

**IP1050: SBIR/STTR TECHNICAL ASSISTANCE PROGRAM ELIGIBILITY REQUIREMENTS, AUTHORIZATION & EXCEPTIONS POLICY**

**ISSUED: 2/28/2022 (Approved by MTI BOD on 3/14/2022)**

**LATEST REVISION DATE: 3/14/2022**

**Policy Purpose:**

The Maine Technology Institute's legislative mandate (5 MRS section 15303(6-A)) requires the organization to establish a program to provide technical assistance to small businesses, based in the State, to develop competitive Small Business Innovative Research (SBIR) proposals to any of the federal agencies participating in the program. It further notes that MTI shall establish eligibility requirements and award selection criteria to serve as the basis for technical assistance funding under the program.

The purpose of this policy is to set eligibility requirements, limits, authorities, and exceptions for SBIR/STTR Technical Assistance Program Support Services, herein after referred to as "TAP."

**Technical Assistance Program (TAP) Support Services and Funding:**

MTI helps eligible small businesses develop strong, competitive proposals for submission to federal agencies with research and development funding programs.

MTI may provide assistance in the following areas:

- **Technical Expertise:** Including but not limited to SBIR/STTR Program Guidance, Government Accounting, Business Strategy, Biotechnology, and Market Research.
- **Grants:** Up to \$5,000 per award for qualified additional external resources, such as grant writing and subject matter expert support, not otherwise provided by the TAP team.  
Grant requirements:
- To be eligible for an MTI TAP Grant you must currently be a recipient of TAP Support Services.

**Eligibility Requirements for Technical Assistance Program:**

To be eligible for TAP Support Services, MTI shall determine, at its discretion, that the applicant meets the following criteria:

- Be a Maine-based enterprise, defined as an individual, small business, or leadership team, qualified to do business.
- Be in "Good Standing" with the Maine Secretary of State
- Meet Small Business Administration SBIR/STTR and Agency eligibility requirements.
- Demonstrate the innovation is a fit to the SBIR/STTR Agency's expressed topic areas.
- Be the small business/enterprise applying to receive the SBIR/STTR award.
- Demonstrate a connection to MTI's mission and impact goals.
- Has submitted the online intake form via the MTI website at least 30 days in advance of the SBIR/STTR Agency proposal deadline.
- The team has the relevant technical expertise and lived experience with the problem, as well as the ability/qualifications to execute the proposed project.
- The team is responsive, receptive to coaching, and demonstrates professional conduct.

- Be in good standing with MTI, including being current with project reporting and achieving project deliverables.

**Technical Assistance Program Award Limits:**

The following limitations apply:

- An enterprise may have no more than one TAP award active at any given time
- An enterprise may have no more than two TAP awards approved in a 12-month period

**Approval Authorities:**

TAP award approval authority shall be delegated from the Board of Directors to the MTI President and MTI Staff:

<u>Type</u>	<u>Designee</u>
TAP Services and Funding	Assigned MTI Staff
Exceptions	MTI President

**Exceptions:**

As noted above, the MTI President shall have the authority to make exceptions to the criteria set forth in this policy. Exceptions shall be documented and tracked in MTI’s Investment Database. Some examples of the areas where the President may make exceptions include, but are not limited to, the following:

- Definition of a Maine-based enterprise
- Relevance of Potential Economic Impact to Maine
- Less than 30 days in advance of the proposal deadline
- Submission of non-SBIR/STTR proposals to federal agencies with research and development funding programs
- More than one TAP award active at any given time
- More than two TAP awards approved in a 12-month period