**SEED GRANT APPLICATION CHECKLIST SG #\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ 1. Form A – Registration Form (1 page):** Obtained through registration at [www.mainetechnology.org/fund/seed-grants](file:///\\mtidc1\data\BIP\Working%20Final%20Drafts%20as%20of%208-18-2011\Seed%20Grant\www.mainetechnology.org\fund\seed-grants).

**\_\_\_\_\_ 2. Non-confidential 100 word Project Summary (1 page):** Will be included in the official MTI Seed Grant press release if the application is approved for funding.

**\_\_\_\_\_ 3. History of Previous Grants, if applicable (≤ 2 pages):** Information on your previously funded MTI and/or SBIR/STTR projects with significant focus on related projects

**\_\_\_\_\_ 3a. Responses to Previous Feedback if this is a Resubmission (Optional 1 page)**

**\_\_\_\_\_ 4. Application Narrative (≤ 5 pages total):** On separate paper, submit project details as outlined within the application.

**\_\_\_\_\_ 5. Supporting Documents (Optional ≤ 4 pages)**: On separate paper, not to exceed four single sided pages including articles, letters or other documents that support the application.

\_\_\_\_\_ **5a. Information Pertinent to Intellectual Property Protection (1 page)**

**\_\_\_\_\_ 6. Form B - Budget Summary:** Only the Budget Form is required with the application. The final report forms are not required at this time.

\_\_\_\_\_ **6a. Budget Supporting Document (Optional 1 page)**

**\_\_\_\_\_ 7. Commitment for matching funds (≤ 1 page each):** Provide letters of commitments for all matching funds contributed. An example commitment letter is provided in these application instructions.

**\_\_\_\_\_ 8. Professional Summary (≤ 2 pages each):** Submit professional summaries for the primary contact and any other key project personnel, including any named consultants and/or contractors.

**\_\_\_\_\_ 9. Form C - Credit Authorization Form:**

Complete the Form C credit authorization and submit with the full application.

**\_\_\_\_\_ 10. Form D – Intellectual Property:** MS Excel form may be obtained at [www.mainetechnology.org/fund/seed-grants](file:///\\mtidc1\data\BIP\Working%20Final%20Drafts%20as%20of%208-18-2011\Seed%20Grant\www.mainetechnology.org\fund\seed-grants). Complete Form D by listing all patents, copyrights, trademarks, trade secrets, or any other intellectual property

**\_\_\_\_\_11. Application Checklist (this form):** Verified with an original signature.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Applicant Signature Date of Signature

**SIGNATURE:** By signing above, 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.