

TEDCO Funds Quick Application Checklist

TEDCO Funds is an on-line proposal submission server for TEDCO seed stage funding programs. Information about the various active programs may be found on the TEDCO Web Site at:

<http://www.marylandtedco.org/tedcoprograms/fundingopportunities.cfm>

A TEDCO Authorized Applicant is a company or university that is eligible for one of the TEDCO seed funding programs. An Applicant Authorized Official is an official of an eligible company or university who is authorized by the Applicant to submit funding proposals to TEDCO programs.

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To submit an application for funding to TEDCO an Applicant Authorized Official should follow the following steps:

1. Create a user account
 - a. Go to tedcofunds.org
 - b. Click on "Create a new user account."
 - c. Complete all the information and click on "register."
 - d. Wait until TEDCO grants you authorization to submit proposal. You will be notified of this via email.
2. Log onto TEDCO Funds
3. From the drop-down menu in the upper right hand corner, select the Award program for which a proposal is to be submitted. Select "Apply for a New Award".
4. Select an Application Component (typically there will be only one choice) and give that component a brief title to identify it. Some TEDCO programs have multiple components and each one must have a unique component title.
5. Select the appropriate Applicant locations for any offices / labs / campuses involved in the project. Identify the counties and legislative districts for the locations involved. For companies this will typically be a single location. For universities, this information will already be filled in. New university applications may ignore this section. If you are not sure about the counties and legislative district, click "help" on the upper right hand corner for the link that enables you to identify them based on your mailing address.
6. Click on the Application Menu button on the TEDCO Funds menu bar to enter application information.
7. On the Application Menu page, select "Application Project Description" on the left hand side of the screen.

- a. Enter the Project Title and Project Summary into the text boxes. Select one of the Technology Categories from the dropdown list. Click Save to save these values.
8. Click on “Back to Application Menu”
9. Click on the View Applicant Information” link in the upper left hand corner of the screen.
10. Scroll down to the Economic Impact box below the applicant contact information box.
 - a. **Note:** “Downstream Financing” “Revenue Statement” and “Historical Information” on this page need not be filled out at this time.
11. Select the “Add” button on the Economic Impact Box and fill in the data elements for the Applicant *as of the proposed date of proposal submission*.
12. Click on “Back to Application Menu”
13. Beginning with the “Application Program Information” link in the Application Forms list (upper right corner of the screen), select and fill in each of the required application forms for the proposal you are submitting. Each form requires that you enter appropriate data and click on the Save button before proceeding to another page.
14. The various proposal forms allow you to submit specific items of required information. The actual project proposal must be submitted in electronic form in accordance with the Proposal Guidelines for each program. PDF and Microsoft Word are acceptable formats for full proposal documents.

Select the Full Proposal form to upload your complete proposal. Browse to find the proposal document on you system, select the file and then click Save.
15. To fill out the Budget Form click on the “Budget Overview” link in the Application Forms list.
 - a. Select the program component for which budget entries will be made.
 - b. To add a budget item, choose the Add Budget Item tab
 - i. Choose one of the allowable cost categories;
 - ii. Provide a brief description and additional detail as needed in the boxes provided;
 - iii. The Requested Amount box should be the amount you are requesting from TEDCO for this item;
 - iv. The Match Amount should be the amount you intend to provide as Match for this line item;

- v. When all fields have been filled in, click on the Save button.
 - vi. Repeat as necessary
- c. Please be specific about entries included under Other Direct Costs. Use multiple line items as necessary for costs unrelated to one another.
 - d. TEDCO allows up to 20% of the requested budget to be spent on marketing analysis, intellectual property and other legal costs, *if in the judgment of the TEDCO review team they are appropriate to the project proposal.*
16. When all the required forms have been filled out and the complete proposal attached, you may go to the Application Menu page and click on the Submit Proposal button. Be sure you conduct an error check before attempting to submit your proposal.
17. When all errors have been corrected and you click the Submit Proposal button, you will be directed to a certification page where you will be required to agree with the following statements:
- By submitting this Application, you are agreeing to the following statements:
- I, [Applicant Authorized Official], certify that the information submitted in this Application is true and correct to the best of my knowledge.
- I have read and if the proposal is funded agree to accept the terms and conditions of the MTTF Investment Agreement version dated 10/17/2005. (or date of current agreement version.)
- You will be required to click on the button labelled "I Agree" in order to submit the application.
18. Once you click on "I Agree" you will be directed to a Confirmation of Application Submission page. You should print out a copy of this page for your records. TEDCO will begin the review process for your proposal at the beginning of the next review cycle (typically the first of each month).