STTR proposal concept, novelty, innovativeness and the proposed work plan;
3. End product for commercialization and identification of its customers and market;
4. Knowledge of related R&D and the existence of previous intellectual property;
5. Applicant's ability in resource development and utilization (people, facilities, budget);
6. Qualifications of the project team;
7. Facilities to conduct the proposed work;
8. Previous experience in SBIR/STTR application submission;
9. Phase II work plan and duration and mode of commercialization; and
10. Level of risk involved in the concept and its impact.

The review panel will provide a numerical score for each proposal with a recommendation to fund or not to fund as well as subjective comments. Copies of the reviewer's comments will be sent to the applicant after a decision has been made on the application, however, the numerical scores will not be shared.

## 9. Grant Award Process

Based on the recommendations of the reviewers and other available information, the KSEF Executive Director will recommend to the KSTC President Kentucky SBIR/STTR Phase Zero grant awards for only those small businesses that demonstrate the ability to prepare a competitive SBIR/STTR federal agency proposal. Final action is determined by KSTC. After a complete application is received by KSEF, the applicant will be notified generally within six weeks whether or not his/her application was approved for funding.

## 10. Review of the Phase I Draft

After Phase Zero award notification, the applicant should send an electronic copy (word document) of the Phase I complete final draft proposal to the external service provider designated by KSEF/KSTC for final review. Awardee companies are strongly advised to not send a first draft of the proposal or pieces of the proposal to the designated external service provider for review. The critique of the draft with

suggestions will be returned to the applicant from the external service provider within one week or as soon as possible.

## 11. Award Amount, Payment Schedule, and Duties

The maximum amount of the Phase Zero grant will not exceed \$4,000 for a single proposal and \$8,000 total for up to three proposals by a single business per calendar year. The following payment schedule, that includes two installments, will be applied to ensure development and timely submission of high-quality SBIR/STTR proposals:

- **First installment** - One half of the award amount (less \$700 for the review of the Phase I final draft by the external service provider) will be paid within **four weeks** after KSEF's receipt of the signed Phase Zero Grant Agreement. KSTC will pay \$700 directly to the service provider upon completion of the review.
- **Second installment** - The second half of the award amount (less any additional qualified deductible amount) will be paid within four weeks of receiving copies of:
  - A complete copy of the final SBIR/STTR Phase I Proposal; and
  - A copy of each attachment and exhibit (NOT internal links with a document); and
  - The accompanying cover letter or cover sheet to the federal agency (if applicable); and
  - Proof of receipt by the federal agency prior to or on the day and time of its deadline.

The required deliverables must be submitted no later than the end date of the Grant Agreement to qualify for payment of the second and final installment of the grant.

The payment of the award amount will be contingent upon signing of a grant agreement between KSTC and the applicant small business. The second installment of the award amount will not be paid if:

- The applicant fails to submit the Phase I proposal to the federal agency before the posted deadline; and/or
- The applicant submits the SBIR or STTR Phase I proposal to the federal agency without its review by the KSTC service provider; and/or
- The submitted application has not been accepted by the federal agency for review; and/or
- The submission to the federal agency occurs after the pertinent Phase Zero Grant Agreement has expired.

Also, the awardee company will have to return any awarded funds to KSTC should it decide not to submit, or fails to submit, a Phase I proposal within reasonable time, or because of other reasons as determined by the KSEF Executive Director.

## 12. Post Award Notification and Reporting

The applicant is **required** to inform KSEF on the outcome of the Phase I Application. After receiving notification from the Federal Agency, an e-mail with the following information should be sent to KSEF ([drempfer@kstc.com](mailto:drempfer@kstc.com)):

### Funding Outcome

- Not funded
- Funded

### Funding Details

- Federal Grant/Reference number; and
- Awarding Agency; and
- Date Awarded; and
- Total Amount Awarded; and
- Performance Period and Duration; and
- Title of award.

In the future, an online reporting platform will be set up for applicants to report this information to KSEF on a scheduled basis.

## 13. Hypothetical Phase Zero and Phase I Application Timeline

Below is an example layout for a Federal Agency Due date of May 1. For actual deadlines contact the specific federal agency (see list on page 3).

Time Line	Example Dates	Applicant's Action
- 60 days	March 1	Submit Phase Zero application to KSEF online and e-mail a signed copy to <a href="mailto:KSEFPM@kstc.com">KSEFPM@kstc.com</a> at least two months prior to the Federal Agency's Phase I deadline
	March 2	Work on Phase I application
- 16 days	April 15	Receive Phase Zero award notification; sign and return one copy of the executed grant agreement to KSEF; send Phase I <b>final</b> draft to the external service provider for <b>final</b> review via email
- 7 days	April 22	Applicant receives critique back from the external service provider within one week of sending
Phase I Due Date	May 1	Submit final proposal to federal agency and send a copy of the complete application to KSEF
	May 15	A check for the first half of the grant, less the \$700 fee paid directly to the external service provider, will be sent within four weeks of the signing of the Phase Zero Grant Agreement
	June 1	A check for the second half of the grant (less any additional qualified deductible amount) will be sent within four weeks of KSEF's receipt of documentation of Phase I submission to the federal agency
	November 1	...or thereafter, notify KSEF of the outcome of the Phase I application

## 14. Contact Person

For clarifications on the above program, please direct your inquiries to:

Mahendra K. Jain, KSEF Executive Director  
Kentucky Science and Engineering Foundation  
200 West Vine Street, Suite 420  
Lexington, KY 40507

Telephone: 859.246.3230

E-mail: [mjain@kstc.com](mailto:mjain@kstc.com)

Website: <http://ksef.kstc.com>

## 15. Information Required For a Phase Zero Application

### SECTION A - COMPANY INFORMATION

- Business Name
- TIN
- Date
- Contact Name/PI
- Title
- Phone
- Fax
- Address
- City
- Zip Code
- Applicant's Email
- Company Website URL
- Date Company Founded
- Company Structure
- Number of Employees
- Estimated Annual Revenue
- Type of Business
- Technology Cluster
- Small Business Certification
- Primary and Secondary Standard Industrial Codes

### Company's Previous SBIR/STTR Experience

- Will all Phase II efforts be conducted within Kentucky? If not, please explain...
- Has your company previously received a Kentucky SBIR/STTR Phase Zero Award?
- How many SBIR/STTR Phase I or Phase II proposals has your company previously submitted?
- How many SBIR/STTR Phase I or Phase II awards have your company won?
- Awarding Agency
- Briefly describe your company's background and history

### Section B - UNIVERSITY/NON-PROFIT PARTNER INFORMATION (if applicable)

- Legal Business Name
- TIN
- Contact Name
- Title

- Phone
- Fax
- Address
- City
- State
- Zip Code
- Email Address
- Website URL

#### Partner's Previous SBIR/STTR Experience

- Has your laboratory previously received a Kentucky SBIR/STTR Phase Zero Grant?
- How many SBIR/STTR Phase I or Phase II proposals has the company your laboratory previously partnered with submitted?
- How many SBIR/STTR Phase I and Phase II awards have the company your laboratory partnered with won?
- Awarding Agencies

#### Partner's Laboratory Profile

- Laboratory/Dept Name
- Number of Researchers
- Technology Cluster
- Briefly describe your laboratory's areas of research
- What level of participation does company seek from your laboratory?
- List of all significant laboratory equipment and capabilities that would interest industry

### **SECTION C - Phase I Information**

#### Solicitation Information

- SBIR/STTR Agency Solicitation
- Phase I Solicitation Topic Number
- Phase I Solicitation Topic Title
- Type of Application
- Phase I Proposal Submission Due Date (MM/DD/YYYY)
- Who is the SBIR/STTR Phase I Agency Project Manager whom you have talked/corresponded with?

#### Your Phase I Concept and Vision of Commercialization

- SBIR/STTR Phase I Title
- State the objective of the Phase I proposed research
- Identify and specify the significance of the technical problem or opportunity that will be addressed in Phase I
- What is innovative in your concept/proposed approach?
- Summarize your awareness about related R&D and the intellectual property currently published on this subject
- Describe your plans to organize project team, lab facilities including equipment, and the proposed budget
- What are the expected results at the end of the Phase I?
- What is the high risk involved in your approach?

#### Phase I Work Plan

- What would you have to accomplish in Phase I to commercialize your technology in Phase II?
- Indicate the duration for Phase I work
- What is the end product for commercialization?

- Who are your customers?
- When fully developed, how will you commercialize the technology?
- List the major milestones and completion dates for the development of your Phase I proposal
- Identify and discuss the principal hurdle that you must overcome in developing a competitive Phase I proposal
- Describe the steps you will take to assure the finished proposal is well-conceived and clearly written

#### **SECTION D - Phase I Proposal Development Costs**

- Matching Labor (Personnel names, roles, hours, rates, total costs)
- Direct Costs (travel, materials and supplies, labor and other direct costs)
- Review of Phase I Proposal by External Service Provider
- Total Indirect Costs
- Total Phase I Proposal Preparation Costs
- Total Cost Paid by the Applicant
- Total Amount Requested from KSEF (should not exceed \$4,000 for the first application and \$2,000 for subsequent requests in the same calendar year)
- Cost Justification

#### **Attachments**

- Biographies
- Letters of Commitment
- Proof of Good Standing with the Kentucky Secretary of State (required)