BUSINESS DEVELOPMENT PROCESS TIMELINE

1

PROJECT IDENTIFICATION
The MEDC relationship manager works with the company, consultant, or local partner to establish project scope, basic parameters, and preliminary information.

MEDC Relationship Manager | Client driven

2

STRATEGIC FIT REVIEW
The MEDC relationship manager assesses strategic fit, and provides access to the online client portal to begin the formal evaluation process.

MEDC Relationship Manager | Target: 3 business days

3

PORTAL INFORMATION
The company completes portal project information. The MEDC project manager reviews the submission and request clarification when needed.

Company/MEDC Project Team | Target: 5 business days

4

EVALUATION & RECOMMENDATION
The MEDC project team scores the project against established criteria, evaluates eligibility and program alignment to identify the most appropriate incentive tool, determines the potential level of support based on applicable award calculations, considers alternative support options, and develops an incentive recommendation.

MEDC Project Team | Target: 5 business days

5

OFFER ISSUED
The MEDC project team presents the conditional incentive offer to the company, including the proposed support and an established acceptance deadline.

MEDC Project Team/Company | Target: 1 business day

6

DUE DILIGENCE
Upon acceptance, the company submits required legal and financial documentation. The MEDC completes the necessary background and financial reviews.

MEDC Project Team | Up to 60 calendar days

7

FINAL TERMS
The MEDC project team prepares and presents draft award terms to the company for review and acceptance, based on the application and due diligence materials.

MEDC Project Team/Company | Target: 5 business days

8

APPROVAL
Upon acceptance, MEDC, MSF, or the authorized delegate reviews the project and approves the final terms.

MEDC/MSF/Delegate/Company | Target: 5–30 business days

9

AGREEMENT SIGNED
MEDC legal team drafts the agreement and obtains the required signatures.

MEDC Legal Team/Company | Target: 20 business days

10

GRANT COMPLIANCE
MEDC compliance team monitors periodic reporting and other agreement requirements throughout the term.

MEDC Compliance Team | Term: TBD
BDP typically 3–5 years

Timeline Disclaimer: *The timelines outlined above represent programmatic goals and are intended as estimates rather than guaranteed completion dates. Actual project timelines may vary depending on the size and scope of the project, client responsiveness, staff availability, and other unforeseen circumstances or factors that may arise during the process. Timely communication and the submission of requested information and documentation by the client within the previously established deadlines are critical to maintaining project momentum and ensuring continued progress toward the proposed incentive award. Delays in meeting these deadlines may impact the overall project timeline and could jeopardize eligibility for, or the ability to proceed with, the proposed incentive award.*