

# Utah Innovation Center

# UTIF Application Guide

Utah Technology Innovation Funding



**Governor's Office of  
Economic Opportunity**

# Before you begin...

## **1. Identify your SBIR/STTR application.**

UTIF funding is supplemental funding for Utah applicants to the federal Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs. You will need to provide information about the SBIR/STTR solicitation you are applying to within your UTIF application.

Attend the free SBIR 101 Workshop if you are unfamiliar with the SBIR/STTR program:  
[bit.ly/utah-innovation-events](http://bit.ly/utah-innovation-events)

## **2. Register your company with the SBA.**

You will need to provide proof of registration with the Small Business Administration (SBA) within your UTIF application.

## **3. Write your Executive Summary.**

The Executive Summary you will write and then copy and paste into your UTIF application follows the format of the National Science Foundation Project Pitch. See instructions here:

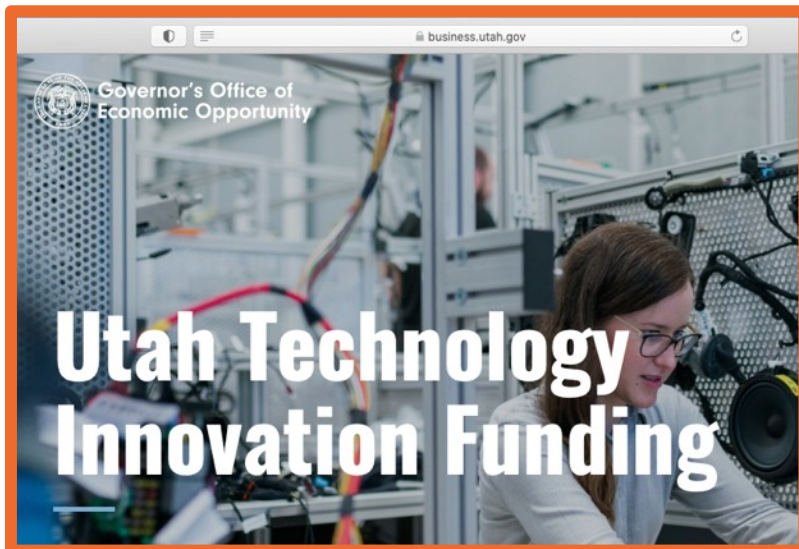
[seedfund.nsf.gov/project-pitch/](http://seedfund.nsf.gov/project-pitch/)

# Step 1

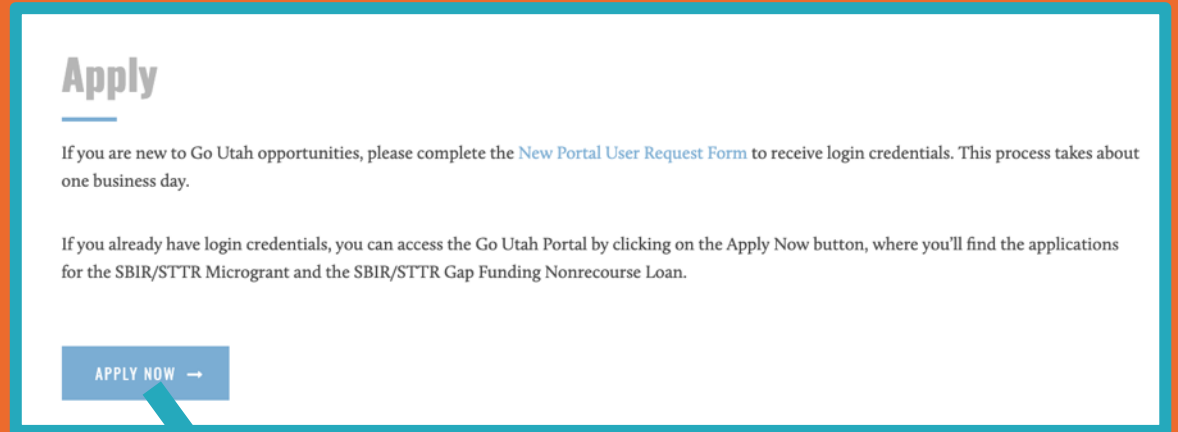
For Go Utah\* account holders

Start here if your company has applied for Go Utah funding in the past.

A. Navigate to the UTIF [webpage](#)



B. Scroll down to the header, “Apply.”



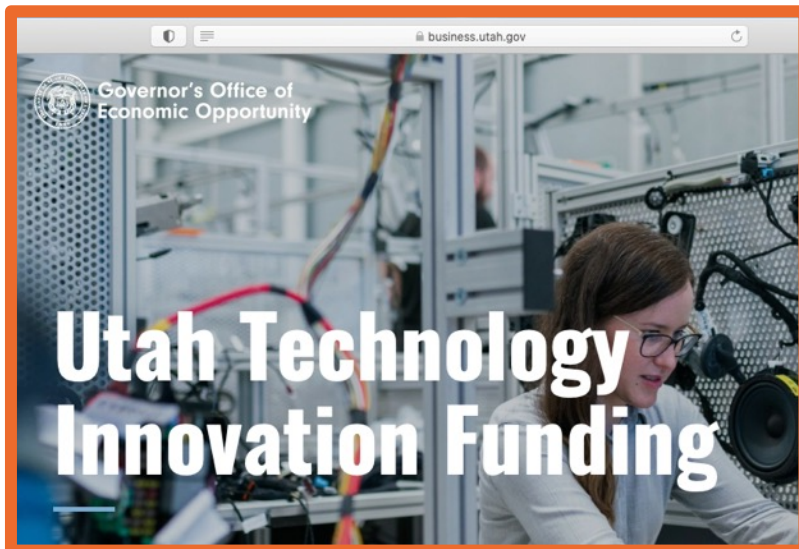
C. Click on “Apply Now.”

\*Go Utah = Utah Governor’s Office of Economic Opportunity

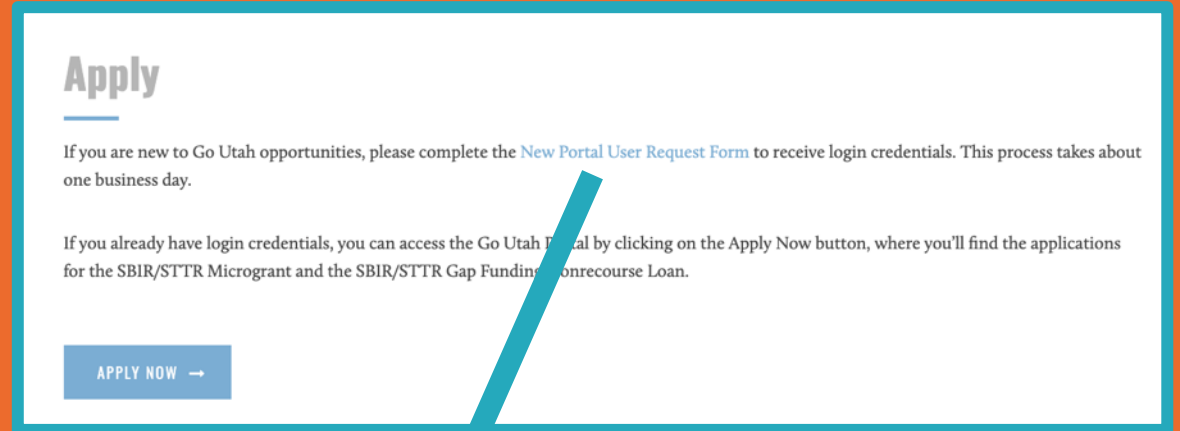
# Step 1

## For new users

Complete this step if your company has not applied for Go Utah funding in the past.



- A. Navigate to the UTIF [webpage](#)
- B. Scroll down to the header, “Apply.”



complete the [New Portal User Request Form](#) to receive l

Utah Portal by clicking on the Appl

- C. If you have not applied for Go Utah funding before, complete the New Portal User Request Form by clicking those words in blue on the screen.

# Step 2

## New User Request

Complete this step only if your company has not applied for Go Utah funding in the past.

A. Complete and submit the form.

Request access to GOED Portal

Thank you for requesting a user account for the Utah Governor's Office of Economic Development portal. Please fill out the information below an associate will review your information and set you up. Once you receive your login information you can log into the portal and start your application.

Company

Company Name	Sample Company, LLC
EIN	555-55-555
Utah Business Entity Number	5555555-5555
County of Headquarters	Salt Lake County
Which program are you inquiring about?	Utah Technology Innovation Funding

Headquarters Address

Use the Headquarter Address for mailing and contact addresses.

B. You will see this screen display upon submission.

Confirmation

Your request has been submitted. A member of the team will create a portal account for you. Upon activation, you will receive an email with your new username, a temporary password, and a link to change your password.

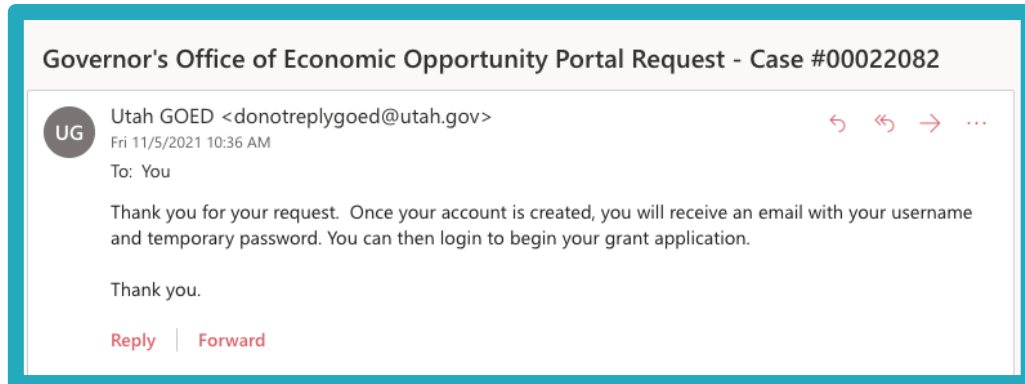
© 2021 Governor's Office of Economic Opportunity      Utah GOED | Resources for Businesses      Powered by  
community grants

# Step 3

## New User Request Confirmation Emails

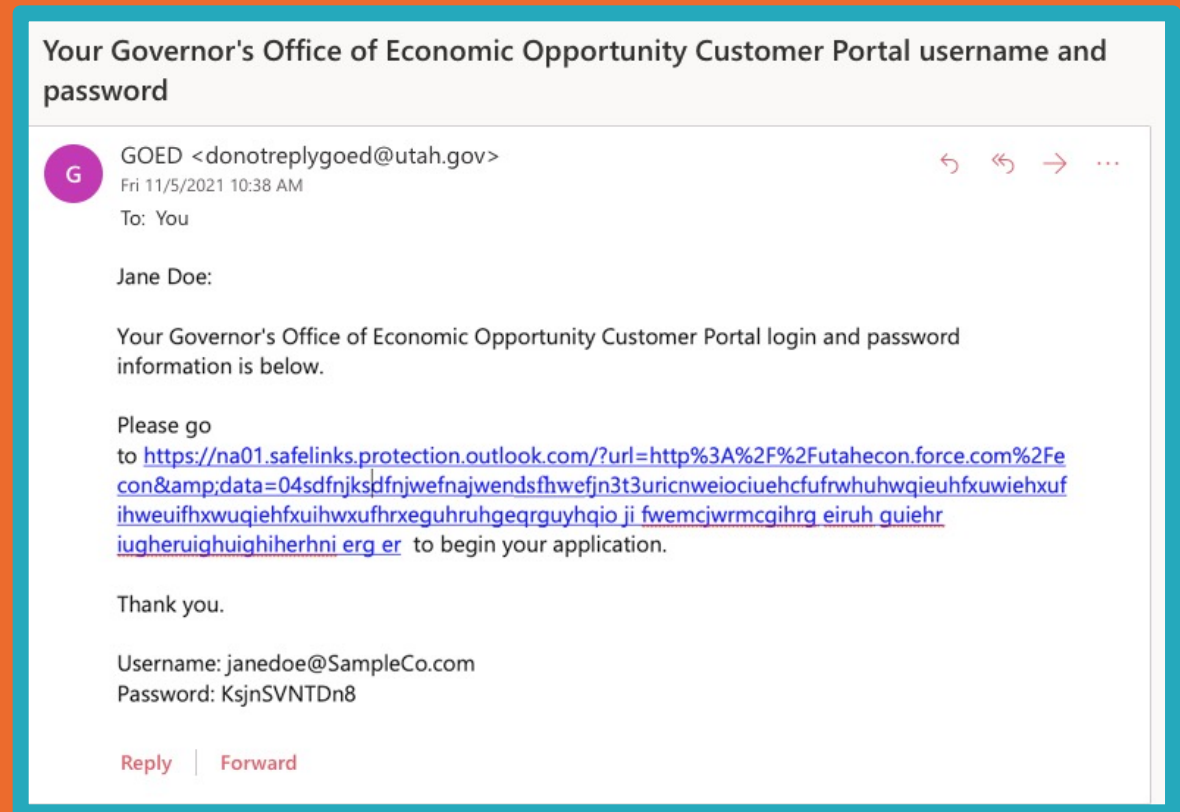
Complete this step only if your company has not applied for Go Utah funding in the past.

A. You will receive an auto-email.  
(Check your Spam folder.)



\*If the auto-email does not arrive shortly after completing the form, your form did not go through (even if you saw the confirmation screen). If this occurs, go back to the [New Portal User Request Form](#), refill the form and submit again.

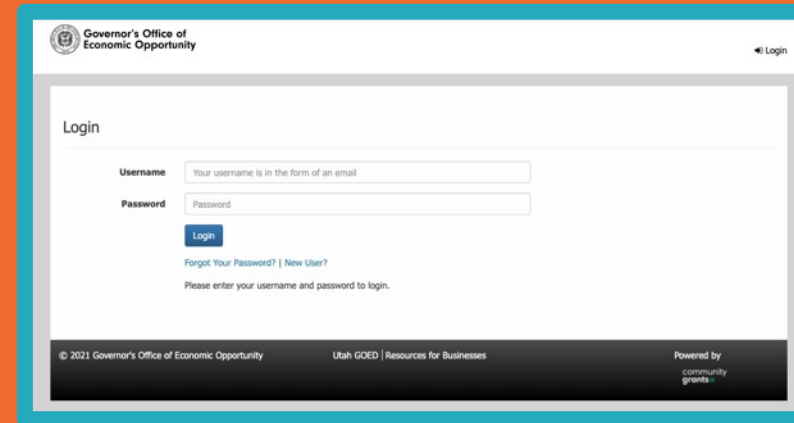
- B. Wait. A human will review your request.
- C. After review, you will receive a second email.
- D. Note your login credentials and click on the link.



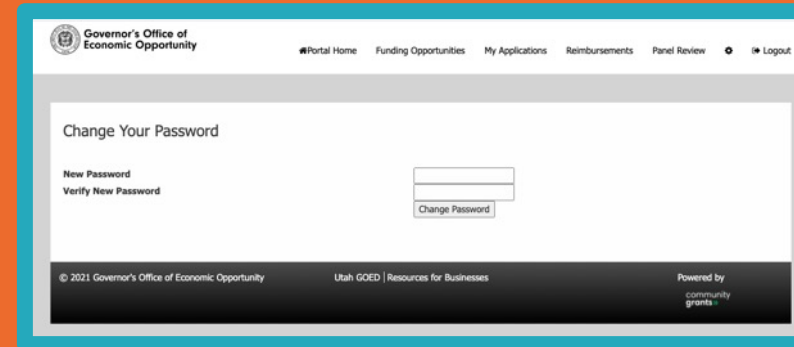
# Step 4

## Login

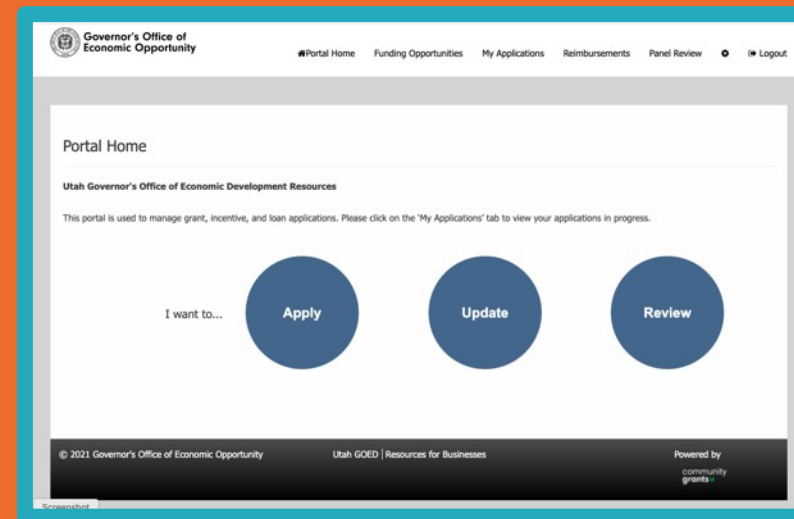
- A. Type in your email and password.
- B. Click “Login.”



- C. If you are a new user, you will see this window and need to change your password.



- D. Click “Apply.”





# Step 5

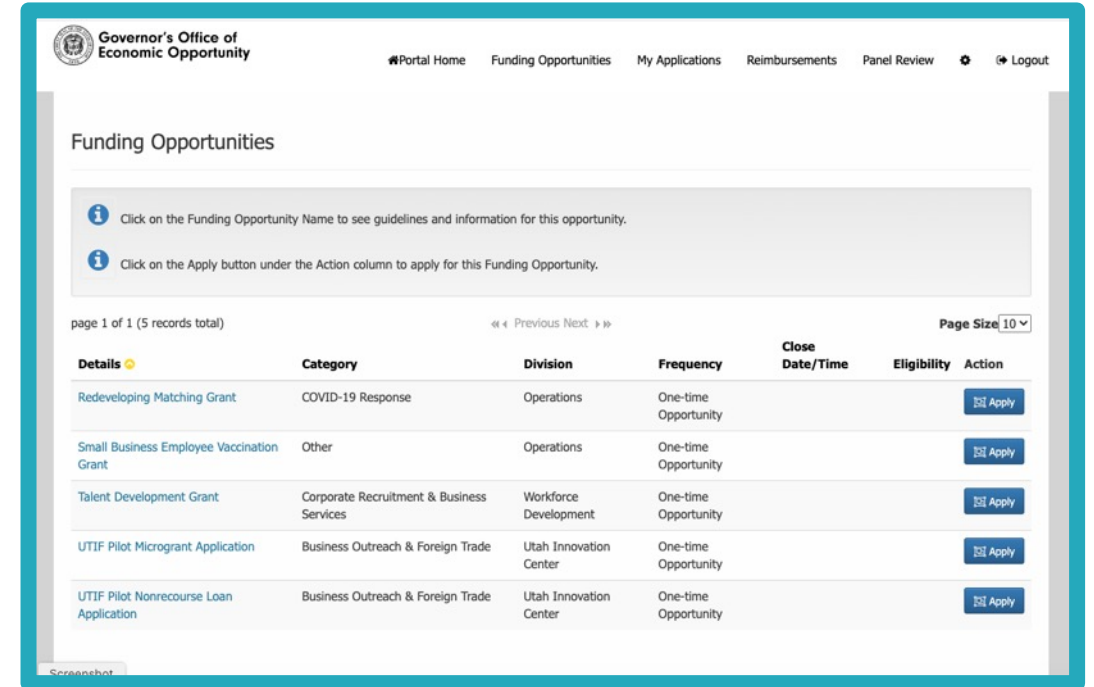
## Choose the Application

### Which application should I choose?

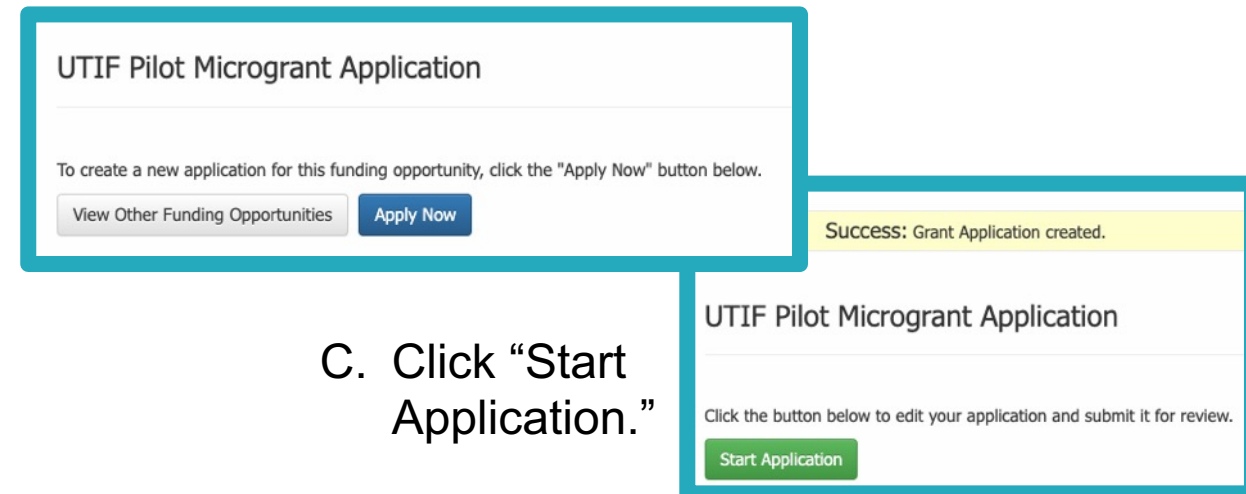
UTIF Pilot Microgrant Application	UTIF Pilot Nonrecourse Loan Application
You have <b>not</b> won a SBIR or STTR award of ≥\$100K in the past five years.	You have won a Phase I SBIR or STTR of ≥\$100K.
You are applying to a <b>Phase I</b> or <b>Direct to Phase II</b> SBIR or STTR solicitation.	You are applying to the corresponding <b>Phase II</b> SBIR/STTR solicitation.

You can find additional eligibility information [here](#)

A. Find your application in the list and click “Apply.”



B. Verify the application name and click “Apply Now.”



C. Click “Start Application.”



# Step 6

## Overview

A. Read the instructions.

B. Note the contact information at the bottom of the page in case of questions.

C. Click "Next."

The screenshot displays the 'Overview' section of an application. At the top, the logo for the Governor's Office of Economic Opportunity is visible, along with navigation links for 'Funding Opportunities', 'My Applications', 'Reimbursements', and 'Panel Review'. Below the navigation, a dropdown menu is set to '1. Overview'. The main content area contains a 'Save & Exit' button, a 'Next >>' button, and a 'Submit Funding Application' button with a document icon. A legend indicates that a red vertical bar next to a field name signifies 'Required Information'. The application title is 'Utah Technology Innovation Funding (UTIF) Pilot Microgrant Application'. At the bottom, under the heading 'Support Issue Contacts:', there are two lines of text: 'Login/password/website/navigation please contact support: goedsupport@utah.gov' and 'Process issues or questions please contact the Utah Innovation Center: innovationutah@utah.gov'. Two orange arrows originate from the text on the left: one points from 'Click "Next."' to the 'Next >>' button, and another points from 'Note the contact information at the bottom of the page in case of questions.' to the 'Support Issue Contacts:' section.

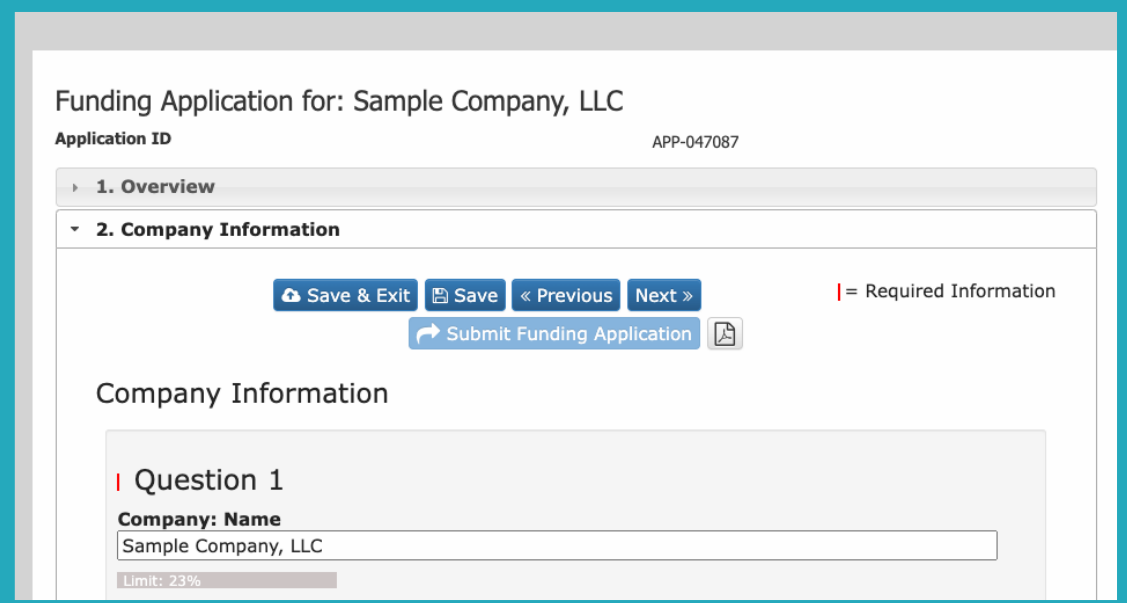
# Step 7

## Company Information

A. On this screen you will enter:

- Company name and contact information
- Employer Identification Number or Tax Identification Number
- Business License number and jurisdiction (city)
- Business contact name and contact information
- Principal Investigator (PI) name and contact information (This should be the same PI you are naming in your SBIR/STTR application. If your project has co-PIs, choose just one to enter here.)

B. Click “Next.”



The screenshot displays a web interface for a funding application. At the top, it reads "Funding Application for: Sample Company, LLC" and "Application ID APP-047087". Below this, there are two main sections: "1. Overview" and "2. Company Information". The "2. Company Information" section is active and contains a navigation bar with buttons for "Save & Exit", "Save", "Previous", "Next", and "Submit Funding Application". A legend indicates that a red vertical bar next to a label signifies "Required Information". Under the heading "Company Information", there is a "Question 1" section. The label "Company: Name" is followed by a text input field containing "Sample Company, LLC". A progress indicator below the input field shows "Limit: 23%".

# Step 8

## Eligibility

- A. On this screen you will answer a series of Yes/No questions to verify your eligibility for both the federal SBIR/STTR program and UTIF.
- B. Click “Next.”

Attend the free SBIR 101 Workshop if you are unfamiliar with the eligibility requirements of the SBIR/STTR program:  
[bit.ly/utah-innovation-events](https://bit.ly/utah-innovation-events)

Funding Application for: Sample Company, LLC  
Application ID: APP-047087

1. Overview  
2. Company Information  
3. Eligibility

Save & Exit Save << Previous Next >> Submit Funding Application

| = Required Information

Eligibility

| Question 32  
Has this company won a Small Business Innovation Research (SBIR) or Small Business Technology Transfer (STTR) grant or contract within the last five years?  
 Yes  
 No

# Step 9

## SBIR/STTR Funding Opportunity

A. On this screen you will enter information about the SBIR or STTR funding opportunity you are applying to such as:

- BAA/FOA/Solicitation number
- Due date for upcoming SBIR/STTR proposal
- Funding amount of SBIR/STTR opportunity

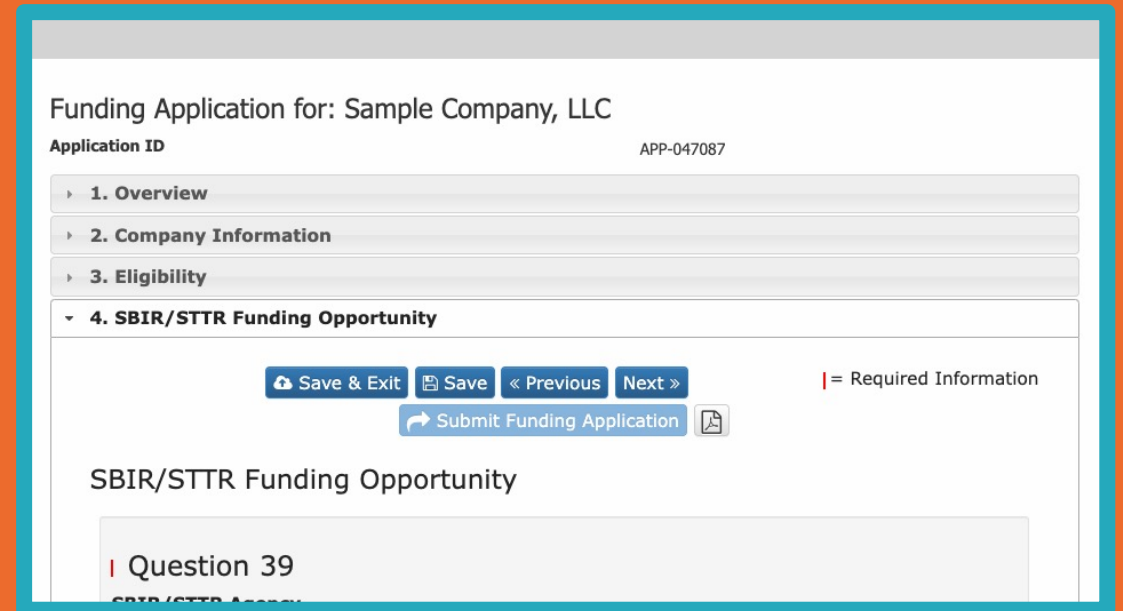
(You obtain this information from your SBIR/STTR solicitation.)

B. Click “Next.”

## Reminder:

UTIF is supplemental funding for Utah applicants to the federal SBIR/STTR programs.

Before you apply for UTIF, you must identify an open SBIR or STTR solicitation that you are eligible for and intend to apply to.



The screenshot shows a web-based application interface for a funding opportunity. At the top, it reads "Funding Application for: Sample Company, LLC" and "Application ID APP-047087". Below this is a navigation menu with four items: "1. Overview", "2. Company Information", "3. Eligibility", and "4. SBIR/STTR Funding Opportunity". The "4. SBIR/STTR Funding Opportunity" item is expanded, showing a form area. In the form area, there are several buttons: "Save & Exit", "Save", "Previous", "Next", and "Submit Funding Application". A legend indicates that a red vertical bar next to a label means "Required Information". Below the buttons, the text "SBIR/STTR Funding Opportunity" is visible, followed by a section titled "Question 39".

# Step 10

## Project Summary

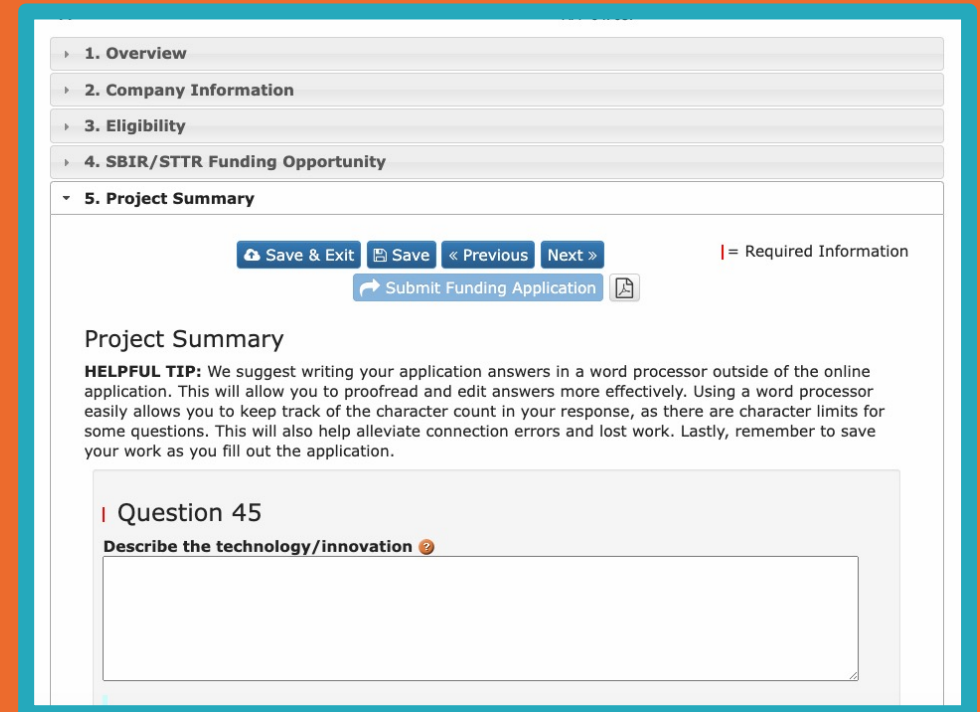
- A. On this screen you will enter your Project Summary. This Summary describes the R&D project you are proposing in your SBIR/STTR application.
- Description of technology and unmet need (500-word maximum)
  - Description of technical objectives and challenges of proposed R&D (500-word maximum)
  - Market opportunity description (250-word maximum)
  - Company and team description (250-word maximum)
- B. Click “Next.”

## Hints:

Write your Summary in a word processor and Copy/Paste it into the UTIF application.

The Executive Summary follows the format of the National Science Foundation Project Pitch. See instructions here:

[seedfund.nsf.gov/project-pitch/](https://seedfund.nsf.gov/project-pitch/)



The screenshot displays the NSF SBIR/STTR application interface. At the top, a navigation menu shows five steps: 1. Overview, 2. Company Information, 3. Eligibility, 4. SBIR/STTR Funding Opportunity, and 5. Project Summary (which is expanded). Below the menu, there are buttons for 'Save & Exit', 'Save', '< Previous', and 'Next >', along with a 'Submit Funding Application' button. A legend indicates that a vertical bar icon represents 'Required Information'. The main content area is titled 'Project Summary' and includes a 'HELPFUL TIP' about using a word processor. Below the tip, 'Question 45' is displayed with the prompt 'Describe the technology/innovation' and a large text input field.

# Step 11

## Attachments

- Press “Choose File.”
- Select the file from your computer.
- The file name appears **beside** “Choose File.”
- Press “Upload.”
- The file name appears **above** “Choose File.”

Funding Application for: Sample Company, LLC  
Application ID APP-047087

- 1. Overview
- 2. Company Information
- 3. Eligibility
- 4. SBIR/STTR Funding Opportunity
- 5. Project Summary
- 6. Attachments

Save & Exit Save < Previous Next > | = Required Information  
Submit Funding Application

Attachments  
**NOTE:** Click "Choose File," select the correct file you would like to attach, then click "Upload." Save the page before moving on to the next section. Individual attachments should not exceed **20 MB**.

Question 49  
W-9  
no uploaded files  
Choose File No file chosen  
Upload

W-9  
no uploaded files  
Choose File Sample Company W-9  
Upload

Sample Company W-9.png  
Choose File No file chosen  
Upload

### Which documents will I need?

#### All UTIF Applicants

W-9

SBC Registration from sbir.gov

#### Women-Owned Small Business (WOSB) or Small Disadvantaged Business Only

Documentation of status from sbir.gov

#### Non-Recourse Loan Applicants Only

Phase I Project Summary

Phase I Award Notification

# Step 11.B

## Required Attachments for All Applicants

After registering at SBIR.gov, you can download your SBC Registration here: <https://www.sbir.gov/user/login>

If you don't already have a W-9 form, you can obtain one here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>



### SBIR.gov SBC Registration

<b>SBC Control ID:</b>	SBC_000111223		
<b>Company Name:</b>	Sample Company, LLC		
<b>Address:</b>			
<b>City:</b>			
<b>State:</b>		<b>Zip:</b>	
<b>EIN (TIN):</b>		<b>DUNS:</b>	
<b>Company URL:</b>			
<b>Number of Employees:</b>			
<b>Is this SBC majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms?</b>			
<b>What percentage (%) of the SBC is majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms?</b>			

Form **W-9**  
 (Rev. October 2018)  
 Department of the Treasury  
 Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](https://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

Other (see instructions) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not Individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Apply to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

**Social security number**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

OR

**Employer identification number**

\_\_\_\_ - \_\_\_\_\_

**Note:** If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and



# Step 11.C

## Documentation of WOSB or Small Disadvantaged Business Status

If your company meets Small Business Administration requirements for certification as a Woman-Owned Small Business (WOSB) or Small Disadvantaged business, you are eligible for additional funding if you submit documentation.

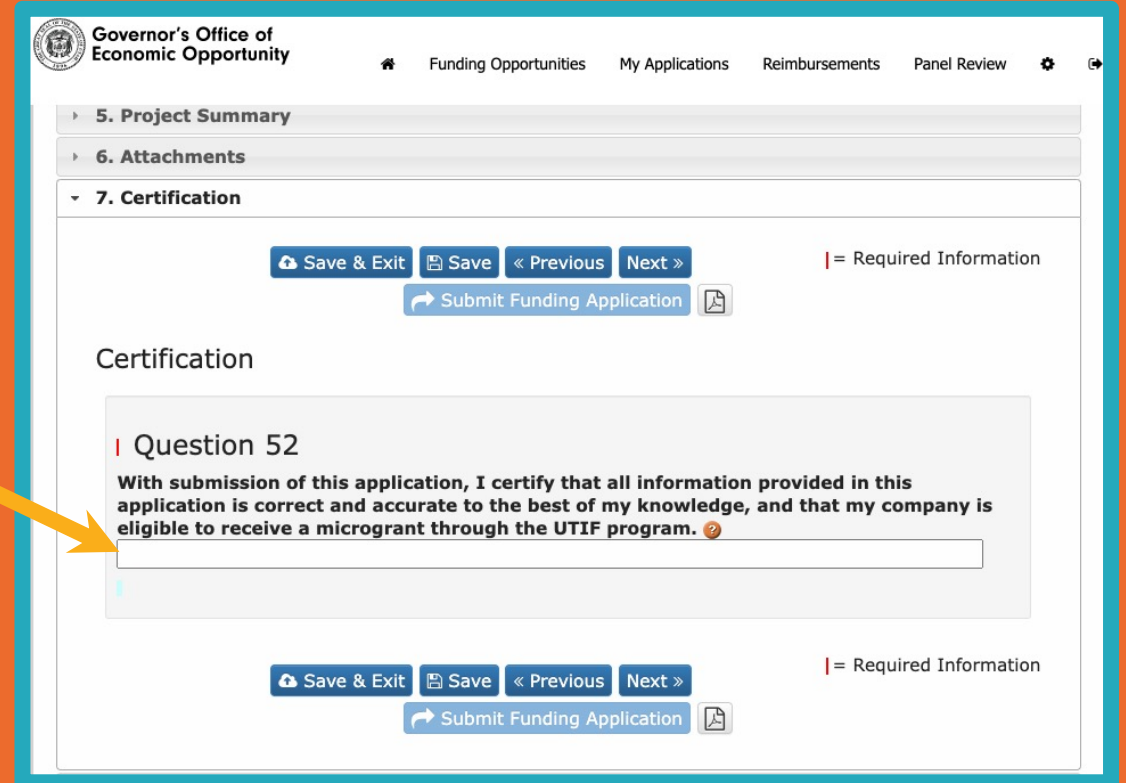
The screenshot displays the 'Edit Company' page on the SBIR-STTR website. The page is divided into two main sections: 'Basic Information' on the left and a certification section on the right. The 'Basic Information' section includes fields for 'Company Name', 'Address 1', 'Address 2', 'City', 'State', and 'Zip'. A yellow warning box at the top of this section states: 'Data for Company attributes Company Name, Address 1, Address 2, City, State and Zip is populated from SAM.gov. If the below information is incorrect, please update SAM.gov. Please wait up to 10 days for the corrected information to appear on SBIR.' A green checkmark icon with the text 'Verified by SAM.gov' is visible next to the 'Company Name' field, which contains 'Sample Company, LLC'. The certification section on the right contains several radio button options: 'Woman-Owned' (No, Yes, Unavailable), 'Socially and Economically Disadvantaged' (No, Yes, Unavailable), 'HUBZone-Owned' (No, Yes, Unavailable), and 'CEO - Information' (Title, First Name, Middle Initial, Last Name, Phone). The 'Woman-Owned' and 'Socially and Economically Disadvantaged' sections are circled in blue, with arrows pointing to the 'Company Name' field in the 'Basic Information' section. A 'NOTE' at the top right of the certification section states: 'NOTE: Firms having more than 500 employees including all affiliates are not eligible to apply for a new SBIR/STTR award. Please read the Affiliates Checklist to identify whether or not your company may have affiliates. Is the SBC majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms? Yes No What percentage (%) of the SBC is majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms? 0.00'.

- Log in to your profile at <https://www.sbir.gov/user/login>
- Obtain screenshots of your information at [sbir.gov](https://www.sbir.gov).
- Verify that both your company name and your WOSB and/or Small Disadvantaged business designation(s) are visible in the screenshot.

# Step 12

## Certification

A. Type your name as a signature in the “Certification” box.



The screenshot displays the application portal for the Governor's Office of Economic Opportunity. The navigation menu includes "Funding Opportunities", "My Applications", "Reimbursements", and "Panel Review". The current step is "7. Certification", which is expanded. Below the navigation buttons (Save & Exit, Save, Previous, Next, and Submit Funding Application), the "Certification" section is titled. It contains "Question 52" with the text: "With submission of this application, I certify that all information provided in this application is correct and accurate to the best of my knowledge, and that my company is eligible to receive a microgrant through the UTIF program." Below the text is a large text input field for the signature. A yellow arrow points from the instruction text on the left to this input field. The bottom of the section also features the same set of navigation buttons and a legend indicating that a vertical bar symbol represents required information.

# Step 13

## Review and Status

- A. The “Submit Funding Application” button will be greyed out and unusable as long as any required question is unanswered.
- B. Unanswered questions that are required are marked with a red X icon.
- C. Scroll down to see which questions are marked with a red X icon.
- D. Scroll back to the navigation menu and use it to return to unanswered questions and save new answers.
- E. Click “Review and Status” to return to the submit screen.
- F. When all required questions are answered, the “Submit Funding Application” button will change to dark blue and you can click it to submit.

Governor's Office of Economic Opportunity

Portal Home Funding Opportunities My Applications Reimbursements Panel Review Logout

Funding Application for: Sample Company, LLC

Application ID APP-047087

- 1. Overview
- 2. Company Information
- 3. Eligibility
- 4. SBIR/STTR Funding Opportunity
- 5. Project Summary
- 6. Attachments
- 7. Certification
- 8. Review & Status

Save & Exit Save < Previous Submit Funding Application

Please review your Funding Application for "UTIF Pilot Microgrant Application" and be sure you answer all the required questions. Use the next and previous buttons to navigate through the sections. The questions and your responses are summarized below using the following status icons:

- ✔ Question has been answered.
- ✘ Question has not been answered and is required.
- Question has not been answered but is optional.



When your Funding Application is complete, click the "Submit Funding Application" button to submit it for review.

# Step 14

## Submission Completed

- A. Your application is submitted and assigned an Application ID.
- B. You may use the Actions icons to print or download the completed application if desired.
- C. Wait. A human will review your submission and notify you of a decision by email within 10 business days.

The screenshot displays the 'My Applications' section of the Governor's Office of Economic Opportunity portal. The page header includes the organization's logo and navigation links: Portal Home, Funding Opportunities, My Applications, Reimbursements, Panel Review, and Logout. Below the header, the 'My Applications' section contains a list of application records. A single record is shown with the following details:

Application Id	Application Title	Organization Name	Funding Opportunity Name	Status	Funded	Actions
APP-047087		Sample Company, LLC	UTIF Pilot Microgrant Application	Submitted	<input type="checkbox"/>	 

Below the table, there are navigation controls including 'page 1 of 1 (1 records total)', 'Previous Next', and a 'Page Size' dropdown menu set to 10. An orange arrow points from the 'Submitted' status to the 'Actions' column, and another orange arrow points from the 'Submitted' status to the 'Application Id'.

# Step 15

## Respond to Notification Email

Within 10 business days, you will receive an email from the Utah Innovation Center that may:

Decline funding.

Request additional information.

Approve funding.

Respond ASAP via email.

Reply to the email and schedule a consultation with the Utah Innovation Center for next steps:  
<https://calendly.com/utahinnovation/consultation>

UTIF Microgrant Application - Sample Company, LLC



Utah Innovation Center <innovationutah@utah.gov>

Thu 12/9/2021 10:40 AM

To: You

Jane,

Your application for the microgrant in the UTIF pilot was received. It was approved for the standard amount of \$3,000.00

Make sure to follow these additional requirements, as well as all requirements outlined in the [UTIF announcement](#):

- Submit a competitive SBIR/STTR proposal to the granting or contracting agency *at least* one day prior to the submission deadline and successfully pass the agency's administrative review.
- Provide the Utah Innovation Center with the email receipt stating that the submission has been accepted by the agency's application system. Provide a copy of the completed proposal to allow Utah Innovation Center staff to verify completeness.

To process the microgrant, we will need to set up Sample Company, LLC in the state system as a vendor. Attached is a vendor profile form; please complete and return to us. Once it is received, as well as having met the additional requirements as listed above, the microgrant will be processed.

Please feel free to contact us with questions.

Utah Innovation Center  
[BUSINESS.UTAH.GOV](https://business.utah.gov)



Governor's Office of  
Economic Opportunity

**After**  
**UTIF**  
**approval**  
**& before**  
**you get**  
**your**  
**money...**

**1. Work with the UTIF Innovation Center on your SBIR/STTR application.**

Schedule a consultation with the Utah Innovation Center to discuss how you will collaborate:  
<https://calendly.com/utahinnovation/consultation>

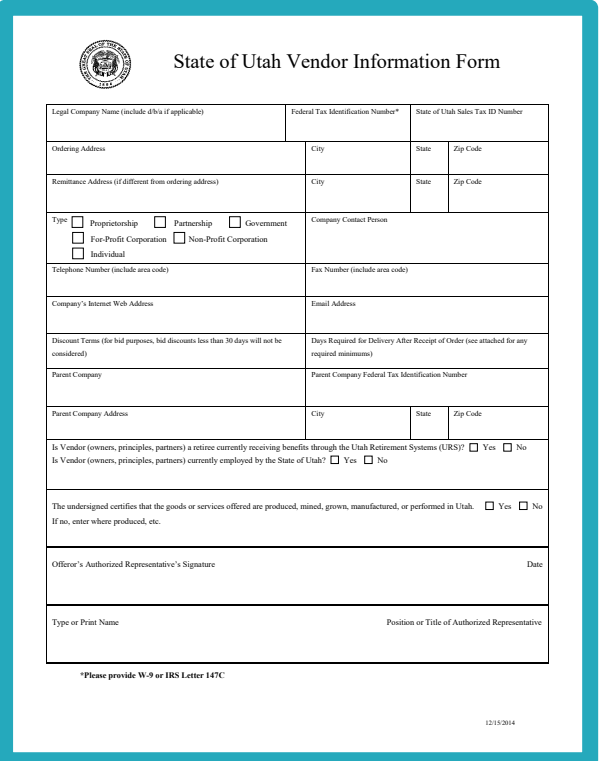
**2. Submit your SBIR/STTR proposal to the federal government at least 1 day prior to the deadline.**

**3. Provide the Utah Innovation Center with:**

- The **email receipt** stating that the submission has been accepted by the agency's application system.
- A copy of the **completed proposal**.

**4. If requested, complete the Vendor Information Form.**

The Utah Innovation Center will email you with the form attached if needed to process your payment.



The image shows a 'State of Utah Vendor Information Form' with a header containing the Utah state seal and the title. The form is a structured table with various fields for vendor information. At the bottom, there is a signature line and a date field, followed by a note to provide W-9 or IRS Letter 147C and a date stamp '12/15/2014'.

State of Utah Vendor Information Form			
Legal Company Name (include d/b/a if applicable)	Federal Tax Identification Number*	State of Utah Sales Tax ID Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type: <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Government <input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Individual	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	Email Address		
Discount Terms (the bid proposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		
Parent Company	Parent Company Federal Tax Identification Number		
Parent Company Address	City	State	Zip Code
Is Vendor (owners, principals, partners) a retiree currently receiving benefits through the Utah Retirement Systems (URS)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is Vendor (owners, principals, partners) currently employed by the State of Utah? <input type="checkbox"/> Yes <input type="checkbox"/> No			
The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. <input type="checkbox"/> Yes <input type="checkbox"/> No If no, enter where produced, etc.			
Officer's Authorized Representative's Signature			Date
Type or Print Name		Position or Title of Authorized Representative	

\*Please provide W-9 or IRS Letter 147C

12/15/2014



**Thank you -  
we wish you continued  
success!**



**Governor's Office of  
Economic Opportunity**

**BUSINESS.UTAH.GOV**