

**Appendix A-2:**

***Signature and Acceptance Form of  
Authorized Representative of the Applicant***

The undersigned is a duly authorized representative of the applicant listed below. The applicant has read and understands the Solicitation requirements. The undersigned acknowledges that all of the terms and conditions of the Solicitation are mandatory.

The applicant specifically acknowledges the application of the procedures regarding submission of sensitive information as set forth in Appendix D - General Terms and Conditions, Attachment A – “POLICY AND PROCEDURES REGARDING SUBMISSION OF “SENSITIVE INFORMATION”, and specifically agrees that it shall be bound by those procedures. The applicant understands that all materials submitted as part of the application are subject to disclosure under the Massachusetts Public Records Law; and acknowledges and agrees that MLSC has no obligation, and retains the sole discretion to fund or choose not to fund the application set forth herein, and that MLSC’s receipt of the application does not imply any promise of funding at any time.

The undersigned has either:

- specified exceptions and counterproposals to the Agreement (set forth in Appendix D - General Terms and Conditions) in the application;
- agrees to the terms and conditions of the Agreement and has included a signed copy of the Agreement with its Application; or
- is already a signatory to the Agreement.

The undersigned acknowledges and agrees that the failure to submit exceptions and counterproposals with this Application shall be deemed a waiver and the Agreement shall not be subject to further negotiation.

The applicant understands that, if selected by MLSC, the applicant and MLSC will detail and execute a Task Order that outlines the respective roles and responsibilities of all parties.

I certify that the statements made in this application, including all attachments and exhibits, are true and correct to the best of my knowledge.

Applicant: \_\_\_\_\_  
(Printed Name of Applicant)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix A-3: Application Narrative

### 1. Abstract *(This section should be no longer than one page in length.)*

Provide a brief summary of the proposed Project, including:

1. A description of the scientific research that will be conducted and potential medical applications that are likely to arise as a result of the research.
2. A description of the market, commercialization horizon, and specific potential health and economic outcomes in Massachusetts
3. The project team—applicant, key industry participants, and academic partners

*(The summary should not contain any proprietary information.)*

### 2. Threshold Eligibility Criteria *(This section should be no longer than one page in length.)*

- 1) Is the applicant for the proposed project considered an *eligible applicant* under the terms of the Solicitation?
  - a. Identify the Massachusetts university, college, or non-profit research institution affiliated with a university or college that is the applicant for this grant.
  - b. Identify any other Massachusetts universities, colleges, community colleges, academic health centers, non-profit research institutions, or federal laboratories that will participate in the project as a partner.
- 2) Is the Principal Investigator (PI) for the proposed project considered an *eligible Principal Investigator* under the terms of the Solicitation?
  - a. Identify the Principal Investigator, the academic institution or non-profit research institution that is his/her primary employer, academic affiliation, rank, and status.
  - b. Identify the most recent major federal research grant (R01 or equivalent) for which the Principal Investigator has served as PI, or the basis for the PI having a distinguished research record in industry.
- 3) Is the proposed primary Industrial Sponsor considered an *eligible sponsor* under the terms of the Solicitation?
  - a. Identify the primary Industrial Sponsor and the Massachusetts facility that is involved in activities most directly related to the proposed research.
  - b. Briefly describe research and/or manufacturing activities carried out in Massachusetts that are most directly related to the proposed research.

	<p>c. Identify any other industrial project partners and their presence in Massachusetts.</p> <p>4) Is the proposed project considered an <i>eligible project</i> under the terms of the Solicitation?</p> <p>a. Briefly describe the proposed area of life science research, including the current stage of development.</p> <p>5) Is the project budget considered an eligible use of funds under the terms of the Solicitation?</p> <p>a. Clearly identify match as at least 1:1, with a minimum requirement of 30% cash match clearly evidenced in the budget and budget documents. The type of in-kind match must conform to the types listed in the Solicitation.</p> <p>6) Does the proposal conform to the administrative requirements stated in the solicitation?</p> <p>a. State whether this proposal is the only submission or one of two submissions in this funding cycle from the research institution.</p>
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**3. Research Plan** *(This section should be no longer than five pages in length.)*

<b>3.1 Specific Aims</b>	<p>1) Describe the specific objectives of the research effort. Identify the technical questions that will be addressed by the research, and explain how addressing those questions will advance new medical applications.</p> <p>2) What are the specific health outcomes?</p> <p>3) Please provide an overview of the overall market related to the potential medical applications likely to arise from the proposed research.</p> <p>4) Describe anticipated economic outcomes in MA.</p>
<b>3.2 Relevance of Proposed Project to Industrial Sponsor(s)</b>	<p>1) Describe how the industrial sponsor plans to use the results of the research.</p> <p>2) To what extent is the proposed research central to the industrial sponsor's business strategy?</p> <p>3) Please explain how this grant adds value to the contributions that would otherwise be made by industrial partners.</p> <p>4) Identify any funding that the primary Industrial Sponsor already provides to the research institution.</p>
<b>3.3 Background, Significance, and Preliminary Data</b>	<p>1) Describe how the proposed research project builds upon previous research that has been conducted by the applicant research institution, its industrial partners, and other institutions worldwide.</p> <p>2) If available, provide any preliminary data that may assist reviewers in assessing the likelihood of success of the proposed project.</p>

<b>3.4 Research Design and Methods</b>	<ol style="list-style-type: none"> <li>1) Describe the approach to the research, major elements of research design, and key features of the methodology.</li> <li>2) Identify key milestones and success criteria.</li> <li>3) Identify problems you might encounter in the proposed research and how you intend to manage and/or resolve them.</li> <li>4) Identify (by reference) any institutional research policies/protocols (e.g., Vertebrate Animals, hazardous materials, biohazards) that apply to this project and how they will be addressed.</li> </ol>
<b>3.5 Work Plan</b>	<ol style="list-style-type: none"> <li>1) The plan should identify major roles and responsibilities: what will be done, where it will be done, and the methodology that will be employed to meet the objectives in section 3.1 - Specific Aims.</li> <li>2) Provide a task summary and timeline for the project.</li> <li>3) Provide a detailed description of the plans for interaction between the academic applicant and the industrial sponsor.</li> </ol>
<b>3.6 Bibliography</b>	Provide a list of key relevant publications, including patents, which are related to the proposed research (not subject to page limit).
<b>4. Principal Investigators &amp; Organizational Information</b> <i>(Section 4.2 should be no longer than 1 page in length.)</i>	
<b>4.1 Principal Investigators</b>	Provide biographical profiles of principal investigators (not subject to page limit).
<b>4.2 Research Laboratory</b>	<ol style="list-style-type: none"> <li>1) Describe the mission of the research institution and the research center or laboratory where the proposed research will be taking place.</li> <li>2) Describe any capabilities of the laboratory to complete the research with reference to facilities, equipment, and staffing.</li> </ol>
<b>4.3 Institutional Endorsement</b>	Provide a letter of institutional support signed by the highest-level administrator responsible for research (e.g., Provost, Vice or Associate Provost for Research, Chief Academic Officer, etc.) confirming that the proposal aligns with the priorities of the academic institution.
<b>5. Research Agreements and Intellectual Property</b> <i>(This section should be no longer than one page in length.)</i>	
<b>5.1 Research Agreements and Intellectual Property</b>	<p>Briefly describe the current status of any relevant research and intellectual property agreements between the applicant and industrial sponsor(s).</p> <p>In an appendix, provide:</p> <ol style="list-style-type: none"> <li>1) An executed copy of any such agreements, or</li> <li>2) A signed letter of intent stating that the applicant, sponsor(s), and other collaborators agree to develop and execute such agreements prior to any grant award.</li> </ol>

<b>6. Budget</b>	
<b>6.1 Budget Summary</b>	<p>Using the attached forms, provide a budget for project activities identified in this application, including the total requested from MLSC and total contribution expected from industry. Distinguish between cash and in-kind contributions. Follow all directions included in the forms, with special attention to the following:</p> <ol style="list-style-type: none"><li>1) Identify estimates for direct labor, materials, travel, indirect costs for the activities being supported by the program.</li><li>2) Indicate source, amount and type (<i>e.g.</i>, in-kind or cash) of matching funds. Note: Grant funds may be used only for the costs of project activities in Massachusetts-based academic institutions. The industry match, up to the 1:1 ratio, must be applied to Massachusetts-based project activities.</li></ol>