



SBIR/STTR Phase 0 Grant Solicitation and Guidelines

Purpose

The SBIR/STTR Phase 0 Matching Grant Program assists Oregon small businesses access federal funding opportunities by providing matching funds for SBIR/STTR proposal preparation. Phase 0 awards are designed to help defer the costs for Oregon Small Businesses to apply for these two federal grant programs.

If approved, Business Oregon will match the applicant's contribution (1:1) for one of three eligible expenditures: (1) a proposal writing consultant (up to \$3,000 of matching funds); (2) a proposal review consultant (up to \$500 of matching funds); or (3) attendance at a qualified SBIR/STTR conference (up to \$500).

Eligibility

- Applicants must be traded sector Oregon based small businesses. "Traded sector" businesses are defined in Oregon Statute as "industries in which member firms sell their goods or services into markets for which national or international competition exists."
- Applicant must meet all federal SBIR or STTR eligibility requirements.
- Applicants may not receive concurrent funding support from other sources that duplicates the purpose of this Business Oregon award.
- Applicants must conduct at least 51% of the research described in the federal proposal in Oregon.

Eligible Uses

There are three eligible uses for Phase 0 Grant funds:

1. Matching funds (1:1) for SBIR/STTR conference attendance (grant amount limited to \$500; limited to one award per company per solicitation). Can include:
 - a. Conference registration
 - b. Travel to and from conference
 - c. Lodging during conference
2. Matching funds (1:1) for SBIR/STTR proposal review (grant amount limited to \$500; limited to one award per company per solicitation)
3. Matching funds (1:1) for SBIR/STTR proposal writing consultant (grant amount limited to \$3,000; limited to one award per company per solicitation)

Application Materials

Applicants must include all of the documents specified below:

All applicants:

- A completed and signed Phase 0 Grant Application Form (including Exhibit A and B)
- A copy of a document proving the legal existence of Applicant's organization, such as articles of incorporation, partnership agreement or notarized affidavit of sole proprietorship indicating name and location of business.
- Proof of proposal development expenditures. Acceptable proof of expenditures includes:
 - Proof of payment (i.e., copy of the check or credit card receipt) from applicant to qualified consultant or conference vendor;

AND one of the following:



- Copy of paid invoice from service provider
- Copy of travel or lodging documents from vendor (i.e., ticket stubs, hotel invoice)
- Copy of payment receipt for conference registration from vendor

Applicants for conference attendance reimbursement:

- Summary of the scientific problem or business opportunity your business is seeking to address.
- Summary of the commercialization potential of your research.
- List of federal solicitation topics that are relevant to your research.

Applicants for proposal review or writing consultant reimbursement:

- The page of the federal SBIR or STTR solicitation showing the solicitation closing date and topic reference number.
- A copy of the Applicant's SBIR or STTR proposal. (NOTE: proprietary information may be excluded.)
- Acknowledgement of the receipt of the applicant's SBIR/STTR proposal by the federal agency.

The documents comprising the application should be stapled together and mailed to:

Business Oregon, SBIR/STTR Matching Grant Program, 121 SW Salmon, Suite 205, Portland, OR 97204

Please direct program inquiries to:

Email: [John Doussard](mailto:John.Doussard@businessoregon.gov); Phone: 503-229-5116

Application Review

Applications will be reviewed using the following criteria:

- Identification of the scientific problem or business opportunity (20 points)
- Technical merit and fit to SBIR/STTR solicitation (20 points)
- Commercialization potential (15 points)
- Key personnel and qualifications (15 points)
- Qualifications of consultant hired OR relevance of conference attended (30 points)

Disbursement Procedure

Successful applicants will be reimbursed for eligible expenses by means of a contract between Business Oregon and the awardee. Pursuant to the contract, the awardee will receive an award of up to 50 percent of the cost of preparing a valid SBIR or STTR proposal.