



New Jersey Commission on Science, Innovation and Technology (CSIT)

Notice of Funding Availability

Round 5 SBIR/STTR Direct Financial Assistance Grant

The New Jersey Commission on Science, Innovation and Technology (CSIT) will launch an online application for the Small Business Innovation Research and Small Business Technology Transfer (SBIR/STTR) Direct Financial Assistance Grant (“Grant Program”) at 9:00am EST on **November 17, 2023**, at <https://www.njeda.gov/csit>.

Comprehensive information about the Round 5 SBIR/STTR Direct Financial Assistance Grant is available at <https://www.njeda.gov/csit>. Questions concerning this Program and Notice of Funding Availability should be submitted csitsbir@njeda.gov.

This Grant Program is for businesses that are participating in or applying for the SBIR and STTR Federal programs. The Grant Program has a total budget of \$875,500 and will offer two types of grants:

1. Direct Funding for twenty (20) SBIR/STTR Phase I, Fast Track or Direct to Phase II award/contract winners (“Direct Funding Grant”). Each Direct Funding Grant is for \$25,000.
2. Bridge Funding for ten (10) SBIR/STTR Phase II applicants (“Bridge Funding Grant”). Each Bridge Funding Grant is for \$50,000.

Applications will be accepted on a rolling basis until program funds are exhausted. If applicants meet all eligibility criteria and funding is available, an award will be made. No fees will be charged to apply for this program.

Applicants can only apply for one grant component (either the Direct Funding Grant or the Bridge Funding Grant). CSIT may reallocate funds between the two types of grants.

Purpose

CSIT has established this SBIR/STTR support program in New Jersey to enhance the State’s innovative economy by providing technical and financial support to small businesses participating in, or seeking to participate in, the Federal SBIR/STTR programs. SBIR/STTR

are highly competitive three-phase award programs which provide qualified small businesses with opportunities to propose innovative ideas that meet the specific research and development needs of the Federal government. The goals of the programs are to:

- Stimulate technological innovation;
- Meet Federal research and development needs;
- Foster and encourage participation in innovation and entrepreneurship by women and socially or economically disadvantaged populations; and
- Increase private-sector commercialization of innovations derived from Federal research and development funding.

Program Overview and Eligible Uses

The Grant Program has three objectives; all of which help grow the innovation economy in NJ:

- i. Increase the success rate of NJ grant applications seeking Federal funding for SBIR/STTR programs
- ii. Reduce the financial burden for small NJ companies that have won Phase 1, a SBIR/STTR Fast Track or a Direct to Phase II award of the Federal SBIR/STTR program
- iii. Increase success and maximize growth of small NJ companies in moving from Phase I to Phase II of the SBIR/STTR Federal program

This SBIR/STTR Direct Financial Assistance Grant Program funding can be used to maintain project activities, support research and development, and cover general operating costs.

Grants will be awarded on a rolling basis as long as Grant Program funds are available.

Direct Funding Grant for SBIR/STTR Phase I, Fast Track, or Direct to Phase II Federal Applicants:

Phase I of the Federal SBIR/STTR program is intended to establish technical merit, feasibility, and commercial potential of the proposed R&D efforts. Federal Phase I awards normally do not exceed \$150,000 total costs for six (6) months. CSIT will provide a Direct Funding Grant of \$25,000 to eligible NJ small businesses that have received a Phase I, Fast Track or Direct to Phase II Federal award/contract. The CSIT Direct Funding Grant can help to increase the intensity of their research, strengthen commercialization plans, reduce the financial burden on these growing small businesses by covering operational expenses and become more competitive for the Federal Phase II funding.

Bridge Funding Grant for Phase II Federal Applicants:

The gap between application and award notice for Phase II of the Federal SBIR/STTR program can be up to six (6) months, and it is during this period that small businesses often struggle to secure funding and maintain operations. CSIT will offer grants of \$50,000 to NJ small businesses that have successfully completed Phase I of Federal SBIR/STTR program and have submitted a

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Phase II SBIR/STTR application but have not yet received a Federal response onto their Phase II application. The funding is intended to enable NJ small businesses to maintain operations while waiting on Phase II awards.

Eligibility Criteria

To be eligible for this Grant Program, the applicant must meet the following eligibility criteria, as specified per grant, at the time of submission and throughout the application review period. Applicants must send a notification to csitsbir@njeda.gov if there are any changes to their eligibility status after submission of an application and prior to any award notification.

Eligibility requirements must also be maintained during the 12-month term of the grant agreement.

Direct Funding Grant - Eligibility Criteria (for Phase I, Fast Track or Direct to Phase II)

Applicants for this type of grant must:

- Be a recipient of a federal SBIR/STTR Phase I, Fast Track or Direct to Phase II grant or contract award no earlier than two (2) years prior to the issuance of this Notice of Funding Availability (November 9, 2023).
- Be authorized and in good standing to conduct business in NJ, as evidenced by a current NJ Tax Clearance Certificate listing CSIT. All certificates listing another State agency will be rejected.
- Be in good standing with both the New Jersey Department of Labor (DOL) and Department of Environmental Protection (DEP). As part of the review process, CSIT conducts sister agency checks with the DOL and DEP on all completed applications.
- Have a minimum of one (1) full time worker (calculated on a 35-hour work week). A worker may be the founder, and may be paid or unpaid.
- Show that 50% or more of the cumulative hours worked by all workers, founders, and contractors is conducted in NJ (calculated on an FTE (Full Time Equivalent) basis – 35 hrs. per week).
- Show that the primary place of performance on the Federal SBIR/STTR grant or contract award is a NJ address.
- Not have been awarded more than five (5) Federal SBIR/STTR grants or contracts (Phase I, Fast-track, Direct to Phase II combined) throughout the lifetime of the company.

Bridge Funding Grant - Eligibility Criteria (for Phase II Applicants):

Applicants for this type of grant must:

- Be a previous federal SBIR/STTR Phase I grant or contract award recipient no earlier than two (2) years of the issuance of this Notice of Funding Availability (November 9, 2023) that has successfully completed a Phase I Federal SBIR/STTR program; applicant must have submitted a Phase II SBIR/STTR application but not yet received a Federal response to it.
- Be authorized and in good standing to conduct business in NJ, as evidenced by a current NJ Tax Clearance Certificate listing CSIT. All certificates listing another State agency will be rejected.
- Have a minimum of one (1) full time worker (calculated on a 35-hour work week). A worker may be the founder and may be paid or unpaid.

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- Show that 50% or more of the cumulative hours worked by all workers, founders, and contractors is conducted in NJ (calculated on an FTE (Full Time Equivalent) basis – 35 hrs. per week).
- Show that the primary place of performance on the Federal Phase II SBIR/STTR project submission is located in New Jersey.
- Be in good standing with both the New Jersey Department of Labor (DOL) and Department of Environmental Protection (DEP). As part of the review process, CSIT conducts sister agency checks with the DOL and DEP on all completed applications.
- Not have been awarded more than five (5) Federal SBIR/STTR grants or contracts (Phase I, Fast-track or Direct to Phase II combined) and four (4) Federal Phase II SBIR/STTR grants or contracts throughout the lifetime of the company.

Grant Award Amounts and Term

Eligible applicants can receive grant awards of \$25,000 for the Direct Funding Grant and \$50,000 for Bridge Funding Grant. Grants will be awarded on a rolling basis as long as Grant Program funds are available. Grant recipients must execute a grant agreement that will have a term of 12 months (starting from date of the signed agreement).

Required Documents

Applications will be accepted on a rolling basis and awards will be made until funds are expended.

In addition to the online application form, **Direct Funding Grant applications for Phase I, Fast Track and Direct to Phase II winners** must include the following documentation:

- a) Copy of Federal Phase I, Fast Track or Direct to Phase II Award Letter/Contract from a participating Federal agency dated within the past two (2) years of the issuance of this Notice of Funding Availability.
- b) Copy of the accepted Phase I, Fast Track or Direct to Phase II proposal submitted to participating Federal agency in response to a specific Federal solicitation.
- c) Employee information as appropriate for applicable company structure and staffing (i.e., most recent New Jersey 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 New Jersey Department of Labor. 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 indicating each employee name and number of hours worked per week.
- e) Current New Jersey Tax Clearance Certificate (listing New Jersey Commission on Science, Innovation and Technology). See

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https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp. All certificates listing another state agency will be rejected.

- f) Completed Application Certifications.
- g) Completed CSIT Legal Debarment Questionnaire.

In addition to the online application form, **Bridge Funding for Phase II applications** must include the following documentation:

- a) Copy of Federal Phase I SBIR/STTR Award/Contract from a participating Federal Agency dated within the past two (2) years of the issuance of this Notice of Funding Availability.
- b) Copy of the Phase I final report and confirmation of Agency acceptance.
- c) Proof of Federal Phase II SBIR/STTR application submission and receipt by the participating Federal agency. Example:
 - A copy of the Phase II SBIR/STTR proposal submitted to sponsoring Agency; and
 - Written or electronic notification from the Agency confirming date of proposal receipt.
- d) Employee information as appropriate for applicable company structure and staffing (i.e., most recent New Jersey 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 New Jersey Department of Labor. 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.
- e) Summary of most recent internal payroll (Q22023 or Q32023) indicating each employee name and number of hours worked per week.
- f) 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. All certificates listing another state agency will be rejected.
- g) Completed Application Certifications.
- h) Completed CSIT Legal Debarment Questionnaire.

Application Process and Approval

1. Applications will be accepted on a rolling basis.
2. A completeness review will be done as applications are received.
3. Following the completeness review, applicants with missing documentation will receive a resubmission letter from CSIT to supply any missing or incomplete documentation within ten (10) business days. Applicants will be given thirty (30) business days from the issuance of the resubmission letter to submit a valid tax clearance certificate.
4. Only complete applications will be considered for funding. Applications that remain incomplete after the resubmission deadline will not receive grant funding.
5. **Grants will be awarded to eligible applicants on a first come, first served basis, subject to funding availability.**

Fees

No application fees will be collected by CSIT for this Grant Program.

Additional Requirements and Information

As part of the review process, CSIT conducts sister agency checks with the New Jersey Department of Labor (DOL) and Department of Environmental Protection (DEP) on all completed applications. To be recommended for an award, applicants must be in good standing with both DOL and DEP.

Grant awardees must certify that its employees, founders and contractors will conduct at least 50% of the company's work (calculated on a full-time equivalent basis) in New Jersey for a period of two (2) years from the effective date of the grant agreement. Failure to comply will trigger a requirement that the applicant make full re-payment of the grant award, as will be included as a term in the Grant Agreement.

All grant awardees must report economic impact data to CSIT for a period of two years from the completion of the project by submitting an Economic Impact Questionnaire provided by CSIT.

All grant awardees are asked to 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, then any such purportedly confidential information submitted must be specifically identified and marked by the applicant as such.

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Additional Information

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