

**SEED GRANT TECHNOLOGY BOARD REVIEW COMMITTEE (TBRC)  
SCORE SHEET CRITERIA GUIDELINES**

While a strict quantitative analysis will not determine final funding recommendations, the following questions and points will typically be used to evaluate each criterion identified on the score sheet and provide a basis for discussion and comparison.

<b>CRITERIA</b>	<b>GENERAL CONSIDERATIONS</b>
<p><b>SCIENTIFIC AND TECHNICAL MERIT</b> <i>25 POINTS</i></p> <p>Identification of a new and innovative technology with advantages over existing technologies</p>	<ul style="list-style-type: none"> <li>● Is the innovation clearly described? Is the proposed technology unique?</li> <li>● Is the innovation based on sound scientific principles?</li> <li>● Are comparisons to existing technologies favorable?</li> <li>● Has the applicant identified the standards, specifications, tests and certifications needed to develop the technology?</li> <li>● Has the applicant identified any challenges associated with the development of the technology and how they may be overcome?</li> </ul>
<p><b>SCOPE OF WORK</b> <i>20 POINTS</i></p> <p>Project description, objectives, preliminary data, feasibility, the scope of work</p>	<ul style="list-style-type: none"> <li>● Is the project and scope of work clear, well defined and appropriate to the business stage?</li> <li>● Is the end point(s) clear, measurable, and well defined?</li> <li>● Is the scope of work attainable and/or appropriate?</li> <li>● Does the scope of work identify specific tasks, how they will be completed and by whom?</li> <li>● Are the identified tasks scientifically and technically sound?</li> <li>● Is there preliminary data indicating feasibility of the project?</li> <li>● Is the timeline appropriate?</li> </ul>
<p><b>MARKET POTENTIAL</b> <i>10 POINTS</i></p> <p>Growth potential for the technology-based product, service, or process and analysis of competitive products</p>	<ul style="list-style-type: none"> <li>● Has the applicant identified the potential market size for the given technology?</li> <li>● Has the applicant provided a competitive analysis identifying both direct and indirect competition?</li> <li>● Does the innovation (and its IP assets) or the company's approach provide a unique competitive advantage?</li> <li>● Have the targeted customers been defined?</li> <li>● Did the applicant provide supporting documentation where applicable (i.e. market data, commitment of sales or general interest)?</li> </ul> <p><u>Tech Transfer</u></p> <ul style="list-style-type: none"> <li>● Has the applicant clearly identified the market partner?</li> </ul>
<p><b>MANAGEMENT TEAM</b> <i>20 POINTS</i></p> <p>Applicable experience both in terms of technology development and the ability to lead the commercialization effort of the company</p>	<ul style="list-style-type: none"> <li>● Do team members have direct experience in the technology being developed and/or the industry/market targeted for commercialization?</li> <li>● If there is a limited team in place, is there adequate stated recognition of this by the applicant and the experience and ability to attract and build the necessary management team including getting commitments from mentors and advisors (at the appropriate stage of technology and business development)?</li> </ul>

<p><b>COMMERCIALIZATION &amp; POTENTIAL FOR ECONOMIC IMPACT</b> 15 POINTS</p> <p>Potential for high revenue per retained, or new employees in Maine, company business model, pricing models and points, and commercialization models</p>	<ul style="list-style-type: none"> <li>• Will this project likely lead to commercialization?</li> <li>• Is there a benefit to the industry/sector within Maine?</li> <li>• Are the intellectual property and its ownership clearly identified?</li> <li>• Is the business model appropriate?</li> <li>• Is there a strong likelihood of follow on financing?</li> <li>• Does the project support a new business and/or expansion of an existing business in Maine?</li> <li>• Is there potential for creating or retaining quality jobs and/or new workforce training and development in Maine?</li> <li>• Did the applicant identify how and where the product/service may be manufactured/instituted (if applicable)?</li> </ul>
<p><b>PROJECT BUDGET</b> 10 POINTS</p> <p>Appropriateness of the budget and quality of the match</p>	<ul style="list-style-type: none"> <li>• Are the indicated costs realistic for the indicated expenses?</li> <li>• Will the proposed budget likely cover the costs indicated? <i>Please pay particular attention to the match funding listed, especially related to personnel salaries.</i> Please note that you can suggest an alternate funding level if the budget seems inappropriate (excessive). <i>Use the enclosed summary of national average salaries as a guide for consideration of acceptable salary rates.</i></li> <li>• Is all match funding accounted for in the commitment letters?</li> <li>• Is the quality of the match high? (highest quality of match is actual cash) A reasonable ratio of cash to in-kind is expected. (50/50)</li> </ul>
<p><b>TOTAL (100 points max.)</b></p>	<p>Requirements for Recommendation</p> <p>80 -100 = Highly Recommended for Funding</p> <p>70 - 79 = Worthy of Consideration for Funding</p> <p>69 or less = Not Recommended for Funding</p>

**Strengths, Weaknesses, and General Comments:**

Identify any critical issues that are or are not addressed in the application. Your written feedback is important to the evaluation process. Please provide as much constructive feedback as possible.

**NOTE:** The review process includes an evaluation of applications using MTI’s Seed Grant criteria. Awards will be made on a competitive basis to support efforts in any of the state’s targeted technology sectors.

**Return completed forms to:**

Maine Technology Institute  
8 Venture Avenue, Brunswick Landing  
Brunswick, ME 04011  
Telephone: 207-582-4790 \* Fax: 207-582-4772 \* Email: [info@mainetechnology.org](mailto:info@mainetechnology.org)