

NY-MEP Manufacturing and Technology Resource Consortium Program Description and In-take Form

The MTRC at Stony Brook University is New York's Manufacturing Extension Partnership (NY-MEP) center for the Long Island region. The center is designed to assist small to medium-sized manufacturing companies develop business growth and increase competitiveness. Through our partners, we assist in incorporating new technologies, developing new products, improving productivity, assist companies to accelerate commercialization, prototyping, product validation, as well as aide in identifying potential funding.

The MTRC helps companies assess their needs, define projects, and connects companies with the appropriate program partner resource match. Though our cluster focus is biotechnology, MTRC provides support to many different types of companies in the Long Island region. Through our team of experts in research and development, continuous improvement, technology development, workforce training and development, and consulting services, we are with you every step of the way.

MTRC SUPPLEMENTAL AWARD ELIGIBILITY

MTRC provides supplemental awards to qualified manufacturers to offset the cost of the company's project.

1. Company must have a registered **Dun & Bradstreet (D&B) number**
2. A **manufacturing NAICS code** registered in the D&B profile:
 - NIST qualifying manufacturing NAICS Codes:
310000 – 39999, 423510, 488991
541330, 541380, 541710-541719, 561910, 811310
(If you are unclear how to acquire a mfg. NAICS code in your D&B profile or need assistance as to how to register for a D&B # please contact cynthia.colon@stonybrook.edu)
3. Company must provide **cash investment** into the proposed project. Commitment to pay for their portion of the project is crucial for the company to receive the supplemental award.
4. The project narrative should detail the **job creation** and/or layoff prevention that the company proposes.

PROGRAM REQUIREMENTS

Funding and Eligibility Guidelines

Program funding and parameters are established by NY Empire State Development. The award is funded only after the recipient has met all conditions of the program. In all circumstances, funding should be viewed by the applicant as a percentage reimbursement for work completed following grant approval.

The grant award recipient should expect to execute a Funding Agreement with MTRC. Grant amounts are awarded at the maximum allowable award for each project.

If you are applying to MTRC with more than one project, you must indicate that clearly on the Supplemental Award Application Cover Sheet.

Post – Award Requirement - Client Survey

Completed projects are reported to NIST quarterly. Once your project is completed and reported, the company will go into queue to be surveyed, by a third party, on the economic impact of the award. Sample questions asked are in the agreement. If the survey is not completed within the allotted time, the company will be invoiced for the amount of the supplemental award.

APPLICATION PROCESS

The process of working with the MTRC and obtaining supplemental funding for your project is relatively simple if the project qualifies. It is highly recommended that a preliminary meeting be arranged between the MTRC staff/program partner and the decision-makers involved with the project from the company. We like to learn about your company's history, growth potential and proposed or developing project. In addition, this initial meeting explains the MTRC procedures, agreement requirements, required paperwork and other important issues involving the project in further detail. At the very least, a telephone conversation can resolve most application questions.

Preliminary documents to submit for all award categories:

1. Completed Supplemental Award Application Cover Sheet.
2. Brief company biography or weblink to online page with the same.
3. Project narrative including potential economic impact.
 - Briefly describe the project(s) you are submitting for potential award support. Describe how the project relates to manufacturing and in what aspect the award will be used. You must include any job creation and/or retainment that is expected as a direct result of this project.
4. Copy of any proposal that supports the award objective you apply for
 - Example: If you are applying for the workforce training objective, you must include a copy of the training proposal.
5. Detailed budget for the proposed project. Expected costs and supporting documents such as an invoice, quote or a copy proposal budget.
6. W-9 signed

Additional documents are required based on specific award categories. Please see the full Required Documents list on page 4.

After staff review, if the project qualifies under one of the grant objectives, an agreement will be drafted and sent to the company representative for approval and signature. If the agreement is not signed within 30 days of receipt, the agreement is voided.

For each project, there is a condition/milestone that must be met before the supplemental funding is dispersed. Once that condition is met, the award will be submitted for payment directly to the company.

Supplemental Award Application Cover Sheet and In-take Form

Please fill out this in-take form and include it with your application. The checklist that follows indicates the required documents needed for completing an application for the MTRC Supplemental Award Grants.

Company Name: _____ County: _____

(Award applicable to companies in Nassau or Suffolk counties only)

Address/City/Zip: _____, _____, NY _____

Company Website: _____

Company Contact: _____ Title: _____

Phone Number: (_____) _____ Email: _____

D&B Number: _____ NAICS Code*: _____

Is the company a registered MWBE company: Yes, MWBE Certification No. _____ No

Is the company a Department of Defense supplier: Yes No

Category of Supplemental Award(s) you are applying for:

- | | |
|---|---|
| <input type="checkbox"/> Consulting in Biotech Manufacturing | <input type="checkbox"/> Manufacturing Expansion – Equipment Purchase |
| <input type="checkbox"/> Consulting in Food Manufacturing | <input type="checkbox"/> SPIR |
| <input type="checkbox"/> Feasibility Study | <input type="checkbox"/> Workforce Development |
| <input type="checkbox"/> Federal Award Match: NYSEDA, SBIR/STTR, etc. | <input type="checkbox"/> Cybersecurity Assessment and Management |

Project involving one of the following Program Partners:

- | | |
|---|--|
| <input type="checkbox"/> Advanced Energy Center (AEC) | <input type="checkbox"/> Cold Spring Harbor Laboratories |
| <input type="checkbox"/> Brookhaven National Lab | <input type="checkbox"/> Composite Prototyping Center (CPC) |
| <input type="checkbox"/> Calverton | <input type="checkbox"/> Long Island Food Council (LIFC) |
| <input type="checkbox"/> Center for Biotechnology | <input type="checkbox"/> Long Island High Tech Incubator (LIHTI) |
| <input type="checkbox"/> Center for Corporate Education (CCE) | <input type="checkbox"/> SCCC, NCCC, NYIT, Hofstra, Farmingdale, or other College |
| <input type="checkbox"/> Center of Excellence-Wireless Information Technology (CEWIT) | <input type="checkbox"/> SensorCAT |
| <input type="checkbox"/> Center for Integrated Electric Energy Systems (CIEES) | <input type="checkbox"/> Small Business Development Centers (Farmingdale or
Stony Brook University) |
| <input type="checkbox"/> Clean Energy Business Incubator Program (CEBIP) | |

**MTRC can only grant supplemental awards to companies whose NAICS code is one of the NIST approved NAICS code for manufacturing, software is not included.*

Required Documents List For Application

I. Preliminary documents required with the application for ALL Supplemental Award Categories:

1. Completed Supplemental Award Cover Sheet
2. Brief company biography or weblink to online page with the same
3. Project narrative/Scope of work/Abstract
 - Briefly describe the project you are submitting for potential award support. Describe how the project relates to manufacturing and in what aspect the award will be used. You must include potential economic impact and any job creation and/or retainment that is expected as a direct result of this project.
4. Copy of any proposal that supports the award objective you apply for
 - Example: If you are applying for the workforce training objective, you must include a copy of the training proposal.
 - If you are applying for Consulting in either biotech or food manufacturing, please reach out to us at MTRC@stonybrook.edu to connect you with the appropriate consultant who will work with you to develop the project proposal.
5. Budget for the proposed project. Expected costs and supporting documents such as an invoice, quote or a copy of a proposal budget.
6. W-9 signed

II. Additional documents required based on specific award category:

Consulting – Biotechnology ONLY

- Copy of the Consulting Proposal developed by your company and Biotech Consultant. Please email MTRC_BiotechConsulting@stonybrook.edu to begin the process.

Consulting – Food Manufacturing ONLY

- Copy of the Consulting Proposal developed by your company and LIFC Consultant. Please email MTRC@stonybrook.edu or Info@LongIslandFoodCouncil.com to begin the process.

Manufacturing Expansion – Equipment Purchase ONLY

- Itemized list of equipment being purchased with price justification (PO, quote, etc.)
- Proof of at least 50% payment

NYSERDA/SBIR/STTR, etc. Match ONLY

- Copy of award letter
- Copy of proposal (with abstract and budget)

SPIR (Strategic Partnership for Industrial Resurgence) Match ONLY

- Copy of SPIR project proposal
- Award funds are released when 20% of the project account is expended. The PI will confirm.

Workforce Training ONLY

- Copy of training proposal
- Attendee sign-in sheet
- Proof of payment in full. Cleared check or bank statement, etc.