

Policy for Third-Party Service Providers

Background

The Center for Technology Commercialization (CTC) administers grant programs (“Microgrants”) on behalf of the State of Wisconsin through the Wisconsin Economic Development Corporation to assist Wisconsin businesses (WisBiz) in the development of competitive SBIR/STTR applications and in commercializing technologies. WisBiz must apply for a Microgrant and designate a Third-Party Service Provider (TPSP), and upon approval of the Microgrant, to conduct the work. WisBiz is reimbursed upon completion and documentation of prescribed milestones and deliverables. See Exhibit 1 for typical Microgrant award milestones and deliverables.

In order to be eligible as a service provider under these programs, a provider must complete an application to be included in the online Service Provider Directory. To maintain eligibility, SBIR/STTR applications, commercialization plans, and other approved Microgrant deliverables must meet minimum quality levels as determined by the CTC Grant Application Review Team.

WisBiz and TPSP Agreements

- The Microgrants reimburse work completed by the TPSP contracted to WisBiz. All agreements are between WisBiz and TPSP, and not CTC, and CTC approval is not required.
- CTC through the UW System Business Office (BO) reimburses the WisBiz upon successful completion and documentation of the milestones and deliverables (Example Exhibit 1).
- In order that the state funds are utilized effectively to benefit the WisBiz and the state, it is expected that the WisBiz and TPSP will execute an agreement that clearly defines the work to be performed and terms of the work performance. CTC expects that the agreements will include as a minimum, but not be limited to the following terms and conditions:
 - Scope – Specific delineation of the work to be completed by TPSP on behalf of WisBiz, including tasks, level of effort, deliverables, cost, and schedule, and include the specific deliverables required by CTC for the WisBiz to be reimbursed under the Microgrant award. Note that CTC reimbursement is limited to a maximum of \$4500 for each Microgrant.
 - Confidentiality – WisBiz will likely expect that information generated by the TPSP be kept confidential. Confidential information as defined in a consulting agreement should be specific and clearly limited in scope and time duration to that which arises directly as a result of the consulting activity.
 - Intellectual Property – WisBiz will likely expect that intellectual property that is generated as a direct result of the WisBiz/TPSP Agreement, including copyright, will be retained by WisBiz and not the TPSP. Any such Intellectual Property should be clearly defined in the Agreement.

Application Review Process

Potential service providers must create an online profile for the Service Provider Directory. They must also submit two (2) work sample (ie SBIR/STTR applications and/or commercialization plans) that represent their work and substantial contribution, and two professional references. Review of the applications is performed by CTC staff and is intended to verify that the provider has experience creating SBIR/STTR applications, and has relevant business development and commercialization experience with multiple clients. If a potential provider is unwilling or unable to complete the application and provide the required material, they will not be listed in the Service Provider Directory and, consequently, will not be an eligible service provider.

Review of SBIR/STTR Applications Submitted

Each Microgrant application identifies the selected service provider and includes detail on the proposed project. If a Microgrant application is approved by the CTC Grant Application Review Team, it is assumed that a CTC Consultant will be actively engaged in the development and review of the SBIR/STTR application, and that the feedback and concerns of the CTC Consultant are addressed. It is also expected that a Draft Application will be prepared in time to participate in the CTC Pre-Submission Review if there is an available Review in advance of the SBIR/STTR deadline.

If the CTC Grant Application Review Team has *significant* concerns about the quality of a submitted SBIR/STTR application, or if the Team believes the application to be substandard, the Team may take one of several actions including:

- Removal of the provider from the Service Provider Directory, thereby making the provider ineligible;
- Notifying the client (WisBiz) that CTC has concerns about the quality of submitted application and/or deliverables.
- Discuss remedial actions to be taken with the Service Provider.

Renewal

The TPSP must reapply every two years to remain as an eligible service provider. This biennial renewal application is waived if the TPSP has completed a Microgrant project in the previous 24 months and not violated this Policy. A TPSP may request by email to be removed as an eligible service provider at any time. A TPSP that has been inactive for two years will be removed from the eligible service provider list.

Delisting a Service Provider

The CTC grant administrator with consent from the CTC Grant Application Review Team may remove a provider from the Service Provider Directory if the provider has violated this Policy. Examples include, but are not limited to:

- Substandard SBIR/STTR applications or commercialization plans
- Inaccuracies in invoices or billing practices
- Submitting ineligible costs
- Unsatisfactory service provider survey results
- Complaints from clients on quality of work by service provider

Exhibit 1

Example Microgrant Award Letter that delineates the milestones and deliverables required for reimbursement of Third-Party Service Provider expenses

Subject: Notice of Approval – SBIR/STTR Assistance Micro-Grant

Dear _____,

Thank you for your interest in the Center for Technology Commercialization (CTC) *SBIR/STTR Assistance Micro-Grant*. **Congratulations, your application has been accepted.** You will receive reimbursement based on successful completion of the requirements:

Stage I: For reimbursement of projects costs up to \$1,500 the following deliverables are required:

- Receipt of your signed Stage 1 Service Provider Quote
- A copy of an email exchange with the SBIR/STTR Program Manager
- A copy of your project plan including key completion milestone dates
- A copy of your specific aims or technological objectives
- Specified project meetings with service provider and CTC consultant
- Receipt of your signed Stage 1 certification statement
- Receipt of your Service Provider invoices totaling all your efforts towards this Stage 1 work.
- Receipt of paid invoice from your CTC Service Provider detailing all services for Stage 1 and associated costs.
- A completed ACH form.
- An invoice for requested disbursement amount.
- A completed W9 form.

Stage II: For reimbursement of project costs up to \$3,000 the following deliverables are required:

- Receipt of your signed Stage 2 Service Provider quote
- Receipt of your signed Stage 2 Certification Statement
- A copy of the full SBIR/STTR application
- Notification of successful submission
- Receipt of paid invoice from your CTC Service Provider detailing all services for Stage 2 and associated costs.
- An invoice for requested disbursement amount.
- A completed W9 form (if not submitted for Stage 1 payment).

Payment requests can be made for each stage individually or for both combined. This micro-grant approval will expire one year from the date on this notice; all payment requests must be made before this expiration date.

To make a payment please upload your deliverables to our grant management system (www.grantinterface.com/Home/Logon?urlkey=uwex).

**University of Wisconsin System
Center for Technology Commercialization**



The awardee agrees to report impact when requested from CTC for one year following micro-grant award.

Questions about your *SBIR/STTR Assistance* application may be directed to your CTC Consultant. For assistance with micro-grant processing you can contact our Program Manager at wisconsinctc@uwex.edu or at [608.263.0398](tel:608.263.0398). For general questions about other programs, please visit the CTC websites at www.wisconsinctc.org and www.wisconsinsbir.org.

Congratulations on your successful application and we look forward to working with you.