



Technology Commercialization & Innovation Program

INSTRUCTIONS FOR COMPLETING AND SUBMITTING GRANT APPLICATION

STEP 1: Mandatory Pre-Application, please click on the "Online Pre-Application" link.

NOTE: In the "Application Title" field, please enter a nickname (15 characters or less) not a description. This nickname will be used to identify your application throughout the application process.

STEP 2: The **Letter of Intent** will be sent to you via email after you've successfully completed the Pre-Application. You will receive an additional email with further login information to enter the application portal only after signing the letter of intent.

STEP 3: Online **Grant Application** (ONLY after you have successfully completed and submitted the pre-application and letter of intent, and received the email with your login information)

NOTE: Applications can be saved in draft form before submitting. You may resume editing your application by clicking the "My Applications" link on the top menu bar, and then clicking the "Edit" icon next to the application. We recommend saving the answers to the application on a static document as you go through the process to avoid any issues due to internet connectivity to avoid any information getting lost. Each attachment submitted in the application is required to be under 20MB.

TCIP APPLICATION DOCUMENTS:

- A **10-slide PowerPoint Presentation** of your proposal must be submitted along with your application. Please use [this template](#) for the 10 Slide Powerpoint Presentation. Formatting, font, color, etc. should remain the same. We recommend saving it as a PDF and submitting it in that format. Be sure the size of the file you upload is below 20MB.
- A **Capitalization Table** that outlines the founders and investors percentage of ownership, equity dilution, and value of equity in each round of investment must be submitted. We recommend creating this in an Excel spreadsheet and submitting it as a PDF.

- Applicants have the option of uploading a maximum of **2 letters of recommendation** to support their application.
- An optional **Two Minute Video** which focuses on the team and their roles as well as the technology and company can be submitted in the application. The first minute should be devoted specifically to introducing the team, their roles, and experience. The second minute should be about the technology & company regarding what sets it apart, the competitive landscape, and the value to the end user.

NOTE: The url link to the video should be created in YouTube and submitted in the Application. Make sure the video is not marked as "private." Private videos can only be viewed by someone logged into your account. If you would like to keep your video hidden to avoid others from viewing it, please mark it as "unlisted." This will allow the reviewer to view the video without access problems.

Be sure to include the email addresses for all persons to be communicated with regarding your application. Subsequent request to add persons is not guaranteed to be complied with.

If you have problems with uploading files through the portal you can send them to tcip@utah.gov

For any additional questions or comments please contact:

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