



Maternal and Infant Health R&D Grant Round 2 Frequently Asked Questions (FAQs) June 14, 2024

1. Where can I find all application templates (i.e. Milestone & Budget, CSIT Certification)?

The Milestone & Budget and CSIT Certification templates can be found on the program page and are also embedded in the online application on the CSIT website at <https://www.njeda.gov/maternal-and-infant-health-grant/>

2. How do I document hours worked if there are currently no W2 employees and all workers are unpaid?

If the applicant currently has unpaid workers, the applicant should provide as appropriate a Shareholder Agreement, K-1 or letter documenting the names of the individuals working, hours worked, and a note that there is no compensation. Hours worked by founders/CEOs may be included.

3. Do provisional patents count towards IP?

Yes, please include information on provisional patents; they will be considered in the evaluation of innovation.

4. Will you send out the slides after the Program presentation?

A recording of the webinar and the presentation slides will be uploaded on the CSIT program page at <https://www.njeda.gov/csit/>.

5. What is the estimated award/project start date?

We anticipate making awards in Q4 2024.

6. Applicant must have at least one full time employees and also have fifty percent or more of the work of its employees, including founders and contractors, conducted in NJ (calculated on an FTE basis – 35 hrs. per week). Are these requirements at the time of application or time of award?

As per the NOFA, each applicant to the Program must meet all eligibility criteria at the time of application and during the entire review and approval period to be eligible for an award. Refer to NOFA for more information. Each applicant must:

- Have no more than 50 full-time equivalent (“FTE”) workers at time of application.

FTE workers are calculated on a “full-time equivalent” basis. This means that multiple part-time workers with combined work hours of 35 hours a week equals a single FTE; and

- Have a minimum of one full-time workers (working a minimum of 35 hours per week) at the time of application. A founder can be counted as a worker, and a worker may be paid or unpaid.

The one full-time workers requirement is not measured on a full-time equivalent (FTE) basis. Both full-time workers must work 35 hours or more per week for the company.

7. For the company website, we own our domain but are trying to keep details offline while we capitalize the company. Is the existence of the website part of the scoring process?

No, the existence of a company’s website is not considered as part of the scoring process.

8. When calculating FTEs working in NJ, can I include worker hours that are not technical, or research related?

Yes. CSIT does not require FTE workers to conduct a particular kind of work.

9. If the work done in NJ is funded by other sources, such as federal grants, can it still be counted toward the FTE calculation?

Yes, CSIT does not evaluate how the applicant's FTE employees are funded.

10. Does a company need a New Jersey presence to apply for the Grant or can we move there after receiving funding?

Each Applicant must meet the following eligibility criteria at the time of application and during the entire review and approval period to be eligible for an award. Eligibility criteria include but are not limited to:

- Be authorized and in good standing to conduct business in NJ. Have a current valid NJ tax clearance certificate addressed to New Jersey Commission on Science, Innovation and Technology. All certificates listing another state agency will be rejected.
- Have no more than 50 full-time equivalent ("FTE") workers (FTE is calculated on a 35-hour work week) at time of application.
- Have a minimum of one full-time workers (35 hours per week basis). A founder can be counted as a worker, and a worker may be paid or unpaid.
- Fifty percent or more of the cumulative hours worked by all workers, founders, and contractors must be conducted in NJ (as calculated on an FTE basis of 35 hours per week).
- Have less than or equal to five million dollars (\$5,000,000) in prior calendar year sales revenue (excluding grant revenue).
- Applicants are limited to a single application.
- Recipients of two or more active CSIT Seed and/or Demonstration Grants are ineligible for this Program.

11. Our company has received a sub-awardee from another company that has

received a federal grant. Is the amount of subaward of the federal grant to our company excluded from the revenue determination for eligibility for the Grant Program?

The amount of the federal grant that is a sub-award to your company is not included as part of the revenue total for your company.

12. The eligibility requirements state that an applicant must have less than \$5,000,000 in prior year revenue; how does CSIT determine prior year revenue?

The federal tax return is used as the source of revenue verification for the Program, unless no tax return was required to be filed.

If taxes have not yet been paid for the company, please provide a signed letter from the CEO indicating what the level of revenue was in the last year. If there are no paid employees for the company, please provide documentation that indicates that the individuals are working without compensation – for example: company formation documents showing shareholders, offer agreements to individuals, K-1, or letter indicating that individuals are working for no cash compensation. Indicate the number of hours worked per week for each individual.

13. My business was formed out of state; am I still able to apply for this Program?

A company that is located in New Jersey and has all of its employees located in New Jersey may apply for the Grant. The company must be registered to do business in NJ, but may have formation documents from another state. Please review the Notice of Funding for the required documentation.

14. Our company is still in the process of completing our Minority Ownership Certification. If the certification will not be issued by the submission deadline, am I still eligible for the bonus scoring?

The Program application must be submitted by 5pm on July 26th. The deadline for submitting the Minority Ownership Certification is August 16, 2024; relevant bonus points will not be awarded if the certification is not issued by then.

15. Is a NJ university license agreement required if our company has not entered into any such agreements to date?

No – A NJ university license agreement is not required to qualify for this Grant.

16. If our company was formed in 2023 and we have not yet paid taxes what documentation should we provide? Also, if we have no paid employees what documentation is required?

If taxes have not yet been paid for the company, please provide a signed letter from the CEO indicating what the level of revenue was in the last year. If there are no paid employees for the company, please provide documentation that indicates that the individuals are working without compensation – for example: company formation documents showing shareholders, offer agreements to individuals, K-1, or letter indicating that individuals are working for no cash compensation. Indicate the number of hours worked per week for each individual.

17. Is laboratory rent of a qualified facility an eligible expense?

No. All real estate rental expenses are ineligible for funding.

18. I'm a certified disabled owned business enterprise (DOBE), certified by a third-party entity. Will this designation be recognized like MBE and WBE certifications are?

At this time, the DOBE certification does not qualify the applicant for bonus points.

19. Can the team include members who are not working on the project currently but have an agreement with the company to work if funding is approved?

Team members who are not currently working on the project cannot be counted as employees to qualify for eligibility. They can be a part of the company's team but will NOT be considered on the employee log. All employees noted on the Employee Log must be working at the company at the time of the application and throughout the entire review and approval period. You may list only new employees that will join if the project is funded in the section of the application that lists project team members.

20. How much of the budget proposed for the project may be spent on IP patent prosecution and licensing related expenses?

No more than 30% of the budget proposed for the Project, in the aggregate, may be spent on: IP patent prosecution and licensing-related expenses.

21. How are Funds Disbursed?

Funds will be dispersed on a milestone basis. Each milestone will have deliverables, which must be submitted and approved before receiving the funding for that specific milestone.

- First Milestone: Eighty percent (80%) of the grant will be disbursed upon execution of a grant agreement.
- Second Milestone: Final twenty percent (20%) of the grant will be disbursed upon submission of an approved Economic Impact Report and Final Project Completion Report (approximately 12 months after execution of grant agreement).

22. When is the application Portal scheduled to open?

The New Jersey Commission on Science, Innovation and Technology ("CSIT") will launch an online application on 9am on June 17, 2024 at <https://www.njeda.gov/maternal-and-infant-health-grant/> Applications will be accepted through July 26, 2024 at 5pm.

23. When are submitted applications reviewed for document and completeness and compliance?

Submitted applications are reviewed for document and completeness and compliance on rolling basis. Following the completeness review, applicants with missing documentation will receive an email notification from CSIT to submit or re-submit any missing or incomplete required documentation by the 10th business day following the day on which it receives such notification.

24. Where should applicants submit missing documents electronically?

Applicant's should submit missing documentation electronically to csitmaternal@njcsit.gov with the email subject line "Maternal and Infant Health R&D Grant Program Round 2 - Missing Documentation Submission- [Company Name]".

25. What is the minimum score to be considered for an award?

The application must receive a minimum score of 70 points (out of 100) on Innovation, Market Opportunity and Strategy, Implementation plan: budget and milestones, Economic, Economic and Broader Impact, and Team.

26. When will awards be announced?

Awards are expected to be made by fourth quarter (Q4) of 2024.

27. Can the total project budget be over \$75,000 but the applicant only applies for \$75,000 within the Grant?

Yes, if the total project budget amount is over \$75,000 the applicant can still apply to the Program for up to a maximum amount of \$75,000.

28. Can a company/applicant submit multiple applications?

No, applicants are limited to a single application.

29. I am a recipient of Maternal and Infant Grant Program, Round 1. Can I apply for Round 2 with a different project focus?

You are eligible to apply for the Round 2 grant with a different project focus. Recipients of two or more active CSIT Seed and/or Demonstration Grants are ineligible for this Program.