



# nucleus<sup>^</sup>

**Utah Technology Innovation Funding (UTIF)**

**Program Application Guide**

Updated August 2026

# BEFORE YOU BEGIN...

## 1) Identify your SBIR/STTR funding opportunity (Topic & Federal Agency)

- UTIF is supplemental funding for Utah applicants of 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 (Federal Agency, Solicitation/FOA number, Topic, Submission deadline).

## 2) Register your company with [SAM.gov](https://sam.gov), [Utah Div. of Corporations](https://utah.gov/corps), [SBIR.gov](https://sbir.gov) and the [SBA](https://sba.gov)

- Proof of registration with SAM.gov, the Small Business Administration (SBA), and the Utah Division of Corporations is required in order to approve your UTIF application.

## 3) Write your Executive Summary

- An Executive Summary explaining your project is needed. The executive summary should follow the format of the [National Science Foundation's Project Pitch](https://www.nsf.gov/pubs/2014/nsf14016/summary.pdf).
- The following information will be added to your UTIF application:
  - i) Proposed Innovation
  - ii) Technical Objectives
  - iii) Market Opportunity
  - iv) Company/Team.

# HOW TO SUBMIT A UTIF APPLICATION

# UTIF Application Submission Steps & Timeline

**Step 1:** Create/Access Account Under GOEO's portal

**Step 2:** Add a UTIF Application to your Profile

**Step 3:** Start your UTIF Application

**Step 4:** Enter your Company Information

**Step 5:** Verify your Eligibility to the SBIR/STTR Programs

**Step 6:** Add the SBIR/STTR funding Opportunity Information

**Step 7:** Add your Project Summary

**Step 8:** Upload Attachments

**Step 9:** Certify, Review and Submit your Application

**Step 10:** UTIF Review & Approval Process

**Step 11:** How to claim your UTIF funds

# Step 1: Create/Access Account Under GOEO's Portal

## NEW USER

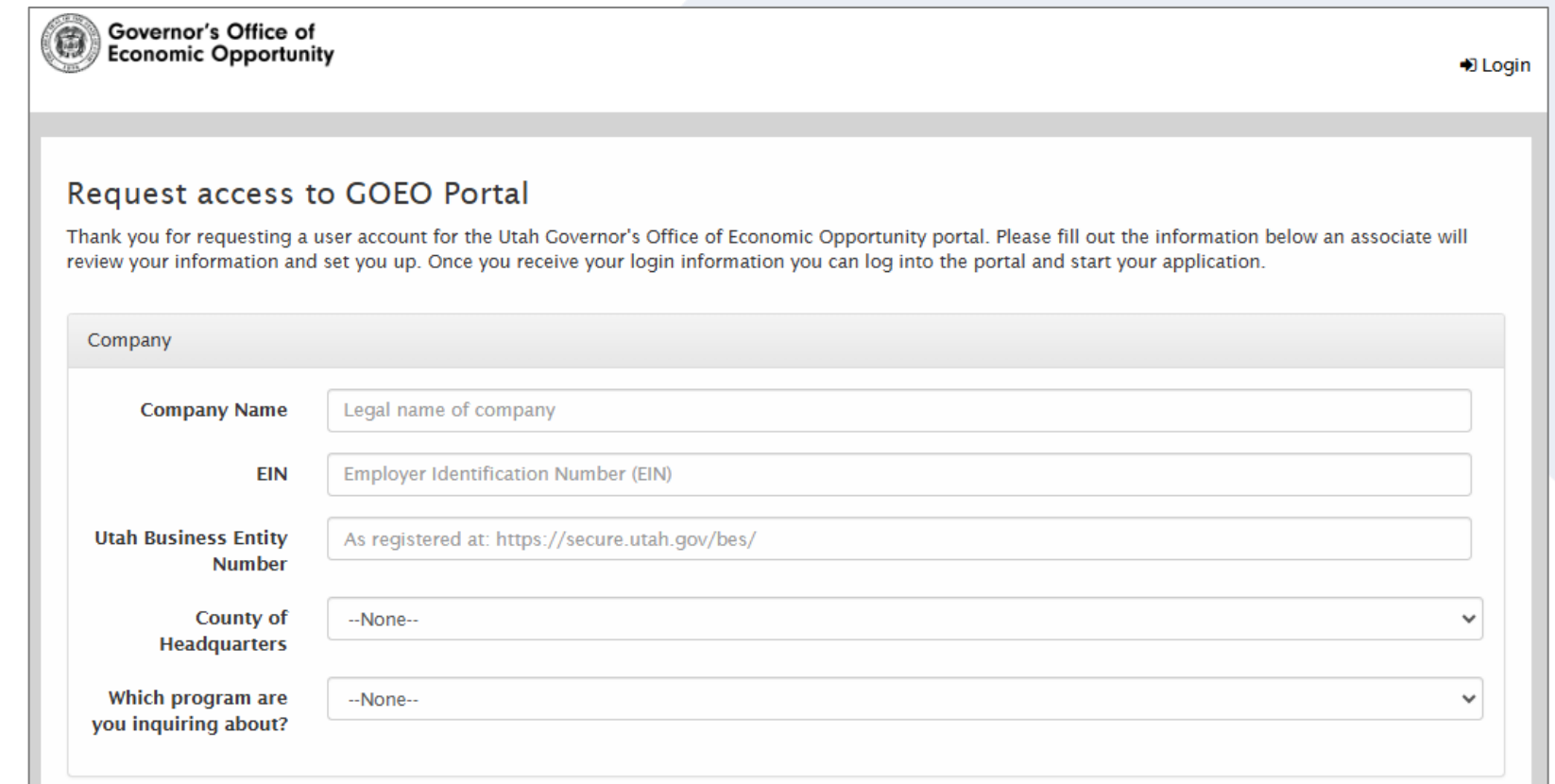
Utah Technology Innovation Funding (UTIF) applications are submitted via the Governor's Office of Economic Opportunity portal.

If you have not applied for GOEO funding before, complete the "New Portal User Request Form": <https://goed.my.salesforce-sites.com/econ/PtICase>

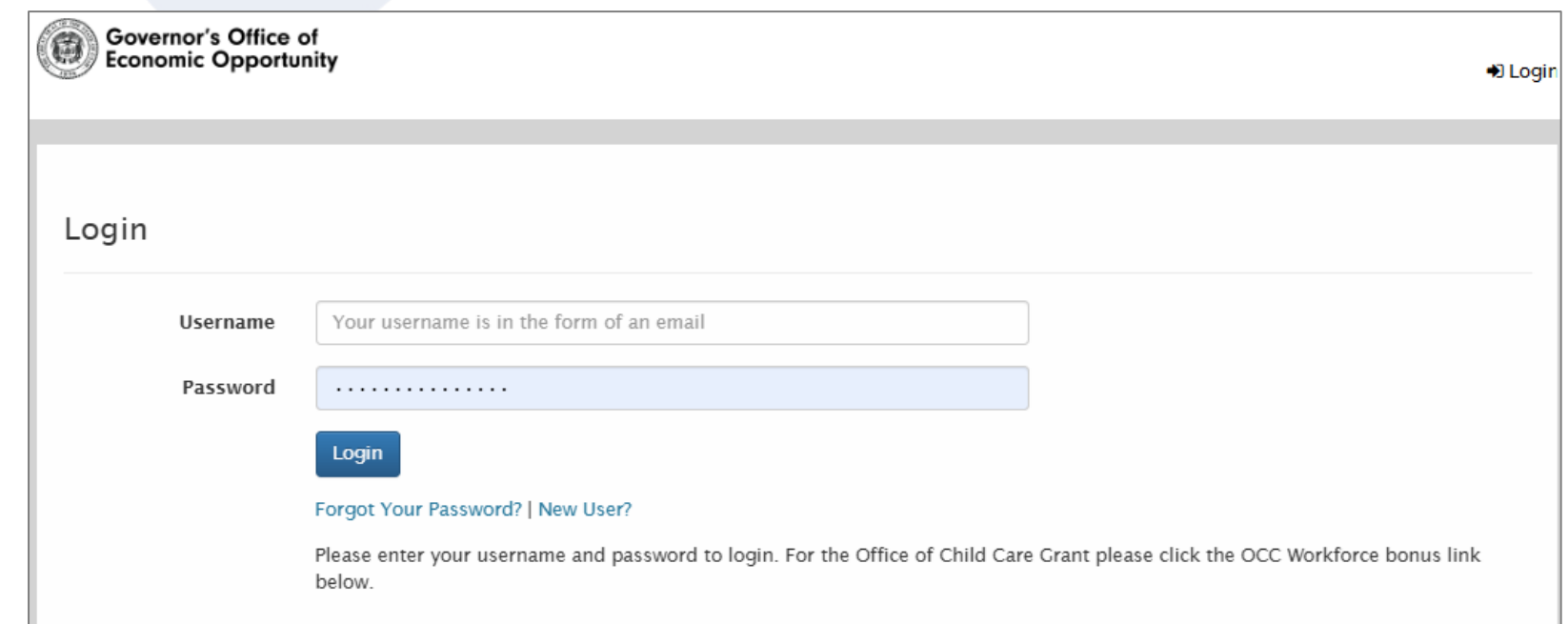
Once your request has been submitted, you will receive a confirmation email. The information will be reviewed and activation may take 24 hours. A second email with your login credentials will be provided upon activation.

## EXISTING USER

Go to <https://goed.my.salesforce-sites.com/econ/> and enter your user information.



The screenshot shows the 'Request access to GOEO Portal' form. At the top, it says 'Governor's Office of Economic Opportunity' and 'Login'. Below the title, a message states: 'Thank you for requesting a user account for the Utah Governor's Office of Economic Opportunity 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.' The form fields are: 'Company Name' (text input with placeholder 'Legal name of company'), 'EIN' (text input with placeholder 'Employer Identification Number (EIN)'), 'Utah Business Entity Number' (text input with placeholder 'As registered at: https://secure.utah.gov/bes/'), 'County of Headquarters' (dropdown menu with '--None--'), and 'Which program are you inquiring about?' (dropdown menu with '--None--').



The screenshot shows the 'Login' form. At the top, it says 'Governor's Office of Economic Opportunity' and 'Login'. Below the title, there are two input fields: 'Username' (text input with placeholder 'Your username is in the form of an email') and 'Password' (password input with placeholder '.....'). Below the password field is a blue 'Login' button. Under the button, there are links for 'Forgot Your Password?' and 'New User?'. At the bottom, a note says: 'Please enter your username and password to login. For the Office of Child Care Grant please click the OCC Workforce bonus link below.'

# Step 2: Add a UTIF Application to your Profile



Once your account has been activated, log into your account using your email and temporary password (new users will need to create a new password)

The first screenshot shows the 'Login' page of the Governor's Office of Economic Opportunity portal. It features a 'Username' field with a hint 'Your username is in the form of an email', a 'Password' field, and a 'Login' button. Below the password field are links for 'Forgot Your Password?' and 'New User?'. An orange arrow points to the 'Login' button. The second screenshot shows the 'Change Your Password' page. It has fields for 'New Password' and 'Verify New Password', followed by a 'Change Password' button. An orange arrow points to this button. Both pages have a header with the portal's name and a 'Login' link, and a footer with copyright information and a 'Powered by community grants' logo.



On the “**Portal Home**” page, click on the “**Apply**” button.

The screenshot shows the 'Portal Home' page. At the top is a navigation bar with links: 'Portal Home', 'Funding Opportunities', 'My Applications', 'Reimbursements', 'Panel Review', and 'Logout'. Below this is a section titled 'Portal Home' with a subtitle 'Utah Governor's Office of Economic Development Resources'. A paragraph states: 'This portal is used to manage grant, incentive, and loan applications. Please click on the "My Applications" tab to view your applications in progress.' Below this text are three large blue circular buttons labeled 'Apply', 'Update', and 'Review'. An orange arrow points to the 'Apply' button. The footer contains copyright information: '© 2021 Governor's Office of Economic Opportunity' and 'Utah GOED | Resources for Businesses', along with a 'Powered by community grants' logo.

# Step 2: Add a UTIF Application to your Profile

Phase I  
applicant

If you are planning to submit a Phase I SBIR/STTR proposal, click on the “Apply” button to select the “**UTIF Microgrant Application**”

Phase II  
applicant

If you are planning to submit a Phase II SBIR/STTR proposal, click on the “Apply” button to select the “**UTIF Nonrecourse Loan Application**”

Portal HomeFunding OpportunitiesMy ApplicationsReimbursementsPanel ReviewLogout

Funding Opportunities

Click on the Funding Opportunity Name to see guidelines and information for this opportunity.

Click on the Apply button under the Action column to apply for this Funding Opportunity.

page 1 of 1 (5 records total)PreviousNextPage Size 10

| Details                                   | Category                                  | Division               | Frequency            | Close Date/Time | Eligibility | Action |
|-------------------------------------------|-------------------------------------------|------------------------|----------------------|-----------------|-------------|--------|
| Redeveloping Matching Grant               | COVID-19 Response                         | Operations             | One-time Opportunity |                 |             | Apply  |
| Small Business Employee Vaccination Grant | Other                                     | Operations             | One-time Opportunity |                 |             | Apply  |
| Talent Development Grant                  | Corporate Recruitment & Business Services | Workforce Development  | One-time Opportunity |                 |             | Apply  |
| UTIF Microgrant Application               | Business Outreach & Foreign Trade         | Utah Innovation Center | One-time Opportunity |                 |             | Apply  |
| UTIF Nonrecourse Loan Application         | Business Outreach & Foreign Trade         | Utah Innovation Center | One-time Opportunity |                 |             | Apply  |

# Step 2: Add a UTIF Application to your Profile

After selecting the appropriate UTIF Application, the system will ask you to confirm your selection by clicking on:

1) “**Apply for this opportunity**” under the application description/summary page:

**Utah Technology Innovation Funding (UTIF) Microgrant Application**

Status: Published  
Close Date:

[Apply for this opportunity](#)

**Utah Technology Innovation Funding (UTIF) Microgrant Application**

Complete four weeks prior to SBIR/STTR submission deadline. Only applications submitted through the Governor's Office of Economic Opportunity (GOEO) Submission Portal will be accepted for review.

1. Access submission system  
2. Provide required information:  
1. Proposal title  
2. Company name  
3. Business contact name and contact information  
4. Principal Investigator name and contact information  
5. EIN (Employer Identification Number)  
6. BAA/FOA/Solicitation Number  
7. Due Date for upcoming SBIR/STTR proposal  
8. Funding amount of Phase I opportunity  
9. Project Summary  
1. Description of technology and innovation  
2. Description of technical objectives  
3. Market opportunity description (250 words)  
4. Company and team description (250 words)  
3. W-9 form (upload)  
4. SBA Registry Document - SBC Registration from SBIR.gov (upload)  
5. SAM Entity Information (upload a PDF copy of your SAM entity information)  
6. Certification that all information provided in the application is accurate and applicant meets all eligibility requirements to apply for and receive this nonrecourse loan.

**Support Issue Contacts:**  
Login/password/website/navigation please contact support: econsfsupport@utah.gov  
Process issues or questions please contact the Utah Innovation Center: innovationutah@utah.gov

[Apply for this opportunity](#)

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2) “**Apply Now**” under the applicant organization pop-up window:

**UTIF Microgrant Application**

To create a new application for this funding opportunity, click the "Apply Now" button below.

Please select the applicant organization from the picklist.

Utah Innovation Center

[View Other Funding Opportunities](#) [Apply Now](#)

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3) Once confirmed, click on “**Start Application**” to begin your application:

**UTIF Microgrant Application**

Success: Grant Application created.

Click the button below to edit your application and submit it for review.

[Start Application](#)

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# Step 3: Start Your UTIF Application

- Read the Instructions under the Overview section.
- Click “**Next**” to complete/navigate through each section.
- For Login/Password/Website Issues, contact [econsfsupport@utah.gov](mailto:econsfsupport@utah.gov).
- For clarification about the application and UTIF requirements, contact [grow@nucleusutah.org](mailto:grow@nucleusutah.org)
- Make sure to “**Save**” your application as you add information.

Funding Application for: Utah Innovation Center

Application ID APP-091760

1. Overview

Save & Exit Next > Submit Funding Application

Overview

**Utah Technology Innovation Funding (UTIF)**  
**Microgrant Application**

Complete four weeks prior to SBIR/STTR submission deadline. Only applications submitted through the Governor's Office of Economic Opportunity (GOEO) Submission Portal will be accepted for review.

1. Access submission system
2. Provide required information:
  1. Proposal title
  2. Company name
  3. Business contact name and contact information
  4. Principal Investigator name and contact information
  5. EIN (Employer Identification Number)
  6. BAA/FOA/Solicitation Number
  7. Due Date for upcoming SBIR/STTR proposal
  8. Funding amount of Phase I opportunity
  9. Project Summary
    1. Description of technology and unmet need (500-word maximum)
    2. Description of technical objectives and challenges of proposed R&D (500-word maximum)
    3. Market opportunity description (250-word maximum)
    4. Company and team description (250-word maximum)
3. W-9 form (upload)
4. SBA Registry Document – SBC Registration from SBIR.gov (upload)
5. SAM Entity Information (upload a PDF copy of your SAM entity information)
6. Certification that all information provided in the application is accurate and applicant meets all eligibility requirements to apply for and receive this microgrant.

**Support Issue Contacts:**  
Login/password/website/navigation please contact support: [econsfsupport@utah.gov](mailto:econsfsupport@utah.gov)  
Process issues or questions please contact the Utah Innovation Center: [innovationutah@utah.gov](mailto:innovationutah@utah.gov)

Save & Exit Next > Submit Funding Application

2. Company Information

3. Eligibility

4. SBIR/STTR Funding Opportunity

5. Project Summary

6. Attachments

7. Certification

8. Review & Status

# Step 4: Enter your Company Information

Under the “Company Information” section, enter:

- Company name and contact information.
- Employer Identification Number or Tax Identification Number (see [IRS website](#) if you need to obtain one).
- Business License number and jurisdiction (city or county) if applicable.
- Business contact name and contact information.
- Principal Investigator (PI) name and contact information. This should be the same PI you are naming under your SBIR/STTR funding application (If your project has co-PIs, provide the one associated with your company).

Once completed, click “Next.”

Funding Application for: Utah Innovation Center  
Application ID: PP-091706

1. Overview  
2. Company Information

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

Company Information

Question 1  
Company: Name

Question 2  
Company: Phone Number

Question 3  
Company: Website

Question 4  
Company Address: Street

Question 9  
Company: EIN/TIN

Question 10  
Business License Number (if available):

Question 11  
Business License Jurisdiction (if applicable):

Question 12  
Business Contact: First Name

Question 13  
Business Contact: Last Name

# Step 5: Verify your SBIR/STTR Programs' Eligibility

Under the “Eligibility” section, answer all the questions.

The information provided will be verified to confirm your eligibility for both the federal SBIR/STTR and UTIF programs.

Visit the Utah Division of Corporations website to complete your company registration (this is different from a business license registration).

If you are unfamiliar with SBIR/STTR requirements, please attend the free SBIR 101 Workshop.

Once completed, click “**Next.**”

Funding Application for: Utah Innovation Center  
Application ID: APP-091760

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

Question 33  
Is this company a for-profit?  
☐ Yes  
☐ No

Question 34  
Is this company more than 50% owned by a permanent resident alien?  
☐ Yes  
☐ No

Question 35  
Does this company have more than 500 employees?  
☐ Yes  
☐ No

Question 36  
Is this company registered with the Utah Division of Corporations and have a Utah business license?  
☐ Yes  
☐ No

Question 37  
Is this company headquartered in a rural Utah county (defined as a county of the third, fourth, fifth or sixth class)?  
☐ Yes  
☐ No

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

# Step 6: Add the SBIR/STTR Funding Opportunity Information

Under the SBIR/STTR Funding Opportunity section, enter the SBIR or STTR solicitation information for which you are planning to submit a proposal:

- **Federal Agency** (e.g., DOD, DOE, HHS, NSF, DOT, DOC, DA, DHS, DE, NASA, EPA, NIST)
- **BAA/FOA Solicitation number** (funding opportunity number from the federal agency. Visit [Grants.gov](https://www.grants.gov) for details)
- **Topic Number** (listed under the solicitation)
- **Proposal Type** (Phase I, Phase II, Direct to Phase II, Fast Track)
- **Proposal Due Date** (listed under the solicitation)
- **Funding Amount** (enter full allowable amount listed under solicitation/topic)

If applying to the NSF, enter the Topic and Sub-Topic numbers listed under the [Portfolio webpage](#). An accepted Project Pitch from an NSF Program Director is also required under UTIF.

If applying to the [HHS/NIH](#), enter the selected [Research Institute](#). Your proposal/innovation must align with the [Program Description](#) of that same Research Institute.

Once completed, click “**Next.**”

4. SBIR/STTR Funding Opportunity

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

SBIR/STTR Funding Opportunity

**HELPFUL TIP:**

- Each SBIR/STTR topic is tied to a solicitation (BAA, FOA, RGA, etc.) specific to the Federal Agency (contact the Utah Innovation Center if you need assistance).
- If submitting to the NSF, you must have an accepted project pitch and a formal invitation to submit a Phase I proposal.
- If submitting to the HHS, include the omnibus number as the solicitation, and the specific research institute as the topic.
- Proposal due date is the submission deadline associated with the selected topic/solicitation.

Question 39  
**SBIR/STTR Agency**

Question 40  
**BAA/FOA/Solicitation Number**

Question 41  
**Topic Number (if applicable)**

Question 42  
**Proposal Type**

Question 43  
**Proposal Due Date**  
mm/dd/yyyy

Question 44  
**Funding Amount of Phase I opportunity**

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

# Step 7: Add your Project Summary

Under the Project Summary section, you are invited to describe the R&D project you are proposing in your SBIR/STTR application:

- **Description of technology/Innovation (500 - word maximum):** Explain what product/service you will develop and how it address a market gap or unmet need.
- **Description of technical objectives and challenges of proposed R&D (500 - word maximum):** Explain what type of science validation or proof of concepts is needed to develop your innovation (functional prototype) . A typical proposal has normally 2 to 5 technical objectives.
- **Market opportunity description (250 - word maximum):** Explain the market segment and size, current state of the art, competitors, customers, and how you are planning to commercialize your innovation .
- **Company and team description (250 - word maximum):** Provide a summary of the company's history, mission, size and current business activities. Explain who will be the PI and main contributors to the project (include research institution collaborators, partners or consultants if applicable).

Once completed, click “ **Next** ”

5. Project Summary

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

Project Summary

HELPFUL TIP:

The proposed innovation project summary provided under this section should be tied to a specific solicitation and address the problem under the federal agency's topic.

We suggest writing your application answers in a word processor outside of the online application. This will allow you to proofread and edit answers more effectively. Using a word processor easily allows you to keep track of the character count in your response, as there are character limits for some questions. This will also help alleviate connection errors and lost work. Lastly, remember to save your work as you fill out the application.

Question 45

Describe the technology/innovation

Question 46

Describe the technical objectives and challenges of proposed R&D

Question 47

Describe the market opportunity

Question 48

Briefly describe the company and team

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

# Step 8: Upload Attachments

Under the “Attachment” section, provide the following documents:

## W-9 Form:

- Download and complete a copy of the form found on [IRS website](#).
- Make sure to include the LLC classification (if applicable)
- Sign/date the document (electronic signatures are not allowed. Date and signature must be handwritten)
- Do not provide an SSN.

**Form W-9**  
Request for Taxpayer Identification Number and Certification  
Give Form to the requester. Do not send to the IRS.

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.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 1).

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

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.

**Part II Certification**  
Under penalties of perjury, I certify that:  
1. 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

## SBA Company Registry:

- Visit the SBIR website to complete your [SBIR registration](#).
- Upload proof of registration (see example).

**SBIR.gov SBC Registration**

SBC Control ID: SBC\_000111223

Company Name: Sample Company, LLC

Address:

City:

State: Zip:

EIN (TIN): UEI:

Company URL:

Number of Employees:

Is this SBC majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms?

**6. Attachments**

Save & Exit Save Previous Next Submit Funding Application = Required Information

**Attachments**

**HELPFUL TIP:**

- W-9: Do not provide SSN. Sign and date the document. Your company name should match SAM and SBIR registrations.
- SBA registration: Complete registration via SBIR.gov and upload a PDF file.
- SAM registration: Complete registration via SAM.gov registration. Once completed, download a PDF version of your "SAM Entity Information" found under your SAM account profile and upload as an attachment.

**NOTE:** Click "Choose File," select the correct file you would like to attach, then click "Upload" before moving onto the next question. If you do not see the file upload date, it did not successfully upload. If you have more than one file to upload for this question, click "Choose File" again after you have uploaded the previous file for this question. Save the page before moving on to the next section. Individual attachments should not exceed 20 MB.

**Question 48**  
**W-9**

no uploaded files  
Choose File No file chosen  
Upload

**Question 49**  
**SBA Company Registry**

no uploaded files  
Choose File No file chosen  
Upload

**Question 50**  
**SAM Entity Information (upload a PDF copy of your SAM entity information)**

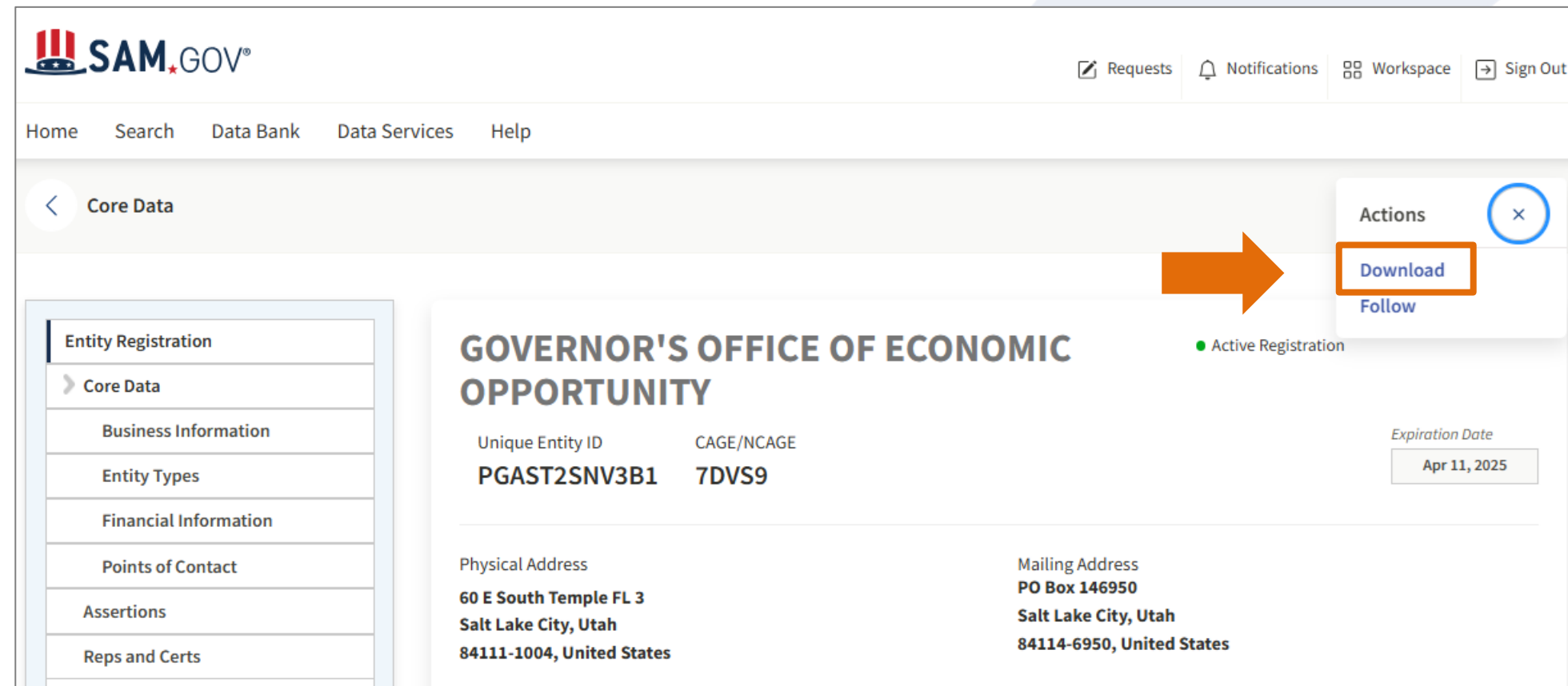
no uploaded files  
Choose File No file chosen  
Upload

Save & Exit Save Previous Next Submit Funding Application = Required Information

# Step 8: Upload Attachments

## SAM Entity Information:

- An active SAM registration is required to qualify under the UTIF program.
- A [SAM.gov registration](#) is free but may take 2-8 weeks to process (apply in advance).
- Once your SAM registration is active, download a PDF version of your “[SAM Entity Information](#)” found under your SAM account profile (see example).



The screenshot shows the SAM.gov interface. At the top, there's a navigation bar with links for Requests, Notifications, Workspace, and Sign Out. Below this is a secondary navigation bar with Home, Search, Data Bank, Data Services, and Help. The main content area is titled 'Core Data' and displays information for the 'GOVERNOR'S OFFICE OF ECONOMIC OPPORTUNITY'. The page indicates an 'Active Registration' with a green dot. Key details include the Unique Entity ID (PGAST2SNV3B1), CAGE/NCAGE (7DVS9), and an expiration date of April 11, 2025. Physical and mailing addresses are also listed. On the left, a sidebar menu allows navigation between different sections of the entity's profile. An orange arrow points to the 'Download' button in the 'Actions' menu, which is highlighted with a red box.

 For Nonrecourse Loan Applicants Only: Upload a PDF copy of your “[Phase I Project Summary](#)” and/or “[Phase I Award Notification](#)”.

# Step 9: Certify, Review and Submit your Application

 Certify your UTIF application by:

- Read the UTIF Program Announcement.
- Agree with the terms of the program.
- Agree to report information related to your application and SBIR/STTR award.
- Type your name as a signature.

 Once completed, click “**Next**”

7. Certification

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

**Certification**

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.

| Question 53  
**Have you read the UTIF announcement document?**

☐ Yes  
☐ No

| Question 54  
**Do you agree with the program terms stated above?**

☐ Yes  
☐ No

| Question 55  
**Do you agree to respond to reporting requests?**

☐ Yes  
☐ No

| Question 56  
**Type your name as signature attesting to the preceding statement**

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

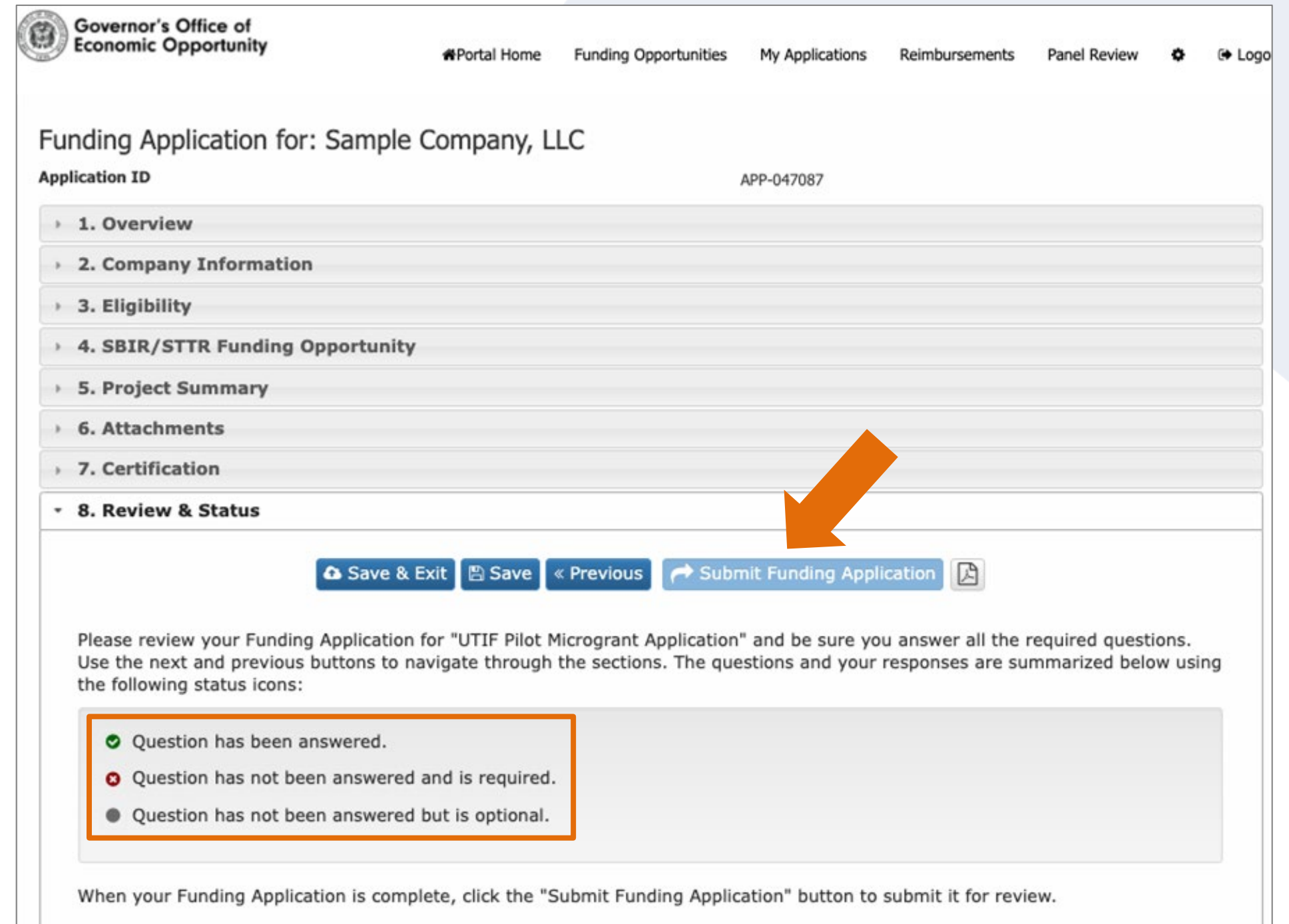


# Step 9: Review, Certify and Submit your Application

## How to review your UTIF application :

- The “Submit Funding Application” button will be grayed out until all required questions are answered.
- Complete questions will be marked with a green ✓ icon
- Incomplete questions will be marked with a red ✗ icon.
- Scroll down to see questions that are marked with a red ✗.
- Scroll back to the navigation menu and to return the section corresponding to the unanswered questions. Click “**save**” to modify your answers.
- Click “**Review & Status**” to return to the submit screen.

When all required questions are answered, the “**Submit Funding Application**” button will change from **pale** to dark **blue**, and you will be able to submit your UTIF application.



Governor's Office of Economic Opportunity

Portal Home Funding Opportunities My Applications Reimbursements Panel Review Logo

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.

# UTIF REVIEW & APPROVAL PROCESS

# Step 10: UTIF Review & Approval Process



- Once submitted, your UTIF application will be reviewed within 10 business days.
- For tracking purposes, your UTIF application has an assigned Application ID.
- You may use the “**Actions**” icons to print or download a copy of your application.
- Email notifications will be sent to confirm submission of the UTIF application and for status updates.
- Further information may be requested to clarify your innovation and to confirm your eligibility to the program.
- Incomplete information may delay the review process or decline your funding application.

Governor's Office of  
Economic Opportunity

Portal HomeFunding OpportunitiesMy ApplicationsReimbursementsPanel ReviewLogout

My Applications

Click the pencil icon beside the selected draft under Actions to continue editing.

Click the printer icon beside the selected record under Actions to print.

When visible, allows an applicant to file reports. Only available for "Funded" applications and authorized applications.

When visible, allows an applicant to delete a draft application.

page 1 of 1 (1 records total)PreviousNextPage Size10

# Step 11: How to claim your UTIF funds

Upon approval, you will be assigned to a program manager to guide and support you through the SBIR/STTR submission process.

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

UTIF Funds are disbursed after the applicant has provided:

- An email receipt stating that the submission has been accepted by the agency's application system.
- Copy of the submitted SBIR/STTR proposal.
- Information must be provided to the Utah Innovation Center within 90 days of the SBIR/STTR submission deadline.



# UTIF APPLICATION - COMMON MISTAKES

- Not reading the Federal Agency's solicitation and addressing the topic or mission.
- Not leveraging the various workshops, tools, and templates offered by Nucleus Grow.
- Failing to register your small business with all required government reporting systems (SAM.gov, SBA/SBIR, eRA commons) listed under the solicitation.
- Submitting an SBIR/STTR application to the federal agency at the last minute.
- Innovation is not based in STEM or Research & Development.
- Innovations that are incremental upgrades of an existing product/technology, no commercialization potential, or limited impact.
- Submitting your UTIF application less than 4 weeks prior to the Federal Agency's SBIR/STTR application deadline.