Application and Guide

Alabama Research and Development Enhancement Fund (ARDEF)



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Application and Guide

Alabama Research and Development Enhancement Fund (ARDEF)

GRANT APPLICATION GUIDELINES

The Alabama Research and Development Enhancement Fund (ARDEF) established by the Alabama Innovation Act (AIA) is administered by the Alabama Department of Economic and Community Affairs (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.

Applications shall be submitted in PDF format by email to [ardef@adeca.alabama.gov](mailto:ardef@adeca.alabama.gov). Only submit one application per email. The application, including any attachments, must be submitted as one single document. Applications will be accepted starting on March 1, 2024. **Completed applications must be submitted by 11:59 PM CST, on July 29, 2024**. Any applications submitted 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.

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.

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. Although the eligible research entity may have an indirect cost rate higher than ten percent (10%), the ARDEF grant funds cannot cover more than ten percent (10%) of the eligible research entity’s indirect costs and administrative costs.

FUNDING ALLOCATION

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

New research;

The amount of financial commitment of an industry partner;

Research to benefit Alabama business and industry;

Research to benefit small- and medium-sized business and industry;

New and continuing efforts to conduct new or expanded research and development activities within Alabama;

Research to improve the employment opportunities available to the residents of the state;

Research to improve the products and services available to the residents of the state; and

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:
6. Is exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended;
7. 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;
8. Has its headquarters and principal place of business in the state; and
9. 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 North American Industry Classification System (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 Ala. Code § 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.

MATCH

Ineligible sources of match include state funds and in-kind cost share. Examples of in-kind cost share include, but are not limited to, the value of the use of research facilities or equipment and cost of utility bills at research facilities. Additionally, match may be used to pay indirect costs and administrative costs in excess of ten percent (10%) of the ARDEF grant provided that the match is not from state funds.

QUESTIONS

Questions pertaining to this Application and Guide may be submitted by email to [ardef@adeca.alabama.gov](mailto:ardef@adeca.alabama.gov).

**SECTION A: GRANT APPLICANT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Name** | ***Alabama Research and Development Enhancement Fund*** | | |
| **Project Name** |  | | |
| **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** | New Research  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** | |
| 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. | |
| Signature of Applicant: | |
| Title of Applicant: | Date: |

**SECTION B: PROJECT BUDGET**

Please provide the following information to explain the estimated costs for the total 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** |

Provide an itemized list and the estimated cost of supplies and materials to be used for the research. Include a narrative describing how the supplies and materials directly relate to the proposed project.

|  |  |
| --- | --- |
| Expense | Cost |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL:** | $ |

|  |
| --- |
| **CONTRACTUAL** |

List categories of services to be contracted with outside agencies or for professional services. Note that written subcontracts must be obtained to engage these services. This category includes professional installation and all materials supplied by the installer.

|  |  |
| --- | --- |
| Expense | Cost |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL:** | $ |

|  |
| --- |
| **TRAVEL** |

List the estimated cost and purpose of travel. Provide information detailing the number of trips, associated professional activities, destinations, and the number of individuals for whom funds are requested.

|  |  |
| --- | --- |
| Expense | Cost |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL:** | $ |

|  |
| --- |
| **EQUIPMENT** |

Provide a description of the equipment, cost, and reason why it is necessary to purchase the equipment. Equipment is defined as tangible, non-expendable property having a useful life of more than one (1) year and an acquisition cost of $5,000 or more per unit. (Note: leased or rented equipment should be listed under the “Other” category.)

|  |  |  |
| --- | --- | --- |
| Description | Reason | Cost |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **TOTAL:** | | $ |

|  |
| --- |
| **OTHER** |

List estimated other costs. Itemize other costs and detail how they relate to the proposed project.

|  |  |
| --- | --- |
| Expense | Cost |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL:** | $ |

|  |
| --- |
| **INDIRECT** |

List estimated indirect cost. Indirect and administrative costs may not exceed ten percent (10%) of the grant amount awarded. Although the eligible research entity may have an indirect cost rate higher than ten percent (10%), the ARDEF grant funds cannot cover more than ten percent (10%) of the eligible research entity’s indirect costs and administrative costs.

|  |  |  |
| --- | --- | --- |
| 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** | $ | $ | $ |

Budget Summary: Provide a summary of activities to be completed for each year of the budget. The summary should include an estimate of both ARDEF grant funds and required matching funds to be used for the proposed research. Include the source(s) of match and how it benefits the project. For every dollar of ARDEF funds requested, at least one dollar of non-state appropriated funds must be committed. Only funds provided for the specific proposed project are eligible as match.

Match Funding: Provide documentation of the amount and source of match committed to the project. Acceptable sources of match documentation include a letter on the organization’s letterhead or a signed agreement such as a Memoranda of Understanding or other signed agreements from the industry partner identified in the application. The documentation must provide a firm commitment of the amount and type of match to be provided. The documentation must state that the match will be available and committed at the time of the grant award.

**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. Identify the entities that will benefit from the proposed project (may include project collaborators). Include the name of the industry partner, proposed project cost, match contribution, and project site location(s). Additionally, include a brief description that can successfully communicate the goals of the project to a non-subject matter expert.

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

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

1. Research – Discuss the problem and the solution, including 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, including any gaps that this project is proposed to fill.
2. 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.
3. 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.
4. 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. Discuss how project effectiveness will be measured and reported. Indicate what measurable outcomes and impacts are anticipated.

c. Deliverables/Impacts: Describe how the applicant will submit a quarterly status report indicating the past quarter’s progress toward completion of the project’s anticipated deliverables. This report shall include percent of completion and percent of grant and match funds expended. The applicant will describe how progress toward increased research and development activities in Alabama has been achieved.

1. Eligibility, Qualifications, and Experience (4-page limit)

Give a brief description of the applicant’s eligibility and the qualifications and experience of each staff member assigned to this activity. Resumes should be submitted but are not included in the 4-page limit. 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.