



KEYSTONE INNOVATION ZONE TECHNOLOGY TRANSFER & INNOVATION PROJECT MICRO GRANT GUIDELINES

One of the goals of the Northwest Pennsylvania Keystone Innovation Program is to encourage the development and growth of new technologies in the areas of Life Sciences, Information Technology, Advanced Manufacturing and Clean Tech/Green Tech.

The NWPA KIZ Micro Grant program is designed to assist in the funding of innovative research projects or parts thereof, which have a demonstrated promise for technology transfer into the marketplace. The ultimate goal is to create marketable technologies that will generate startup or early stage growth companies and job creation within the KIZ and the Commonwealth.

Proposal Application Requirements:

Proposals for project funding shall only be accepted from “Qualified Applicants” for “Qualified Technology Transfer Opportunities and Innovation”, both as defined below.

An applicant shall be considered “qualified” if the applicant is a registered KIZ Company, which requires 1) location within the NWPA KIZ geographic boundaries; 2) business in operation for less than 8 years; 3) operating within one of the targeted industry sectors (Clean Tech, IT, Life Sciences, and Advanced Manufacturing) and; 4) meeting other requirements as specified by the Department of Community and Economic Development. Non-profit entities (such as colleges, universities and hospitals) will be considered qualified if they have a private sector partner that fits the definition of a qualified private sector applicant.

Technology transfer and innovation is the process of developing new or significantly improved products, processes, or services through the results of scientific research. Opportunities considered may include proof of concept studies (third party validation); prototype development & testing; production feasibility analysis; consulting services; regulatory guidance; or financial and business modeling.

Public and non-profit organizations, including businesses, colleges and universities may submit proposals if they clearly demonstrate an ability to generate opportunities for commercial applications and new business spin-offs, and if a connection to goals and objectives of the NWPA KIZ are evident.

Applications for the Micro Grant will be accepted electronically, or by mail, and must include the following:

- 1) A three page executive summary that includes:
 - a) Specific request for assistance (marketing plan, equipment, commercialization study, proof of concept studies, third-party validation, prototype development & testing, production feasibility analysis, specialized consulting services, regulatory guidance, financial and business modeling, cost associated with patents, etc.)
 - b) Project history and results to date
 - c) A description of the technology and how it will be used
 - d) A description of the anticipated market in sufficient detail to demonstrate the proposal's technical merit
 - e) Summary of general plans and timeline for commercialization
 - f) Name of principals and employees, if any, working on project
 - g) Status of intellectual property rights and obligations as a result thereof
- 2) A one page itemized budget with identification of any other funding sources. In addition, please include a modest request for additional funds, if available, and how you might spend them. Please see Funding & Disbursement Guidelines below.
- 3) Supplemental information may be submitted as separate attachments to your application.

Additional Funds:

A financial match is not required, but the leveraging of funds will strengthen the application. In-kind services will count as leveraged funds but must be clearly documented.

Other Requirements:

The project proposed must promote the purpose of the KIZ through technology transfer from research to commercialization with clear potential for eventual business and job creation.

The applicant must address the transfer of innovative technology to create a Pennsylvania based business.

No director, officer, or employee of any of the KIZ primary partner organizations shall have any direct role in the grant making decision process for an applicant if he or she has any relationship with the applicant that gives rise to a conflict of interest.

Funding and Disbursement Guidelines:

Requests shall not exceed \$15,000 for a single company. Awards are to be granted by April 2011 and funds must be drawn down by June 30, 2011. Per the contract with the Department of Community and Economic Development all Microgrant funds must be spent by June 30, 2011, therefore, we may have additional funds to grant and would ask that you include in your request modest additional requests that the board may approve if the funds are available. Please also include how the additional funds will be used. Funding will be permitted for costs associated with fixed assets if such assets are deemed necessary to assist in the technology transfer process as well as engineering, technical support services, data collection, etc. No funds will be available for staff training purposes.

Grants are to be awarded to the recipient organization only. No KIZ payments will be made to subcontractors or outside consultants unless they are specifically identified in the proposal and the scope of their services is clearly defined and measurable.

Disbursements will only be made for items listed in the approved project budget submitted with the application.

Payment cannot be made for retroactive purchases or expenses.

All disbursements must be accompanied by a paid receipt, invoice, or fully executed contract, or combination thereof. A brief summary of the impact of the micro grant, including quotable testimonial information and relevant photographs, must accompany all requests for reimbursements.

Proposal Submissions and Evaluations:

Proposals will be accepted only from KIZ eligible companies and partners, and are to be submitted to the office of the KIZ Coordinator by March 31, 2011.

The Coordinator will forward copies of the proposal to the KIZ Board at least one week prior to the next regularly scheduled KIZ meeting for review.

The applicant will be required to present a concise 15 minute summary of the proposal at that April 15, 2011 KIZ Board Meeting prior to the Board's deliberation and decision.

All funding decisions shall be approved by a majority vote of the Northwest PA KIZ Board.

Submit Applications to:

janeta@nwcommission.org or

Janet S. Anderson, Director Business & Economic Development

Northwest Commission

395 Seneca Street, PO Box 1127

Oil City, PA 16301

EVALUATION REQUIREMENTS

Does the proposed project demonstrate the potential to lead to a marketable product or process?

Are the anticipated commercial benefits adequately described?

Are there any leveraged funds committed to this project? If so what is the source and amount:

Cash

Other grant funds (SBIR, etc.)

“In Kind” services

Investors

Awards and honoraria

Will scientific knowledge be advanced through the successful implementation of this application?

Will funding this project give the technology a competitive advantage over existing similar technologies?

Is the principal involved in this project capable of achieving the stated goals of the project?

Would this project move forward without grant funding? If so, how would this grant accelerate any development?

Is the applicant able or willing to locate the appropriate technology resources into the KIZ to assist with the development of the project?

Does the proposal include specific time frames for benchmarking progress?

Has the applicant clearly stated how additional funds (above \$15,000), if made available, would be spent?

Does the applicant have all the funding necessary with the KIZ Microgrant to complete the project?