FuzeHub's Manufacturing Grants: SBU RF Internal Review Process

Updated on 1/12/2022

Preamble

FuzeHub's annual competition of Manufacturing Grants requires manufacturing companies to partner with a non-profit entity to apply for the matching grant. The limit of three non-profit centers within Stony Brook University (SBU) are allowed to submit an application for a company to FuzeHub for this track of grant funding. (See Appendix I.)

Because of this quota, SBU will hold an internal evaluation to choose the three proposal applications which will be given a letter of approval for the review and move forward to submit their applications to FuzeHub with the SBU partner as the non-profit lead.

All other applications that are not selected to submit their proposal through SBU will be encouraged to partner with another appropriate nonprofit outside of SBU in order to be able to still submit the company's application to FuzeHub.

Internal Competition Process for FuzeHub's Manufacturing Grants

Applications for the FuzeHub grant must be submitted by a SBU organization that will partner with the manufacturing company to see the project through. If a company would like to submit an application to FuzeHub in partnership with SBU, the following internal process must be followed:

- A call for proposals will be released for the FuzeHub Manufacturing Grant [two months] before the opening of the application period. (FuzeHub announcement was received on January 12, 2022.)
- **Deadline <u>January 25, 2022</u>:** All applications with supporting documentation must be submitted through *myResearch* (http://myresearch.stonybrook.edu), in collaboration with SBU PI, during the application period. The supporting documentation must include the following. Applications with incomplete document, or if submitted after the deadline, will be returned without review.
    - All of the application questions answered in either Word or PDF format.
    - The manufacturer (industry partner) must pass "Stage 1" eligibility check (Appendix III) on the Application site (https://fuzehub.smapply.io/acc/sr/). A screenshot of this eligibility check must be included in the *myResearch* proposal.
    - The two-page project description and any photos must not exceed 2 pages.
    - The one-page FuzeHub budget template must be completed with notes if required. Include any quotes pertaining to the budget item as supporting document.
    - Provide the company's letter of commitment.

    - Provide any additional support documents, no-conflict of interest letter, etc., that is to be reviewed with the proposal.
- **Review Panel:** MTRC will appoint a review panel to review the applications and select the three finalists that will move forward and apply to FuzeHub in partnership with SBU partners. The review panel will use the criteria of FuzeHub Review Criteria [2].
    - The review panel will be comprised of SBU personnel and individuals from industry without conflict of interest in the application or its process.
- **Deadline <u>January 28, 2022</u>:** The companies and corresponding SBU partners will be notified as to whether their proposal was selected by the review panel by [deadline, two weeks] before the opening of the FuzeHub application.
    - The three finalists will receive a letter of approval to include with their FuzeHub applications. Only projects with a signed letter of approval will be formally accepted by FuzeHub for application of the award through SBU.
    - If a project is submitted to FuzeHub through SBU and does not have a signed letter of approval, FuzeHub will not accept the application as one of the three applications from SBU.
- All proposals submitted for this SBU internal competition must list an alternate non-profit partner organization. This will allow the companies that are not selected to partner with SBU to connect with the alternate non-profit partner organization to submit their application to FuzeHub.

The deadline of online submission to FuzeHub (https://fuzehub.smapply.io/acc/sr/) is on February 4, 2022 by 4:00PM (EST). It is the responsibility of the PI and the manufacturer (industry partner) to ensure that the final proposal is submitted to FuzeHub on time.

Appendix I: FAQ from FuzeHub [1]

Q: We are a college or university looking to submit several grant applications; are there any restrictions to the applications we can submit?

A: Yes, colleges and universities are allowed up to three applications per funding round, but each application should clearly be from different departments or centers with distinct projects and companies. University applicants must provide the subset of the university such as college, school or department in the application form. In the case of the SUNY system, only three applications may come from a single campus, regardless of whether the applications are submitted directly or through the RF SUNY.

Appendix II: FuzHub Panel Review Board Criteria and Review Process [2]

Eligible applications will be evaluated by a selection panel based on, but not limited to, the following criteria:

1. **Degree to which the project is transformational, unique, and/or will lead to new or improved products or technologies (7 points)**

   The application should fully describe the transformative/ disruptive/innovative potential of the project or project outcome compared to current industry options and existing commercialization potential.

   Examples of innovative projects include: improvements in a current manufacturing process or product; a completely new, break-through product, process or technology.

2. **Expected impact on the company/companies involved in terms of new/retained sales, cost savings, new investment, and/or jobs (7 points)**

   The applicant should clearly outline economic impacts including, but not limited to: new sales; operational cost and/or time savings; quantifiable product or process performance improvement; new customer base opportunity; new markets; new production partnership or supplier relationship; new investment or funding opportunity; and/or the number and type of new hires/ positions created or retained.

   The application should show how the impacts claimed are in line with the proposed project activities and timeline, and clearly define the success evaluation criteria.

3. **Project readiness, team qualifications, and team capacity (5 points)**

   The applicant should identify every project team member. For each team member, clearly define: role, skill, ability, credentials (prior experience, degrees, awards) and availability. If there are gaps in the team, describe how these gaps may be addressed to successfully complete the project. Include advisory team, if applicable. The application should provide details to evidence whether the team has the ability to implement the project immediately if awarded.

   For current awardees, delinquent grant reporting is taken into consideration when evaluating application proposals.

4. **Reasonableness of budget and use of resources (3 points)**

   The application materials, as well as the project budget, should demonstrate that the individual expenses are relevant and necessary to accomplish the project goals, and that the budget expenses are reasonable, justifiable amounts and generally in line with the expected cost of a particular given item. The application materials should explain how the applicant team is leveraging the resources available to them in the most effective way.

   If consultants and vendors are not located in New York State, it is recommended that the applicant explain why the products, services, or expertise are being procured out of state.

5. **Alignment with the FuzeHub Manufacturing Grant mission to encourage collaboration between not- for-profit organizations and small to medium-sized manufacturing companies (3 points)**

   The narrative should highlight the cooperation between the not-for-profit and the industry partner. Describe the benefits that each organization will gain as a consequence of this project. Application materials should explain how the project will impact the manufacturing industry as well as how the not-for-profit applicant and the industry partner(s) will benefit from FuzeHub manufacturing grant funding.

Appendix III: Eligibility and Qualification

Each manufacturer (industry partner) identified in the application will need evidence of:

- At least one physical establishment in New York State, and no more than 500 employees across the entire firm or enterprise worldwide;
- Registration with Dun & Bradstreet evidenced by a D&B account number. The D&B profile must include a manufacturing North American Industry Classification System (NAICS) code. See guidelines for list of eligible NAICS codes.
- At Least 4 awards will be granted to projects in which the industry partner is a startup manufacturer who does not request funds towards the cost of purchasing equipment. For the purposes of this grant, a startup is a company that has:
  - Less than $2M in revenue to date; and
  - Been in business for 5 years or less (7 for life science, biomedical, or medical device companies)

Reference:

1 2022 Manufacturing Grant Application Frequently Asked Questions (FAQ)
2 FuzeHub Jeff Lawrence Innovation Fund Manufacturing Grant Guidelines p.6