**Michigan Strategic Fund**

**2022 MTRAC Statewide Program**

**Innovation Hub Designation Application Form**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICANTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF YOUR EMAIL: *“MTRAC Innovation Hub Appliation” with Institution Name.***

***The MSF will not respond to telephone inquiries, or visitation by Applicants or their representatives. APPLICANTS OR ANY OF THEIR AUTHORIZED REPRESENTATIVES MAY NOT INITIATE CONTACT WITH MEDC OR MSF STAFF OR ANY MEMBER OF THE REVIEW COMMITTEE, OTHER THAN THE CONTACT LISTED BELOW, FOR ANY REASON DURING THE APPLICATION EVALUATION PROCESS. Applicant’s sole point of contact concerning the APPLICATION is below and any communication outside of this process may result in disqualification.***

TO: Contracts and Grants

 Michigan Economic Development Corporation

300 North Washington Square, 3rd Floor

 Lansing, Michigan 48913

 contractsandgrants@michigan.org

**IMPORTANT DUE DATES:**

* **January 14, 2022 3:00 p.m.:** Questions from potential Applicants are due via email to contractsandgrants@michigan.org Please note: The Michigan Strategic Fund (“MSF”) will not respond to questions that are not received by the above date and time. In addition, questions that are phoned, faxed or sent through regular mail will not be accepted.
* **January 19, 2022 by close of business**: Responses to all qualifying questions will be posted on the MSF’s website, [<https://www.michiganbusiness.org/mtrachub-application>.](http://www.michiganbusiness.org/2014-utacp-rfp.)
* **February 4, 2022, at 3:00 p.m.:** Electronic versions of your Proposal due to the MSF via email to contractsandgrants@michigan.org. **Proposals will not be accepted via U.S. mail or any other delivery method.**

**INSTRUCTIONS: COMPLETE EACH SECTION OF THIS FORM.** **Please review the narrative instructions that follow on pages 7-9.** The Full Proposal Application must be submitted in a Microsoft Word (font size Arial of 12). Please limit your complete application to 15 pages.

|  |
| --- |
| **Name of Applicant Organization:** Click here to enter text. |
| **Address:** Click here to enter text. |
| **City:** Click here to enter text. | **State:** Click here to enter text. | **Zip:** Click here to enter text. |
| **Contact Name:** Click here to enter text. | **Title:** Click here to enter text. |
| **Phone:** Click here to enter text. | **Email:** Click here to enter text. |
| **EIN/Vendor Number:** Click here to enter text. |
|  |
| **Requested Funding: $**Click here to enter text. |
| **Timeframe for requested funding:** Click here to enter text. |
| **Amount of cash matching funds: $** Click here to enter text. |
| **INNOVATION HUB TITLE:** Click here to enter text. |
| **INNOVATION HUB TECHNOLOGY AREA OF FOCUS:** Click here to enter text. |
| **Institutional Partners:** Click here to enter text. |

**EXECUTIVE SUMMARY:** *(500 words or less)*

Click here to enter text.

**PROGRAM SUMMARY:** *(5 pages or less)*

Click here to enter text.

**If you have had a previous MTRAC program, please answer the following:**

**PROGRAM FOCUS AREA:**

**PROGRAM ECONOMIC IMPACT:** *(The following questions must be addressed in this section.)*

1. Companies created
2. Licenses to Michigan companies
3. Licenses to non-Michigan companies
4. Jobs created
5. Amount of follow-on funding
6. Any other items relevant to the success of the program and future success of the Innovation Hub

 G. How does this program impact industry and/or the general public?

Click here to enter text.

**ELIGIBILITY:** Eligibility Requirements of Innovation Hubs are found in the [Michigan Translational Research and Commercialization Statewide Program Guidelines](https://www.michiganbusiness.org/services/entrepreneurial-opportunity/university-programs/).

**TARGETED METRICS for the INNOVATION HUB(s)*: SEE INSTRUCTIONS.***

**Metric 1: Companies created**

**Benchmark 1:** Click here to enter text.

**Metric 2: Licenses to Michigan companies**

**Benchmark 2:** Click here to enter text.

**Metric 3: Licenses to non-Michigan companies**

**Benchmark 3:** Click here to enter text.

**Metric 4: Jobs created**

**Benchmark 4:** Click here to enter text.

**Metric 5: Amount of follow-on funding**

**Benchmark 5:** Click here to enter text.

**MILESTONES FOR THE INNOVATION HUB:** *(List all of the milestones, on an annual basis, for the program to be performed during the requested period of funding)\**

|  |
| --- |
| **MTRAC Statewide Program Innovation Hub****Milestones\* (ex Y1; Y2) Completed by (date) Reporting Period\*\*** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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\*Milestones are to be operational in nature and will include the following items: announcement of annual RFP cycle and related deadline, invite to full proposals, deadline for full proposals, finalist invited to oral presentations, Oversight Committee review of proposals, OC review calls in addition to in-person meetings for oral presentations to determine funding of proposals, projects selected, feedback to projects not selected, projects initiated, project mining, proof of matching funds,

\*\*The reporting period should correspond to the Progress Report deadlines of April 15, XXXX and October 15, XXXX.

**BUDGET Y1:** *(Complete the tables below.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **6 month reporting period** | **6 month reporting period** | **Y1 Total** |
| MSF Contribution |  |  |  |
| Matching Contribution |  |  |  |
| Total Contribution |  |  |  |
|  |  |  |  |
| Non-project Funds |   |   |   |
| CPD Salary + Fringe | $  | $0 | $  |
| Admin | $  | $0 | $  |
| Total Salaries | $  | $0 | $  |
| Project Funds |   |   |   |
| Translational Research Funds | $ | $0 | $ |
| Risk Assessment Funds | $ | $0 | $ |
| Total Direct Project Funds | $ | $0 | $ |
| Total Indirect Project Funds (15% Overhead) |   |   |   |
|  | $ | $0 | $ |
| Total Project Funds | $ | $0 | $ |
|  Total  | $  | $ | $  |
|  |  |  |  |

**BUDGET Y2 – if applicable:** *(Complete the table below.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **6 month reporting period** | **6 month reporting** | **Y2 Total** |
| MSF Contribution |  |  |  |
| Matching Contribution |  |  |  |
| Total Contribution |  |  |  |
|  |  |  |  |
| Non-project Funds |   |   |   |
| CPD Salary + Fringe | $  | $0 | $  |
| Admin | $  | $0 | $  |
| Total Salaries | $  | $0 | $  |
| Project Funds |   |   |   |
| Translational Research Funds | $ | $0 | $ |
| Risk Assessment Funds | $ | $0 | $ |
| Total Direct Project Funds | $ | $0 | $ |
| Total Indirect Project Funds (15% Overhead) |   |   |   |
|  | $ | $0 | $ |
| Total Project Funds | $ | $0 | $ |
|  Total  | $  | $ | $  |
|  |  |  |  |

**Notes:**

1. CPD – Commercialization Program Director: the CPD will be the primary resource within the research university to enable and lead the translational research process, including but not limited to, lead faculty members to develop and present to the Oversight Committee, act as the primary liaison with the Office of Technology Transfer, assist the PI in organizing and operating the Oversight Committee meetings, work with and monitor project faculty, as needed, to monitor and assist with funded projects, act as a primary conduit for the connection to internal and external resources that can ensure success of the projects and build awareness and foster collaboration for the specific Innovation Hub across the State of Michigan.
2. Admin – the program administrator reports to the CPD and is responsible for the operations support of the MTRAC program in addition to the program website.
3. Translational Research Funds – funding used in support of translational research projects with associated milestones directly related to commercial success.
4. Risk Assessment Funds – funding used to support translational research projects, including however not limited to, market assessments, consulting services directly related to commercial success of the project, access to testing equipment.
5. A maximum of 20% of the Project Funds may be utilized for Risk Assessment Funds. The amount of Risk Assessment funds must be stated in the budget.
6. A maximum of 15% of grant funds may be utilized for administrative and overhead costs.
7. The Grantee shall not levy a fee against Translational Research Funds for any purpose.
8. Grant funds awarded cannot be used for filing, prosecution or other costs associated with patents, copyrights or trademarks.
9. Grant funds awarded cannot be used for tuition, construction or renovation costs.

**FULL APPLICATION NARRATIVE INSTRUCTIONS**

 **Michigan Strategic Fund**

**2022 MTRAC Statewide Program**

**Innovation Hub Application**

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Items included in this application, if selected, will be based upon Eligibility Requirements of Innovation Hubs as detailed in the [MTRAC Statewide Program Guidelines](https://www.michiganbusiness.org/services/entrepreneurial-opportunity/university-programs/), will become part of a grant agreement with the Michigan Strategic Fund.

**Cover Page:** Include the employer identification number. If you are not already registered with the State of Michigan as a vendor, please go to this website for directions on how to register for a Vendor Identification Number. [www.michigan.gov/cpexpress](http://www.michigan.gov/cpexpress)

**Innovation Hub Title and Technology Area of Focus:** The title and technology area of focus should be one of five key areas as supported in the MTRAC Statewide Program Guidelines; Advanced Computing, Life Sciences, Advanced Transportation, Advanced Materials or Agriculture-Biology.

**Program Partners:** Include the name(s) of any/all colleges/schools within your research university or across the state of Michigan that will contribute to the funding and successful completion of the program.

**Executive Summary:** Provide an executive overview of your ability to manage and run an Innovation Hub for the MTRAC program. If you have previously hosted a MTRAC Innovation Hub, please describe your success and ability to support statewide participation.

**Program Summary:** Include a program summary of not more than 5 pages. This section must contain a summary of the proposed program suitable for dissemination to the public. It should be a description of the program and should contain the following:

* Technology focus and why this area has been chosen
* Volume of federal, state and other research funding in the proposed technology area of focus
* Applicant’s experience and expertise in technology transfer in the proposed area
* Key program personnel and relevant experience
* Technology transfer leadership and experience
* Policies and processes conducive to commercialization (ex: IP)
* Any past experience with a MTRAC program
* How the process will be implemented
* Integration/collaboration with other commercialization programs
* The research university’s commitment at all levels in terms of financial match, in-kind resources and willingness to support an Innovation Hub and collaborate with other institutions.

**Program Economic Impact:** The following metrics must be addressed in this section:

1. Companies created
2. Licenses to Michigan companies
3. Licenses to non-Michigan companies
4. Jobs created
5. Amount of follow-on funding
6. Any other items relevant to the success of the program and future success of the Innovation Hub

 G. How does this program impact industry and/or the general public

**Targeted metrics for the Innovation Hub:** Describe the distinct, quantifiable, and measurable outcome(s) that support the programs impact. These outcomes are focused, measurable, specific, and clear. If you previously had a MTRAC program, include your goal and what was achieved. What you achieved would become your Benchmark. Your measureable outcome(s) must include:

**Goal:** The objective you are seeking (i.e. number of start-ups/jobs/licenses/follow-on funding).

**Benchmark:** The baseline number, dollar amount, etc. that you are measuring from (if known). (Examples: 2020 sales in this market were $2.5 million; there is no benchmark established—this is new training).

**Milestones for the Innovation Hub:** Milestones are to be operational in nature and will include the following items: announcement of annual RFP cycle and related deadline, letter of intent pre-proposal cycles, invite to full proposals, deadline for full proposals, finalist invited to oral presentations, Oversight Committee review of proposals, OC quarterly review calls in addition to in-person meetings for oral presentations to determine funding of proposals, projects selected, feedback to projects not selected, projects initiated, project mining, proof of matching funds,

List all activities that will be performed to accomplish the objectives of the program. Funding can be for up to 2 years, please include a table of program milestones for each year. Be specific about what will be done.

Include appropriate timelines for the project and expected date of completion in the reporting period. Please put this information into the provided table. Semi-annual progress reports will be due April 15 and October 15. As best as it can be accomplished, break down the milestones into these 6 month reporting periods.

**Budget:** Provide an overview of what your budget will be in the categories listed in the budget table. Funding can be for up to 2 years, please include a budget table for each year. Semi-annual progress reports will be due April 15 and October 15. As best as it can be accomplished, break down the budget item into these 6 month reporting periods.

**Budget Notes:**

1. CPD – Commercialization Program Director: the CPD will be the primary resource within the research university to enable and lead the translational research process, including but not limited to, lead faculty members to develop and present to the Oversight Committee, act as the primary liaison with the Office of Technology Transfer, assist the PI in organizing and operating the Oversight Committee meetings, work with project faculty, as needed, to monitor and assist with funded projects, act as a primary conduit for the connection to internal and external resources that can ensure success of the projects and build awareness and foster collaboration for the specific Innovation Hub across the State of Michigan.
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