



# Governor's Office of Economic Opportunity

## UTIF Application Guide

UTAH INNOVATION CENTER  
Updated Feb. 2025

LIFE  
**UTAH**  
ELEVATED

# BEFORE YOU BEGIN...

- 1. Identify your SBIR/STTR funding opportunity (Topic & Federal Agency).**

UTIF is supplemental funding for Utah applicants of 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 (Federal Agency, Solicitation/FOA number, Topic, Submission deadline).
- 2. Register your company with SAM.gov, Utah Div. of Corporations and the SBA.**

Proof of registration with SAM.gov, the Small Business Administration (SBA), and the Utah Division of Corporations is required in order to approve your UTIF application.
- 3. Write your Executive Summary.**

An Executive Summary explaining your project is needed. The executive summary should follow the format of the [National Science Foundation's Project Pitch](#). The following information will be added to your UTIF application:

  - i) proposed innovation,
  - ii) the technical objectives
  - iii) the market opportunity, and
  - iv) the company/team.



# HOW TO SUBMIT A UTIF APPLICATION

# UTIF Application Submission Steps & Timeline

- Step 1: Create/Access Account Under GOEO's portal**
- Step 2: Add a UTIF Application to your Profile**
- Step 3: Start your UTIF Application**
- Step 4: Enter your Company Information**
- Step 5: Verify your Eligibility to the SBIR/STTR Programs**
- Step 6: Add the SBIR/STTR funding Opportunity Information**
- Step 7: Add your Project Summary**
- Step 8: Upload Attachments**
- Step 9: Certify, Review and Submit your Application**
- Step 10: UTIF Review & Approval Process**
- Step 11: How to claim your UTIF funds**



# Step 1: Create/Access Account Under GOEO's Portal

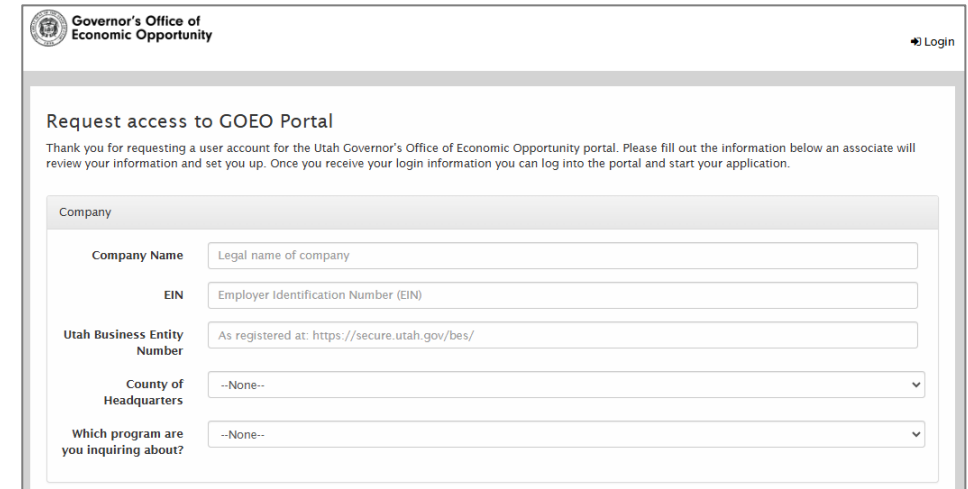
## NEW USER

If you have not applied for GOEO funding before, complete the “New Portal User Request Form”:  
<https://goed.my.salesforce-sites.com/econ/PtICase>

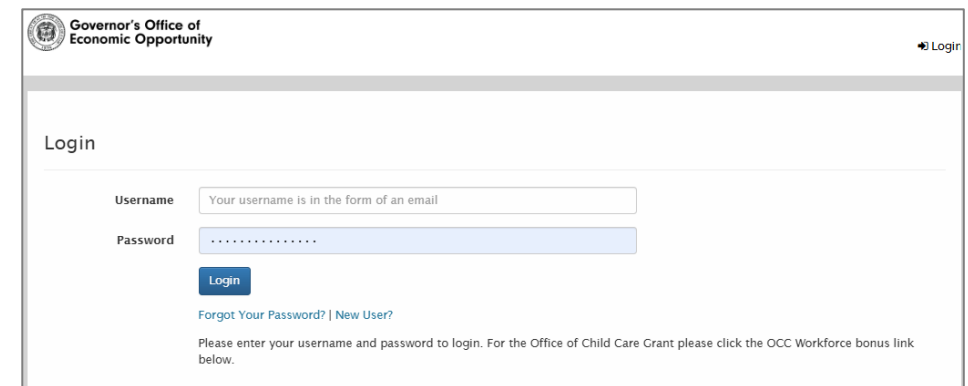
Once your request has been submitted, you will receive a confirmation email. The information will be reviewed and activation may take 24 hours. A second email with your login credentials will be provided upon activation.

## EXISTING USER

Go to <https://goed.my.salesforce-sites.com/econ/> and enter your user information.



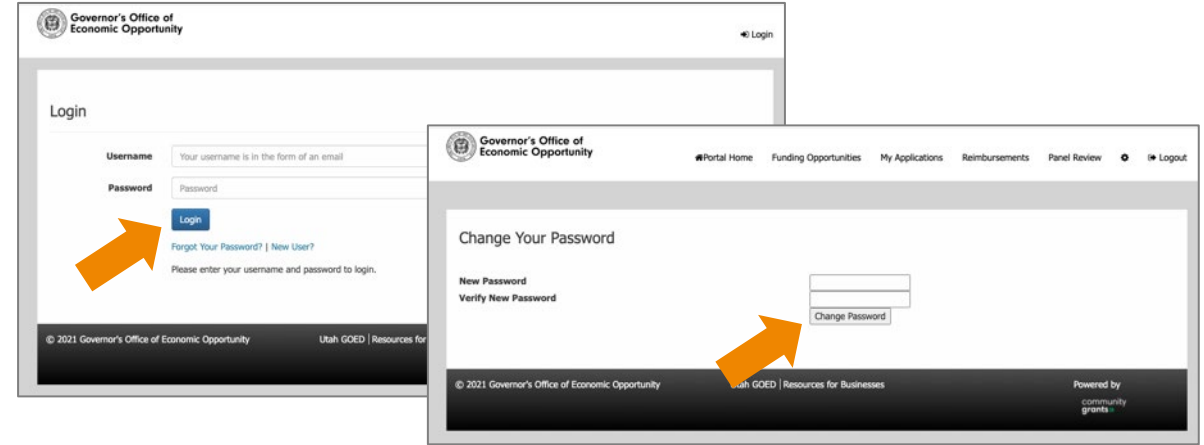
The screenshot shows the 'Request access to GOEO Portal' form. At the top left is the logo for the Governor's Office of Economic Opportunity, and at the top right is a 'Login' link. Below the header, the title 'Request access to GOEO Portal' is followed by a paragraph: 'Thank you for requesting a user account for the Utah Governor's Office of Economic Opportunity portal. Please fill out the information below an associate will review your information and set you up. Once you receive your login information you can log into the portal and start your application.' The form itself is titled 'Company' and contains several fields: 'Company Name' with a placeholder 'Legal name of company', 'EIN' with a placeholder 'Employer Identification Number (EIN)', 'Utah Business Entity Number' with a placeholder 'As registered at: https://secure.utah.gov/bes/', 'County of Headquarters' with a dropdown menu showing '--None--', and 'Which program are you inquiring about?' with a dropdown menu showing '--None--'.



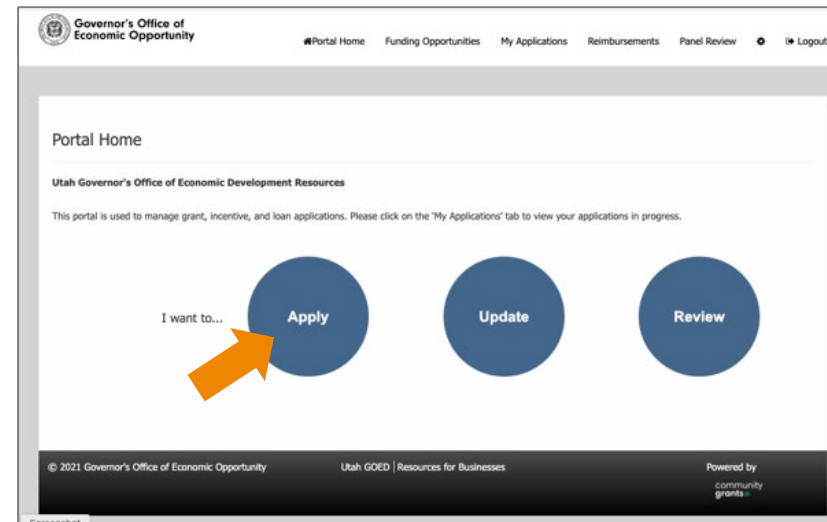
The screenshot shows the 'Login' form. At the top left is the logo for the Governor's Office of Economic Opportunity, and at the top right is a 'Login' link. Below the header, the title 'Login' is followed by two input fields: 'Username' with a placeholder 'Your username is in the form of an email' and 'Password' with a placeholder '.....'. Below the password field is a blue 'Login' button. Underneath the button are two links: 'Forgot Your Password?' and 'New User?'. At the bottom, there is a note: 'Please enter your username and password to login. For the Office of Child Care Grant please click the OCC Workforce bonus link below.'

# Step 2: Add a UTIF Application to your Profile

Once your account has been activated, log into your account using your email and temporary (new users will need to update their temporary password)



On the “Portal Home” page, click on the “Apply” button.



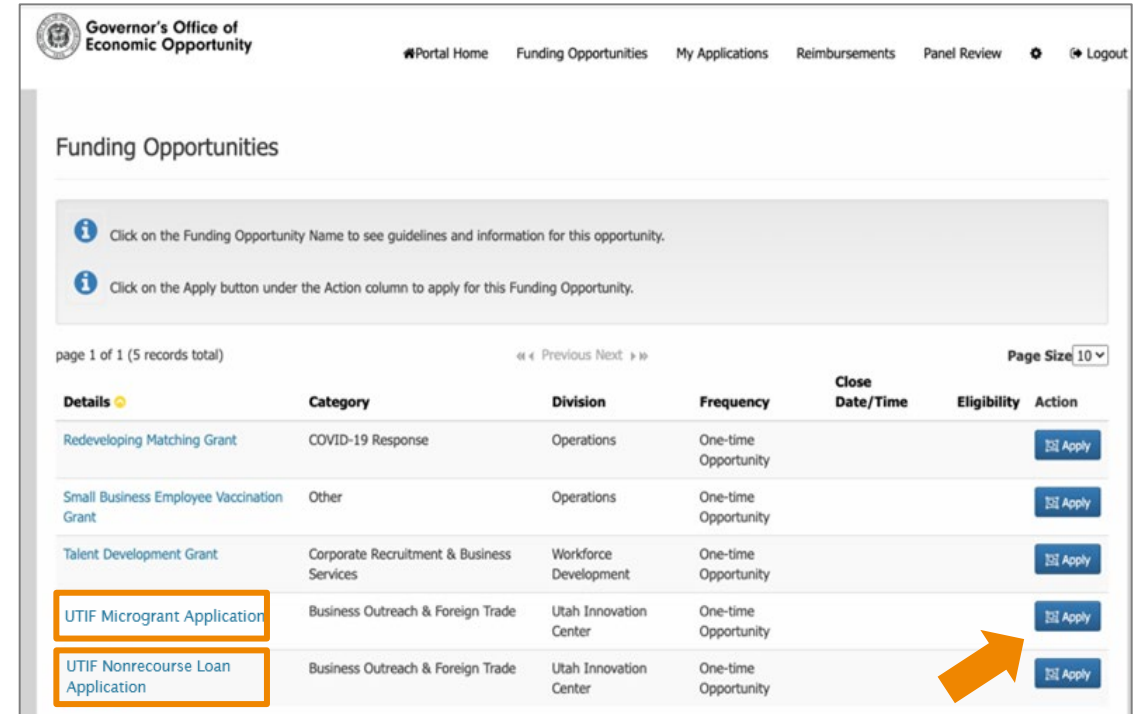
# Step 2: Add a UTIF Application to your Profile

## Phase I applicant

If you are planning to submit a Phase I SBIR/STTR proposal, click on the “Apply” button to select the **“UTIF Microgrant Application”**

## Phase II applicant

If you are planning to submit a Phase II SBIR/STTR proposal, click on the “Apply” button to select the **“UTIF Nonrecourse Loan Application”**



Governor's Office of Economic Opportunity

Portal Home Funding Opportunities My Applications Reimbursements Panel Review Logout

### Funding Opportunities

Click on the Funding Opportunity Name to see guidelines and information for this opportunity.

Click on the Apply button under the Action column to apply for this Funding Opportunity.

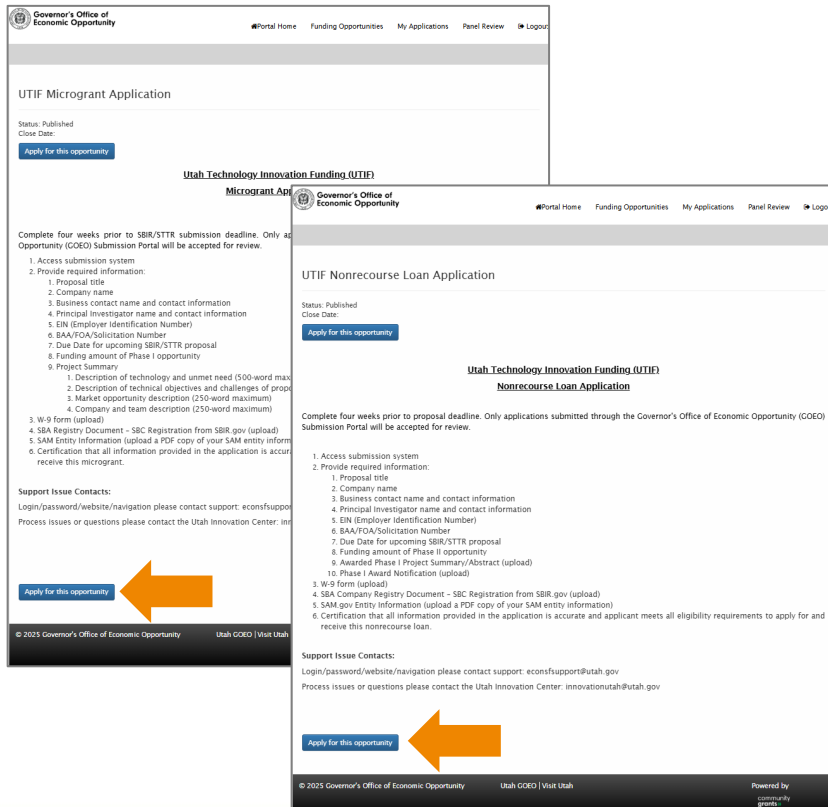
page 1 of 1 (5 records total) Page Size 10

Details	Category	Division	Frequency	Close Date/Time	Eligibility	Action
<a href="#">Redeveloping Matching Grant</a>	COVID-19 Response	Operations	One-time Opportunity			<a href="#">Apply</a>
<a href="#">Small Business Employee Vaccination Grant</a>	Other	Operations	One-time Opportunity			<a href="#">Apply</a>
<a href="#">Talent Development Grant</a>	Corporate Recruitment & Business Services	Workforce Development	One-time Opportunity			<a href="#">Apply</a>
<a href="#">UTIF Microgrant Application</a>	Business Outreach & Foreign Trade	Utah Innovation Center	One-time Opportunity			<a href="#">Apply</a>
<a href="#">UTIF Nonrecourse Loan Application</a>	Business Outreach & Foreign Trade	Utah Innovation Center	One-time Opportunity			<a href="#">Apply</a>

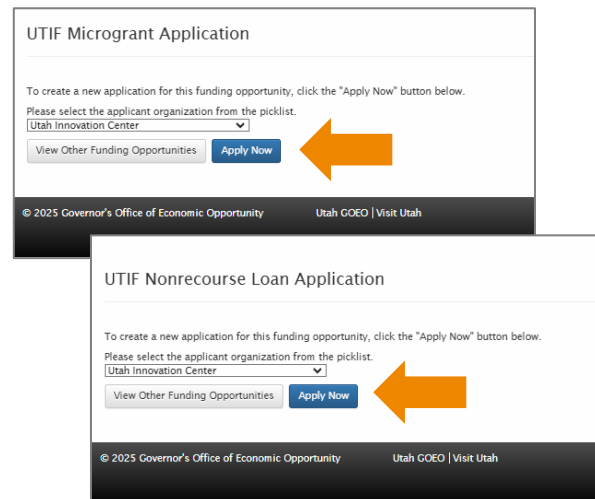
# Step 2: Add a UTIF Application to your Profile

After selecting the appropriate UTIF Application, the system will ask you to confirm your selection by clicking on:

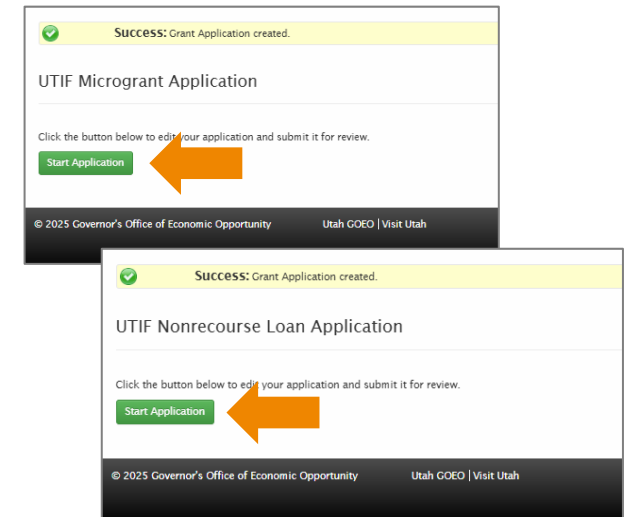
1) **“Apply for this opportunity”** under the application description/summary page:



2) **“Apply Now”** under the applicant organization pop-up window:



3) Once confirmed, click on **“Start Application”** to begin your application:





# Step 3: Start Your UTIF Application

➔ Read the Instructions under the Overview section.

➔ Click “Next” to complete/navigate through each section.

➔ For Login/Password/Website Issues, contact [econsfsupport@utah.gov](mailto:econsfsupport@utah.gov).

➔ For clarification about the application and UTIF requirements, contact [innovationutah@utah.gov](mailto:innovationutah@utah.gov).

➔ Make sure to “Save” your application as you add information.

Funding Application for: Utah Innovation Center  
Application ID APP-091760

1. Overview

Save & Exit Next Submit Funding Application [= Required Information]

Overview

**Utah Technology Innovation Funding (UTIF)  
Microgrant Application**

Complete four weeks prior to SBIR/STTR submission deadline. Only applications submitted through the Governor's Office of Economic Opportunity (GOEO) Submission Portal will be accepted for review.

1. Access submission system
2. Provide required information:
  1. Proposal title
  2. Company name
  3. Business contact name and contact information
  4. Principal Investigator name and contact information
  5. EIN (Employer Identification Number)
  6. BAA/FOA/Solicitation Number
  7. Due Date for upcoming SBIR/STTR proposal
  8. Funding amount of Phase I opportunity
  9. Project Summary
    1. Description of technology and unmet need (500-word maximum)
    2. Description of technical objectives and challenges of proposed R&D (500-word maximum)
    3. Market opportunity description (250-word maximum)
    4. Company and team description (250-word maximum)
3. W-9 form (upload)
4. SBA Registry Document – SBC Registration from SBIR.gov (upload)
5. SAM Entity Information (upload a PDF copy of your SAM entity information)
6. Certification that all information provided in the application is accurate and applicant meets all eligibility requirements to apply for and receive this microgrant.

Support Issue Contacts:  
Login/password/website/navigation please contact support: [econsfsupport@utah.gov](mailto:econsfsupport@utah.gov)  
Process issues or questions please contact the Utah Innovation Center: [innovationutah@utah.gov](mailto:innovationutah@utah.gov)

Save & Exit Next Submit Funding Application [= Required Information]

2. Company Information

3. Eligibility

4. SBIR/STTR Funding Opportunity

5. Project Summary

6. Attachments

7. Certification

8. Review & Status

# Step 4: Enter your Company Information

Under the “Company Information” section, enter:

- **Company name and contact information.**
- **Employer Identification Number or Tax Identification Number** (see [IRS website](#) if you need to obtain one).
- **Business License number and jurisdiction** (city or county) **if applicable.**
- **Business contact name and contact information.**
- **Principal Investigator (PI) name and contact information. This should be the same PI you are naming under your SBIR/STTR funding application** (If your project has co-PIs, provide the one associated with your company).

Once completed, click “**Next.**”

The screenshot shows a web-based application interface for a funding application. The title is "Funding Application for: Utah Innovation Center" with an "Application ID" of "APP-091706". The navigation bar includes "1. Overview" and "2. Company Information". Below the navigation bar are buttons for "Save & Exit", "Save", "Previous", "Next", and "Submit Funding Application". A legend indicates that a red vertical bar next to a question label signifies "Required Information".

The "Company Information" section contains several questions, each with a text input field:

- Question 1: Company: Name
- Question 2: Company: Phone N
- Question 3: Company: Website
- Question 4: Company Address:
- Question 9: Company: EIN/TIN
- Question 10: Business License Number (if available):
- Question 11: Business License Jurisdiction (if applicable):
- Question 12: Business Contact: First Name
- Question 13: Business Contact: Last Name

# Step 5: Verify your Eligibility to the SBIR/STTR Programs

- Under the “Eligibility” section, answer all the questions.
- The information provided will be verified to confirm your eligibility for both the federal SBIR/STTR and UTIF programs.
- Visit the [Utah Division of Corporations](#) website to complete your company registration (this is different from a business license registration).
- If you are unfamiliar with SBIR/STTR requirements, please attend the free [SBIR 101 Workshop](#)
- Once completed, click “Next.”

Funding Application for: Utah Innovation Center  
Application ID: APP-091760

1. Overview  
2. Company Information  
3. Eligibility

Save & Exit Save < Previous Next > Submit Funding Application | = Required Information

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

Question 33  
Is this company a for-profit company?  
 Yes  
 No

Question 34  
Is this company a permanent resident?  
 Yes  
 No

Question 35  
Does this company have more than 500 employees?  
 Yes  
 No

Question 36  
Is this company registered with the Utah Division of Corporations and have a Utah business license?  
 Yes  
 No

Question 37  
Is this company headquartered in a rural Utah county (defined as a county of the third, fourth, fifth or sixth class)?  
 Yes  
 No

Save & Exit Save < Previous Next > Submit Funding Application | = Required Information

# Step 6: Add the SBIR/STTR Funding Opportunity Information

Under the SBIR/STTR Funding Opportunity section, enter the SBIR or STTR solicitation information for which you are planning to submit a proposal:

- **Federal Agency** (E.g., DOD, DOE, HHS, NSF, DOT, DOC, DA, DHS, DE, NASA, EPA, NIST)
- **BAA/FOA Solicitation number** (funding opportunity number from the federal agency. Visit [Grants.gov](https://www.grants.gov) for details)
- **Topic Number** (listed under the solicitation)
- **Proposal Type** (Phase I, Phase II, Direct to Phase II, Fast Track)
- **Proposal Due Date** (listed under the solicitation)
- **Funding Amount** (enter full allowable amount listed under solicitation/topic)

If applying to the NSF, enter the Topic and Sub-Topic numbers listed under the [Portfolio webpage](#). An accepted Project Pitch from an NSF Program Director is also required under UTIF.

If applying to the [HHS/NIH](#), enter the selected [Research Institute](#). Your proposal/innovation must align with the [Program Description](#) of that same Research Institute.

Once completed, click “**Next.**”

4. SBIR/STTR Funding Opportunity

Save & Exit Save < Previous Next > Submit Funding Application | = Required Information

SBIR/STTR Funding Opportunity

**HELPFUL TIP:**

- Each SBIR/STTR topic is tied to a solicitation (BAA, FOA, RGA, etc.) specific to the Federal Agency (contact the Utah Innovation Center if you need assistance).
- If submitting to the NSF, you must have an accepted project pitch and a formal invitation to submit a Phase I proposal.
- If submitting to the HHS, include the omnibus number as the solicitation, and the specific research institute as the topic.
- Proposal due date is the submission deadline associated with the selected topic/solicitation.

Question 39  
**SBIR/STTR Agency**

Question 40  
**BAA/FOA/Solicitation Number**

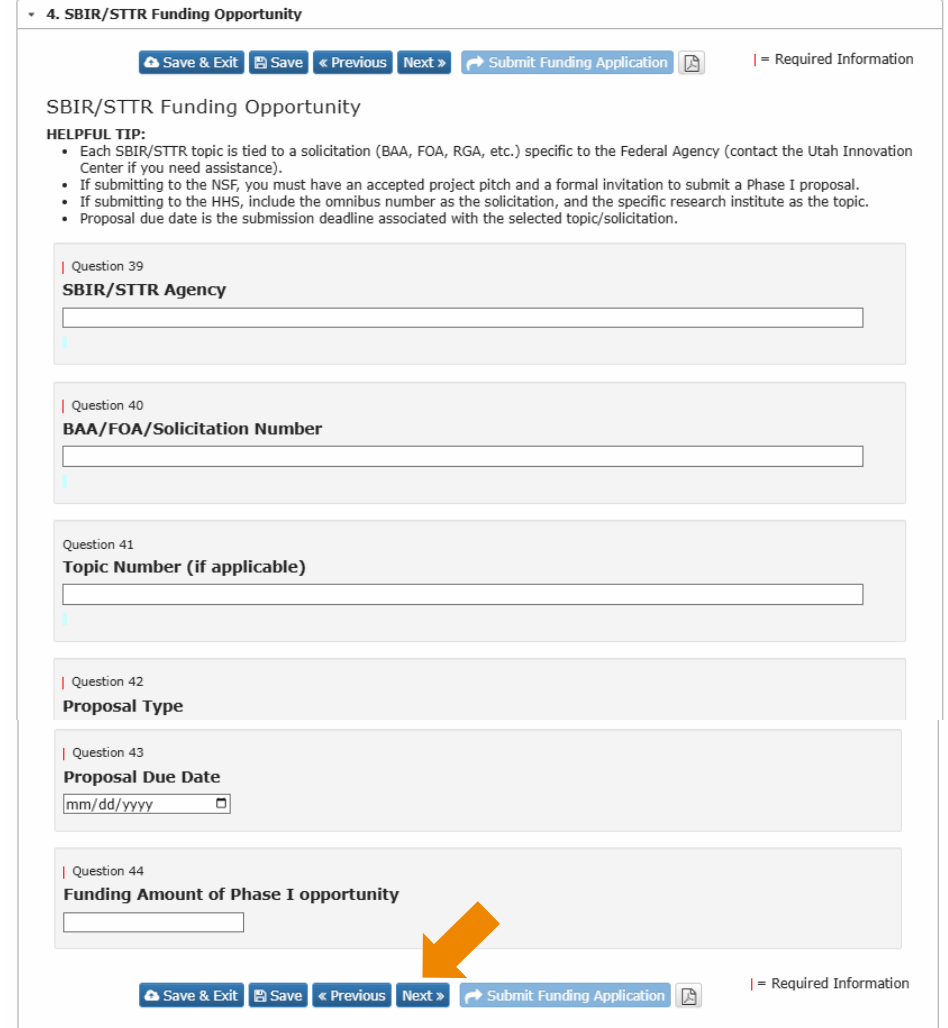
Question 41  
**Topic Number (if applicable)**

Question 42  
**Proposal Type**

Question 43  
**Proposal Due Date**  
mm/dd/yyyy

Question 44  
**Funding Amount of Phase I opportunity**

Save & Exit Save < Previous Next > Submit Funding Application | = Required Information



# Step 7: Add your Project Summary

Under the Project Summary section, you are invited to describe the R&D project you are proposing in your SBIR/STTR application:

- **Description of technology/Innovation (500 - word maximum):** Explain what product/service you will develop and how it address a market gap or unmet need
- **Description of technical objectives and challenges of proposed R&D (500 - word maximum):** Explain what type of science validation or proof of concepts is needed to develop your innovation (functional prototype) . A typical proposal has normally 2 to 5 technical objectives.
- **Market opportunity description (250 - word maximum):** Explain the market segment and size, current state of the art, competitors, customers, and how you are planning to commercialize your innovation .
- **Company and team description (250 - word maximum):** Provide a summary of the company's history, mission, size and current business activities. Explain who will be the PI and main contributors to the project (include research institution collaborators, partners or consultants if applicable).

Once completed, click “ **Next** ”

5. Project Summary

Save & Exit Save << Previous Next >> Submit Funding Application | = Required Information

Project Summary

HELPFUL TIP:

The proposed innovation project summary provided under this section should be tied to a specific solicitation and address the problem under the federal agency's topic.

We suggest writing your application answers in a word processor outside of the online application. This will allow you to proofread and edit answers more effectively. Using a word processor easily allows you to keep track of the character count in your response, as there are character limits for some questions. This will also help alleviate connection errors and lost work. Lastly, remember to save your work as you fill out the application.

Question 45  
Describe the technology/innovation

Question 46  
Describe the technical objectives and challenges of proposed R&D

Question 47  
Describe the market opportunity

Question 48  
Briefly describe the company and team

Save & Exit Save << Previous Next >> Submit Funding Application | = Required Information

# Step 8: Upload Attachments

Under the “Attachment” section, provide the following documents:

- **W-9 Form:**

- Download and complete a copy of the form found on [IRS website](https://www.irs.gov/efile).
- Make sure to include the LLC classification (if applicable)
- Sign/date the document.
- Do not provide a SSN.

**Form W-9**  
**Request for Taxpayer Identification Number and Certification**  
 Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return; Name is required on IRS line do not leave this line blank)

2. Business name/disregarded entity name, if different from above

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

4. Exemptions (limited apply only to certain entities; not individuals; see instructions on page 3).

5. City, state, and ZIP code

6. Tax account number(s) (see instructions)

**Part I Taxpayer Identification Number (TIN)**  
 Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid federal filing penalties. For sole proprietors, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it's your employer identification number (EIN). If you do not have a number, see how to get a TIN, later.  
 Make: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

**Part II Certification**  
 Under penalties of perjury, I certify that:  
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

- **SBA Company Registry:**

- Visit the SBIR website to complete your [SBIR registration](https://www.sbir.gov).
- Upload proof of registration (see example).

**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):	UEI:
Company URL:	
Number of Employees:	
Is this SBC majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms?	

6. Attachments

Save & Exit Save Previous Next Submit Funding Application Required Information

Attachments

**HELPFUL TIP:**

- W-9: Do not provide SSN. Sign and date the document. Your company name should match SAM and SBIR registrations.
- SBA registration: Complete registration via SBIR.gov and upload a PDF file.
- SAM registration: Complete registration via SAM.gov registration. Once completed, download a PDF version of your "SAM Entity Information" found under your SAM account profile and upload as an attachment.

**NOTE:** Click "Choose File," select the correct file you would like to attach, then click "Upload" before moving onto the next question. If you do not see the file upload date, it did not successfully upload. If you have more than one file to upload for this question, click "Choose File" again after you have uploaded the previous file for this question. Save the page before moving on to the next section. Individual attachments should not exceed 20 MB.

Question 48  
**W-9**  
 no uploaded files  
 Choose File No file chosen  
 Upload

Question 49  
**SBA Company Registry**  
 no uploaded files  
 Choose File No file chosen  
 Upload

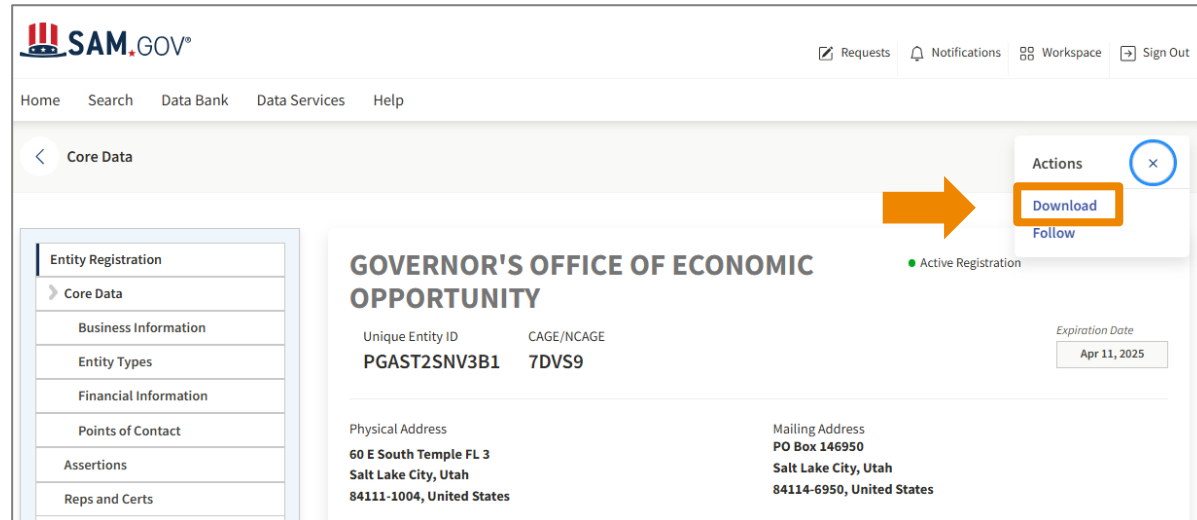
Question 50  
**SAM Entity Information (upload a PDF copy of your SAM entity information)**  
 no uploaded files  
 Choose File No file chosen  
 Upload

Save & Exit Save Previous Next Submit Funding Application Required Information

# Step 8: Upload Attachments

## • SAM Entity Information:

- An active SAM registration is required to qualify under the UTIF program.
- A [SAM.gov registration](#) is free but may take 2-8 weeks to process (apply in advance).
- Once your SAM registration is active, download a PDF version of your “[SAM Entity Information](#)” found under your SAM account profile (see example).



The screenshot displays the SAM.GOV interface. At the top, there are navigation links for Home, Search, Data Bank, Data Services, and Help. The main content area is titled 'Core Data' and shows the profile for the 'GOVERNOR'S OFFICE OF ECONOMIC OPPORTUNITY'. The profile includes a sidebar with navigation options like Entity Registration, Core Data, Business Information, Entity Types, Financial Information, Points of Contact, Assertions, and Reps and Certs. The main content area shows the entity's Unique Entity ID (PGAST2SNV3B1) and CAGE/NCAGE (7DVS9). It also displays the Physical Address (60 E South Temple FL 3, Salt Lake City, Utah, 84111-1004, United States) and the Mailing Address (PO Box 146950, Salt Lake City, Utah, 84114-6950, United States). The Expiration Date is listed as Apr 11, 2025. An 'Active Registration' status is indicated. In the top right corner, there is an 'Actions' menu with a 'Download' button highlighted by an orange box and an arrow.

**For Nonrecourse Loan Applicants Only** : Upload a PDF copy of your “[Phase I Project Summary](#)” and “[Phase I Award Notification](#)”.

# Step 9: Certify, Review and Submit your Application

➔ Certify your UTIF application by:

- Read the [UTIF Program Announcement](#).
- Agree with the terms of the program.
- Agree to report information related to your application and SBIR/STTR award.
- Type your name as a signature.

➔ Once completed, click “Next”

The screenshot shows a web form titled "7. Certification". At the top, there are navigation buttons: "Save & Exit", "Save", "Previous", "Next", and "Submit Funding Application". A legend indicates that a vertical bar next to a question number means "Required Information".

The form contains four questions:

- Question 53:** "Have you read the UTIF announcement document?" with radio buttons for "Yes" and "No".
- Question 54:** "Do you agree with the program terms stated above?" with radio buttons for "Yes" and "No".
- Question 55:** "Do you agree to respond to reporting requests?" with radio buttons for "Yes" and "No".
- Question 56:** "Type your name as signature attesting to the preceding statement" with a text input field. An orange arrow points to the "Next" button below this question.

At the bottom, there are the same navigation buttons as at the top, and the legend is repeated.



# Step 9: Certify, Review and Submit your Application

## How to review your UTIF application :

- The “Submit Funding Application” button will be grayed out until all required questions are answered.
- Complete questions will be marked with a green ✓ icon
- Incomplete questions will be marked with a red X icon.
- Scroll down to see questions that are marked with a red X.
- Scroll back to the navigation menu and to return the section corresponding to the unanswered questions. Click “save” to modify your answers.
- Click “Review & Status” to return to the submit screen.

When all required questions are answered, the “Submit Funding Application” button will change from pale to dark blue, and you will be able to submit your UTIF application.

Governor's Office of Economic Opportunity

Portal Home Funding Opportunities My Applications Reimbursements Panel Review Logo

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
- 7. Certification
- 8. Review & Status

Save & Exit Save Previous Submit Funding Application

Please review your Funding Application for "UTIF Pilot Microgrant Application" 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.

When your Funding Application is complete, click the "Submit Funding Application" button to submit it for review.



# **UTIF Review & Approval Process**

# Step 10: UTIF Review & Approval Process



- Once submitted, your UTIF application will be reviewed within 10 business days.
- For tracking purposes, your UTIF application has an assigned Application ID.
- You may use the “Actions” icons to print or download a copy of your application.
- Email notifications will be sent to confirm submission of the UTIF application and for status updates.
- Further information may be requested to clarify your innovation and to confirm your eligibility to the program.
- Incomplete information may delay the review process or decline your funding application.

The screenshot shows the 'My Applications' page in the Governor's Office of Economic Opportunity portal. The page includes a navigation bar with links for Portal Home, Funding Opportunities, My Applications, Reimbursements, Panel Review, and Logout. Below the navigation bar, there is a section titled 'My Applications' with a list of application details. The table below shows one application record with the Application ID 'APP-047087' highlighted in orange. The Actions column for this record also has a download and print icon highlighted in orange.

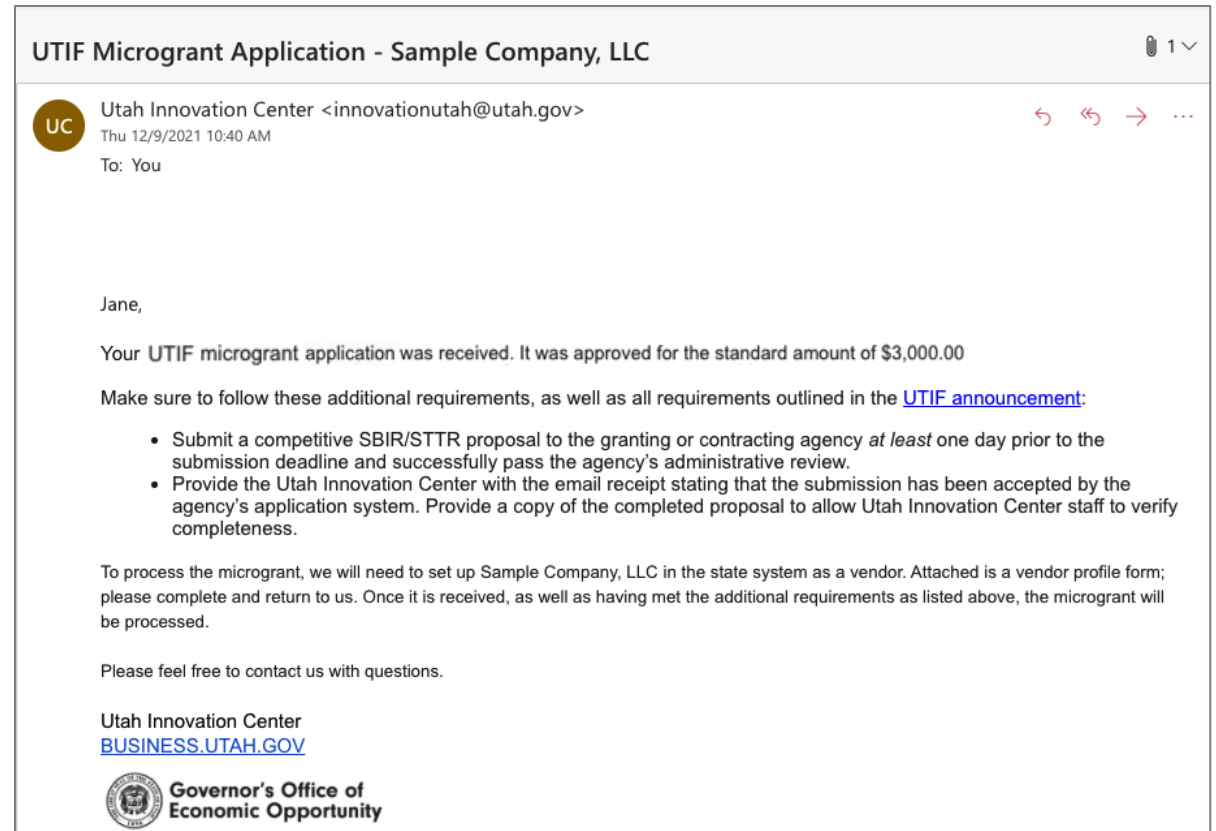
Application Id	Application Title	Organization Name	Funding Opportunity Name	Status	Funded	Actions
APP-047087		Sample Company, LLC	UTIF Microgrant Application	Submitted	<input type="checkbox"/>	



# Step 11: How to claim your UTIF funds



- Upon approval, you will be assigned to a program manager to guide and support you through the SBIR/STTR submission process.
- Submit your SBIR/STTR proposal to the federal agency **at least 1 day prior to the deadline.**
- **UTIF Funds are disbursed after the applicant has provided:**
  - An email receipt stating that the submission has been accepted by the agency's application system.
  - Copy of the submitted SBIR/STTR proposal.
  - Completed Utah Vendor Form (FI-170)
  - Information must be provided to the Utah Innovation Center within 90 days of the SBIR/STTR submission deadline.



# UTIF Application - Common Mistakes

- **Not reading the Federal Agency's solicitation and addressing the topic or mission.**
- **Not leveraging the various workshops, tools, and templates offered by the Utah Innovation Center.**
- **Failing to register your small company to all required government reporting systems (SAM.gov, SBA/SBIR, eRA commons) listed under the solicitation.**
- **Submitting an SBIR/STTR application to the federal agency at the last minute.**
- **Innovation is not based in STEM or Research & Development.**
- **Innovations that are incremental upgrades of an existing product/technology, no commercialization potential, or limited impact.**
- **Submitting your UTIF application less than 4 weeks prior to the Federal Agency's SBIR/STTR application deadline.**



# Governor's Office of Economic Opportunity



@BusinessUtah

BUSINESS.UTAH.GOV

THANK YOU