**TECHNOLOGY ENHANCEMENT GRANT (TEG) Application Checklist**

Before submission, all applicants should check their full applications for the following sections. ***Follow the instructions provided in the TEG Guidelines for each item.***

**\_\_\_\_\_\_ Project Abstract** (entered online in the application form; see guidelines for details)

1. **Project Proposal (PDF file)**

\_\_\_\_\_\_ Table of Contents

\_\_\_\_\_\_ Project Narrative (limited to 8 pages)

 \_\_\_\_\_\_ Intellectual Property Description

 \_\_\_\_\_\_ Licensing Status and Efforts by TTO

 \_\_\_\_\_\_ Background

 \_\_\_\_\_\_ Commercial Application(s) and Significance

 \_\_\_\_\_\_ Project Plan

 \_\_\_\_\_\_ Roles and Responsibilities

\_\_\_\_\_\_ Project Timeline (graphic/diagram)

\_\_\_\_\_\_ Budget Justification

\_\_\_\_\_\_ References

1. **Budget (may be submitted as PDF or Excel file)**

\_\_\_\_\_\_ Budget Form (use form provided on webpage)

**III. Supporting Documentation (PDF file)**\_\_\_\_\_\_ Letter(s) of support from potential licensee(s) (required)

\_\_\_\_\_\_ Letter of support from Tech Transfer Office (required)

\_\_\_\_\_\_ Contract Research Organization Quote (required, if applicable)

\_\_\_\_\_\_ Other letters of support (optional)

\_\_\_\_\_\_ Biosketches (required; use the form provided on the website)

**\_\_\_\_\_\_** IACUC or IRB documentation (if applicable)