NHIRC PROPOSAL GUIDE

Checklist

√ Letter of Intent
   Required to inform the NHIRC of your intent to submit a proposal. Must be sent prior to writing a proposal.

√ Cover Sheet *
   Identify financial support from the company and the NHIRC Matching Funds Program.
   Signatures are required by:
   • Company Contact for Project and the Academic Principal Investigator
   • Company Signatory and Academic Signatory (Grants Office)

√ Proposal *
   Section I. Company Information
   Section II. Technology Innovation
   Section III. Commercialization and Job Creation
   Section IV. Leveraging of Funds
   Section V. Academic Research
   Section VI. Detailed Work Plan
   Section VII. References (optional)

√ Budget * & Budget Justification

√ Approval from the institution’s grant office (Principal Investigator Responsibility)

√ Required institution approvals must be in place for projects involving animal or human subjects (Principal Investigator Responsibility)

* The attached forms must be used. Margins may be no smaller than one inch on all sides and font size may be no smaller than 12 point. Fill in the spaces for each section. The rows in this table will expand to fit the text. Six pages of text should be sufficient.

The Company completes Sections I.-IV.
The Principal Investigator completes Sections V. & VI.

CONFIDENTIALITY
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.

COOPERATIVE AGREEMENTS (Dartmouth/UNH/Plymouth, etc)
NHIRC grant funds are distributed only to academic institutions. Upon award approval, the academic institution will enter into a Cooperative Agreement with the company for the project

Please review these templates carefully prior to your award to ensure that your company will be able to execute this agreement within 30 days of the award.

SUBMIT ALL DOCUMENTS AS .PDF’s to Gretchen.Smith@UNH.edu
New Hampshire Innovation Research Center  
Granite State Technology Innovation Grant  
Cover Sheet  

Company Name:  
Proposal Title:  
Academic Institution  
Principal Investigator  
Title  
Department  
E-Mail  
Phone  

Signature Date  

Company Contact for Project  
Title and Division  
Address  
E-Mail  
Phone  

Signature Date  

Conflict of Interest.  
Please describe any actual or perceived financial or personal Conflicts of Interest  

Project Length.  
Anticipated start date and anticipated end date  

Support from Company Partner and NHIRC Matching Funds Research Program:  

<table>
<thead>
<tr>
<th>50%</th>
<th>50%</th>
<th>100%</th>
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<tbody>
<tr>
<td>NHIRC Grant</td>
<td>Company Cash Match</td>
<td>Company In-Kind Match</td>
</tr>
</tbody>
</table>

Company Signatory  

Academic Signatory/Sponsored Programs  

Signature Date  

Signature Date
NHIRC PROPOSAL FORM

Section I. Company Information
Guidelines: Tell us about your company. Publicly traded companies should attach SEC 10-9 and 10Q forms and most recent annual report as appendices.

Company Name:

Brief company history:

Product lines, facilities, annual sales:

Number of New Hampshire employees:

CEO, officers, board of directors, contact person:

Section II. Technology Innovation
Guidelines: Tell us how 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 Job Creation
Guidelines: 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?
Section IV. Leveraging of Funds

Guidelines: 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

Guidelines: Preference will be given to projects collaborating with New Hampshire institutions. Limitations may apply in using funds outside NH.

- 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.

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.

Section VII. References (optional)

No more than two pages.
**NHIRC Budget GUIDE**

Include a budget for the NHIRC match request and the industry partner cash and in-kind funds using the NHIRC Budget template provided. Separate budget columns are required for each source of funding. **Budget justification** (two page maximum) should be included.

**Cost Share**

- **Proposals including a cash match from the company may be viewed more favorably.** The Oversight Committee considers some 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. Larger firms will be expected to pay a larger share.

Cash Match is payable to the institution **monthly**.

**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.

**In-kind Contributions Report** must be mailed to the institution the 15th of every month. [Click here for a sample report.](#)

**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.

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We are happy to answer any questions you may have about the Granite State Technology Innovation Grant and the application process.

**Gretchen Smith**  
Program Manager  
NHIRC  
University of New Hampshire  
35 Colovos Road  
Durham, NH 03824  
603-862-0123

**Dianne Hall**  
Senior Grant/Contract Administrator  
Office of Sponsored Research  
University of New Hampshire  
51 College Road  
Durham, NH 03824  
603-862-1992

**Glennis Gold**  
Assistant Director  
Technology Transfer Office  
Dartmouth College  
11 Rope Ferry Road #6210  
Hanover, NH 03755  
603-646-3027
### NHIRC BUDGET TEMPLATE (for entire project period)

<table>
<thead>
<tr>
<th></th>
<th>Project Budget</th>
<th>NHIRC</th>
<th>Company Cash Match</th>
<th>Company In-kind</th>
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<tbody>
<tr>
<td>Salary PI</td>
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<tr>
<td>Engineering/Technical Support</td>
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<td>Undergraduate student labor</td>
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<td>Equipment</td>
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<td><strong>Total</strong></td>
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<tr>
<td>Administrative fee (5% of total project less any federal funding allocated to the project)</td>
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</table>

**BUDGET JUSTIFICATION**