

# Commercialization Milestone Grant Required Elements Checklist

PI \_\_\_\_\_ Email \_\_\_\_\_@mtu.edu Phone 7-\_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

Project Title \_\_\_\_\_

CMG proposals are limited to no more than thirteen (13) pages. Please review the checklist below before final submission of your proposal. Be sure that you have included ALL the necessary requirements in the correct order before submitting this proposal.

<input type="checkbox"/> Required Elements Checklist		Does not count toward page limit
<input type="checkbox"/> Michigan Tech Transmittal Form	Complete and obtain all of the necessary signatures on the Michigan Tech Transmittal Form.	Does not count toward page limit
<input type="checkbox"/> Abstract	<b>Project Title.</b> <b>Investigator(s).</b> <i>The investigators names, including their departments and email addresses.</i> <b>Proposal Summary.</b> <i>A short, 300 word summary of the proposed project.</i>	1 page
<input type="checkbox"/> Technology Description	<i>A non-proprietary description of the technology that is succinct, but sufficient to evaluate the commercialization plan.</i>	1 page
<input type="checkbox"/> Commercialization Plan	<i>A brief description of the plan for market assessment and commercialization of the technology, and a description of how proposed milestones support that plan. Detail must be sufficient to allow assessment of the likelihood of future funding for the development of the technology upon completion of the CMG project. All funded CMG projects will be subject to on-going monitoring by IIE.</i>	2-3 pages
<input type="checkbox"/> Budget	<i>You will need to create and submit your budget (and budget justification) to the Sponsored Programs Office (SPO), via <a href="mailto:rsch@mtu.edu">rsch@mtu.edu</a> when you submit your proposal. If cost share is used, then the cost share form will also need to be submitted with your budget. <b>Include a copy of your approved budget (and signed cost share form if applicable) with your final proposal.</b></i>	Does not count toward page limit
<input type="checkbox"/> Budget Justification	<i>A short description of the need for each budget item, including the use, source, and amount of any other (non-CMG) funding.</i>  <i>1. Supplies and services need to be outlined in sufficient detail for the committee to determine how you arrived at your estimate.</i>  <i>2. Travel detail: all travel costs over \$1,500 must include hard copy back-up documentation for expenditures outlined, i.e. estimated airline travel costs (from United Airlines website), Michigan Tech per diem calculated, conference information and fee documentation. In other words, each trip should have a travel expense estimate along with supporting documentation. The committee wants to easily see where you are traveling to, benefits of the travel, and how you arrived at your estimates.</i>	1 page
<input type="checkbox"/> Human Health Impact Statement	<i>If applying for <a href="#">PHF-REF funds</a>, a clear statement of impact (one-page maximum) relevant to the five <a href="#">Portage Health Foundation</a> pillars is required. This section should also clearly describe project timeline and plans to secure funding from NIH and related agencies or foundations.</i>	Does not count toward page limit
<input type="checkbox"/> Existing Resources	<i>A description of existing resources available to the investigator(s) to complete the proposed work.</i>	1 page
<input type="checkbox"/> Invention Disclosure	<a href="#">Invention Disclosure Form</a>	4 pages
<input type="checkbox"/> References	<i>References cited in the proposal, including a reference to the University invention</i>	1-2 pages
<input type="checkbox"/> Three page vitae	<i>A complete proposal packet must contain a current profile for each investigator. You may use any format (i.e. Digital Measures, NIH), but please keep the length at a maximum of three (3) pages. <a href="#">Digital Measures</a> can be found online.</i>	Does not count toward page limit
<input type="checkbox"/> Letter of Support	<i>Obtain at least one letter of support from appropriate entities related to the market the technology is designed to serve.</i>	Does not count toward page limit

The proposal must be formatted according to the following guidelines or it will be returned without further review:

- [Times New Roman](#) font at a font size of 12 points. (If you do not have access to this font, contact your systems administrator). Note: a smaller font size may be used for mathematical formulas, equations, figures, tables, or diagram captions. This text must still be readable.
- Margins in all directions must be at least one inch.
- The proposal must be single spaced.
- Page numbers should be placed at the bottom center of each page with the exception of attachments, i.e. profiles from [Digital Measures](#), letters, etc.