# Utah Innovation Center
## UTIF Application Guide

Utah Technology Innovation Funding

**Governor's Office of Economic Opportunity**

# Before you begin…

## 1. Identify your SBIR/STTR application.

UTIF funding is supplemental funding for Utah applicants to the federal Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs. You will need to provide information about the SBIR/STTR solicitation you are applying to within your UTIF application.

**Attend the free SBIR 101 Workshop if you are unfamiliar with the SBIR/STTR program:** bit.ly/utah-innovation-events

## 2. Register your company with the SBA.

You will need to provide proof of registration with the Small Business Administration (SBA) within your UTIF application.

## 3. Write your Executive Summary.

The Executive Summary you will write and then copy and paste into your UTIF application follows the format of the National Science Foundation Project Pitch. See instructions here:
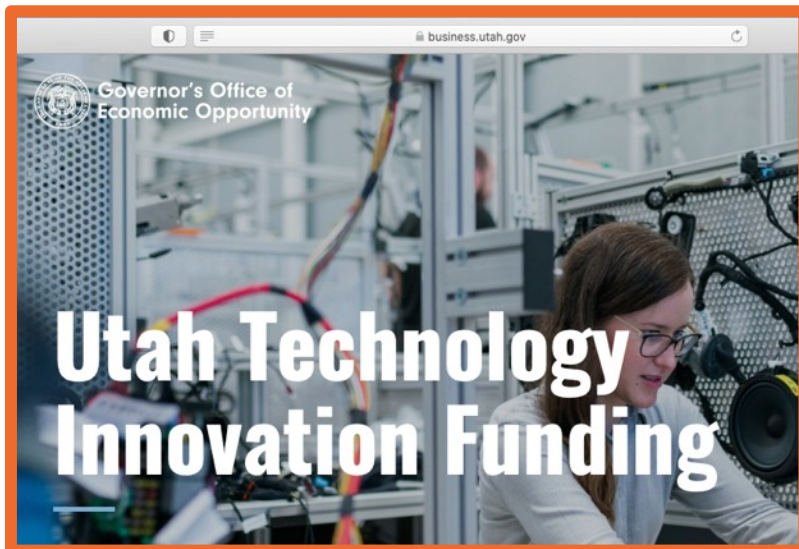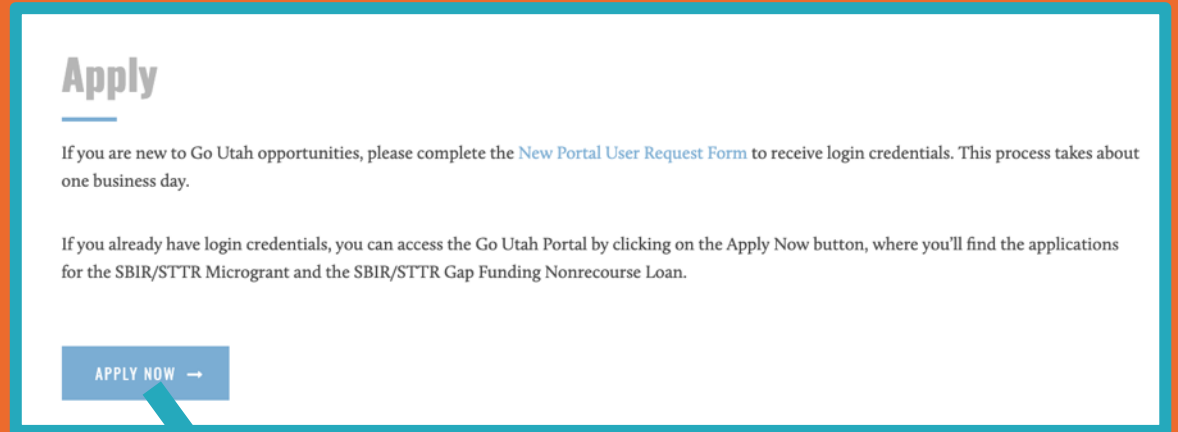
seedfund.nsf.gov/project-pitch/

# Step 1
## For Go Utah* account holders

**Start here if your company has applied for Go Utah funding in the past.**

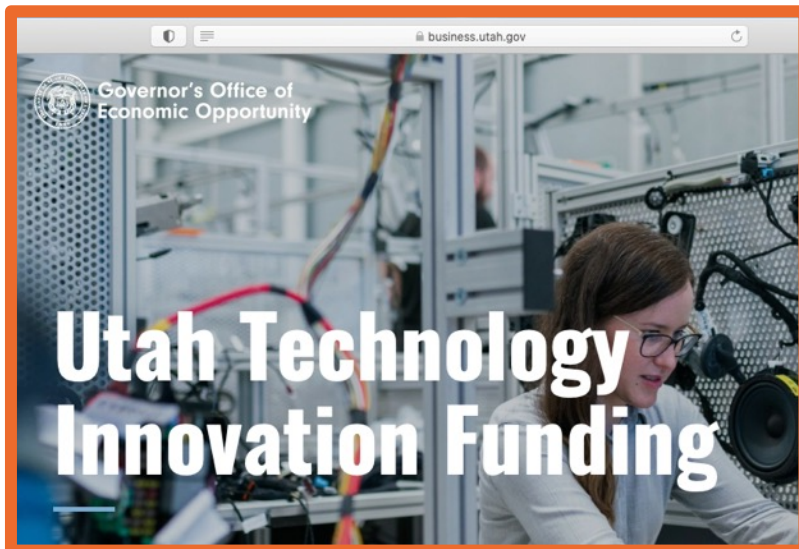A. Navigate to the UTIF [webpage](#)

B. Scroll down to the header, "Apply."



### Apply

If you are new to Go Utah opportunities, please complete the New Portal User Request Form to receive login credentials. This process takes about one business day.

If you already have login credentials, you can access the Go Utah Portal by clicking on the Apply Now button, where you'll find the applications for the SBIR/STTR Microgrant and the SBIR/STTR Gap Funding Nonrecourse Loan.

APPLY NOW →

APPLY NOW →

C. Click on "Apply Now."

*Go Utah = Utah Governor's Office of Economic Opportunity

# Step 1
## For new users

Complete this step if your company has not applied for Go Utah funding in the past.



A. Navigate to the UTIF webpage
B. Scroll down to the header, "Apply."



## Apply

If you are new to Go Utah opportunities, please complete the New Portal User Request Form to receive login credentials. This process takes about one business day.

If you already have login credentials, you can access the Go Utah Portal by clicking on the Apply Now button, where you'll find the applications for the SBIR/STTR Microgrant and the SBIR/STTR Gap Funding Nonrecourse Loan.

APPLY NOW →
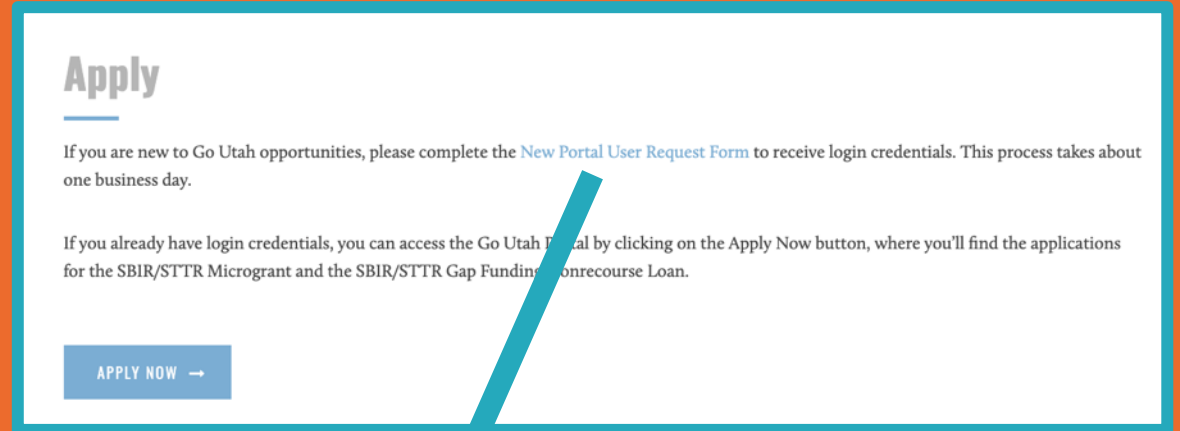
mplete the New Portal User Request Form to receive l

Utah Portal by clicking on the Appl

C. If you have not applied for Go Utah funding before, complete the New Portal User Request Form by clicking those words in blue on the screen.

# Step 2
## New User Request

A. Complete and submit the form.

B. You will see this screen display upon submission.
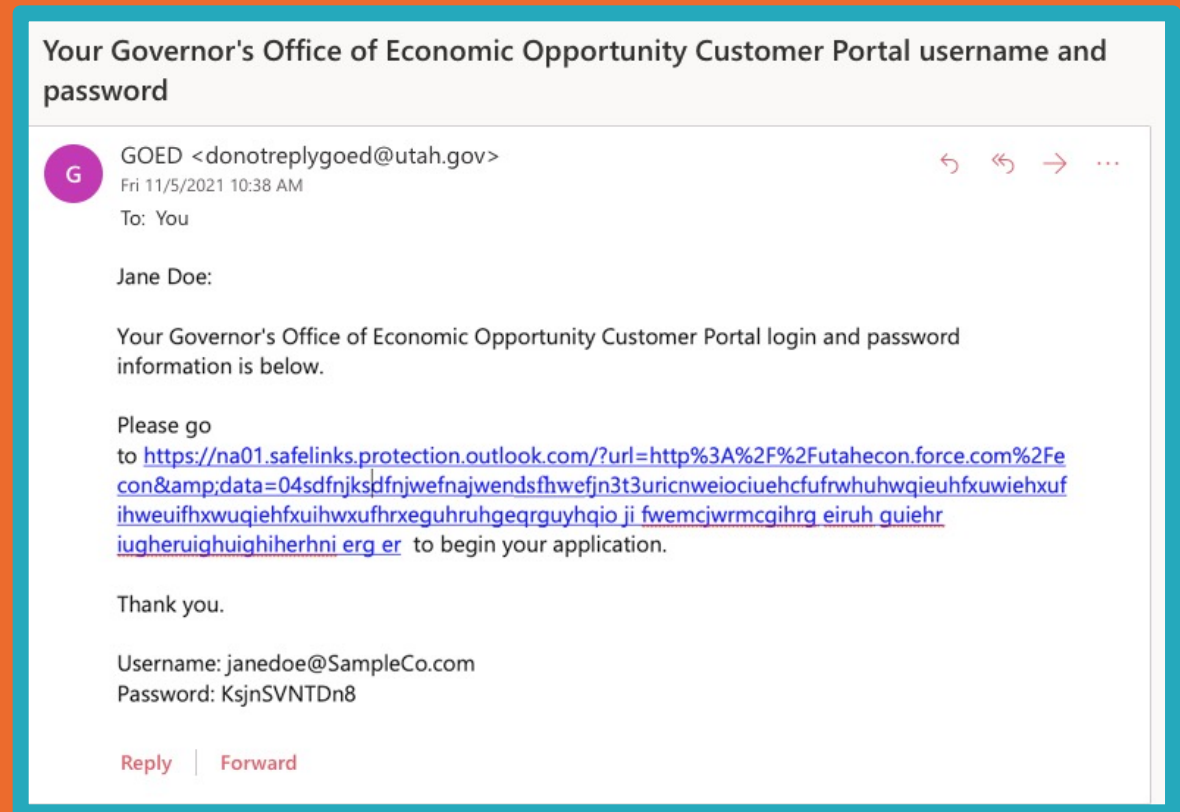
# Step 3

## New User Request Confirmation Emails

**Complete this step only if your company has not applied for Go Utah funding in the past.**
.

A. You will receive an auto-email. (Check your Spam folder.)

Governor's Office of Economic Opportunity Portal Request - Case #00022082

> **UG** Utah GOED <donotreplygoed@utah.gov>
> Fri 11/5/2021 10:36 AM
> To: You
>
> Thank you for your request. Once your account is created, you will receive an email with your username and temporary password. You can then login to begin your grant application.
>
> Thank you.
>
> Reply | Forward
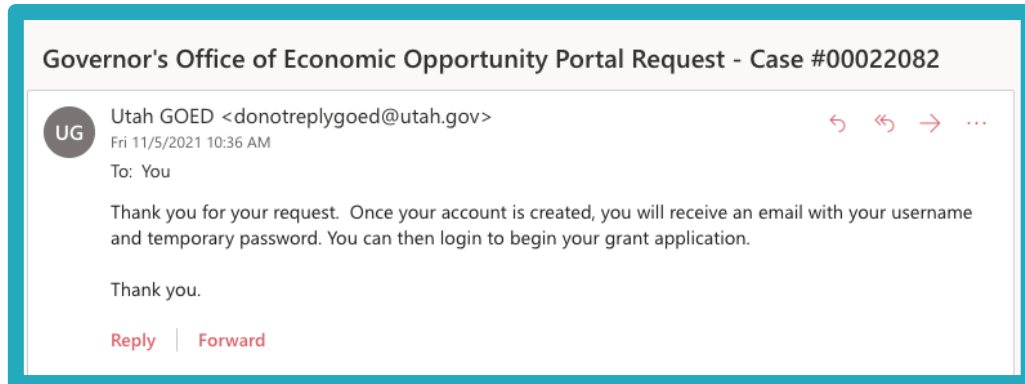
*If the auto-email does not arrive shortly after completing the form, your form did not go through (even if you saw the confirmation screen). If this occurs, go back to the [New Portal User Request Form](#), refill the form and submit again.

B. Wait. A human will review your request.
C. After review, you will receive a second email.
D. Note your login credentials and click on the link.

Your Governor's Office of Economic Opportunity Customer Portal username and password

> **G** GOED <donotreplygoed@utah.gov>
> Fri 11/5/2021 10:38 AM
> To: You
>
> Jane Doe:
>
> Your Governor's Office of Economic Opportunity Customer Portal login and password information is below.
>
> Please go to https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Futahecon.force.com%2Fecon&amp;data=04sdfnjksdfnjwefnajwendsfhwefjn3t3uricnweiociuehcfufrwhuhwqieuhfxuwiehxufihweuifhxwuqiehfxuihwxufhrxeguhruhgeqrguyhqio ji fwemcjwrmcgihrg eiruh guiehr iugheruighuighiherhni erg er to begin your application.
>
> Thank you.
>
> Username: janedoe@SampleCo.com
> Password: KsjnSVNTDn8
>
> Reply | Forward

# Step 4
## Login

A. Type in your email and password.

B. Click "Login."
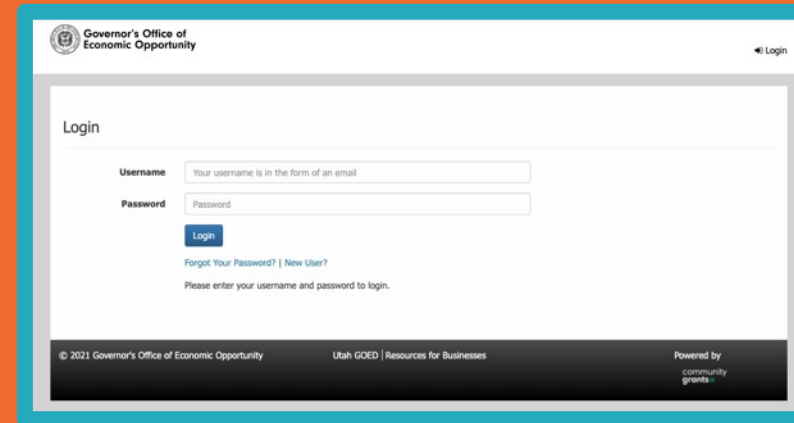
C. If you are a new user, you will see this window and need to change your password.
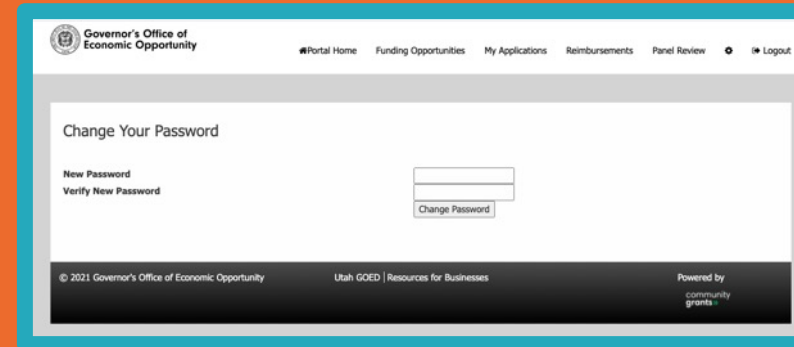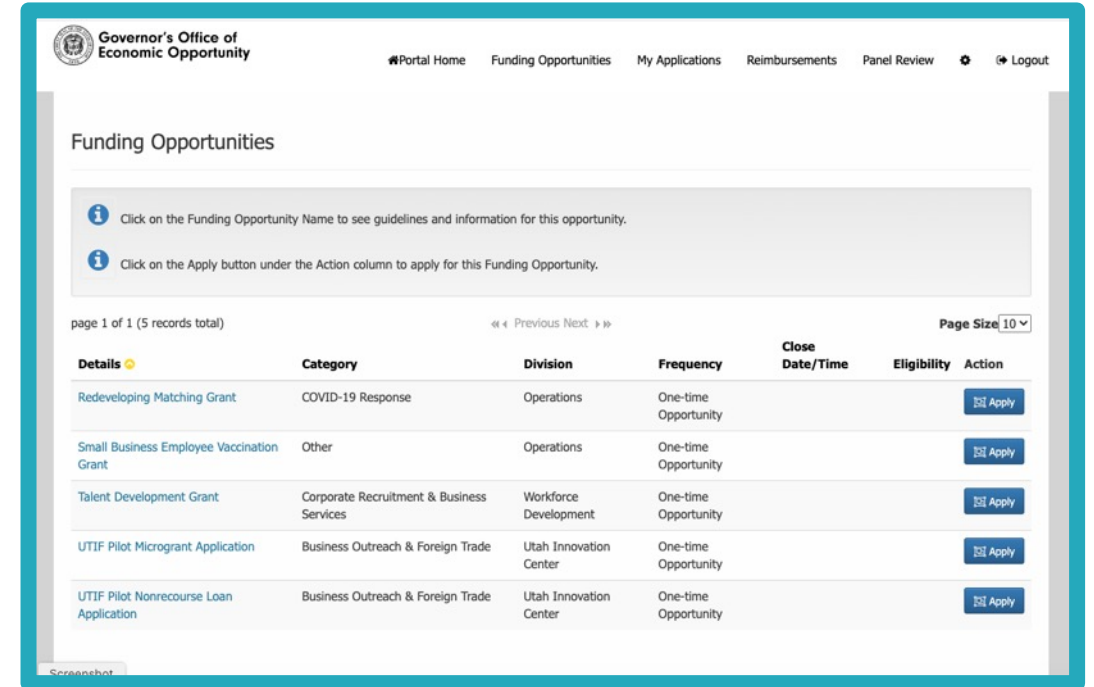
D. Click "Apply."
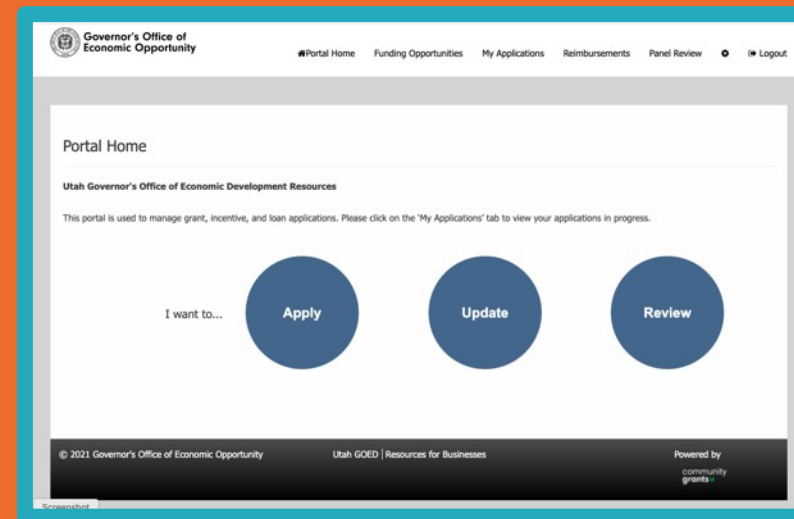
# Step 5
## Choose the Application

**Which application should I choose?**

| UTIF Pilot Microgrant Application | UTIF Pilot Nonrecourse Loan Application |
|---|---|
| You have *not* won a SBIR or STTR award of ≥$100K in the past five years. | You have won a Phase I SBIR or STTR of ≥$100K. |
| You are applying to a **Phase I** or **Direct to Phase II** SBIR or STTR solicitation. | You are applying to the corresponding **Phase II** SBIR/STTR solicitation. |

You can find additional eligibility information [here](here)

A. Find your application in the list and click "Apply."



B. Verify the application name and click "Apply Now."
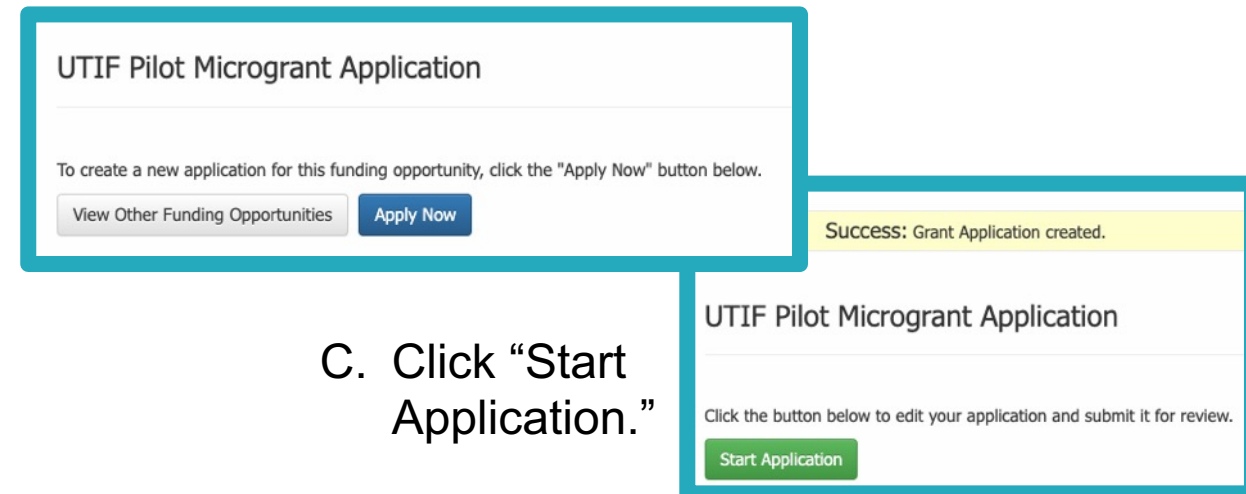


C. Click "Start Application."

# Step 6
## Overview

A. Read the instructions.

B. Note the contact information at the bottom of the page in case of questions.

C. Click "Next."

**Governor's Office of Economic Opportunity**

Funding Opportunities    My Applications    Reimbursements    Panel Review

▼ 1. Overview

☁ Save & Exit    Next »    ➤ Submit Funding Application    📄    **|** = Required Information

Overview

**Utah Technology Innovation Funding (UTIF) Pilot**

**Microgrant Application**

**Support Issue Contacts:**

Login/password/website/navigation please contact support: goedsupport@utah.gov

Process issues or questions please contact the Utah Innovation Center: innovationutah@utah.gov

# Step 7
## Company Information

A. On this screen you will enter:

- Company name and contact information

- Employer Identification Number or Tax Identification Number

- Business License number and jurisdiction (city)

- Business contact name and contact information

- Principal Investigator (PI) name and contact information (This should be the same PI you are naming in your SBIR/STTR application. If your project has co-PIs, choose just one to enter here.)

B. Click "Next."



Funding Application for: Sample Company, LLC

**Application ID**                                    APP-047087

▸  **1. Overview**

▾  **2. Company Information**

☁ Save & Exit   🖫 Save   « Previous   Next »        ❘ = Required Information

↪ Submit Funding Application   📄

Company Information

❘ Question 1

**Company: Name**

Sample Company, LLC

Limit: 23%

# Step 8
## Eligibility

A. On this screen you will answer a series of Yes/No questions to verify your eligibility for both the federal SBIR/STTR program and UTIF.

B. Click "Next."

**Attend the free SBIR 101 Workshop if you are unfamiliar with the eligibility requirements of the SBIR/STTR program:** bit.ly/utah-innovation-events



Funding Application for: Sample Company, LLC

**Application ID**                                    APP-047087

▸ **1. Overview**

▸ **2. Company Information**

▾ **3. Eligibility**

☁ Save & Exit   🖫 Save   « Previous   Next »        | = Required Information

↪ Submit Funding Application  📄

Eligibility

| Question 32

**Has this company won a Small Business Innovation Research (SBIR) or Small Business Technology Transfer (STTR) grant or contract within the last five years?**

○Yes

○No

# Step 9

## SBIR/STTR Funding Opportunity

A. On this screen you will enter information about the SBIR or STTR funding opportunity you are applying to such as:

- BAA/FOA/Solicitation number

- Due date for upcoming SBIR/STTR proposal

- Funding amount of SBIR/STTR opportunity
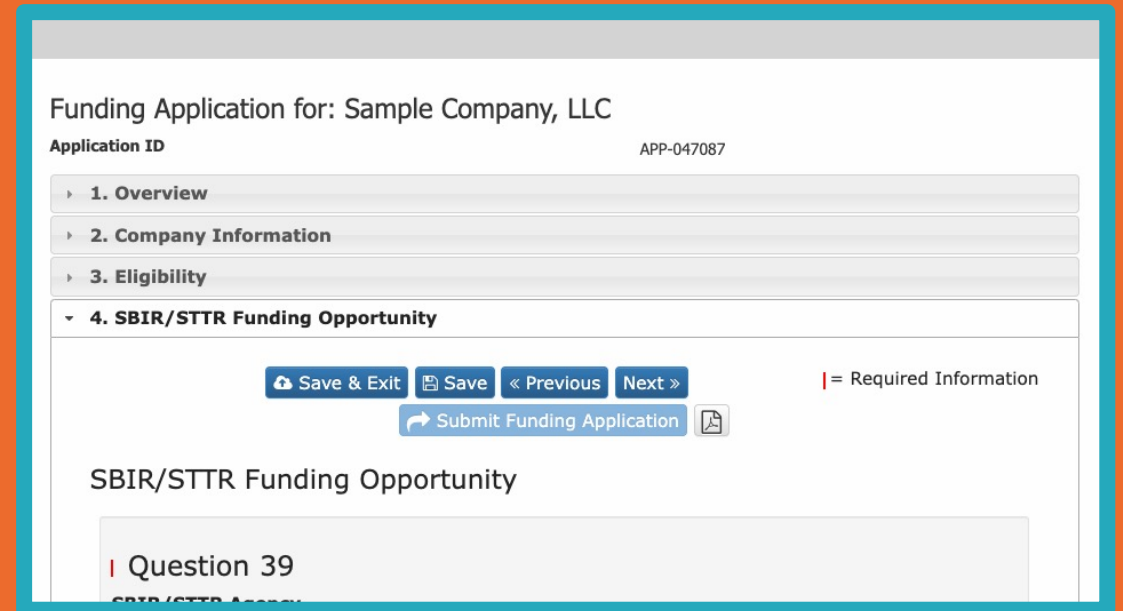
(You obtain this information from your SBIR/STTR solicitation.)

B. Click "Next."

## Reminder:

UTIF is supplemental funding for Utah applicants to the federal SBIR/STTR programs.

Before you apply for UTIF, you must identify an open SBIR or STTR solicitation that you are eligible for and intend to apply to.



Funding Application for: Sample Company, LLC

**Application ID**                                              APP-047087

▸ **1. Overview**

▸ **2. Company Information**

▸ **3. Eligibility**

▾ **4. SBIR/STTR Funding Opportunity**

☁ Save & Exit   💾 Save   « Previous   Next »        | = Required Information

↪ Submit Funding Application   📄

SBIR/STTR Funding Opportunity

| Question 39

# Step 10
## Project Summary
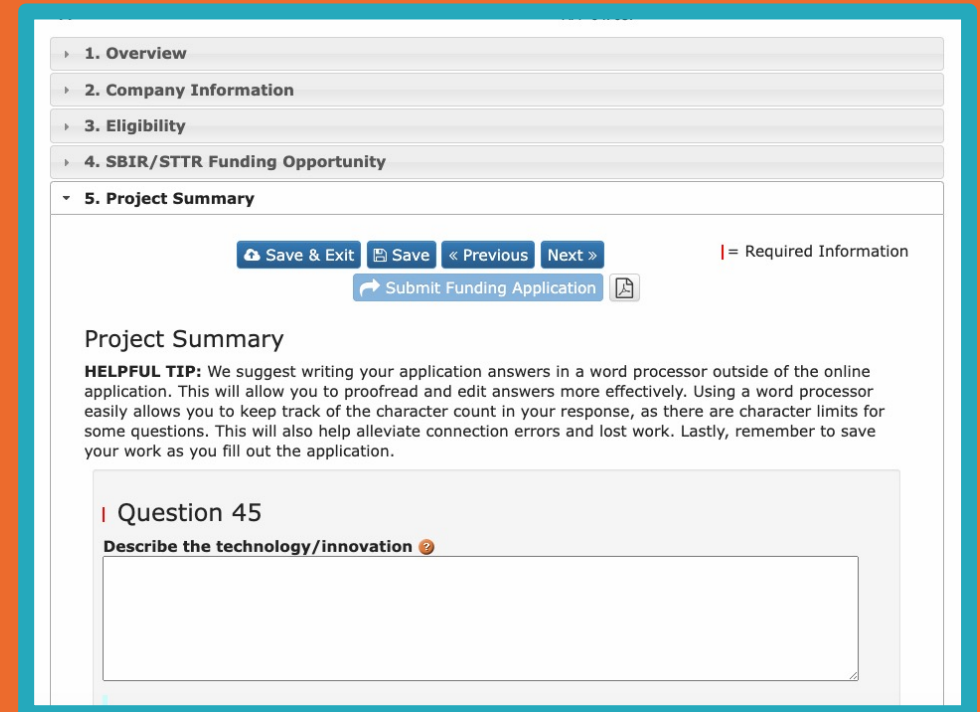
A. On this screen you will enter your Project Summary. This Summary describes the R&D project you are proposing in your SBIR/STTR application.

- Description of technology and unmet need (500-word maximum)

- Description of technical objectives and challenges of proposed R&D (500-word maximum)

- Market opportunity description (250-word maximum)

- Company and team description (250-word maximum)

B. Click "Next."

## Hints:

Write your Summary in a word processor and Copy/Paste it into the UTIF application.

The Executive Summary follows the format of the National Science Foundation Project Pitch. See instructions here: seedfund.nsf.gov/project-pitch/

# Step 11
## Attachments

A. Press "Choose File."
B. Select the file from your computer.

C. The file name appears *beside* "Choose File."
D. Press "Upload."

E. The file name appears *above* "Choose File."

Funding Application for: Sample Company, LLC

Application ID      APP-047087

▸ 1. Overview
▸ 2. Company Information
▸ 3. Eligibility
▸ 4. SBIR/STTR Funding Opportunity
▸ 5. Project Summary
▾ 6. Attachments

☁ Save & Exit   🖫 Save   « Previous   Next »     | = Required Information
↗ Submit Funding Application 📄

### Attachments

NOTE: Click "Choose File," select the correct file you would like to attach, then click "Upload." Save the page before moving on to the next section. Individual attachments should not exceed **20 MB.**

| Question 49
**W-9**
no uploaded files
[Choose File] No file chosen
[Upload]

**W-9**
no uploaded files
[Choose File] Sample Company W-9
[Upload]

Sample Company W-9.png
[Choose File] No file chosen
[Upload]

## Which documents will I need?

**All UTIF Applicants**

W-9

SBC Registration from sbir.gov

**Women-Owned Small Business (WOSB) or Small Disadvantaged Business Only**

Documentation of status from sbir.gov

**Non-Recourse Loan Applicants Only**

Phase I Project Summary

Phase I Award Notification

# Step 11.B
## Required Attachments for All Applicants

After registering at SBIR.gov, you can download your
SBC Registration here: https://www.sbir.gov/user/login

If you don't already have a W-9 form,
you can obtain one here:
https://www.irs.gov/pub/irs-pdf/fw9.pdf



**SBIR·STTR**
America's Seed Fund™
**POWERED BY SBA**

**SBIR.gov SBC Registration**

| | |
|---|---|
| **SBC Control ID:** | SBC_000111223 |
| **Company Name:** | Sample Company, LLC |
| **Address:** | |
| **City:** | |
| **State:** | **Zip:** |
| **EIN (TIN):** | **DUNS:** |
| **Company URL:** | |
| **Number of Employees:** | |
| **Is this SBC majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms?** | |
| **What percentage (%) of the SBC is majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms?** | |

# Step 11.C

## Documentation of WOSB or Small Disadvantaged Business Status

If your company meets Small Business Administration requirements for certification as a Woman-Owned Small Business (WOSB) or Small Disadvantaged business, you are eligible for additional funding if you submit documentation.



A. Log in to your profile at https://www.sbir.gov/user/login

B. Obtain screenshots of your information at sbir.gov.

C. Verify that both your company name and your WOSB and/or Small Disadvantaged business designation(s) are visible in the screenshot.

# Step 12
## Certification

A. Type your name as a signature in the "Certification" box.

# Step 13
## Review and Status

A. The "Submit Funding Application" button will be greyed out and unusable as long as any required question is unanswered.

B. Unanswered questions that are required are marked with a red X icon.

C. Scroll down to see which questions are marked with a red X icon.

D. Scroll back to the navigation menu and use it to return to unanswered questions and save new answers.

E. Click "Review and Status" to return to the submit screen.

F. When all required questions are answered, the "Submit Funding Application" button will change to dark blue and you can click it to submit.

# Step 14
## Submission Completed

A. Your application is submitted and assigned an Application ID.

B. You may use the Actions icons to print or download the completed application if desired.

C. Wait. A human will review your submission and notify you of a decision by email within 10 business days.

# Step 15
## Respond to Notification Email

Within 10 business days, you will receive an email from the Utah Innovation Center that may:

Decline funding.

Request additional information.

Approve funding.

Respond ASAP via email.

Reply to the email and schedule a consultation with the Utah Innovation Center for next steps: https://calendly.com/utahinnovation/consultation

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**UTIF Microgrant Application - Sample Company, LLC**    📎 1 ⌄

UC  Utah Innovation Center <innovationutah@utah.gov>
Thu 12/9/2021 10:40 AM
To: You

Jane,

Your application for the microgrant in the UTIF pilot was received. It was approved for the standard amount of $3,000.00

Make sure to follow these additional requirements, as well as all requirements outlined in the UTIF announcement:

- Submit a competitive SBIR/STTR proposal to the granting or contracting agency *at least* one day prior to the submission deadline and successfully pass the agency's administrative review.
- Provide the Utah Innovation Center with the email receipt stating that the submission has been accepted by the agency's application system. Provide a copy of the completed proposal to allow Utah Innovation Center staff to verify completeness.

To process the microgrant, we will need to set up Sample Company, LLC in the state system as a vendor. Attached is a vendor profile form; please complete and return to us. Once it is received, as well as having met the additional requirements as listed above, the microgrant will be processed.

Please feel free to contact us with questions.

Utah Innovation Center
BUSINESS.UTAH.GOV

Governor's Office of Economic Opportunity

*After* UTIF approval & *before* you get your money…

1. **Work with the UTIF Innovation Center on your SBIR/STTR application.**

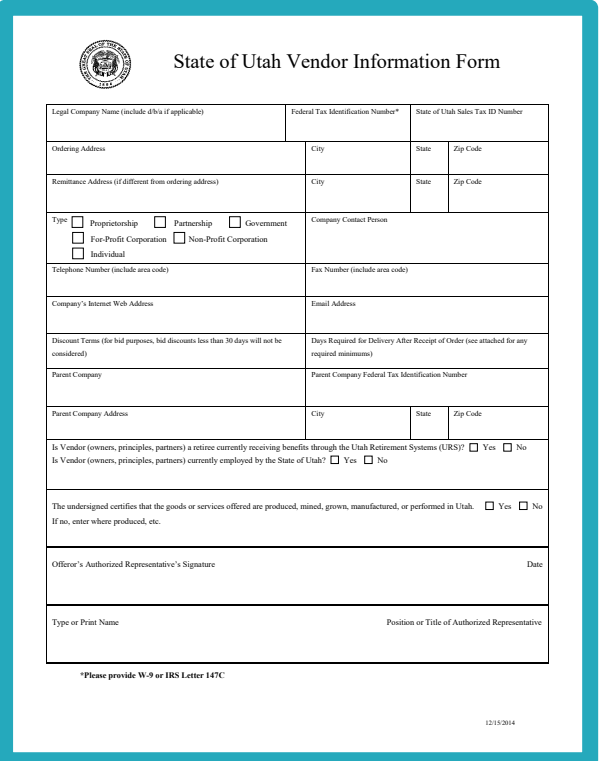   Schedule a consultation with the Utah Innovation Center to discuss how you will collaborate: https://calendly.com/utahinnovation/consultation

2. **Submit your SBIR/STTR proposal to the federal government at least 1 day prior to the deadline.**

3. **Provide the Utah Innovation Center with:**

   - The **email receipt** stating that the submission has been accepted by the agency's application system.
   - A copy of the **completed proposal**.

4. **If requested, complete the Vendor Information Form.**

   The Utah Innovation Center will email you with the form attached if needed to process your payment.


State of Utah Vendor Information Form

# Thank you -
# we wish you continued
# success!

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