

Application and Guide
Alabama Research and Development Enhancement Fund



Street Address: 401 Adams Avenue, Suite 560
Montgomery, Alabama 36104-4325

Mailing Address: Post Office Box 5690
Montgomery, Alabama 36103-5690

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ALABAMA RESEARCH AND DEVELOPMENT ENHANCEMENT FUND GRANT APPLICATION
GUIDELINES

Applications shall be submitted in PDF format by email to shonda.gray@adeca.alabama.gov. Only submit one application per email. The application must be submitted as one single document. Applications will be accepted starting on March 1, 2022. Completed applications must be submitted by 11:59 PM CST, on July 29, 2022. Any applications received after the deadline will not be considered. All applications must be complete; however, the Alabama Department of Economic and Community Affairs (ADECA) reserves the right to contact applicants for additional information and/or clarifications.

The Alabama Research and Development Enhancement Fund (ARDEF) established by the Alabama Innovation Act (AIA) is administered by ADECA for the purpose of encouraging new and continuing efforts to conduct research and development activities within Alabama.

This solicitation focuses on encouraging these activities by supporting and advancing research and development in Alabama to improve employment opportunities and products and services available to the citizens of Alabama.

Successful applicants will describe in detail research and development activities to be performed and potential impacts in terms of job creation and economic development.

The ADECA Energy Division intends to issue awards totaling no more than \$4,850,000.00.

Individual grants awarded by ADECA may not exceed the lesser of:

1. Twenty percent (20%) of the total grant funds awarded in a single fiscal year. The maximum available for this fiscal year award is \$970,000 contingent on the projects funded, or
2. Fifty percent (50%) of the budgeted project costs.

Indirect costs and administrative costs may not exceed ten percent (10%) of the grant amount awarded.

FUNDING ALLOCATION

The grants shall be allocated among eligible applicants using a competitive scoring system. Criteria to be considered include the following:

1. New research;
2. The amount of financial commitment of an industry partner;
3. Research to benefit Alabama business and industry;
4. Research to benefit small- and medium-sized business and industry;
5. New and continuing efforts to conduct new or expanded research and development activities within Alabama;
6. Research to improve the employment opportunities available to the residents of the state;
7. Research to improve the products and services available to the residents of the state; and
8. Other criteria, as appropriate.

If grant funds for the corresponding fiscal year are returned for any reason or if additional grant funds become available, ADECA may continue to award grants based on the competitive scoring system. Partial awards may be made at the discretion of ADECA's Director if funds do not allow a full award to be made.

APPLICANT ELIGIBILITY

Eligible Research Entities include the following:

1. A public or private university in the state in partnership with a private sector applicant;
2. A university research foundation affiliated with a public or private university in the state in partnership with a private sector applicant;
3. A public two-year college in the state in partnership with a private sector applicant;
4. A publicly-owned hospital in the state in partnership with a private sector applicant;
5. An entity duly formed, domiciled or qualified to do business in the state in partnership with a private sector applicant and that meets each of the following criteria:
 - a. Is exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended;
 - b. Is predominantly engaged in research and non-commercial development activities undertaken for the purpose of discovering information that is technological or biotechnological in nature, involves a process of experimentation, and the application of which is intended to be used in the development of a new or improved product, service or treatment;
 - c. Has its headquarters and principal place of business in the state; and
 - d. Has, or is anticipated to have, at least 75 percent (75%) of its property and payroll in Alabama, using the property and payroll factor calculations found in Title 40.

ACTIVITY ELIGIBILITY

Proposed applicants must demonstrate the potential to improve employment opportunities and products and services available in Alabama through new and continuing research and development activities.

Eligible activity categories must be predominantly any one or more of the following:

1. Described by NAICS Code 1133, 115111, 2121, 22111, 221330, 31 (other than 311811), 32, 33, 423, 424, 482, 4862, 48691, 48699, 48819, 4882, 4883 (other than 48833), 493, 511, 5121 (other than 51213), 51221, 517, 518 (without regard to the premise that data processing and related services be performed in conjunction with a third party), 51913, 52232, 54133 (if predominantly in furtherance of another activity described in this section), 54134 (if predominantly in furtherance of another activity described in this section), 54138, 5415, 541614, 5417, 55 (if not for the production of electricity), 561422 (other than establishments that originate telephone calls), 562213, 56291, 56292, 611512, 927 or 92811.
2. The production of biofuel as the term is defined in Section 2-2-90 (c) (2).
3. A target of the state's economic development efforts pursuant to either of the following:
 - a. The Accelerate Alabama Strategic Economic Development Plan adopted in January 2012 by the Alabama Economic Development Alliance, created by Executive Order Number 21 of the Governor on July 18, 2011, or any amended version or successor document, or
 - b. A type listed in a regulation adopted by the Department of Commerce.

REQUIRED MATCH AMOUNTS

Grant funds awarded through this solicitation require a fifty percent (50%) match.

QUESTIONS

Questions pertaining to this Application and Guide may be submitted by email to Shonda Gray, ARDEF Program Manager, at shonda.gray@adeca.alabama.gov

SECTION A: GRANT APPLICANT INFORMATION

Program Name	<i>Alabama Research and Development Enhancement Fund</i>		
Grant Applicant's Legal Name			
Physical Address			
City, State and County			
Physical Address of Research Site			
City, State and County			
Federal Employer Identification No.			
Organization Type			
NAICS Code			
Type of Research	<input type="checkbox"/> New Research	<input type="checkbox"/> Continuing Research	
Legal Name of Industry Partner			
Amount of Industry Partner's Financial Commitment			
Requested Award Amount		Project Duration (months)	
Match Amount		Match Percentage	
Total Project Cost			

PROJECT DIRECTOR				
Salutation	First Name	M.I.	Last Name	
Position/Title		Phone	Email Address	
Mailing Address		City	State	Zip Code

SIGNATORY OFFICIAL / GOVERNOR'S NOTIFICATION				
Salutation	First Name	M.I.	Last Name	
Position/Title		Phone	Email Address	
Mailing Address		City	State	Zip Code

CERTIFICATION	
<p>I, the undersigned, am authorized to obligate my entity and enter into agreements for my organization. I understand that this application does not guarantee funding and a grant agreement will be executed prior to project funds being expended. I further understand that if the statements of this application cannot be verified, no grant funds will be awarded under this program. Finally, to the best of my knowledge the responses to this application are true and correct.</p>	
Signature of Applicant:	
Title of Applicant:	Date:

SECTION B: PROJECT BUDGET

Please provide the following information to explain the estimated costs for the project budget. Please include the requested award amount and the match contribution.

PERSONNEL

List program personnel by function (e.g., program coordinator, engineer, secretary, student aide, etc.) Show the salary of each person and the percentage of time that each person will spend on the project. (Example: Project Director, annual salary \$40,000, 75% of time to be spent on the project.)

Personnel Function	Salary	Time Percentage	Cost
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTAL:			\$

FRINGE BENEFITS

If fringe benefits are estimated as a percentage of personnel costs, give percentage. List items included in fringe and % amount for each respective item included. (Example: Fringe rate is 25% of personnel cost as follows: FICA 7.65%, Retirement 6.77%, medical \$400/month.)

Fringe Item	Percentage	Cost
		\$
		\$
		\$
		\$
TOTAL:		\$

SUPPLIES & MATERIALS

List estimated cost of supplies and materials.

Expense	Cost
	\$
	\$
	\$
	\$
TOTAL:	\$

INDIRECT

List estimated indirect cost.

Expense	Percentage	Cost
Indirect Cost Rate		\$
TOTAL:		\$

BUDGET TOTAL

List the totals of each budget category above. Please make sure that the totals in each budget category listed above match the totals of each cost category below.

Cost Categories	Project Award Amount	Match Contribution	Total Project Amount
Personnel	\$	\$	\$
Fringe Benefits	\$	\$	\$
Supplies & Materials	\$	\$	\$
Contractual	\$	\$	\$
Travel	\$	\$	\$
Equipment	\$	\$	\$
Other	\$	\$	\$
Indirect Cost	\$	\$	\$
TOTAL	\$	\$	\$

SECTION C: PROJECT DETAILS

Please provide the following information to explain the details of the proposed project.

1. Executive Summary

Provide a one-page overview of the proposed activities. Include the name of the industry partner, proposed project cost, and match contribution.

2. Project Narrative (10-page limit, minimum size 10 font)

a. Provide a detailed description of the proposed activities including a discussion of the following:

- i. Research – Discuss the activities which will result in new and continuing efforts to conduct new or expanded research and development activities within Alabama. Provide a summary and outcomes of previously conducted research if this project will expand on previously conducted research.
- ii. Industry Partner – Provide details regarding the amount of the partner’s financial commitment to the project and the impact of the partner’s business practices on the economy of Alabama.
- iii. Impact on Business and Industry – Discuss how the project will benefit business and industry in Alabama. Include specific benefits to small- and medium-sized business and industry.
- iv. Benefits to Residents – Discuss how the project will accomplish the following:
 - improve the employment opportunities available to the residents of the state; and
 - improve the products and services available to the residents of the state.

b. Discuss how program effectiveness will be measured and reported.

c. Deliverables/Impacts: Describe how the applicant will submit a quarterly status of the grant. This report shall include percent of completion and percent expended. Additionally, the applicant will describe how progress toward increased research and development activities in Alabama have been achieved.

3. Eligibility, Qualifications and Experience (four-page limit)

Give a brief description of the applicant’s eligibility and the qualifications and experience of each staff member assigned to this activity. Identify the specific role of each staff member in relation to the proposed activities. Additionally, discuss the activity’s eligibility including the applicable NAICS Code.