

Commercialization Award Applicant Instructions Round 21

Schedule:

- Applicant Workshop – Tuesday, January 4, 2-4PM, at the Houston Technology Center
- Application Planning Meetings – Monday-Wednesday, January 10-12
- Application Workshop – Wednesday, January 12, 2-4PM (must have attended Applicant Workshop & Application Planning Meeting)
- Application Submission Deadline – Tuesday, January 18, 10AM
- Review Committee Semifinalist Selection Meeting – Wednesday, January 26
- *Review Committee Finalist Selection Meeting – Tuesday, February 1
**=REQUIRED presentation for applications that progress through the review process*
- TLSC Application Deadline – Tuesday, February 8
- *Possible Review Committee Finalist Selection Meeting (non-life science) – Wednesday, February 16 [NOTE non-life science applicants should reserve both February 1 and February 16 as possible presentation dates – schedule will be provided after Semifinalist selection on January 26]
- *RCIC Board Meeting – Tuesday, March 1
- *TLSC Board Meeting (Austin) – Tuesday, March 22
- State Application Submission Deadline – Thursday, March 24
- *State Presentations (Austin) – Thursday, March 31

Application Preparation:

- Applicant must submit an Applicant Registration at www.gulfcoastrcic.org. This should be done at the earliest moment you are considering submission of an ETF application for this funding round. You will receive an Applicant ID, that you will use when submitting your Application.
- Applicants are strongly encouraged to attend the Applicant Workshop, which will cover the ETF program, eligibility for Commercialization Awards, application process, and application documents. Workshop slides will be posted on the RCIC website after the workshop is held.
- Registered Applicants will be invited to participate in a one-hour one-on-one Application Planning Meeting, either in person or over the phone. Applicants are **STRONGLY RECOMMENDED** to participate. During this session, you will meet with one of the directors of

the RCIC. The ability of your company to meet the ETF eligibility criteria will be assessed, and advice provided for your application submission.

- The Application Workshop is intended for companies planning to submit an application in this round. This is a detailed question-by-question review of the application form, with advice on answering each question. Attendees must have also attended the ETF Applicant Workshop and an Application Planning Meeting.
- Download the application form and related documents from the RCIC website, and begin planning for your application submission. The list of required documents is included below.

NOTES ON CONFIDENTIALITY:

- The Gulf Coast RCIC will not use Confidential or Proprietary information (“Confidential Information”) in the review of your application. The RCIC will only accept application documents that do not contain any Confidential Information.
- If selected by the RCIC for consideration by the State, you will have an opportunity to add Confidential Information into your application documents. Follow the instructions in the Application Form for marking Confidential Information. NOTE that documents submitted to the State may be subject to the Texas Public Information Act, and that defending the confidentiality of information in your application documents may incur legal expenses by your company.
- For Life Science applicants, your application documents may also be submitted to the Texas Life Science Center for a parallel review. Contact the TLSC for details on their Confidentiality policy.

Application Submission:

- All applications must be submitted through the RCIC website, by the deadline in the above schedule. Applications will not be accepted after the deadline. No application documents will be accepted in hard-copy form.
- The following items must be submitted or completed by the application deadline. Most documents will be submitted electronically via e-mail (through the RCIC website). A few documents (requiring signatures) will also be accepted via FAX (to 866-341-0998, as noted below). Except as noted, the preferred format is Adobe .pdf. If you are unable to generate .pdf files, submit the source documents to the RCIC, who will convert the files to .pdf before they are forwarded to Reviewers:
 - Application Fee (REQUIRED): The non-refundable Application Fee must be paid before your application will be accepted. This can be done either online through the RCIC website, or over the phone by calling the Houston Technology Center (713-658-1750). The Application Fee is \$250 for new applications. For applicants who have submitted applications in the preceding two funding rounds, the fee is \$125 (unless notified by the RCIC). Once your application has been accepted, the Application Fee is non-refundable.
 - Applicant Agreement (REQUIRED): Execute the Applicant Agreement and either FAX it or submit .pdf file via e-mail.

- Certification of Application (REQUIRED): Execute the Certification of Application page and either FAX it or submit .pdf file via e-mail.
- Application Form (REQUIRED): Complete the Application Form from the RCIC website, for this funding round, and submit .pdf file via e-mail. NOTE, it is strongly recommended the Application Form does not include any references to other documents. Referencing other documents could increase the probability those documents would also be subject to a Public Information Request. Your company's top executive (CEO or President) should be listed as the official contact in the application form.
- Business Plan (REQUIRED): Provide a copy of your Business Plan. Please try to keep the Business Plan to no more than 30 pages in length. It is strongly recommended that an accountant review any financial data included in your business plan or other application documents. Submit Business Plan in .pdf format via e-mail.
- 2-Page Executive Summary (REQUIRED): Provide a TWO PAGE executive summary for your company. This document must be in Microsoft Word format and submitted via e-mail. The executive summary must fit on no more than two pages. Submit the .doc or .docx file via e-mail.
- Management Team/Board of Directors Background (REQUIRED): Provide resumes, bios or CVs for each member of the management team and board of directors, in .pdf format, submitted via e-mail. Make sure to highlight any prior experience that is relevant to each individual's role with your company. Even if this material is included in your business plan, please provide this information in one or more separate files.
- University Collaboration (REQUIRED): Provide copies of any LOI, MOU or other legal agreement between your company and a Texas university, documenting the meaningful collaboration that meets the ETF university collaboration requirement. Please provide this documentation in .pdf format, submitted via e-mail.
- Independent Technology Validation (REQUIRED): Provide copies of any documentation on the independent validation that has been done on your technology. This could be evidence of a peer-reviewed federal grant, peer-reviewed published article, review by an independent technology expert, evidence of independent testing of your technology (by potential partners or customers), or any other validation that has been done independently from your company. Please provide this documentation in .pdf format, submitted via e-mail.
- EDO Support Letter (optional): A support letter from a local Economic Development Organization (EDO) is optional. If you have one, either FAX it or submit .pdf file via e-mail.
- Partner Letters (optional): If you have any letters of support or intent from partners, you may submit these documents, in .pdf format, via e-mail with your application.
- Sales and Marketing Materials (optional): If you have any sales and marketing materials, you may submit these documents, in .pdf format, via e-mail with your application.
- Presentation (optional): If you have a presentation on your company, technology, or the commercialization project, you may submit the presentation, in .pdf format, via e-mail with your application.

- Additional Documents (optional): You may also submit any additional documentation that you believe may assist reviewers in assessing your application. These additional documents should be in .pdf format, submitted via e-mail with your application.
- You will be notified via e-mail when your application has been accepted for processing by the RCIC. This will typically occur within one business day.
- After the Application Submission deadline has passed, you will be provided a list of the volunteers who will be reviewing your application for the RCIC. You will be provided a short period to review this list and indicate any volunteers who may have a potential conflict of interest with your application. Failure to provide a response within the provided time period will indicate your acceptance of the volunteers, without any objection.

Review Committee Semifinalist Selection Meeting:

- Applicants do not attend this meeting.
- The Review Committee will review your submitted application documents and will vote to select as Semifinalists those applications that appear to meet the ETF eligibility criteria and merit further review.
- In rare circumstances, a member of the Review Committee may contact you during the meeting, if there is a critical question from the Committee that must be answered before they can vote on your application. Do not count on this happening – provide enough information with your application documents to demonstrate you meet the eligibility criteria and could be considered for an ETF award by the State.
- You will be notified by e-mail within 24 hours of the decision of the Review Committee.
- If you are selected as a Semifinalist, you will be invited to the Finalist Selection Meeting and asked to make a 15-minute presentation and bring your management team for a Q&A session with the committee. You will be provided a template to be used for your presentation.

Review Committee Finalist Selection Meeting:

- Invited applicants are **REQUIRED** to attend this meeting.
- If there are too many Semifinalists selected to present on a single day, non-life-science Semifinalists will be invited to present at the second Finalist Selection Meeting. Non life-science applicants should reserve both Finalist Selection Meeting dates. The actual presentation time will be assigned when selected as a Semifinalist.
- Your company's top executive (CEO or President) should start the presentation. One other member of the management team may also give part of the presentation (for example, sometimes companies will have their CTO give the slides on the technology).
- Your company should have up to 4 members of your management team present – the company's top executive, chief technologist, person responsible for revenue generation (sales/marketing), and someone who can answer financial questions.
- You will make a 15 minute presentation, followed by Q&A with your management team.
- The committee will then deliberate in private and vote on selecting your application as a Finalist.

- You will then be provided feedback from the committee and notified of their decision.
- Finalists will have an opportunity to update their application documents and presentation, incorporating feedback from the Review Committee.
- Applications for Life Science Finalists will be submitted to the Texas Life Science Center for review.
- All Finalists are invited to make a presentation at the RCIC Board meeting.

RCIC Board Meeting:

- Invited applicants are REQUIRED to attend this meeting.
- The same format is used as for the Finalist Selection Meeting – 15 minute presentation and Q&A with your management team.
- The Board will then deliberate in private and vote on selecting your application for submission to the State.
- You will then be provided feedback from the Board and notified of their decision.
- Applicants selected for State submission will have an opportunity to update their application documents and presentation, prior to the State submission deadline.
- Companies that are not yet structured as C-Corp must now execute their reorganization prior to the State submission.
- The RCIC will provide additional due diligence documents that must be completed for inclusion with your application documents when they are submitted to the State. You will also be provided the list of documentation that may be requested by the State if they decide to perform a full diligence review of your application.
- The RCIC will perform basic due diligence on your company and your management team, searching the State's databases for any issues that might impact your company's ability to be approved by the State (outstanding tax issues).

State Presentation Day (Austin):

- Invited applicants are REQUIRED to attend this meeting.
- The format is similar to what has been done at the RCIC, except the State will allow 20 minutes for the presentation.
- At the end of your session, you will be notified of the decision of the Advisory Committee members attending your session, and they will provide you brief feedback.
- The full Advisory Committee will meet within two weeks of the Presentation Day to make the final decision on their recommendations for each application.