



Catalyst Seed Grant R&D Program

Informational Webinar
Tuesday, December 7, 2021

PROGRAM SUMMARY

The goal of the Catalyst Seed R&D Grant Program is to help New Jersey-based early-stage innovation-based companies accelerate development of technologies to transform new discoveries from research stage into commercially viable products and services.

TWO GRANT COMPONENTS

Eligible companies may only apply for **ONE** of the following:

\$75K GRANTS

**For Applicants in the areas of
Advanced Manufacturing,
Advanced Transportation and
Logistics, Film and Digital Media,
Life Sciences – Other, Non-Retail
Food and Beverage, Professional
and Financial Services, and
Technology**

\$150K GRANTS

**For Applicants developing life
sciences – therapeutic drug
development**

Grant Funding – \$75K

Purpose:

To help awardees:

- Increase intensity of new research in sector areas including Advanced Manufacturing, Advanced Transportation and Logistics, Film and Digital Media, Life Sciences – Other, Non-Retail Food and Beverage, Professional and Financial Services, and Technology

Grant Funding – \$75K

Eligibility Criteria

Note: Eligibility criteria should be maintained at time of the application and during the entire evaluation period.

- ✓ Authorized and in good standing to conduct business in New Jersey as evidenced by a current New Jersey tax clearance certificate (listing: NJ Commission on Science, Innovation and Technology on the document)
- ✓ Have a minimum of one (1) full-time equivalent employee with at least one employee working 50% of their time on the project being proposed
- ✓ 50% or more of the work of its employees and contractors conducted in NJ (calculated on an FTE basis – 35 hrs. per week)

Grant Funding – \$75K

Eligibility Criteria

Note: Eligibility criteria should be maintained at time of the application and during the entire evaluation period.

- ✓ 50% or more of employees/contractors live or pay withholding taxes in NJ
- ✓ Company has less than two million dollars (\$2,000,000) in prior third-party funding over its lifetime (excluding government grants)
- ✓ Company has less than five hundred thousand dollars (\$500,000) in previous calendar year sales revenue

Grant Funding – \$75K

Required Documents

- 1** Completed online application
- 2** Demonstration evidence that proof of concept has been achieved for the project
- 3** Employee Information: NJ WR-30 (W2 employees) or 1099 (contractors), Shareholder Agreement or K-1, or offer letters
- 4** Summary of most recent Internal Payroll (Q4 2020 or Q1 2021)

Grant Funding – \$75K

Required Documents

- 5** Most recent Company tax filing: Federal 941, NJ-CBT-100 , Form-1065 or Form -1040, etc.
- 6** NJ Tax Clearance Certificate – listing CSIT
- 7** Minority/Woman Owned Business NJ Certification (*if applicable*)
- 8** Signed Application Certification
- 9** Completed CSIT Legal Debarment Questionnaire

Grant Funding – \$150K

Purpose:

To enable Applicants in the life sciences - therapeutic drug development sector to commercialize outcomes and have significant impacts of new research as a result of funding

Grant Funding – \$150K

Eligibility Criteria

Note: Eligibility criteria should be maintained at time of the application and during the entire evaluation period.

- ✓ Authorized and in good standing to conduct business in New Jersey as evidenced by a current New Jersey tax clearance certificate (listing: NJ Commission on Science, Innovation and Technology on the document)
- ✓ Have a minimum of one (1) full-time equivalent employee with at least one employee working 50% of their time on the project being proposed
- ✓ 50% or more of the work of its employees and contractors conducted in NJ (calculated on an FTE basis – 35 hrs. per week)

Grant Funding – \$150K

Eligibility Criteria

Note: Eligibility criteria should be maintained at time of the application and during the entire evaluation period.

- ✓ 50% or more of employees/contractors live or pay withholding taxes in NJ
- ✓ Company has less than two million dollars (\$2,000,000) in prior third-party funding over its lifetime (excluding government grants)
- ✓ Company has less than five hundred thousand dollars (\$500,000) in previous calendar year sales revenue

Grant Funding – \$150K

Required Documents

- 1** Completed online application
- 2** Demonstration evidence that proof of concept has been achieved for the project
- 3** Employee Information: NJ WR-30 (W2 employees) or 1099 (contractors), Shareholder Agreement or K-1, or offer letters
- 4** Summary of most recent Internal Payroll (Q4 2020 or Q1 2021)

Grant Funding – \$150K

Required Documents

- 5** Most recent Company tax filing: Federal 941, NJ-CBT-100 , Form-1065 or Form -1040, etc.
- 6** NJ Tax Clearance Certificate – listing CSIT
- 7** Minority/Woman Owned Business NJ Certification (*if applicable*)
- 8** Signed Application Certification
- 9** Completed CSIT Legal Debarment Questionnaire

Evaluation Process

- 1** Application Completeness Review – Review of all “Required Documents”.
- 2** External review - Subject Matter Experts (SMEs) review and provide input in the evaluation of the technical and business merit of the proposals.
- 3** The Evaluation Committee, consisting of CSIT and NJEDA staff, will score each application.
- 4** The Evaluation Committee may contact and engage Applicants for clarifying comments
- 5** Program Committee will review all scored applications and make recommendations to the CSIT Board. The CSIT Board will make final decision on grant winners

Scoring Criteria - 70 points minimum to be eligible for an award

- Innovation (up to 30 points)
- Market Opportunity (up to 10 points)
- Implementation Plan (up to 20 points)
- Go-to-Market strategy (up to 10 points)
- Economic Impact (up to 10 points)
- Team (up to 20 points)

Bonus Points – only awarded to applicants that meet the minimum score of 70 points.

- **Technology from NJ university-as evidenced by an executed License agreement (15 points)**
- **Minority-owned company (10 points)**
- **Women-owned company (10 points)**
- **Primary place of Business or R&D space located within an eligible opportunity zone eligible census tract in New Jersey. See <https://nj.gov/governor/njopportunityzones/> (5 points)**

Other Terms and Conditions

COMMITMENT TO NJ

Grant awardees will agree to maintain 50% of research, development, manufacturing and commercialization work in NJ for a period of three (3) years from the effective date of the Grant Agreement. (Failure to comply will result in full re-payment of grant within sixty (60) days of relocation or as conditions state in the Grant Agreement)

REPORTING

All grant awardees must commit to report economic impact data to CSIT upon the completion of program for a period of five (5) years as will be outlined in the Grant Agreement and submitting an Economic Impact Questionnaire provided by CSIT.

CSIT EVENTS

All grant awardees must commit to participate in future CSIT alumni activities such as, serving as a panel member or conducting interviews about Program experience.

Sister Agency Checks

CSIT conducts Sister Agency checks on ALL Applicant Companies through the Department of Environmental Protection (DEP) and the Department of Labor (DOL).

Important Information

Online Application

Online Application Portal will be open from December 6, 2021 through January 31, 2022 at 5pm EST

Apply Here: <https://application.njeda.com/CSIT>

Please Call if you have any Questions:

Mahako Etta (609) 690 – 1558 or Judith Sheft (609) 462 – 0560

CSIT Communication

All communication with applicants will be via email from csit@njeda.com

Applicants are encouraged to include this email in their safe email addresses to avoid the email going to a Junk box

Electronic Signature Option

Online application enables applicants to provide an electronic Applicant Certification by uploading a signed PDF

However, if an applicant prefers not to an electronic Application Certification, the applicant may:

1. Mail a hard copy of the signed Application Certification post marked by the application deadline to CSIT at:

Commission on Science, Innovation and Technology
Attn: Judith Sheft (Executive Director)
P.O. Box 990
36 W State Street
Trenton, NJ 08625

And

2. Email CSIT with the subject line: “MAILED Application Certification Catalyst Seed R&D” indicating that the certification document has been mailed.

Important Information (con't)

Missing Documentation

Applications will be reviewed for completeness by CSIT staff on a rolling basis. Applicants with missing documentation will receive an email notification from CSIT to re-submit any missing or incomplete required documentation within ten (10) business days of notice (extension date).

Applicants should submit missing documentation to csit@njeda.com within the resubmission timeframe with the email subject line "Catalyst Seed R&D Program_Missing Documentation Submission_Company Name".

Important Information (con't)

Failure to Provide Missing Documentation

If after an email notification for missing documents from csit@njeda.com is received by applicants and the requested documents are NOT submitted by the extension date, CSIT will consider the application as incomplete. The application will not be scored and will be rejected.

Important Information (con't)

COVID Processing Delays

Applicants are encouraged to obtain copies of NJ documentation early in the process of completing their application since some State systems have experienced longer than usual processing times due to COVID

If an applicant has attempted to obtain the missing NJ state documents and has not received them by the extension date the applicant may provide correspondence or receipts that demonstrate the attempt to obtain the missing documents to enable the application to be deemed complete for scoring purposes only. The missing documentation **MUST** be submitted before any recommendation of an award will be made to that applicant.

Timeline

DECEMBER

6

APPLICATION OPENS

DECEMBER

7

INFORMATIONAL WEBINAR

JANUARY

31

APPLICATION CLOSES AT 5:00PM

REMINDER:

Applicants with missing documents are given 10 days to re-submit following CSIT notification. After this, any applications that do not include ALL of the documents specified or that contain documents that have not been fully completed, will be considered incomplete and will not be evaluated.



Accessing the Online Application

<https://www.njeda.com/csit/>

Direct Link

<https://application.njeda.com/CSIT>

Welcome Page



Welcome to the CSIT's online application for the Catalyst Seed Grant – Round 1. We look forward to helping you as you grow your business in New Jersey!

GENERAL INFORMATION:

Before you get started, there are a few things you should be aware of to make the application process as simple as possible.

Catalyst Seed Grant – Round 1

Catalyst Seed Grant – Round 1 opens on Monday, December 6th at 9am and closes on Monday, January 31st at 4pm.

- In order to complete your online application, you must register for an account with a username and password. Your username and password will allow you the flexibility to complete your application at your convenience.
- All fields are mandatory but can be completed with a 'NA' if you do not have the requested information at the time of application or if the question does not apply.
- If you would like to go back to a previous application section, select the section name from the left panel. Use the continue button to navigate to the desired page.
- You may use the "HELP/Assistance" button on the top right to email csit@njeda.com.
- If asking questions regarding your specific application, please reference the Application ID # located on the top right of the screen.
- Because some state systems have experienced longer than usual processing times due to COVID-19, applicants are encouraged to obtain copies of the required NJ documentation early in the process of completing their applications to avoid any delays in submission of supporting documentation.

PLEASE gather the following documents before starting the application:

- ✓ Employee verification information as appropriate for applicable company structure and staffing - i.e. most recent NJ WR-30 (W2 employees) or 1099 (contractors), Shareholder Agreement or K-1 or Offer letters
- ✓ Current NJ Tax clearance certificate (listing New Jersey Commission on Science, Innovation and Technology). See https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp.
- ✓ If applicable, copy of Women and/or Minority owned business NJ certification <https://www.njportal.com/DOR/SBERegistry/Default/>

Continue

Online Application

Create a New Account



Log In

User Name:

Password:

Online Application

Create a New Account



In order to complete your online application, you must register for an account with a username and password on our system. Your username and password will allow you to fill out the application in steps as your schedule permits.

Note: All fields are required.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Company:	<input type="text"/>
Phone Number:	<input type="text"/>
Phone Ext.:	<input type="text"/>
E-mail:	<input type="text"/>
Username:	<input type="text"/>
Password:	<input type="password"/>
Re-type Password:	<input type="password"/>

Remember to write down your username and password for future reference

Submit

Online Application

Start a New Application



 [Logout](#)

Start a New Application

Please check the applicable (Only one may be selected):

- Clean Tech Research and Development (R&D) Voucher Program
- Catalyst Seed Grant Program

This is NOT a Clean Tech Seed Grant Program. This grant supports projects in the industry sectors listed below. Please select which grant you seek to apply for.

- \$150,000 Catalyst Seed Grant for a Therapeutic Drug Development project
- \$75,000 Catalyst Seed Grant for projects in Advanced Manufacturing, Advanced Transportation and Logistics, Film and Digital Media, Life Sciences – Other, Non-Retail Food and Beverage, Professional and Financial Services, or Technology.

* Required Field

Please enter a brief description of your project (up to 50 characters). The description is for your reference only. It will not be submitted with the application.

* Required Field

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Online Application

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Applicant:
Company:
Project: Person One Description
Product: Catalyst Seed Grant Program

Application ID #203026

 [HELP / Assistance](#)

Welcome

Thank you for applying to Round 1 of the Catalyst Seed Grant Program. The goal of the Program is to help New Jersey-based early stage companies accelerate development and innovation of technologies to transform new discoveries from research stage into commercially viable technologies, leading to industry and investor interest. Grant applications can support hardware, software, and integrated solutions within the seven target areas listed below.

Important Note: The grant must be used for projects that include research and development of new and innovative technologies.

Eligibility

The company is developing or testing new and innovative technology in the area of life science - therapeutic drug development, life sciences - other (non-therapeutic drug development), advanced manufacturing, advanced transportation / logistics, technology, non-retail food / beverage, film / digital media, professional and financial services:

Please note that projects in the clean energy or off-shore wind are not eligible for funding under the Catalyst Seed Grant Program. There is a separate Clean Tech Seed Grant Program that companies may apply for with a targeted open application date in 1Q2022.

The company has a minimum of one (1) full-time equivalent employee (35hrs per week)

The company has less than two million dollars (\$2,000,000) in prior third-party funding over its lifetime (excluding government grants)

The company has less than five hundred thousand dollars (\$500,000) in previous calendar year sales revenue.

(Reminder: Later in the application you will be asked to upload Federal 941 and either an NJ-CBT-100 (Schedule A), Form-1065 or Form -1040 (Schedule C) or whichever is applicable)

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Online Application

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Company Information

Company Name (Legal name):

Provide a brief company description (150 words max)

Company Headquarters

Street Address:

Address Line 2:

City/Town:

State:

ZIP Code:

Company's primary R&D space

Street Address:

Address Line 2:

City/Town:

State:

ZIP Code:

Company Website:

State of Formation of Company:

Year Established:

Legal Structure:

Industry ([NAICS Code](#)):

Federal Tax ID Number (EIN):

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Online Application

NAICS Code

[Client Login](#)[Company Lookup](#)[Find Your NAICS Code](#)[Home](#)[Data Enrichment](#)[Business Lists](#)[Market Research](#)[Products](#)[Company Lookup](#)[NAICS Codes](#)[***COVID-19***](#)

NAICS & SIC Identification Tools

[NAICS Search](#)[SIC Search](#)[NAICS CODE
DRILL-DOWN](#)[SIC CODE
DRILL-DOWN](#)[COMPANY
LOOKUP TOOL](#)[NAICS
LOOKUP HELP](#)

Need Help?

What are you Searching for? *

-Choose One-

[Submit](#)

Data Services & Products

[Business Lists](#)[Data Appends](#)[Data Append API](#)[NAICS & SIC Manuals](#)

NAICS & SIC Code Resources

[NAICS & SIC Search](#)[NAICS & SIC Crosswalk](#)[History of NAICS & SIC](#)[NAICS Lookup Help](#)[Frequently Asked Q's](#)[2017 NAICS Changes](#)[NAICS Code List](#)

NAICS CODE LIST: Click Any Two Digit NAICS Code to Drill Down Further

Code	Industry Title	Number of Business Establishments
11	Agriculture, Forestry, Fishing and Hunting	369,913
21	Mining	32,295
22	Utilities	48,540
23	Construction	1,515,426
31-33	Manufacturing	649,784
42	Wholesale Trade	697,549

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Employee Log

List all employees that work for the company at the time of application (E.g. full-time, part-time, consultants, interns, etc.). Please include the CEO and/or founder's information as well. Verification documentation will be uploaded later in the application process. Please note that if the company uses a Professional Employment Organization (PEO) for payroll processing, the PEO-form issued by the NJ Department of Labor must be submitted as well.

Employee Name:

Position:

Date Hired: 

Type: ▼

of hours worked per week:

Is the employee's work location in NJ? ▼

Primary work location address:

Is the employee getting paid? ▼

Does the employee have equity in the business? ▼

Verification document: ▼

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Company: Person One
Project: Person One Description
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Employee Log

List all employees that work for the company at the time of application (E.g. full-time, part-time, consultants, interns, etc.). Please include the CEO and/or founder's information as well. Verification documentation will be uploaded later in the application process. Please note that if the company uses a Professional Employment Organization (PEO) for payroll processing, the PEO-form issued by the NJ Department of Labor must be submitted as well.

	Employee Name	Position	Type	# Hours worked per week	
Edit	Remove	Person One	Staff	FTE	40

Online Application

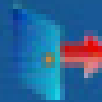
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Company Information

Is the Company a Women owned business as certified by the state of NJ?

Select ▼

Is the Company a Minority owned business as certified by the State of NJ?

Select ▼

Continue

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Company Information

Provide details on all funding (excluding government grants) the Company has raised to date:

Funding Information

Funding Type:

Select One

Funder:

Amount:

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Project: Person One Description

Product: Catalyst Seed Grant Program

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Company Information

Provide details on all funding (excluding government grants) the Company has raised to date:

	Funding Type	Funder	Amount	
Edit	Remove	Institutional Investors	Person One	\$50,000

[Add Additional Funding Source](#)

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Primary Contact Information



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Applicant:

Company: Person One

Project: Person One Description

Product: Catalyst Seed Grant Program

Application ID #203026



[HELP / Assistance](#)

Primary Contact Information

First Name:

Last Name:

Job Title:

Telephone Number:

Email Address:

Race:

Ethnicity:

Gender:

Veteran:

Disability:

[Continue](#)

Online Application

Project Description

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Applicant:
Company: Person Two
Project: Person Two Description
Product: Catalyst Seed Grant Program

Project Description

What sector is your proposed seed grant project in? Check all that apply.

- Advanced Logistics / Transportation
- Advanced Manufacturing
- Digital Media / Film
- Professional and Financial Services
- Life Sciences - Other (Non- Therapeutic Drug Development)
- Life Sciences - Therapeutic Drug Development
- Non-Retail Food / Beverage
- Technology (including communications and IT)

Briefly describe the innovation that your company is developing and for what application? (200 words max) E.g. The company is developing a for use in.... (200 words max.)

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Applicant:
Company: Person One
Project: Person One Description
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Project Description

What/who are the incumbent players in the ecosystem and their respective solutions or proposed solutions? (State the names of up to five companies and the solutions they offer today. If landscape has more than five main players, identify the five you considered to be most significant and indicate that there are more than five players in the market offering similar solutions)

Name of Company:

Proposed solution (Please differentiate between various company solutions)

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Company: Person One

Project: Person One Description

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Project Description

What/who are the incumbent players in the ecosystem and their respective solutions or proposed solutions? (State the names of up to five companies and the solutions they offer today. If landscape has more than five main players, identity the five you considered to be most significant and indicate that there are more than five players in the market offering similar solutions)

Name of Company

[Edit](#)

[Remove](#)

Person One

Online Application

Project Description



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Applicant:

Company: Person One

Project: Person One Description

Product: Catalyst Seed Grant Program

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Project Description

If applicable, list any intellectual property you have, associated with this innovation or Project.

Patent Number:

Patent Title:

Patent Status:

[Continue](#)

Online Application

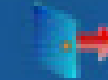
Milestone and Budget



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Company: Person One

Project: Person One Description

Product: Catalyst Seed Grant Program

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Milestone and Budget

Briefly describe how the funding will be used to further the research and development of your technology? (150 words max)

Please complete the [Milestone and Budget template](#). Click the link to access and save the completed file to your computer. This document will be uploaded later in the application.

[Continue](#)

Online Application

Milestone Document

Company Name:		
Project Start Date (Seed Grant Phase):		
Project End Date (Seed Grant Phase):		
Timeline	Milestone (brief description of what you anticipate will be accomplished)	Scope
Year 1: Q1		To be accomplished during Seed Grant Phase
Year 1: Q2		
Year 1: Q3		
Year 1: Q4		
Year 2		To be accomplished after Seed Grant Phase
Year 3		
Year 4		
Year 5		



Budget Document

Company Name:

Project Start Date:

Project End Date:

A. PERSONNEL

Name	Role	Effort (hours)	Unit Cost	Total Cost	Budget Summary
				\$0	
				\$0	
				\$0	
				\$0	
				\$0	
				\$0	
				\$0	
Total Personnel				\$0	

B. EQUIPMENT

Item	# Units	Unit Cost	Total Cost
			\$0
			\$0
			\$0
Total Equipment			\$0

C. MATERIAL AND SUPPLIES

Item	# Units	Unit Cost	Total Cost
			\$0
			\$0
			\$0
			\$0
			\$0
Total Supplies			\$0

D. EXTERNAL SERVICES

Institution / Service Provider	Type	Total Cost
		\$0

F. MARKETING & LEGAL

Description	Total Cost	
		\$0

GRAND TOTAL (A + B + C + D + E + F) \$0

SIGNATURES

Name and Title

Date

Online Application

Go-To-Market- Strategy

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Go-to-market strategy

Describe your proposed business model. (e.g. manufacturing, license, manufacturing partnership) (150 words max)

Who are your target customers and how do you intend to market your solution to them? (200 words max)

How are you planning to scale-up your business in the next three-years (200 words max)

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Economic and Environmental Impact


How many jobs do you intend to create in the next 3-years and in what career fields? (100 words max)

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Economic and Environmental Impact

List all the Team members who are proposed to be involved in the Project, including a brief description of the role they will play. For each team member, provide a brief bio, including any college and graduate degrees and professional experience relevant to his/her proposed role. Please add the Postsecondary Degree, Major, and University Affiliation on the same line.

Name:

Title:

Postsecondary Degrees:

Brief Bio (250 words max) Include LinkedIn URL if available

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Acknowledgement of Virtual Presentation

- I acknowledge that upon submission of this application, I agree to participate in a 30-minute virtual presentation of the proposed project with grant reviewers.

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New Jersey Commission on Science, Innovation, and Technology Legal Questionnaire

Persons (entities or individuals) applying for CSIT programs are subject to the Disqualification/Debarment set forth in Executive Order 34 (Byrne 1976). Applicants are required to answer the following background questions ("Legal Questionnaire") pertaining to causes that may lead to debarment, disqualification, or suspension from eligibility under the Regulations and Executive Orders 34 (Byrne 1976) and 189 (Kean 1988) after consideration of all relevant mitigating factors. Governmental entities are not required to submit this Legal Questionnaire and may leave it empty.

*Note that this form has recently been modified.
Please review in its entirety prior to providing any responses or certifications.*

DEFINITIONS

Notwithstanding any terms defined elsewhere or otherwise herein, the following definitions shall govern in responding to this Legal Questionnaire:

"Affiliates" means any entities or persons having an overt or covert relationship such that any one of them directly or indirectly controls or has the power to control another. For the purposes of application for, or ongoing compliance with, CSIT-administered programs, this includes:

- any entities or persons having an ownership interest in Applicant of 10% or greater;
- any entities in which Applicant holds an ownership interest of 10% or greater; and
- any entities that are named in the application and/or agreement, or that will receive a direct benefit from the financing, incentive, or other agreement with CSIT.

Note that any entities or persons fitting these definitions will need to be listed in Part C on the next page.

"Legal Proceedings" means any civil, criminal, or administrative proceedings in a State or Federal court or administrative tribunal in the United States or any territories thereof.

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Part C: Applicable Affiliates

"Affiliates" means any entities or persons having an overt or covert relationship such that any one of them directly or indirectly controls or has the power to control another. For the purposes of application for, or ongoing compliance with, CSIT-administered programs, this includes:

- any entities or persons having an ownership interest in Applicant of 10% or greater;
- any entities in which Applicant holds an ownership interest of 10% or greater; and
- any entities that are named in the application and/or agreement, or that will receive a direct benefit from the financing, incentive, or other agreement with CSIT.

Please provide a list of all entities or persons considered to be "Affiliates" of Applicant based upon the above definitions.

I have no affiliates to report.

Name of Affiliate (Entity or Person):

Federal Employer Identification Number (FIN) (if applicable):

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Required Documentation

All applications to the the Catalyst Seed Grant Program **must** include the following documentation:

- a. Demonstration evidence that proof of concept has been achieved for the project. Submit one of the following:
 - ◊ Description of the proof of concept results
 - ◊ Published paper outlining results achieved
 - ◊ Successful completion of a federal SBIR/STTR grant or contract related to the project
 - ◊ Confirmation documentation from a university tech transfer office if the project relates to technology that has been developed at a university
- b. [Budget and Milestone Template \(use attached excel template\)](#)
- c. Employee information as appropriate for applicable company structure and staffing -i.e. most recent NJ WR-30 (W2 employees) or 1099 (contractors), Shareholder Agreement or K-1, or offer letters. Please note that if a Professional Employment Organization (PEO) is utilized, the Applicant must submit confirmation of PEO-A form issued by the NJ Department of Labor (DOL). These confirmations are issued on an annual basis and are valid for a year. See <https://www.nj.gov/labor/ea/employer-services/leasing-companies/> for additional information on PEOs.
- d. Summary of most recent Internal Payroll (Q4 2020 or Q1 2021) indicating each employee name and number of hours worked per week.
- e. Most recent Company tax filing; Federal 941 and either an NJ-CBT-100 (Schedule A), Form-1065 or Form -1040 (Schedule C) or whichever is applicable to the organizational form of your business, showing the total Gross Receipts or Sales for the year.

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Required Attachments

- f. Current NJ tax clearance certificate (listing New Jersey Commission on Science, Innovation and Technology). See https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp. All certificates listing another state agency will be rejected.
- g. If applicable, copy of Women and/or Minority owned business NJ certification <https://www.njportal.com/DOR/SBERegistry/Default/>

- h. **Signed CSIT Certification**

Please download, sign, and upload the linked Application Certification as an attachment on the next page.

The online application will enable applicants to provide an electronic Application Certification by uploading a signed PDF. However, if an **applicant prefers not to** provide an electronic Application Certification, the applicant may:

- a. Mail a hard copy of the signed Application Certification postmarked by the application deadline to CSIT at:
Commission on Science, Innovation and Technology
Attn: Judith Sheft (Executive Director)
36 W State Street
P.O. Box 990
Trenton, NJ 08625

AND

- b. Email the signed CSIT Certification to CSIT with the subject line: "MAILED Application Certification Catalyst Grant Program" indicating that the document has been mailed. Only the signed CSIT Legal Certification should be mailed; the rest of the application must be submitted through the online system.

Please note that if an applicant chooses to mail a hard copy of the application certification, the application will only be considered complete once the original signed CSIT application certification post marked by the application deadline is received by CSIT.

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Attachments

There are no files currently attached to the application.

Attachments may be submitted in the following formats:

- Microsoft Word (.doc, .docx)
- Microsoft Excel (.xls, .xlsx)
- WordPerfect (.wpd)
- Text (.txt)
- Adobe PDF (.pdf)

Select file(s) to attach:

Select

Upload Files

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Application Submission

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Helpful Tips ...

1. Read the Notice of Funding.
2. Get an early start.
3. Provide complete answers in technical proposal
4. Get State documents if needed – tax Clearance, minority or women-owned business certificate (M/WBE).
5. Email any questions, csit@njeda.com
6. Check for missing documentation follow up email.



Thanks for joining!

APPLY HERE:

<https://application.njeda.com/CSIT>

QUESTIONS? EMAIL:

[**csit@njeda.com**](mailto:csit@njeda.com)

