**TECHSTART GRANT APPLICATION CHECKLIST TS# \_\_\_\_\_\_\_\_\_**

**Please submit to the MTI one (1) original application containing each of the following eight (8) items. Inclusion of optional items #3a and #5 are strongly encouraged.**

**\_\_\_\_\_ 1. Form A – Registration Form (1 page):** Obtained through registration at [www.mainetechnology.org/fund/techstart-grant](http://www.mainetechnology.org/fund/techstart-grant)

**\_\_\_\_\_ 2. Non-confidential 100 word Project Summary (1 page):** Will be included in the official MTI TechStart 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 (≤ 3 pages):** On separate paper, submit project details as outlined within the application.

**\_\_\_\_\_ 5. Supporting Documents (Optional ≤ 2 pages)**: On separate paper, not to exceed two single sided pages including articles, letters or other documents that support the application.
***An additional page for information related to Intellectual Property is also required. See Page 9 for more details.***

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

**\_\_\_\_\_ 6. Form B - Budget Summary (≤ 2 pages including supporting doc):** MS Excel form may be obtained at [www.mainetechnology.org/fund/techstart-grant](file:///%5C%5Cmtidc1%5Cdata%5CBIP%5CWorking%20Final%20Drafts%20as%20of%208-18-2011%5CTech%20Start%5Cwww.mainetechnology.org%5Cfund%5Ctechstart-grant)

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

**\_\_\_\_\_ 8. Professional Summary (≤ 1 page each): S**ubmit professional summaries for the primary contact and any other key project employees, including any named consultants and/or contractors.

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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.