

# New Hampshire Innovation Research Center



[www.nhirc.unh.edu](http://www.nhirc.unh.edu)

## The New Hampshire Innovation Research Center Announcement

The New Hampshire Innovation Research Center is soliciting proposals for funding partnership projects between New Hampshire companies and academic institutions via the Granite State Technology Innovation Grant. The purpose of the New Hampshire Innovation Research Center (NHIRC) is to expand the research activities of an industry partner by providing funds for collaboration with university faculty and use of laboratories. If requested, the NHIRC will assist companies to identify a faculty researcher to see if there is interest in collaboration on a project. The NHIRC maintains the confidentiality of proposals.

While projects may be proposed in any discipline, applications are particularly encouraged in the following areas: Bioinformatics, Computational Tools, Environmental Technologies, Geospatial Analysis, Information Technology, Materials Science, Medical Technologies, Nanotechnology, Optics, Precision Engineering, Robotics, Sensors.

Please note a few important dates (see the RFP for detailed information):

- |                                      |  |
|--------------------------------------|--|
| September 20, 2010 - <b>required</b> | Letter of intent due: a one-page project description on company letterhead including research, concept or topic, technology area and commercial aspect. Limit of one letter/project per company.<br><b>Required.</b> |
| September 20 - October 18, 2010      | Draft proposals may be submitted to the NHIRC Director for review and comment.<br><b>Strongly recommended.</b>   |
| October 18, 2010                     | Last day to submit proposal for review and comment.  |
| November 8, 2010 - <b>required</b>   | Full proposal due. <b>Required.</b><br>Limit of one proposal per company.  |
| December 10, 2010                    | Notification of award.   |

We are happy to answer any questions you may have about the Granite State Technology Innovation Grant and the application process. Please contact the NHIRC at 603-862-0123 or Susan Sosa, Office of Sponsored Research, at [susan.sosa@unh.edu](mailto:susan.sosa@unh.edu) or 603-862-4848.

[www.nhirc.unh.edu/RFP.pdf](http://www.nhirc.unh.edu/RFP.pdf)

# The New Hampshire Innovation Research Center

## Granite State Technology Innovation Grant

# *Request for Proposals*

### IMPORTANT DATES

Letter of Intent - <i>required</i>	<i>September 20, 2010</i>
Last day for proposal review	<i>October 18, 2010</i>
Full proposal - <i>required</i>	<i>November 8, 2010</i>
Notification of Award	<i>December 10, 2010</i>



UNIVERSITY of NEW HAMPSHIRE



## **NEW HAMPSHIRE INNOVATION RESEARCH CENTER**

In 1991 the New Hampshire Innovation Research Center (NHIRC) was created by the legislature for the purpose of creating high quality jobs through technology development and innovation by fostering collaboration between New Hampshire businesses and universities to promote applied and basic scientific research, engineering, and associated technology transfer.

The NHIRC's mission is to foster innovation, assist New Hampshire industry in becoming more competitive and help to preserve and increase the number of jobs in the state. By providing state support and cooperation, the NHIRC helps New Hampshire companies upgrade old products or develop new products.

The NHIRC is administered by the University of New Hampshire Office for Research Partnerships and Commercialization with a satellite office at Dartmouth's Technology Transfer Office. Decisions on grant awards are made by a 12-member Oversight Committee whose membership is defined by legislation, and represents industry, government and academia. The NHIRC Oversight Committee meets quarterly and makes final decisions on awarding funds. The NHIRC Oversight Committee may fully fund or partially fund the project. Funding for each scientific collaboration is awarded to the partnering academic institution.

**More information:**

[www.nhirc.unh.edu](http://www.nhirc.unh.edu)

### **PROGRAM DESCRIPTION TECHNOLOGY INNOVATION GRANT**

Proposals are sought for partnership projects between New Hampshire companies and academic institutions. The primary goal of these projects is to attract, grow, and retain companies in the state.

NHIRC funds are specifically designed to expand the research activities of an industry partner by providing funds for research collaborations between industry and academia. While projects may be proposed in any discipline, applications are particularly encouraged in the following areas:

- Bioinformatics
- Computational Tools
- Environmental Technologies
- Geospatial Analysis
- Information Technology
- Materials Science
- Medical Technologies
- Nanotechnology
- Optics
- Precision Engineering
- Robotics
- Sensors

The NHIRC is funded by the State of New Hampshire. Grant funding is contingent upon state appropriations to the NHIRC. Should the funding to the NHIRC not be available, this RFP may be terminated.

**SUMMARY**  
**GRANITE STATE TECHNOLOGY INNOVATION GRANT**

Key Date Requirements	September 20, 2010 Letter of Intent Due November 8, 2010 Final Proposal Due
Eligible Companies	New Hampshire companies
NHIRC Contribution	\$20,000 - \$150,000 per grant
Total Awards Expected	4-8 grants
Industry Commitment	There is a 1:1 match requirement. For each dollar the NHIRC awards, the company must match one dollar in company cash or in-kind. Funds are distributed to academic institutions only.
University Role	The academic partner will serve as the principal investigator (PI). Preference will be given to collaborative projects with NH universities and colleges.
Cash and In-kind Contribution Schedule	Cash match is paid monthly to the academic institution for the duration of the project, i.e. cash match for a two-year project would be paid in 24 equal payments. In-kind reports must be submitted monthly.
Administrative Fee	The academic institution will charge the company a 5% fee of the total project cost, less any federal funding allocated to the project, to help cover its overhead expense in undertaking the project. This fee is payable in full to the institution at the time the Cooperative Agreement is signed, and may not be included in company match.
Reporting Requirements	A final report is required within 30 days after the project ends. The PI and company are required to jointly submit this report, which will outline research, educational activities, and accomplishments. Participation in a follow-up survey may be requested. Data on gender, race and ethnicity for leadership, faculty and student teams will also be requested annually
Contract Terms	Dartmouth and UNH project agreements will include standard language as specified in the Cooperative Agreement templates ( <a href="http://www.nhirc.unh.edu/agreements.htm">www.nhirc.unh.edu/agreements.htm</a> ).
Equipment	The institution will retain title to any equipment purchased by the academic institution with NHIRC and company funds. The company will retain title to equipment purchased by company.
Publicity	A press release will be issued after the awards. It will include the company name, company logo, name of the PI, and the academic institution. A brief description of the project and the amount of the award may be included.
Intellectual property	Intellectual property and all other contract terms are specified in the Cooperative Agreement ( <a href="http://www.nhirc.unh.edu/agreements.htm">www.nhirc.unh.edu/agreements.htm</a> ).

## FREQUENTLY ASKED QUESTIONS

### **Q. Who writes the proposal?**

A. This is a collaboration between the company and a university researcher. The university faculty member is the principal investigator (PI) and the funds come to the university to pay for the research project there. The company is responsible for submitting the proposal. The PI typically writes the research plan and assists with the budget sections of the proposal. The industry partner provides the information about the company, the problem to be solved and the business plan.

### **Q. I don't know any university researchers. How do I find one?**

A. The NHIRC will assist with "matchmaking." The company must define the research problem that needs to be solved in this project. The NHIRC will try to find the right fit of expertise, facilities and equipment at a NH academic institution and will contact the faculty researcher to determine whether there is interest in collaboration. This must be done early in the RFP timeline to allow adequate time for discussions between potential PIs and the industry partner.

### **Q. Can I get some feedback on my proposal before the deadline?**

A. Yes, the NHIRC director will review your proposal and offer advice, but plan ahead – the deadline for review by the director is October 18, 2010.

## TIMELINE

- Read the entire RFP and contact the NHIRC immediately if you have questions.
- Contact the NHIRC immediately if you need help finding a faculty partner (PI)
- Begin discussions with the PI as early as possible.
- Review the Cooperative Agreement and contact the NHIRC if you have questions.
- September 20, 2010: Submit required, nonbinding Letter of Intent. After the Letter of Intent is evaluated, the NHIRC may ask you to suggest the names and credentials of 2-4 experts in the field (academic and/or industrial) as possible impartial reviewers.
- Write the proposal (form provided). Company prepares Sections I-V; PI completes the research plan and budget.
- October 18, 2010: Deadline for informal review and feedback from the NHIRC Director
- November 8, 2010: Submit the proposal in one document in electronic form, Word or PDF

## LETTER OF INTENT

- Must be on company letterhead and signed by an officer of the company.
- Companies may submit only one Letter of Intent describing only one project per RFP cycle.
- One page description including:
  - Problem/opportunity needing grant assistance, including what has been tried to date and with what results and how outside resources will help.
  - Project description
  - Institutional affiliation or research partner, if identified
  - Technology area
  - Estimated project budget, if known

Submit Letter of Intent as a Word or PDF document to [unh.orpc@unh.edu](mailto:unh.orpc@unh.edu) by 9/20/2010.

## PROPOSAL SUBMISSION CHECKLIST

Forms are available at [www.nhirc.unh.edu/RFPforms.html](http://www.nhirc.unh.edu/RFPforms.html)

**Company is limited to submission of one proposal describing one project per RFP cycle.**

**Cover page.** Form is required. Signatures from the company and the PI are required.

**Proposal** (15 page maximum, on form provided)

- ✓ Company information
- ✓ Technology Innovation
- ✓ Commercialization and Economic Development
- ✓ Leveraging of Funds
- ✓ Academic Research
- ✓ Detailed Work Plan; technical description of the project including deliverables
- ✓ References, optional
- ✓ Budget on template provided.
- ✓ Budget justification

**Letter of commitment** (signed) on company letterhead, listing the project title, amount and type of support (cash and/or in-kind).

**Approval from the institution's grants office.**

Must be submitted to Susan Sosa no later than November 8, 2010. UNH faculty must submit the standard proposal documents to Susan Sosa at OSR by November 5, 2010.

### AWARD ADMINISTRATION

The UNH Office of Sponsored Research will administer awards. Upon award approval, the academic institution will enter into a Cooperative Agreement with the company for the project. A template of the Cooperative Agreement may be found here:

[www.nhirc.unh.edu/agreements.doc](http://www.nhirc.unh.edu/agreements.doc).

NHIRC funds are distributed only to academic institutions. A Cooperative Agreement must be executed between the company and the academic institution within 60 days of the award. Failure to do so could result in the cancellation or reallocation of NHIRC funds to other projects.

Required institutional approvals must be in place for projects involving animal or human subjects before the Cooperative Agreement is executed.

The Principal Investigator (PI) and company will be required to jointly submit a final report outlining research, educational activities, and accomplishments. This report must be submitted within 30 days of project completion.

### NHIRC ADMINISTRATION

New Hampshire Innovation Research Center  
Gregg Hall  
35 Colovos Road  
Durham, NH 03824  
603-862-0123  
603-862-0329 fax

#### QUESTIONS?

NHIRC:  
603-862-0123 or [unh.orpc@unh.edu](mailto:unh.orpc@unh.edu)

Susan Sosa  
Office of Sponsored Research  
603-862-4848 or [susan.sosa@unh.edu](mailto:susan.sosa@unh.edu)

## PROPOSAL

Forms are available at [www.nhirc.unh.edu/RFPforms.html](http://www.nhirc.unh.edu/RFPforms.html)

Proposals must be submitted on the forms provided or must match the format exactly. Margins may be no smaller than one inch on all sides and font size may be no smaller than 12 point.

The NHIRC maintains the confidentiality of these proposals. Please mark all pages containing sensitive or proprietary information with "CONFIDENTIAL" or "PROPRIETARY." The NHIRC Oversight Committee members are required to sign and adhere to confidentiality agreements, as are any external reviewers.

Sections I through V typically are filled out by the company. Six pages of text should be sufficient.

### Section I. Company Information

*Tell us about your company.* Publicly traded companies should attach SEC 10-9 and 10Q forms and most recent annual report as appendices.

- **Brief company history:**
- **Product lines, facilities, annual sales:**
- **Number of New Hampshire employees:**
- **CEO, officers, board of directors, contact person:**

### Section II. Technology Innovation

*Tell us if the proposed activity will require or result in technological innovation or product or process improvement.* Describe the problem / opportunity needing NHIRC assistance including what has been tried to date and with what results and **how outside resources will help:**

**Brief abstract.** Provide a brief abstract which describes the problem to be solved, in general terms, and a description of the proposed project. **This abstract should not contain proprietary information and will be available to the public.**

### Section III. Commercialization and Economic Development

**Tell us how NHIRC assistance will impact your company.** Include up to two pages describing resultant products or services that the project or follow-up collaborative research might produce and potential avenues to commercialization.

- For new product or product improvement projects, this could be a discussion of the business plan to commercialize the product including the market, competition, your strategy, timetable, projected sales and New Hampshire employment over the next few years.
- For operation improvement projects this could be a discussion on how the project will enable your company to become more competitive, retain and/or increase sales and create or preserve high-quality jobs in New Hampshire.
- Will it be possible to track the results of the work done in this project and measure the results over time by some objective means?
- Please describe the rationale behind these estimates.

#### **Section IV. Leveraging of Funds**

*Will your company be able to access other funds as a result of this grant, such as an SBIR/STTR grant, a GOALI proposal, business loan or private investment?*

#### **Section V. Academic Research**

*Preference will be given to collaborative projects with New Hampshire institutions. Limitations may apply in using funds outside NH. If you have chosen an academic partner outside NH, explain in detail why that academic partner was chosen.*

The NHIRC strongly encourages involvement with the Community College System of New Hampshire, New Hampshire's statewide system of two-year colleges. Will there be an opportunity for their participation in this project?

Do you have prior experience in working with the PI or with the NHIRC?

Will students be involved? Industry funds may include tuition, but it is not required.

***Sections VI and VII are typically filled out by the academic partner (PI).***

#### **Section VI. Detailed Work Plan**

- Provide technical description of the project in no more than 5 pages.  
**Delineate within the statement of work what additional value/research can be accomplished by leveraging the NHIRC Program funds.**
- **Include work plan deliverables. The quality and role of deliverables in the commercialization plan will be considered in the review process.**

You may include up to two additional pages for references.

## Section VII. Budget

Include a budget for the NHIRC match request and the industry partner cash and in-kind funds [using the template provided](#). Separate budget columns are required for each source of funding. If the project is more than one year, the budget should include year one and year two funding requirements. **Budget justification (two page maximum) should be included.**

### Cost Share

- Proposals including a cash match from the company are viewed more favorably. The Oversight Committee considers cash contribution an indication of the company's commitment to the project.
- *Please note that in considering your proposal, the NHIRC Oversight Committee may approve it: (1) as submitted; or (2) subject to some mutually agreeable, higher level of company cost sharing. In any event, the company's portion of the project cost will be invoiced in equal monthly increments as the project proceeds.*

### In-kind

In-kind expenses are direct costs incurred by the company in support of the project. In-kind expenses may include salaries, fringe benefits, materials, travel, equipment and equipment usage during the project period. In-kind expenses are certified and must be auditable. The [template](#) for monthly reporting of in-kind match is included in this RFP. Do not complete this form at this time.

### Supplemental Pay

Supplemental pay for a PI is pay that is beyond twelve months and is in addition to summer salary. The NHIRC will not approve supplemental pay on NHIRC grants.

### Clinical Trials

The NHIRC will not fund clinical trials. Funding for preclinical trials is acceptable.

### Administrative Fee

***The academic institution will also charge the company an administrative fee, 5% of the total project cost less any federal funding allocated to the project, to help cover its overhead expense in undertaking the project. This fee is payable in full at the time the Cooperative Agreement is executed.*** For example, there would be a \$5,000 administrative fee on a \$100,000 project (\$50,000 grant / \$50,000 match). This fee may not be deducted from the company match.

# New Hampshire Innovation Research Center Granite State Technology Innovation Grant Cover Page

**Company Name:** \_\_\_\_\_

**Proposal Title:**  
\_\_\_\_\_

\_\_\_\_\_  
Academic Institution

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Title and Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Contact Info (Phone and E-mail)

\_\_\_\_\_  
Co-Principal Investigator(s)

\_\_\_\_\_  
Department(s) / Academic Institution

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Contact Info (Phone and E-mail)

\_\_\_\_\_  
Company Contact and Title

\_\_\_\_\_  
Company, Division/Group, # of Employees

\_\_\_\_\_  
Street Address, City, State and Zip Code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Contact Info (Phone and E-mail)

**Conflict of Interest.**

Please describe any financial or personal interests that present a conflict.

**Project Length.**

Anticipated start date \_\_\_\_\_ and anticipated end date \_\_\_\_\_

Support from Company Partner and NHIRC Matching Funds Research Program:

Industry Cash	NHIRC Grant	Industry In-Kind Match	<b>Project Total</b>

## BUDGET TEMPLATE

### SAMPLE ONLY

Financial Information below is an example only;  
amounts in each category must be appropriate to each proposal.

	Project Budget		NHIRC	Company Cash Match	Company In-kind
Salary PI	\$20,000		\$10,000	\$10,000	
Engineering/Technical Support	\$5,000				\$5,000
Undergraduate student labor	\$4,000		\$2,000	\$2,000	
Fringe Benefits	\$7,000		\$4,000	\$3,000	
Travel	\$4,000		\$4,000		
Supplies	\$1,000			\$500	\$500
Equipment	\$4,000				\$4,000
Total	\$45,000		\$20,000	\$15,500	\$9,500
Administrative fee (5% of total project less any federal funding allocated to the project)	\$2,250				

The administrative fee is 5% of the total project less any federal funds granted. This fee may not be included in the company match.

Cash match is paid monthly to the academic institution for the duration of the project

**NEW HAMPSHIRE INNOVATION RESEARCH CENTER  
IN-KIND CONTRIBUTION REPORT FOR NHIRC PROJECTS**

**SAMPLE ONLY – DO NOT COMPLETE THIS FORM AT THIS TIME.**  
This form will be completed and submitted on a monthly basis  
as in-kind expenses are incurred by the company.

COMPANY NAME: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

ACCOUNTING PERIOD: From: \_\_\_\_\_ to: \_\_\_\_\_

**COSTS:**

- 1. Direct Labor \$ \_\_\_\_\_
- 2. Fringe Benefits at \_\_\_\_\_ % \$ \_\_\_\_\_
- 3. Non-expendable Items \$ \_\_\_\_\_
- 4. Materials & Supplies \$ \_\_\_\_\_
- 5. Travel \$ \_\_\_\_\_
- 6. Miscellaneous \$ \_\_\_\_\_
- 7. Overhead at \_\_\_\_\_ % \* \$ \_\_\_\_\_

Total Period Costs \$ \_\_\_\_\_  
Previously Reported \$ \_\_\_\_\_  
TOTAL COSTS TO DATE \$ \_\_\_\_\_  
Commitment \$ \_\_\_\_\_  
AMOUNT REMAINING \$ \_\_\_\_\_

\* \_\_\_\_\_ % of sum of costs items 1-6 excluding fringe benefits (item 2) Limited to 10% unless appropriate approval documentation for a greater amount has been submitted and is on file with the NHIRC.

**WE CERTIFY THAT ALL OF THE ABOVE COSTS ARE AUDITABLE AND THAT NO STATE GOVERNMENT FUNDS HAVE BEEN USED TO PAY FOR THESE COMPANY COSTS.**

SIGNATURE \_\_\_\_\_  
NAME (please print) \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Submit to: Susan Sosa, Senior Grant and Contract Administrator  
Office of Sponsored Research  
Service Building  
University of New Hampshire  
Durham, NH 03824