



SBIR/STTR Micro-Grant Application

The Montana Innovation Partnership powered by MSU TechLink Center is funded in part through a Cooperative Agreement with the U.S. Small Business Administration and Montana State University under the SBA Office of Innovation and Investment Federal and State Technology Partnership (FAST) program.

Purpose:

The MTIP FAST Micro-Grant Program is an initiative to support preliminary research and other activities associated with the development and submission of a Phase I or Phase II SBIR/STTR proposal to a federal agency. The goal is to increase the competitiveness of Montana's SBIR/STTR proposals, thereby increasing the number of awards to Montana small businesses and the successful commercialization of SBIR funded technology.

Eligibility and Application Process:

- Applicants must be eligible to compete in the SBIR/STTR program(s).
- Complete and sign this application form. Submit the signed application and required supplemental documents listed on the last page of this application via email to Ann Peterson, TechLink SBIR/STTR Outreach Program Director, at ann.peterson@montana.edu.
- **Up to \$3,000** may be requested in the itemized budget form provided. Only items listed in the itemized budget section of this application will be considered for reimbursement.
- Completed applications must be received no later than four weeks before the submission deadline *unless approved by the TechLink program director*.
- TechLink staff and consultants will review the application and notify the applicant of approval/denial.
- Before reimbursement is made, the awardee must provide to TechLink official documentation showing the submission of the SBIR/STTR proposal and receipts for actual expenditures equal to or greater than the reimbursement requested.
- A final payment will be issued after TechLink receives a proof of submission, an invoice from the approved applicant, and copies of expense receipts. Receipts will be reviewed in conjunction with approved budget. Changes in the budget must be pre-approved before reimbursement is issued.
- The awardee must notify TechLink on the outcome of the SBIR/STTR proposal. Failure to do so will result in ineligibility for that awardee to apply for the micro-grant program in the future.
- Awardees must agree to participate in the TechLink success story program and associated data collection surveys for a period of 10 years following the micro-grant award.
- Only one award per company is allowed in per federal fiscal year. All TechLink micro-grant awards are subject to availability of state and/or federal funds.

Montana Innovation Partnership SBIR/STTR Micro-Grant Program Application Form

This form cannot be saved online. Please save the form to your computer, complete all fields (okay to use N/A), save again, and attach the completed form to an email back to TechLink with the required attachments. Incomplete forms may be disqualified. If you require assistance completing or submitting the form, contact the TechLink Program Office by phone at: (406) 994-7788 or send an email to: ann.peterson@montana.edu

Applicant Information

Firm

Legal Name

Street Address

City

State

Zip

Office Phone

Mobile Phone

Email

Website

SBIR/STTR Proposal Information

SBIR Agency

Proposal/project title

University Partner

Solicitation number

Proposal open date

Proposal close date

Principal Investigator (PI)

Company Ownership

Owner Name	% Ownership (total must equal 100%)	US Citizen or lawfully admitted permitted resident alien		Owner is from a disadvantaged population such as woman, minority, disabled, veteran, or business in HUB zone (please specify)
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	

Micro-grant Reimbursement Budget

FAST microgrant funds may be used to reimburse company out of pocket expenses related to costs related to their technology development and the company's successful submission of an SBIR or STTR proposal. **All consulting and training services provided by the Montana Innovation Partnership powered by TechLink (MTIP) are free.** Examples of qualified expenses totaling no more than \$3,000, include **consultation with legal counsel, patent costs, materials for preliminary research, paid services from a professional grant writer (approved by MTIP), travel to meet with potential partners or customers.** If you have any questions about which costs may be allowed, please contact the MTIP Program Director. *Note, the following are not allowable: Food and Alcohol/Beverages.*

Category	Estimated Cost	Justification
Training and Business Assistance		
Professional training or workshop		
Legal Aid (IP Concerns)		
Accounting Services		
Company formation costs		
Other		
Sub-Total		
Technical and Commercialization Assistance		
Grant writing services		
Market Research		
Preliminary Data (lab fees, materials, etc.)		
Technical consulting fees		
Other		
Sub-Total		
Travel		
Federal Research Lab Visit		
SBIR Program Manager Visits		
SBIR National Conference (incl. registration)		
Other		
Sub-Total		
Grand-Total		

Previous History of SBIR Application and Awards

Federal agency to which proposals will be submitted:	Under which company name?	Year of submission and phase (ex; 2023, Phase 1)	Awarded?	
			Yes	No
			Yes	No
			Yes	No
			Yes	No

Signature/Certification

The applicant hereby certifies:

1. I have not received concurrent funding support from other sources that duplicates the purpose of the requested grant. All statements, attachments and information contained herein are true and correct to the best of my knowledge. I understand that this application will be reviewed by TechLink and that submission of a complete application does not guarantee an award of grant funds.
2. On behalf of the organization identified in this application, I certify that the submitting applicant company meets all the eligibility requirements of the federal Small Business Innovation Research/Small Business Technology Transfer programs under the Small Business Administration (https://www.sbir.gov/sites/default/files/elig_size_compliance_guide_0.pdf).
3. On behalf of the organization identified in this application, I certify that the submitted application meets all the eligibility requirements for the TechLink Micro-Grant Program. I understand that no funds will be awarded to a project without the written or electronic approval notification by TechLink, Montana State University.
4. That the applicant will comply with all applicable laws and regulations prohibiting discrimination based on race, sex, religion, national origin, age, or handicap.
5. The applicant is aware TechLink must comply with certain state requirements, which may impact proposed projects. TechLink funded projects must comply with all federal, state and community licenses, permits, laws and regulations.
6. To the best of my knowledge and belief, the information contained in this application is true and correct and the governing body of the applicant has duly authorized the documentation.

Authorized Signatory (signed on behalf of the applicant)

Date (mm/dd/yyyy)

Authorized Signatory (printed name and title)

Applicant firm's federal tax ID number

Additional Material Required

Please complete these documents as attachments with your email submission.

Biographical sketch, CV, or resume of PI

Technical brief/abstract/summary (2-page limit, 1" margins, single spaced, min. 10 pt. font). Discuss the **problem and market opportunity, technology/innovation, project objectives, and description of the effort.** Include at least one paragraph discussing the **anticipated results** and one paragraph discussing the **commercial potential and competition.**

[IRS W-9 Form](#) (for vendor establishment and/or verification with the state)

Submit the Materials

Please submit applications via email to Ann Peterson, ann.peterson@montana.edu.

Use email subject line:

TechLink Micro-Grant Application for [Your Firm Name].

For more information or assistance with this application, please contact:

Ann Peterson
TechLink SBIR/STTR Outreach
Program Director

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