

MoTIP Phase 0 Administrative Procedures and Timelines

Dear Client, this document serves to outline the steps, procedures and timeframes associated with the MoTIP Phase 0 Grant process. Please note days/weeks refer to business days/weeks. Remember this is a guideline, all efforts will be made to adhere to the time frames outlined herein. If you have questions, please contact your local SBTDC Counselor.

Action:	Timeline:
1. Client submits MoTIP Phase 0 proposal and Consulting Agreement for review to Counselor.	Client Dependent , but at least 5 days before MoTIP Phase 0 Application Due Date
2. Counselor submits MoTIP Phase 0 proposal to MoTIP email address	MoTIP Phase 0 Application Due Date
3. Proposal(s) sent to MoTIP Review Team	Within 2 Business days of email from Counselor
4. Review team evaluates proposal(s)	Evaluation Review completed within 10 days of MoTIP Phase 0 proposal due date
5. Results are tallied and entered	Within three days of receipt of Evaluation(s)
6. Award Notification and MoTIP Phase 0 Client/Counselor Checklist emailed to Client.	Within three days of receipt of Evaluation(s)
7. Counselor submits Client signed/dated Consulting Agreement to Fiscal Support Person via scan/email or regular mail	Within one week of receipt of Consulting Agreement from Client
8. Fiscal Support Person creates University Vendor Request in System for Client	Within three days of receipt of Consulting Agreement from Counselor
9. Fiscal Support Person submits Consulting Agreement to obtain University signatures	Within one week of receipt from Counselor
<i>10. Client submits SBIR/STTR I proposal by agency due date</i>	<i>By SBIR I agency due date – Client Dependent</i>
11. Client submits Client Payment Packet (items #1-5) to Counselor for review and processing	Client Dependent – preferably within 1 week of SBIR/STTR I proposal submission to agency
12. Counselor submits Client Payment Packet documentation to Paul Rehrig for final review/sign-off of MoTIP Phase 0 Client Payment Packet	Within one week after receiving Client Payment Packet from Client
13. Paul Rehrig submits Client Payment Packet to Fiscal Support Person for final payment processing activities.	Within one week after receiving Client Payment Packet from Counselor
14. Fiscal Support Person reviews Client Payment Packet documentation and creates non-po payment voucher	Within one week of receipt of Client Payment Packet from Paul Rehrig and receipt of fully executed Consulting Agreement from OSPA.
15. Fiscal Support Person obtains authorized signature on non-po payment voucher and Exhibit A (if used by client)	Within one week of receipt of Client Payment Packet
16. Payment voucher submitted to Univ. Accounting for final processing	Within 1 week from receipt of authorized signature
a. Checks are cut each Tuesday night and mailed	Univ. Accounting–1-3 weeks for payment processing

A Hypothetical Example might be:

Action:	Timeline:
1. Client submits MoTIP Phase 0 proposal and Consulting Agreement for review to Counselor.	Submission on or before February 23, 2009 – Client Dependent
2. Counselor submits MoTIP Phase 0 proposal to MoTIP email address	Submission due March 2, 2009
3. Proposal(s) sent to MoTIP Review Team	Sent on or before March 4, 2009
4. Review team evaluates proposal(s)	Evaluations completed on or before March 18, 2009
5. Results are tallied and entered	On or before March 23, 2009
6. Award Notification and MoTIP Phase 0 Client/Counselor Checklist emailed to Client.	Emailed to Client on or before March 26, 2009
7. Counselor submits Client signed/dated Consulting Agreement to Fiscal Support Person via scan/email or regular mail	Submitted by on or before March 26, 2009
8. Fiscal Support Person creates University Vendor Request in System for Client	On or before March 31, 2009
9. Fiscal Support Person submits Consulting Agreement to obtain University signatures	On or before April 3, 2009
<i>10. Client submits SBIR/STTR I proposal by agency due date</i>	<i>On or before April 5, 2009 – Client Dependent</i>
11. Client submits Client Payment Packet (items #1-5) to Counselor for review and processing	Client Dependent – April 13, 2009
12. Counselor submits Client Payment Packet documentation to Paul Rehrig for final review/sign-off of MoTIP Phase 0 Client Payment Packet	On or before April 20, 2009
13. Paul Rehrig submits Client Payment Packet to Fiscal Support Person for final payment processing activities.	On or before April 27, 2009
14. Fiscal Support Person reviews Client Payment Packet documentation and creates non-po payment voucher	On or before May 4, 2009
15. Fiscal Support Person obtains authorized signature on non-po payment voucher and Exhibit A (if used by client)	On or before May 11, 2009
16. Payment voucher submitted to Univ. Accounting for final processing	On or before May 15, 2009
a. Checks are cut each Tuesday night and mailed	Check remitted to Client on or before June 5, 2009