

## MTI PHASE 0 APPLICATION CHECKLIST

Applications submitted through MTI's Online Portal must be uploaded as one, complete PDF attachment including all necessary items listed below – please title your Application PDF file as follows: “[Your Company Name], [Primary Contact Name], PZ”

- \_\_\_\_\_ **Online Registration Information:** Please note that the general contact information provided in the Online Application Portal is treated as public information; however, all contents of the uploaded application file, TINs, and email addresses are confidential.
- \_\_\_\_\_ **Non-confidential 100-word Project Summary:** Submit through MTI's Online Application Portal, along with initial registration information.

PLEASE NOTE: The Federal Funding Documentation should be the opening pages of your Application PDF to be uploaded via MTI's Online Application Portal.

- \_\_\_\_\_ **1. Federal Funding Documentation (≤ 2 pages):**
  - \_\_\_\_\_ Name of Agency to which applicants are submitting the Federal R&D proposal
  - \_\_\_\_\_ Federal R&D program Application Due Date and Topic Title
  - \_\_\_\_\_ Copy of the Federal R&D program topic description.
  - \_\_\_\_\_ A picture of the proposed technology is optional but strongly encouraged.
- \_\_\_\_\_ **2. Application Narrative (≤ 2 pages):** On separate paper, submit project details as outlined within the application.
- \_\_\_\_\_ **3. Form B - Budget Summary:** Obtain Form B online at: [MTI Phase 0 page](#)
- \_\_\_\_\_ **4. Professional Summary (≤ 1 page each):** Submit professional summaries for the primary contact and any other key project personnel, including any named consultants/ERP.