

IMPORTANT -- INSTRUCTIONS -- READ CAREFULLY

- Proposals Due:** April 29, 2011 – 5:00 pm in the MIPStrack on-line system.
- Pre-Submittal Review:** Both company and university proposers are urged to meet with MIPS staff prior to drafting a proposal, to consider appropriateness of proposal plans and to obtain any needed guidance. Draft proposals can also be submitted to MIPS for review and comment. This type of assistance is available up to two weeks prior to the due date.
- Web-based Application Submit in MIPStrack:** You must register for an account at <http://www.mipstrack.umd.edu> after **March 11, 2011** in order to fill out the web-based MIPS application form and download other appropriate materials. Follow instructions located in the guidelines booklet (page 5) for submission of applications. **MIPStrack requires Internet Explorer 6.0 or higher and is compatible with Safari and Firefox browsers.**
- No Paper copies required** All application submissions are electronic and paperless. However, **all applications must go through the appropriate University's Contract and Grants office for approval prior to submitting the application to MIPS.** Please allow enough time for this process. It can take 3-5 days and sometimes up to 3 weeks for the approval process.
- Completing Application Form:** Complete the on-line MIPS application form at www.mipstrack.umd.edu Follow instructions found in the Guidelines booklet (page 5).
- Technical Proposal:** Technical proposals should not exceed 5 pages and should be numbered 1, 2, 3 etc. **In MIPStrack under "update proposal page" upload your technical proposal under the appropriate slot.** Technical proposal must be uploaded before campus administrators can approve submittal by University Faculty PI.
- Suggested Reviewers:** On the project disciplines/suggested reviewer form, you should suggest qualified technical reviewers for your proposal. Technical reviewers should be actively pursuing research in federal labs or universities and **NOT** in private industry. They must not have a conflict of interest with the proposed work and should be contacted in advance for availability and willingness to complete the review.
- Checklist for Attachments:**
- Start-up companies are required to upload an **executive summary of their business plan, financial pro forma** (future projections), **current financials** (actuals)
 - Small companies – upload copies of **company brochures**.
- All companies provide:
- **State Dept of Assessments & Taxation ID (SDAT)** provided by **MD Dept. of Assessments & Taxation**. (see pg. 2 of application # i-1)
 - Project Discipline/Suggested Reviewers form
 - Faculty C.V. (1 or 2 page max) uploaded under the appropriate tab.