

Section 1. Overview

MISSION AND INTENT

The mission of the IGEM program is to advance new technologies, scientific developments, and or industry changing services to commercialization. Commercialization is the process of transforming concepts, prototypes, and services into viable market products. IGEM accomplishes its mission by strategically sponsoring commercialization research at Idaho's public Universities. IGEM's unique support of research and capacity building within Idaho's Universities further propels economic development throughout the state.

ELIGIBLE APPLICANTS

To be eligible for an IGEM grant, an established partnership must exist between an Idaho public research University and at least one Industry Partner. The partnership between the University and the Industry Partner must be focused on leveraging research to advance the new technology, product, service, etc. There are three (3) public research Universities eligible to apply for IGEM grants. They are:

Boise State University (BSU)
Idaho State University (ISU)
University of Idaho (UI)

APPLICATION SCHEDULE

The IGEM program accepts applications year round with the scheduled submission deadlines noted below. Review sessions to evaluate the IGEM grant applications will be scheduled after the submission deadline. The deadlines for submission are 5pm on September 8th, 2017, January 5th, 2018, and April 6th, 2018. All submission deadlines are subject to available funds.

APPLICATION CRITERIA

To initially qualify for an IGEM grant, the following must exist:

- Collaborative partnership between industry and one of Idaho's three public research Universities (BSU/ISU/UI);
- Acknowledgement in working toward the development and commercialization of a concept, theory, service, technology, product, etc.;
- Agreement that research conducted by the University will propel and advance the development and commercialization of said viable technologies into the market.

GOVERNANCE

The IGEM Council is a Governor appointed, 12 member council with the authority to award funding. Subject to available funding, the IGEM Council may designate additional application deadlines and convene application review sessions when it is in the best interest of the IGEM program.

APPLICATION REVIEW AND CONSIDERATION

All IGEM applications are reviewed by the IGEM Program Manager for completeness. Applications meeting IGEM's prerequisites are forwarded to members of the IGEM Council and the Investment Subcommittee (ISC) for independent member evaluation and scoring. Evaluation and scoring by the IGEM Council and the ISC focus on the project's business elements:

- Project Details
- Project position in current and future markets
- Project Partners, capabilities, expertise, and research resources.

Application scores are aggregated and the ISC further vets the applications. The ISC makes recommendations for the IGEM Council's consideration. In the final step of the review process, the IGEM Council convenes to hear selected applicants present their IGEM research projects. Historically, the IGEM Council has rendered funding decisions during the final step of the review process.

REQUIRED FORMS

The following forms are required to be submitted with the IGEM grant application. It is strongly recommended that you download these forms and complete them prior to beginning the application process.

[BUDGET TEMPLATE](#)
[POWERPOINT PRESENTATION](#)
[TERMS AND CONDITIONS](#)

BROWSER REQUIREMENTS

All IGEM applications must be submitted online using the Idaho Department of Commerce's Community Grants Portal. New users must contact the IGEM Program Manager for access to the portal. This portal is only supported by the following browsers: Windows Firefox, Google Chrome, or Apple Safari. **Do not use Internet Explorer (IE); the portal will not function properly.**

PROPRIETARY INFORMATION

Business records and information provided to the Idaho Department of Commerce ("Commerce") are subject to public disclosure under the Idaho Public Records Law (Idaho Code sections 74-101 through 74-126), and Idaho Code section 67-4708, unless specifically exempt from public disclosure. Commerce shall consider any records or information exempt from public disclosure as confidential ("Confidential Information").

The Applicant must declare and identify each individual document it considers confidential and exempt from public disclosure. The Applicant shall mark each page of all such documents as "confidential – proprietary information". Commerce will not accept a legend or statement on one (1) page that all, or substantially all, of a document is exempt from disclosure. If answers to questions on the application contain proprietary or confidential information take the following action:

- Download the [IGEM Declaration and Identification of Confidential Information Form](#) and complete it.
- Print out a completed copy of the application;
- Indicate the information that is proprietary or confidential by highlighting those sections;
- Upload the marked documents where indicated in the application.

For program specific information please contact:

Carmen Achabal
IGEM Program Manager
carmen.achabal@commerce.idaho.gov
208-780-5146

For assistance using the Commerce portal please contact:

Cindy Lee
Grants & Contacts Manager
cindy.lee@commerce.idaho.gov
208-780-5143

Section 2. Application Attachments

Use this tab to upload all required application attachments and other supporting documentation including the IGEM budget form, PowerPoint presentation, resume or CV's, or contractual agreements associated with the project.

Question 1 Upload the completed IGEM budget form. Note: Inclusion of consultants, 3rd party vendors, subcontractors, hotels, conferences, meals, extreme tuition costs, etc. must be substantiated as a vital budgetary item for the project.

Question 2 Upload the PowerPoint slide deck presentation. Note: Only the template provided is acceptable.

Question 3 Upload a resume or curriculum vitae for each PI, Co-PI, and Industry Partner director listed in the applicant section.

Question 4 Has the University and the Industry Partner(s) signed into a contractual agreement(s)? If YES, attach a copy here. If NO, you are directed to submit a copy of any agreement enacted within the duration of this IGEM project.

Question 5 Use this space to upload any additional documents you feel may benefit your application.

Section 3. Applicant Information

Question 6 Project Start Date

Question 7 Project End Date

Question 8 University Principal Investigator's (project director's) name

Question 9 University Principal Investigator's title

Question 10 University Principal Investigator's email

Question 11 University Principal Investigator's office phone number

Question 12 University Principal Investigator's mobile phone number

Question 13 List any additional University Co-Principal Investigator's names and titles

Question 14 State and explain the University's vested interest in this project. (2000 characters)

Question 15 Legal entity name of the Industry Partner.

Question 16 Industry Partner project director's name.

Question 17 Industry Partner project director's title.

Question 18 Industry Partner project director's email.

Question 19 Industry Partner project director's office phone number.

Question 20 Industry Partner project director's mobile phone number.

Question 21 List any additional Industry Partners, including names, titles, and company affiliations if different than the primary Industry Partner.

Question 22 State and explain the Industry Partner's vested interest in this project. (2000 characters)

Question 23 What is the proposed Industry Partner's cash match if an IGEM grant is awarded to this project? State a dollar value. Remember to incorporate this amount in the budget form.

Question 24 If no cash match, what in-kind contribution will be made by the Industry Partner? State the type and value of the in-kind contribution. Remember to incorporate this amount in the budget form.

Section 4. Project Details

Question 25 In layman terms, explain the technology, produce, or service you wish to commercialize. What will the research prove/disprove, quantify, validate, etc.? (2000 characters) Help

Question 26 What steps have been taken to commercialize this technology? (2000 characters)

Question 27 Please provide a summary of the project's business plan or an overview of how you plan to take this product to the market. (2000 characters)

Section 5. Know Your Market

Question 28 Provide a brief description of the industry and market this research project is entering. (2000 characters)

Question 29 What new technology or advancement of existing technology is this project introducing to the market? (2000 characters)

Question 30 What are the current inadequacies, shortcomings, or gaps in the market that this project/product will solve? Describe how prevalent these shortcomings are in the market. (2000 characters)

Question 31 Explain the key competitive advantage(s) of this project/product to others in the marketplace. For example lower cost, better quality, etc. (2000 characters)

Question 32 What key competitive advantage(s) does this project hold in removing barriers to entry? For example: intellectual property, patents or provisional patents, first to market, time, etc. (2000 characters)

Question 33 Explain how the market will adopt this solution in lieu of current solutions/products. What is needed for the market to adopt this solution? (2000 characters)

Section 6. Partners & Research

Question 34 How and why were these partners selected (University and Industry)? Why is the Principal Investigator(s) best suited to lead this project? How is the Industry Partner positioned to lead this project? (2000 characters)

Question 35 How does this project fit within the University's "wheelhouse"? Please identify the core competency(s) this project enhances. (2000 characters)

Question 36 Define the roles and responsibilities the Industry Partner(s) has with this project. Define the roles and the responsibilities the University has with this project. Explain the relations between the partners. (2000 characters)

Question 37 Describe any opportunities that may be created from this IGEM project. For example: additional research funding, joint ventures, etc.(2000 characters)

Question 38 Explain the potential revenue to be generated by this project that will directly benefit Idaho and/or explain the type and number of potential jobs this project will create in the next 5 to 10 years. For example: licensing, royalties, etc. (2000 char.)

Question 39 Why is this project NOW seeking IGEM funding? What specifically makes it well positioned to be considered for IGEM funding? (2000 characters)

Question 40 Has this project received other research funding (SBIR, private investment, etc.)? If so, please identify the specific funding source(s). Receipt of other funding does not preclude this project from IGEM funding consideration. (2000 characters)

Question 41 If the project experienced a progressive pause or was shelved, please explain the circumstances preventing the project from advancing. If paused or shelved, why is this project now seeking funding? (2000 characters)

Section 7. Proposed Milestones

Milestones are used to identify key performance goals for the research project. Please identify at least three (3) key milestones that will be accomplished if approved for IGEM funding. Keep in mind: IGEM grants are awarded for one (1) year duration, however the Council will consider projects with a two (2) year maximum.

Question 42 Milestone 1 (250 characters)

Question 43 Milestone 1 projected date of completion.

Question 44 Milestone 2 (250 characters)

Question 45 Milestone 2 projected date of completion.

Question 46 Milestone 3 (250 characters)

Question 47 Milestone 3 projected date of completion.

Question 48 Milestone 4 (250 characters)

Question 49 Milestone 4 projected date of completion.

Question 50 Milestone 5 (250 characters)

Question 51 Milestone 5 projected date of completion.

Section 8. Proprietary Information

Business records and information provided to the Idaho Department of Commerce ("Commerce") are subject to public disclosure under the Idaho Public Records Law (Idaho Code 74-101 through 74-126), and Idaho Code section 67-4708, unless specifically exempt from public disclosure. Commerce shall consider any records or information exempt from public disclosure as confidential ("Confidential Information"). If you are declaring and identifying Confidential Information download the IGEM Declaration and Identification of Confidential Information form. Complete the form, mark your application answers, and/or other documents, and upload them below.

Question 52 The Applicant shall declare and identify each individual document it considers confidential and exempt from public disclosure. Upload the IGEM Declaration of Confidential Information form, the marked application and any other marked documents here.

Section 9. Submission

Your identity has been authenticated through the login process with a unique email address and password available only to you. You agree that by typing your name, title and date below, you are electronically signing the application. By electronically signing the application, you acknowledge and represent that you understand and accept all the terms and conditions stated within the application and declare that the information provided is true and that the documents you are submitting in support of your application are genuine and have not been altered in any way.

Question 53 Type your name

Question 54 Type your title

Question 55 Type the date

Question 56 I have read and accept the grant terms and conditions referenced on the grant instructions page under "Required Forms". I am authorized to, or have received authorization to, accept the grant terms and conditions on behalf of the University.

Yes

No

Section 10. Review & Status

Please review your Funding Application for "OFFICE USE ONLY" and be sure you answer all the required questions. Use the next and previous buttons to navigate through the sections. The questions and your responses are summarized below using the following status icons:

- Question has been answered.
- Question has not been answered and is required.
- Question has not been answered but is optional.