



**New Jersey Commission on Science, Innovation and Technology (CSIT)  
Catalyst Research and Development (R&D) Voucher Pilot Program  
Notice of Funding Availability**

The New Jersey Commission on Science, Innovation and Technology (CSIT) expects to launch an online application for the Catalyst Research and Development (R&D) Voucher Pilot Program at 9:00 am on May 2, 2022 at [www.njeda.com/csit](http://www.njeda.com/csit). Applications will be reviewed and accepted on a rolling basis as long as program funds are available. No fees will be charged for this program.

**Purpose**

This grant opportunity is issued by the New Jersey Commission on Science, Innovation and Technology (CSIT) in collaboration with the New Jersey Economic Development Authority (NJEDA), seeking applications from qualified applicants for Catalyst Research and Development (R&D) Voucher Pilot Program to support early-stage companies in the State. The goal of the program is to support New Jersey based early-stage company efforts to accelerate development and innovation of technologies to transform new discoveries from research stage into commercially viable technologies, leading to industry and investor interest in the following target areas:

- Advanced Manufacturing
- Advanced Transportation and Logistics
- Film and Digital Media
- Life Sciences – Therapeutic Drug Development
- Life Sciences – Other
- Non-Retail Food and Beverage
- Professional and Financial Services
- Technology.

**Overview**

Catalyst R&D Voucher Pilot Program has a total budget of \$275,000 for voucher awards. Funding for the program is provided by funds from CSIT’s FY2023 budget appropriation. The program will be implemented by CSIT and technical support will be provided at participating universities/colleges, federal labs and non-profit organizations.

The objectives of the program are to:

- i. improve awareness, access to and utilization of New Jersey’s world-leading equipment,

- ii. facilities, and makerspaces; and subsidize access to research and development equipment, facilities and makerspaces for small New Jersey based companies that are developing innovative technologies.

### **Program Details**

The program will subsidize the cost of access to any New Jersey participating university/college, non-profit organization and federal lab for early-stage companies to access equipment and facilities for technological research and development. An asset map listing participating facilities will be available on the CSIT webpage ([www.njeda.com/csit](http://www.njeda.com/csit)).

Each approved voucher will be valid for a period of 12 months (starting from date of the execution of the voucher agreement). Any unused approved voucher amounts will be cancelled after the twelve (12) month period and returned to the program budget for future use. At CSIT's sole discretion, a voucher reservation may be extended for one three-month period if requested in writing prior to expiration.

Provided that funding is available, all complete applications that meet the eligibility criteria and are in compliance with the required documentation are eligible for funding.

### **Eligibility**

To be eligible for the Catalyst R&D Voucher Pilot Program, the applicant company must:

- Be registered to conduct business in New Jersey at the time of application.
- Have no more than 25 full-time employees (FTE calculated on a 35 hour work week) at time of application, until the voucher is awarded and throughout the voucher duration.
- One hundred percent of project work for which the voucher is being sought must be conducted in New Jersey.
- A minimum of one full-time employee must be working in New Jersey at the time of application, until the voucher is awarded and throughout the voucher duration (FTE calculated on a 35 hour work week).
- Fifty percent or more of the total work of the applicant company's employees and contractors must be conducted in New Jersey (FTE calculated on a 35 hour work week).
- The applicant company must obtain a signed approval letter from a participating university/college, federal lab or non-profit organization confirming that the facility is capable of and willing to provide the services that will be supported by the voucher.
- The applicant company must be developing or testing technologies in the following target areas:
  - Advanced Manufacturing
  - Advanced Transportation and Logistics

- Film and Digital Media
- Life Sciences – Therapeutic Drug Development
- Life Sciences – Other
- Non-Retail Food and Beverage
- Professional and Financial Services
- Technology.

Applicant companies must have 25 full-time employees (FTE calculated on a 35 hour work week) or less to receive a voucher to cover the cost of the service and facility access.

To participate a facility must:

- be in a two or four-year college or university (public, state, or non-profit) located in New Jersey, or a federal or non-profit organization located in New Jersey,
- allow outside businesses to utilize research and development facilities on a fee-for-service basis, and
- provide a contact person to facilitate requests and participate in Catalyst Voucher Committee meetings.

### **Eligible Uses**

Eligible applicants can receive vouchers to defray the costs associated with any of the following services or activities in participating facilities:

- Access to core lab facilities, equipment, makerspaces and technology centers.
- Use of facility equipment and technicians for testing and development.
- Training in preparation for independent use of the facility equipment or makerspaces.

The vouchers are intended for specific, early-stage development projects (Projects). All requests should be specifically related to the particular Project for which the voucher is sought. The following uses are ineligible under the Program:

- manufacturing of products for sale or commercial use,
- real estate rental expenses, and
- patient clinical trial expense.

### **Grant Amounts**

Eligible applicants can receive vouchers of \$1,000 up to \$25,000 . Each eligible applicant can apply for multiple vouchers up to a cap of \$25,000 in the aggregate over any 12-month period.

### **Application Process**

The application will open at 9:00 am on May 2, 2022 at [www.njeda.com/csit](http://www.njeda.com/csit).

Applications will be reviewed and accepted on a rolling basis as long as program funds are available. All applications to the Catalyst R&D Voucher Pilot Program **must** include the following documentation:

- Completed online application via CSIT Portal including a
  - Signed Application Certification and
  - Completed CSIT Legal Debarment Questionnaire.
- Summary of the most recent internal applicant company payroll (detailing information on each employee of the company, number of hours worked per week and primary work location).
- Current employee information as appropriate for the applicant company's structure and staffing (i.e., most recent Federal 941, NJ WR-30 (W2 employees) or 1099 (contractors), Shareholder Agreement or K-1).
- Current New Jersey tax clearance certificate listing New Jersey Commission on Science, Innovation and Technology. (See [https://www16.state.nj.us/NJ\\_PREMIER\\_EBIZ/jsp/home.jsp](https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp).) All certificates that do not specifically list CSIT will be rejected.
- Approval letter from a participating facility.
- Copy of a signed facility agreement between the applicant and facility.

The following steps detail the application submission process:

- i. All companies must begin their application by completing the intake portion of the application. This includes questions concerning the applicant; the proposed scope of work; the type of facilities for which access is being requested; and if known, the university/college, federal lab or non-profit organization at which such facilities are located; and program eligibility information. CSIT will review the intake information and forward the project technical requirements to the Catalyst R&D Voucher Pilot Program facility review committee.
- ii. The facility review committee (consisting of representatives from each participating university/college, federal lab or non-profit organization) will review the intake forms of each applicant on a rolling basis and direct the application to the facility the applicant intends to work with or the most suitable facility to conduct the work.
- iii. Facility staff will contact each applicant to submit a detailed Project proposal describing the intended scope of work. The applicant and the participating facility will review the scope of work and, if the participating facility agrees to the work, the applicant will complete the facility's application process and sign any relevant forms. The facility will then issue an approval letter to the applicant for the program detailing the services to be provided and the full cost before application of a voucher.
- iv. CSIT will provide the applicant a submission code to finalize their application with all required documentation including the approval letter and a copy of any facility agreements from the participating facility. The application must be completed within six weeks of the receipt of the submission code from CSIT. If the application is not completed, the approval will be cancelled, and the reserved funds returned to the program budget.
- v. All submitted applications will be reviewed by CSIT for document completeness

- and compliance on a rolling basis. Following the completeness review, applicants with missing documentation will receive an email notification from CSIT to re-submit any missing or incomplete required documentation.
- vi. Once an application has been reviewed and approved, the voucher funds will be reserved for 12 months from the date of the voucher reservation approval letter. During this period, the applicant and CSIT must execute a voucher agreement detailing the terms and conditions of the voucher and complete the voucher use at the respective facility. At CSIT's sole discretion, a voucher reservation may be extended for one three-month period if requested in writing prior to expiration.
  - vii. At the end of the voucher period, the applicant will submit to CSIT a completion report detailing the scope of work achieved with the voucher and an expense invoice detailing the costs expended and services provided.

**PLEASE NOTE:** 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:

- i. Mail a hard copy of the signed Application Certification to CSIT at:

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

**AND**

- ii. Email CSIT ([csitcatalyst@njeda.com](mailto:csitcatalyst@njeda.com)) with the subject line: "MAILED Application Certification Catalyst Research and Development (R&D) Voucher Pilot Program" indicating that the certification document has been mailed. Only the signed CSIT Application Certification may be mailed. The rest of the application must be submitted through the online system.

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 is received by CSIT.

**PLEASE NOTE:** Due to COVID-19, it may take longer than usual for applicants to obtain certain documentation, such as the New Jersey Tax Clearance Certificate. If an applicant has attempted to obtain but has not received documentation, the applicant must provide CSIT with correspondence or receipts that demonstrate the attempt to obtain the documentation.

All New Jersey Tax Clearance Certificates **MUST** be submitted before any recommendation of an award will be made with respect to that applicant

## **Fees**

No fees will be collected by CSIT for this program.

## **Additional Information**

### **Other Terms & Conditions**

For two years from the date of the Voucher Agreement, employees and consultants who continue working on the project must conduct all of their work in a New Jersey location. Failure to comply will trigger a requirement that the applicant make full re-payment of the grant award.

All voucher awardees must report economic impact data to CSIT upon the completion of the project for a period of two years, as will be outlined in the Voucher Agreement, and by submitting an Economic Impact Questionnaire provided by CSIT.

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

## **Confidentiality**

Applications received will be reviewed only by staff of CSIT, NJEDA and participating universities/colleges, federal labs and non-profit organizations. All applications submitted will be subject to requests for disclosure, including but not limited to, requests pursuant to the Open Public Records Act ("OPRA") N.J.S.A. 47:1A-1 et seq. If the applicant believes that information contained in its proposal merits confidential treatment pursuant to OPRA, any such purportedly confidential information submitted to the Authority must be specifically identified and marked by the applicant as such.