

Alaska Center for Microgrid Technologies Commercialization 2016 Competition Application Instructions

August 1, 2016

All questions regarding clarification of the below instructions should be directed at acmtc.questions@alaska.edu.

Layout and Format

Paper size: the main document shall be of US Letter format. If larger, or non-standard formats of drawings are to be included, please do so as an Appendix. Note that any pages larger than US Tabloid may be reduced to US Tabloid for printing. You may want to check if this impacts legibility.

Font size: no fonts smaller than 10pt shall be used. Please use serif fonts for main text for legibility.

Margins: 1 inch margins on all sides are required. Headers and footers have to be inside these margins.

Page numbers: each page is required to have the page number displayed at the bottom (in the footer), as well as the total number of pages. The total number of pages is comprised of all pages including title page and any appendices.

Footer: the footer should display the company name and primary contact email.

Other: visually appealing proposals are encouraged.

Protected or sensitive materials

We will make every effort to keep your proposal confidential. However, since this project is publically funded, we cannot guarantee complete confidentiality. Thus, *carefully weigh the advantage of including sensitive materials to strengthen the proposal with the potential impact of disclosing this information.* Marking materials as sensitive in the proposal will not affect the handling of these materials.

Submission of proposal

All proposal materials are required to be submitted as a single PDF document to acmtc.competition@alaska.edu. Note that our email servers reject messages exceeding 25 MB. If your document exceeds 25 MB, you will have to reduce its size. This can be done, for example, by using smaller images, or optimizing scanned pages.

Refer to the competition announcement for the due date of applications. Preregister under the link provided there to receive updates of this and any other documents.

Content

Each proposal shall contain the following sections in the order provided below. Optional sections are marked with ‘*’.

Title page [Not to exceed 1 page]

The title page shall display the following information:

- 1) Project title
- 2) Indicate if this proposal is a request for ‘Technology Seed Award’ (small awards) or a ‘Microgrid Project’ (grand prize award)
- 3) Is your company headquartered in the U.S. EDA Western Region¹: yes/no?
- 4) Company name
- 5) Primary point of contact
- 6) ‘Tweet’: provide a 140 character description of your product
- 7) Signed statement (by company authorized signatory, e.g., CEO; print name, sign and date): *‘We hereby declare that all information provided in this proposal is truthful to the best of our knowledge, and that the we hold, to our knowledge, all necessary legal rights to develop and commercialize the described technology or service.’*
- 8) Total number of pages the proposal is comprised of

Table of Contents [Not to exceed 1 page]

The table of contents shall list all sections of the proposal including appendices.

Main Proposal [Not to exceed 10 pages, including figures]

It is strongly suggested that you review and utilize the Heilmeier Catechism² when writing your proposal. Remember: quality and clarity trumps quantity.

Critical contents is a description of your technology; target market; expected impact; and a detailed description of what you expect the scope of work,

¹ U.S. EDA Western Region is defined as: Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Washington, American Samoa, Northern Mariana Islands, Guam, Federated States of Micronesia, Rep. of Marshall Islands, Rep. of Palau.

² https://en.wikipedia.org/wiki/George_H._Heilmeier#Heilmeier.27s_Catechism

including timelines, for the Alaska Center for Energy and Power team to be and how you will interact with them.

Detailed technical drawings should be placed in an appendix.

Commercialization Plan [Not to exceed 5 pages, including figures]

Describe how you plan to commercialize your product. Include a description of how you plan to finance the commercialization, and a market analysis. You may want to seek the input of the Alaska Small Business Development Center for input on this section.

You may choose to provide background data in an appendix.

Appendices

Letter of Commitment [Not to exceed 1 page]

A letter of commitment from company leadership is required.

Letter of Endorsement [Not to exceed 1 page]

A letter of endorsement by a utility in the U.S. EDA Western Region stating that utility's interest in the proposed technology or service is required.

Project Budget [Not to exceed 2 pages]

Provide a one-page budget table based on the worksheet provided and a one-page budget justification.

Statement of Qualification [Not to exceed 4 pages]

Provide statements of qualifications for the, up to four, main contributors to the proposed project.

Other appendices* [No page limit, but reasonableness is appreciated]

Include any other materials, such as technical drawings, market analysis data, etc. in separate appendices.

Note that you may not use this section extend any other section of the proposal in any other ways than referenced in the respective sections above. Significant additional text will not be regarded during review and scoring.