

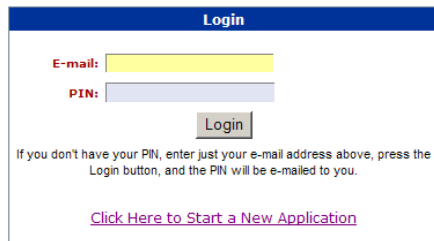
Instructions for Online CAT award Applications

The Online Grant Applications can be found at <http://www.biotech.cornell.edu/index.cfm/grant.home>.

Welcome to the Online Grant Application homepage for CAT awards. You may start an application now and submit it at a later date – anytime before the application deadline.

If you are submitting a **NEW application**, please click on the “Click Here to Start a New Application” link.

If you are returning to work on an **existing application**, please enter your email and pin. If you forgot your pin, log in using just your email and a new pin will be emailed to you.



The application has eight (8) sections. Once the *General Information* section has been filled out, you may jump to the other sections in any order. Required fields are in red. If you do not have the required information, please state so or enter N/A. In addition to this document, there are some instructions at the top of each section page. However, the online form is pretty self-explanatory.

The following is a detailed explanation of each field in the application and specific instructions for each field.

General Information Section

This section asks for general information about the principal investigator and the application. **DON'T FORGET TO SAVE!**

At the bottom of the page, there are two options to save your application. If you use the “Save Application Page” button, the “Grant Application Navigation” bar will appear at the top of the page allowing you to jump to any of the other 7 sections. If you use the “Save and Go to Next Step” button, you will automatically go to the “Matching Funds/Sponsors” section.

For new applications, once you SAVE the “General Information” section, a PIN number will be emailed to you. This will serve as your password (your email is your username) to get back into the application if you do not finish and submit in one session.

Once your application has been saved, you will be able to navigate to any of the sections by using the “Grant Application Navigation” menu bar at the top of each page.

FIELD NAME	INSTRUCTION
Grant Type	Select the type of grant you are applying for – CAT
Proposal Title	Please keep this as short as possible
New or Continuing Application	Choose New, or Continuing if an extension of work from a previous year
Project Start Date	Anticipated project start date. Funding cycle is normally July 1 st to June 30 th of the following year
Project End Date	Anticipated project end date
PI's Name	LAST, FIRST Middle or middle initial
PI Department	
Campus Address	If outside of Ithaca, please provide complete address
Phone number	Use format xxx-xxx-xxxx
E-mail Address	Please include additional personnel (administrator, eg) if they should be a permanent contact in addition to PI. Separate the emails by a comma. Please use format: full name <netid@cornell.edu>
Co-PI's Name	
Co-PI Department	
Co-PI Campus Address	
Co-PI Phone	
Co-PI E-mail	
Proposal Area(s) of Research	Check all that apply
Use of Human Subjects	Yes or No

IRB Approval Number	Only if using human subjects
Use of Vertebrate Animals	Yes or No
IACUC Number	Only if using vertebrate animals
Use of Proprietary Materials or Conflict of Interest	Yes or No. Special notes – the first refers to the use of proprietary materials that have any restrictions as to their use, and to the ownership or licensing rights for the discoveries made using those materials (for example, the use of Monsanto vectors which are covered by signed agreements); the second relates to any prior commitment of the PIs, or any others working on the project, for any results derived from the project. This does not apply to Federal or other research grants negotiated through Cornell. If either of these applies, please append explanation in the next field.
If yes above, explain	
Previous CAT or Innovation Fund Recipient	Yes or No; refers to any year since the establishment of the CAT in 1983.
Disclosures, Patents, Licenses, New Start-up, Corporate or Federal Funding	List if previous CAT or Innovation funding led to any of these quantitative items. List any economic impact not previously reported.

Matching Funds / Sponsor Information

Please provide information on the company or companies the PI is working with. You may need to ask the company for information such as the year it was established and number of employees. This section allows multiple sets of entries. Once saved, a new set of blank fields will show up allowing you to enter information of a second company.

Priority on CAT funding awards will be given to those applications that involve a genuine collaboration with New York industry and which will have potential significant impact on economic development in New York. PIs are urged to collaborate with their industrial sponsors in preparing the economic impact portion of their proposal, an increasingly important element in proposal evaluation.

FIELD NAME	INSTRUCTION
Name of Company	Provide name of company. If company is a subsidiary or division, provide name of subsidiary followed by name of parent company.
Contact Person	LAST, FIRST Middle or middle initial
Contact's Title	

Contact's Dept. or Unit	
Contact's Address	Provide full mailing address
Contact's Phone or Email	Provide both if available. Phone numbers should show xxx-xxx-xxxx.
This company has its worldwide corporate headquarters in NYS	True or False
Corporate HQ Address	Only if TRUE above
This company has a division in NYS	True or False
Division Address	Only if TRUE above
This company is not a NYS company	True or False. NYSTAR defines a New York State company as "... a for-profit enterprise with a fixed place of business in New York State employing regular full-time employees that either: a) has its worldwide corporate headquarters in NYS; or b) has a business unit with which contractor is collaborating with a fixed place of business in NYS housing its business unit headquarters, research, development, or manufacturing facilities."
Year Company Founded	
# Employees Worldwide	
# Employees in NYS	
Start Date of Support	Start date of support from company. Normally, it should match the start date of CAT funding – July 1 st annually.
End Date of Support	End date of support from company. Normally, it should match the end date of CAT funding – June 30 th annually.

Abstract – Goals and Objectives

In this section, please provide a brief abstract of your proposal. Successful applications will typically define the resulting intellectual property and economic impact of the new technology on New York State.

FIELD NAME	INSTRUCTION
Purpose or Goal	In 2-3 sentences, describe the overall purpose or goal of this project

	in layman's terms.
Abstract / Summary	Brief abstract in 500 words or fewer. Please use layman's terms.
Key Words	Provide fewer than 5 keywords that best describe your research.
Summary of planned commercialization path and application of research	<p>Briefly describe the commercial value of your proposed research, i.e., who will be interested in the results of your research, is it an improvement upon an existing technology or a replacement technology, and which industry or industries will be affected.</p> <p>Briefly describe your path to commercialization, i.e., what needs to be done before a product (or service) can be made for sales, and how long will it take.</p>
What economic impact is the project expected to yield and when will these occur?	<p>Briefly describe the expected economic impact when product (or service) is commercialized. NYSTAR defines economic impact as</p> <ul style="list-style-type: none"> • Number of jobs created • Number of jobs retained • Revenue increases • Cost savings • Federal funds acquired • Non-government funds acquired • Capital expenditures <p>When working with a company on the project, please have the company provide this information.</p>

Deliverables, Milestones, Timing

In this section, please provide the deliverables, milestones, and timing of completion for each milestone. This section allows multiple sets of entries. Start with your first goal or objective, and then state the milestones and timing for that goal or objective. Once a set has been saved, a new set of blank fields will appear allowing the entry of a second deliverable and its associated milestones and timing.

FIELD NAME	INSTRUCTION
Deliverables	Provide key deliverables (goals or objectives) for the next 12 months.
Milestones	List the major steps needed to achieve each deliverable.
Anticipated Timing	Indicate the anticipated time to complete each milestone.

Budget Details

Provide a detailed budget of funds requested from the CAT. Name all personnel budgeted, including the percent of time spent on this project. Include fringe benefits, but do not include indirect costs. Grant funds cannot be used for faculty salary (summer or academic year), building renovations, foreign travel, entertainment, consultants, journals and books, or office equipment. You must SAVE so computer can calculate subtotals and total dollars. Support levels are influenced by the total industrial matching dollars of all investigators on the project.

FIELD NAME	INSTRUCTION
Budget Period Start Date	Desired project start date. Normal budget period begins July 1 st of each year.
Budget Period End Date	Desired project end date. Normal budget period ends June 30 th the following year.
Personnel (PI)	The PI's name is automatically entered. Click on edit button next to PI's name to edit information such as title and percent effort. DO NOT request salary and fringe for the PI. DO NOT add more personnel to this field unless it is a Co-PI.
Other Personnel	Click the "add personnel" button to add other personnel. You can only add one person at a time. For each person, provide the information requested in red.
Equipment	Equipment requests over \$500 must be justified. Put the <u>sum</u> of all equipment in the \$ field to the right.
Supplies	Itemize all supplies by category and list approximate price. Put the <u>sum</u> of all supplies in the \$ field to the right.
Travel	Foreign travel is not allowed. Domestic travel must be justified.
Other Expenses	Itemize by category. Put the <u>sum</u> of all other expenses in the \$ field to the right.
Sub-total Details Cost	No action necessary – field is automatically filled out.
Total Budget	No action necessary – field is automatically filled out.

Attached Files

This section allows you to attach the necessary files to support your application. Proposals are to be brief, extensive documentation is not necessary, and only a few key references should be cited. Required files include 1) research plan (3 page limit), 2)

current and pending support (1 page limit), 3) PI's biographical data and relevant publications (1 page limit), and 4) progress report if requesting continuing funding (3 pages maximum). This section allows multiple sets of entries. Start with your first attachment. Once a set has been saved, a new set of blank fields will appear allowing the entry of a second attachment. Alternatively, we recommend combining all the required documents and sending attachment as one Word document with page breaks between sections. If this is the case, please state so in the "description of file" field.

FIELD NAME	INSTRUCTION
Attach File	Click the "Browse" button to find the file you want to attach.
File Type	Click on the arrow for a drop-down box. Select the type of file you are attaching.
Description of File	NOT REQUIRED. Include a short description of the file.

Review Grant Application

This section allows you to see and print what you have entered and saved so far. It shows information for all the sections. Please print a copy for your records.

To make a change, use the navigation bar to go to the specific section where the information is located. Don't forget to SAVE after making changes.

Submit Grant Application

This section allows you to submit your application. The program automatically checks to make sure all the required information is provided. It will alert you if required information is missing or incorrect. You will not be allowed to submit your application until all the required information has been provided and corrected.

Once you hit the "Submit Grant Application" button, no more changes can be made. Please be sure to review your application carefully before submission. You will receive a confirmation email stating your application has been received. No further action is necessary.

Post Submission

You may return to your application after submission, but only to review the information. No changes can be made.

If you have a serious problem, please email biotech@cornell.edu for help.