

# Maryland E-Innovation Initiative Program Application & Instructions



401 East Pratt Street, Baltimore, Maryland 21202  
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**Larry Hogan, Governor | Boyd Rutherford, Lt. Governor**  
**R. Michael Gill, Secretary**

**MARYLAND E-INNOVATION INITIATIVE PROGRAM  
FY 2017 – APPLICATION FOR ALLOCATION OF MATCHING FUNDS**

WARNING: False statements made knowingly and willfully in this application, including affidavits or other supporting documentation submitted herewith, are punishable by law. All statements and documents are subject to verification.

<b>1. Name of Research Endowment</b>			
<b>2. Matching Funds Requested:*</b>		\$ _____	
<b>Qualified Donation:</b>		\$ _____	
<b>3. Full Legal Name of Nonprofit Institution of Higher Education (“NPIHE”)</b>			
<b>4. Principal Place of Business Address</b>			
<b>City</b>	<b>State</b>	<b>Postal Code</b>	
<b>5. Federal Employer Identification Number</b>			
<b>6. Contact Person**</b>			
<b>Last Name</b>		<b>Suffix (Jr., Sr., III)</b>	
<b>First Name</b>		<b>Middle Name</b>	
<b>Title</b>			
<b>Business Mailing Address</b>			
<b>City</b>	<b>State</b>	<b>Postal Code</b>	

Telephone Number (include Area Code)	
Fax Number (include Area Code)	
E-mail Address	

\*See Instructions, General Information, Paragraph 6.

\*\*The designated contact person must have the authority to act on behalf of the nonprofit institution of higher education submitting this application.

7. **Attach** the Research Endowment Plan for which the NPIHE is seeking matching funds under the Maryland E-Nnovation Initiative Program (the “Program”). The Research Endowment Plan is intended to provide the Maryland E-Nnovation Initiative Fund Authority (the “Authority”) with an explanation of the NPIHE’s comprehensive research objectives and plans to build competitive research infrastructure in the specified scientific and technical fields of study designated by the Authority in the regulations for the Program, as well as comprehensive measures for achieving this goal.

The NPIHE should provide clearly-articulated responses to all of the items set forth in the Program regulations regarding the requirements of a Research Endowment Plan. See COMAR 24.05.22.05. A copy of the Program regulations is available upon request and can also be accessed at [http://commerce.maryland.gov/fund/maryland-e-nnovation-initiative-fund-\(meif\)](http://commerce.maryland.gov/fund/maryland-e-nnovation-initiative-fund-(meif)).

A well-drafted Research Endowment Plan should be presented in a logically-arranged, narrative format and include the following information, as well as such other information as the NPIHE deems material for the Authority’s consideration of an award of matching funds under the Program:

- a. An executive summary of the Research Endowment Plan, which condenses and highlights the contents of the Research Endowment Plan.
- b. The field(s) of study covered by this Research Endowment Plan. The eligible scientific and technical fields of study currently designated by the Authority are listed in the Program regulations. See COMAR 24.05.22.02.
- c. The NPIHE’s current research initiatives in the fields of study covered by this Research Endowment Plan.
- d. The proposed uses of the matching funds, including (i) how such uses address the research needs of the NPIHE in the designated fields of study; (ii) specific disciplinary hires to be funded with the endowment proceeds, or, if the NPIHE has not identified such hires as of the date of the Application, the proposed profiles of the NPIHE’s anticipated disciplinary hires for the

positions described in the Research Endowment Plan, including how such identified hires or proposed hires satisfy or will satisfy the entrepreneurial and collaborative requirements of the Program. (See §6-614(c) of Economic Development Article, Title 6, Subtitle 6, Annotated Code of Maryland (the "Act") for the specifics of these requirements); and (iii) how these uses promote the economic development goals of the Program.

- f. How this Research Endowment Plan will play a role in achieving institutional research objectives in the designated fields of study and the Research Endowment Plan's relation to and impact on the colleges, schools, departments, centers, institutes or other academic units proposed, currently under development, or currently operating at the NPIHE.
- g. The current or proposed collaborations, particularly with other institutional partners, that play or will play a significant collaborative role in achieving institutional objectives in the designated field(s) of study.
- h. Possible strategies beyond the award of matching funds from the Program for the Research Endowment Plan that the NPIHE has to enhance the NPIHE's current research initiatives in the designated field(s) of study.

Other than placement of the executive summary at the beginning of the Research Endowment Plan, there is no required order for the presentation of the above Research Endowment Plan elements. The NPIHE should present such information, as well as any other information deemed relevant by the NPIHE regarding the Research Endowment Plan, in any order that will best provide the Authority with a complete understanding of the NPIHE's proposal.

Please note that the Authority will view more favorably those Research Endowment Plans that provide specific details, rather than generic statements, in the presentation and description of the Research Endowment Plan elements above, all other factors being equal.

- 8. **Attach** the gift or donor agreement(s) signed by the NPIHE and the donor(s), provided that the donation(s) provided for thereunder must otherwise meet the requirements for a Qualified Donation. Please note that the minimum amount of a donation (or bundle of donations) is \$500,000 in order for such donation (or bundle of donations) to be a Qualified Donation. (See §6-613 of the Act and the Program regulations for guidance regarding the requirements for a Qualified Donation.) In addition, if the Authority awards matching funds to the NPIHE based on the Research Endowment Plan, the NPIHE must be able to submit disbursement requests to the Authority such that the required amount of Qualified Donations underlying the request for matching funds can be deposited into the appropriate Research Endowment fund no later than 90 days after the Authority approves the request for disbursement but in no event later than the last day of the fiscal year. (See COMAR 22.05.22.07E and 22.05.22.08.)

## 9. Oath and Signature

Under penalties of perjury, I declare that I have examined this Application, and to the best of my knowledge, information and belief, it is true and correct as of the date hereof.

Name of NPIHE: \_\_\_\_\_

By: \_\_\_\_\_  
Date (mm-dd-yyyy)

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

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

### INSTRUCTIONS

#### GENERAL INFORMATION

1. The *Application for Allocation of Matching Funds* must be completed by the NPIHE and approved by the Authority prior to the first submission of a *Request for Disbursement of Matching Funds* by the NPIHE in a fiscal year.
2. The Submission Dates for Applications are **June 1** and **November 1**. Applications must be received by the Authority no later than **4:00 p.m.** on such dates; requests for extension of this time and date will not be granted.
3. NPIHE should submit one (1) manually executed original and an electronic version (in PDF format) of the Application.
4. Applications should be delivered to the following address:

**Maryland E-Innovation Initiative Fund Authority**  
**World Trade Center**  
**401 E. Pratt Street – 15<sup>th</sup> Floor**  
**Baltimore, MD 21202**

The timely receipt of the Application will be determined by the date and time the hard copy of the Application is delivered to and received by the Authority at the address above. NPIHEs may submit the electronic copy of an Application by email to [bret.schreiber@maryland.gov](mailto:bret.schreiber@maryland.gov), but these electronic copies are courtesy copies for the Authority and the date and time of receipt will have no bearing on the timeliness of the Application. Applications may not be submitted by facsimile.

5. Public Information Act Notice. NPIHEs should be aware that all information submitted in or accompanying an Application may be subject to the provisions of the Maryland Public Information Act (General Provisions Article, Title 4, Annotated Code of Maryland). The NPIHE should clearly identify those

portions of its Application, including the Research Endowment Plan, which it considers confidential and/or proprietary commercial information or trade secrets and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act. NPIHEs are advised that, upon request for this information from a third party, the Authority is required to make an independent determination whether the information must be disclosed.

6. In the absence of a reallocation of matching funds under COMAR 24.05.22.08, NPIHEs are limited to the receipt of **25%** of cumulative Program funds. For FY 2017, the Program funds available for award, after taking into account the administrative costs of the Program, are **\$8,556,250** (\$8,450,000 for FY 2017 plus \$106,250 FY 2016 carry-forward). The 25% limit is determined by reference to the cumulative funds appropriated to the Program to date, which is **\$16,875,000** (\$8,425,000 for FY 2016 plus \$8,450,000 for FY 2017) (net of administrative expenses). Therefore, the 25% limit per NPIHE for FY 2017 is **\$4,218,750**. NPIHEs that received an award or awards for Application(s) approved by the Authority in FY 2016 should deduct the aggregate amount of the award(s) from \$4,218,750 to determine the maximum amount of matching funds available to it for Applications submitted during FY 2017.

#### AUTHORITY REVIEW AND APPROVAL PROCESS

1. The Authority will review each Application for compliance with the Act and the Program regulations.
2. If the Authority determines that an Application is not responsive, the Authority shall notify the NPIHE of the deficiency, and the NPIHE shall have five (5) business days to cure the deficiency.
3. The Authority shall provide notice to the NPIHE of approval or rejection of an Application, including the Research Endowment Plan submitted with the Application, including any allocation of matching funds, within 60 days after the Authority deems the Application complete. If an Application is not approved, the Authority shall include the reason(s) the Application could not be approved.
4. NPIHE should note that the Authority may allocate all of the matching funds available under the Program to applications received for the June 1 submission date. There can be no guarantee that funds will be available under the Program for allocation to applications received after the June 1 submission date.