**BUSINESS ACCELERATOR GRANT APPLICATION CHECKLIST BA# \_\_\_\_\_\_\_\_\_**

**Please submit to the MTI one original of each of the following eight items.**

**\_\_\_\_\_ 1. Form A – Registration Form**: Obtained through registration at www.mainetechnology.org.

**\_\_\_\_\_ 2. SBIR/STTR Phase I or Phase II Contract/Grant:** SBIR Phase I and Phase II Business Accelerator Grant Applications ONLY

**\_\_\_\_\_ 3. Non-confidential 100 word Project Summary**: Will be included in the official MTI Business Accelerator Grant press release if the application is approved for funding.

**\_\_\_\_\_** **4. SBIR/STTR Project Description:** SBIR Phase I and Phase II Business Accelerator Applications ONLY

**\_\_\_\_\_ 5. Application Narrative:** Not to exceed four pages in total, this section must address the criteria identified in the application instructions.

\_\_\_\_\_ **6.** **Form B - Budget Summary:** MS Excel form may be obtained at [www.mainetechnology.org](http://www.mainetechnology.org). A one page budget supporting document is optional.

\_\_\_\_\_ **7. Professional Summary:** Submit biographies for the primary contact and any other key project personnel, including any named consultants and/or contractors. **Biographies may NOT be longer than two pages per person. Paragraph style may be preferred.**

\_\_\_\_\_**8.** **Application Checklist (this form):** Checked by applicant for completeness and verified with an original signature.

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Applicant Signature Date of Signature

SIGNATURE: By signing below, the applicant requests MTI treats all application information as confidential under 5 MRSA Section 15302-A other than “Form A, Section I” and the “Non-confidential Summary.”(See page 5.) The applicant certifies the application has been checked for completeness. Failure to provide all required information will result in the application not being considered.