

Scaling to Solutions (STS) Grant Application Checklist

Before submission, applicants should review all proposal materials using the checklist below prior to uploading documents to the online application form. Please follow the instructions provided in the STS Guidelines for each required item, available at ncbiotech.org/STS.

Instructions in the STS Guidelines supersede any prompts or notes included in this checklist.

Document I. Cover Sheet (single PDF file; signed and required)

Document II. Technical Research Project Narrative (single PDF file)

- _____ A. Table of Contents
- _____ B. Project Overview
- _____ C. Technical Research Project Narrative (15-page maximum)
 - 1. Technology/Solution/Product in Development (suggested ½ page)
 - 2. Expected Application for Technology/Solution/Product (suggested 1 page)
 - 3. Intellectual Property (suggested ½ page)
 - 4. Foundational Research (suggested 2 pages)
 - 5. Current Stage of Development (suggested 1 page)
 - 6. Milestones (suggested 1 page)
 - 7. Experimental Design and Project Plan (suggested up to 5 pages)
 - 8. Deliverables (suggested ½ page)
 - 9. Next Steps (suggested ½ page)
 - 10. Pathway to Scale Up and Commercialization (suggested ½ page)
 - 11. Roles and Responsibilities (suggested 3-4 sentences per person)
- _____ D. Unmet Market Need and Business Case (2-page maximum; does not count toward overall page limit)
 - 1. Anticipated Market
 - 2. Pathway to Adoption and Commercialization (required for all proposals)
 - 3. Business Case Development Activities (if applicable)
- _____ E. Project Timeline (does not count toward page limit)
- _____ F. Bibliography (does not count toward page limit)

Document III. Budget Package (must be combined as one PDF file)

- _____ Budget Form (use the required STS budget form)
- _____ Budget Justification (separate document; all requested funds justified by line item)
- _____ Quotes, Core Laboratory Rate Sheets and Other Required Documentation (see guidelines for details)

Document IV. Supporting Documents (compile all documents into a single PDF file)

- _____ Bio Sketches (2-page maximum per individual; required for each individual listed in the roles and responsibilities section of the proposal; use the provided NCBiotech form)
- _____ Letter of Commitment or Statement of Work from Business Case Advisor/Consultant(s) (if applicable)
- _____ Letter of Commitment of Matching Funds (required only for budgets requesting a single piece of equipment costing more than \$25,000)
- _____ IACUC/IRB Notification or Approval Letter (required for projects involving human subjects or animal studies; either a notification letter confirming awareness of the proposed project or letter of documentation for the approved protocol)
- _____ Power Analysis (required for projects involving human subjects or animal studies)