



# OCAST

Oklahoma Center for the Advancement of Science & Technology

## FY24 INTERN PARTNERSHIP FUNDING OPPORTUNITY ANNOUNCEMENT

[ocast.ok.gov](http://ocast.ok.gov)

# Oklahoma Center for the Advancement of Science and Technology (OCAST)

## STUDENT INTERN PARTNERSHIP OMNIBUS SOLICITATION

|                        |           |
|------------------------|-----------|
| FOA Issue Date:        | 7/18/2023 |
| Application Open Date: | 8/2/2023  |

### Expected Application Cycle\*

| Submission Deadline for Applications: | Expected Deadline for OCAST Selection: | Expected Date for Award Announcement:<br>(on or after) |
|---------------------------------------|--|--|
| 9/6/2023                              | 10/30/2023                             | 12/5/2023  |
| 11/30/2023                            | 1/31/2024                              | 3/19/2024  |
| 2/29/2024                             | 4/30/2024                              | 6/18/2024  |
| 5/31/2024                             | 7/31/2024                              | 9/17/2024  |

- To apply to this FOA, applicants must register with, and submit application materials through, OGX at <https://ogx.ok.gov>, OCAST's online application portal.
- Applicants must designate primary and backup points-of-contact in OGX with whom OCAST will communicate to conduct award negotiations.
- If an application is selected for award negotiations, it is not a commitment to issue an award. It is imperative that the applicant/selectee be responsive during award negotiations and meet negotiation deadlines.

**Failure to do so may result in cancelation of further award negotiations and rescission of the selection.**

\*All subsequent cycles are subject to remaining funding availability.

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# Funding Opportunity Basics

## Background and Purpose

The Oklahoma Center for Advancement of Science & Technology (OCAST) was established in 1987 as a technology-based economic development agency and is the only agency focused on the development, transfer, and commercialization of technology. OCAST awards funding from \$10,000 to \$30,000 through the Student Intern Partnerships funding (Intern Award) program supporting internships in Oklahoma companies engaged in research, innovation development, or implementation of new technology, e.g., a manufacturing operation improving product or process through the implementation of new technology. The program encourages students to prepare for careers in scientific and technical fields as well as ancillary areas that support high-tech industry in Oklahoma. OCAST internship funding acknowledges that the principal resources of the two-year and four-year institutions of higher education are the students and this program places them into established successful industries applied research facilities within Oklahoma. The successful intern projects must:

- Have hands-on applied experience, introducing the intern to employment opportunities within the company and industry in Oklahoma, and immersing the intern into the business culture of the company while directly supporting the industry. The most competitive applications show high potential for student interns (1) to become acquainted with prospective employers, (2) to become better prepared for the workforce and (3) to be encouraged to pursue advanced degrees and/or careers in science, technology, and engineering.
- Benefit Oklahoma directly from having a highly qualified pool of STEM employees to meet Oklahoma's science and technology workforce demands. Having a strong, highly educated STEM workforce is vital to driving innovation, economic growth, competitiveness, and overall standard of living in Oklahoma.
- Benefit an Oklahoma company by providing the opportunity to become acquainted with prospective employees, interface with academic institutions on workforce needs and encourage interns to remain in Oklahoma and for those who pursue advanced degrees to remain in the state and for those seeking further education outside the state to return to Oklahoma following graduation. Projects have the potential to benefit your company.
- Focus on existing and emerging technologies in one of the three industry sectors of particular interest to Oklahoma's economy.

## Industry Sectors of Particular Interest to Oklahoma's Economy

As Oklahoma advances its position as a top 10 state in innovation and economic growth, strategic investments in science and technology are critical. While Oklahoma has many industry sectors worthy of investments, the state must prioritize the limited resources and support industry sectors with the greatest probability for large scale job creation and maximum return on investment. Oklahoma can leverage three key technology areas that have well-established infrastructure, knowledge base, and where a top 10 ranking is achievable. These three areas are aerospace and autonomous systems, biotechnology/life sciences, and energy diversification.

1. **Aerospace, Autonomous Systems, and Defense.** Research and development activity related to aerospace has been underway for decades in the state, and in the most recent decade for unmanned systems. Oklahoma's legacy of aviation leadership includes aviation pioneers like Clyde Cessna and Wiley Post, and it was leadership from Oklahoma U.S. Senator Mike Monroney that led to the creation of the Federal Aviation Administration (FAA) in the 1950s. Today, Oklahoma is home to the FAA's Mike Monroney Aeronautical Center, one of the largest FAA organizations and sites outside of Washington D.C. The state is also home to Tinker Air Force Base and the Sustainment Headquarters of the United States Air Force and to many large and small aviation, aerospace, and cyber-related companies. Oklahoma prides itself in having one of the nation's eight spaceports -- the Oklahoma Air & Space Port with a corridor that stretches 152 mile-long and 50-mile wide. Aviation is now – and has always been – an important part of the Oklahoma economy. Leveraging this, with Oklahoma's leadership in weather and atmospheric research at the National Weather Center in Norman, Oklahoma, provides much-needed weather information and data to enable research and public safety to support this technology and industry area. The State of Oklahoma has research and development strengths, and most importantly – the vision and leadership to emerge as a leading region for growth of the autonomous systems and aerospace industry.
2. **Biotechnology/Life Sciences.** As in aerospace, Oklahoma has had significant biotechnology research and development activity underway for decades. Home to the University of Oklahoma with a comprehensive health system and NCI Cancer Center, Oklahoma State University with human and animal schools of medicine, numerous other Universities and Colleges with life science curriculum, the Oklahoma Medical Research Foundation (OMRF), the Oklahoma Blood Institute (OBI), The Noble Research Institute, and many biotech and life science related companies, provide Oklahoma with a firm foundation for growth in this sector. Oklahoma is poised to emerge as a leading state for the biotechnology industry.

3. **Energy Diversification.** Oklahoma has a long and rich history as a leader in oil and gas research and exploration. The state continues to lead the way in these areas. As the need for energy consumption and the environmental concerns around it continue to grow globally, the State has increased its focus on efficient and environmentally friendly methods and alternative energy solutions to support the changing needs of the globe. These efforts span the state's higher education institutions and the many energy companies that already exist within the state ecosystem. The Hamm Institute for American Energy at OSU allows researchers and students to collaborate with industry experts to innovate and advance key technologies in engineering for the field. Oklahoma's energy expertise extends well beyond traditional energy to geothermal, solar and wind and is leading the way with a diverse energy plan. Currently, the state ranks #3 in installed wind capacity and has >40% of Oklahoma's electricity generated from renewable resources. Along with having one of the lowest electricity rates in the country, in 2019, the state became #1 in the nation for electric vehicle charging. Focusing more resources on these and other energy diversification areas will help the State develop and maintain leadership across all areas of energy.

## Eligibility Requirements

### Interns

1. Must be currently enrolled undergraduate or graduate students from a college or university, including Career Tech students concurrently enrolled in college programs.
2. Are students majoring in STEM-based disciplines, including natural sciences, computer science, materials science, engineering, biomedical/biotechnical, data analytics, finance/mathematics, or a support area related to building successful Oklahoma high-tech companies.

### Projects

1. Provide a beneficial and meaningful intern experience which includes exposure to real world application of technology and the activities associated with the development of innovation necessary to address industry needs
2. Have a reasonable probability to enhance employment opportunities for the intern within Oklahoma
3. Target industries identified in the State of Oklahoma's 2021-2026 Science and Innovation Strategic Plan, including biotechnology; aerospace, autonomous systems and defense; and energy diversification.
4. Must involve tasks and objectives beyond day-to-day operational activities
5. Lead to innovation, new knowledge, or technology benefitting the company
6. Produce a measurable result

### Applicants

1. Must be an Oklahoma-based company

2. Should include a Project Lead (Principal Investigator) and a Mentor. Advanced degrees are not required for either position
3. Qualified applicants may apply if still currently involved in an OCAST-funded project (including Intern)
4. A single application may include more than one project
5. No limit on number of applications submitted in one cycle

## Application Process

### Oklahoma Grants Exchange (OGX)

Use OGX to complete and submit your applications at <https://ogx.ok.gov>. OGX requires one person to serve as the Agency Administrator role (serving as the Contract Official) and one as the Authorized Official role (serving as the Project Lead) for submission of an application. One person may have both roles, if required. Find additional information about using the OGX system at <https://oklahoma.gov/content/dam/ok/en/ocast/documents/ogx/ogx-user-guide.pdf>

## Application Parts

### Project Plan

- **Project Description.** Detail the project, the benefit to the intern completing the project, and the benefit to the company as a result of the project. Explain whether the project is stand-alone or part of a larger initiative. Provide an estimate of the number of jobs this project could create or retain (if any).
- **Project Deliverable(s).** Describe the project deliverable(s).
- **Facilities and Resources.** Provide a description of the facilities and the equipment, technology, and resources the mentor and intern will utilize for successful project completion. Include specific organizational commitments to the project for such items as equipment, computer services, facilities, release time for key personnel, administrative support and technical support.
- **Intern Objectives, Roles and Milestones.** Outline the intern work tasks and how the intern will contribute to project objectives, include mentor and project lead roles. Provide measurable milestones leading to a successful project outcome.
- **Intern Recruitment.** Describe the intern recruitment process and how you will identify, recruit, interview and hire the ideal candidate for the project. If qualified individuals are already identified, discuss the alignment of their major and expertise to the project. Clearly demonstrate that the process is transparent and nondiscriminatory.
- **Performance Evaluation.** Provide details on how you will evaluate the intern's performance on the project (e.g. a performance appraisal appropriate for the level of an intern) and what the process will be for the intern regarding developing and submitting progress reports to the mentor and project lead.
- Recommended 4-8 page limit for project outline

## Budget

- Prepare an explanation for year 1 and year 2 of the budget. Account for all project funds – both monies requested from OCAST and the required matching funds. All amounts should be in whole dollars. Incomplete justifications may result in a requested item not being approved or the entire project not recommended for funding.
- Detail your 1:1 match. (Mentor and Project Lead salary and benefits can be used as matching. Matching fund categories need not align with OCAST fund categories. Example: \$1,000 in supplies can match \$1,000 in OCAST intern salary funds.)
- Indirect costs are not allowed as a budget items
- Recommended 2 page limit for all budget years

## Letter(s) of Commitment

- The content of the letters must be specific to this application and not standard generalized language. Letters should state a detailed commitment to providing resources and support for the project. Signed letters are to be provided by the following entities:
- An official representing the fiscal agent of the applicant organization (required), including a statement of organizational commitment to implement the results of the projects if those results do turn out to adequately address the company's technology need.
- An official representing any additional collaborating organization (if applicable) including a statement of organizational commitment to the proposed project.
- The letter(s) of commitment must clearly state that all forms of matching fund types provided by the organization for the \$1 for \$1 match referenced in the budget and budget justification will be committed at the time of the award and available at the time OCAST funds are requested (invoiced).
- **The following language should be used when stating the commitment to the match:**

[Organization] commits the following resources to supporting the required 1:1 financial match for this proposal. Matching funds must come from a non-state appropriated source (e.g., private company matching). These allowable match funds will be committed to the project at the time of the award and available at the time OCAST funds are requested (invoiced).

- Recommended 2 pages maximum per letter.

## Project Lead and Intern Résumés

- Include résumés for the Project Lead and any interns. Intern resumes are not required if they have yet to be identified. Ensure you have included résumés for any personnel whose salaries/benefits will be used as matching.
- Recommended 2 pages maximum per résumé



## Submitting your application

You must submit your application on or before September 6, 2023 (subsequently November 30, 2023, February 29, 2024, and May 31, 2024) at 5:00 PM Central Time. The OGX system is hard coded to shut down the application submission window at precisely 5:00 PM CST. You are **STRONGLY** encouraged to submit your application in advance of the final day of the deadline given the anticipated high volume of applications submitted in the last few days and hours of the submission period on the OGX system. **Applications submitted after the deadline will only be considered for the next cycle of approval.**

If you want to make changes to an application already submitted, you may cancel the submitted application and submit a new application prior to the application deadline. Failure to include all required documentation with the application at the time of submission will result in rejection of the application without review. No corrections will be allowed, or supplemental materials accepted after the stated deadline.

## Checking on the status of an application

An application has not been successfully submitted until confirmation is received. There are several ways to confirm successful submission of your application: by checking the status of the application in OGX, by receiving an e-mail from OGX indicating your application was submitted, or upon receiving an official confirmation email will be sent by an OCAST employee upon initial download of you application. When in doubt, please contact Laura Sohl-Smith at OCAST [laura.sohl-smith@ocast.ok.gov](mailto:laura.sohl-smith@ocast.ok.gov) to confirm your application was received.

Upon award, you will continue to use OGX to manage project related activities such as Requests for Payment (RFP) requests, progress report submissions, contract modification requests, reviewer additional evaluations, and budget revisions.

## Application Review Information

All applications will be initially compliance checked by OCAST staff to ensure completeness and adherence to all guidelines put forth in this FOA. Applications that do not meet these minimum requirements will be returned to the applicant without evaluation. Rejected applications may be resubmitted during a future open application period.

All eligible applications are evaluated and then ranked for funding by subject matter experts located within and outside the State of Oklahoma. Application evaluators will be required to submit any questions or need of clarification regarding the application to OCAST. The questions and clarification requests will be sent to the points of contact identified in the application. Applicants will be given a one-week deadline to provide answers to questions and/or supporting clarifying information to be included as part of the overall evaluation. Application evaluators will score applications based on published criteria to determine technical merit and economic benefit to the company and to the State of Oklahoma. Applications, including the budgets, are evaluated based on the value of the project's technical merit, ability of the project team to complete project plans, and potential for economic impact. Budgets must be accurate and must only request funds sufficient to achieve the research project goals. Budgets must be supportive

of the identified project activities. Reviewers evaluate all applications according to the following general criteria:

- Benefit to the undergraduate or graduate student intern(s) and the quality of project plan, recruitment, and performance monitoring (60% of application score)
- Quality and probability of success of the project plan
- Commitment of the applicant organization(s)
- Competency of project personnel
- Adequacy of the proposed resources including facilities
- Adequacy of matching funding and other project support
- Degree of interest shown by the market
- Potential of short-, medium- and long-term impact on the Oklahoma economy including the potential for enhancing employment opportunities in the state

Application scores will be reviewed by the Investment and Grants Process Review Committee of OCAST's Board of Directors for consistency with state statutes and rules. The recommendations for funding determined through the evaluation process, in the rank order also determined through the evaluation process will be presented to OCAST's governing Board, which has the authority to grant final approval for funding.

## Award Information

### Anticipated Funding

For State Fiscal Year 2024, OCAST will make available \$500,000 in funds for the Student Intern program. This will be allotted to projects in descending order starting with the highest ranked by the evaluators until funding is exhausted. Total award for each intern shall not exceed \$30,000 per year.

### Notification of Award

Upon approval by OCAST's governing Board, all applicants will be notified of the award funding decision via an e-mail automatically from OGX (Please ensure your email server is set up to receive emails from OGX). Once the decisions are announced, evaluations will be available to view within OGX. Notice of Award Letters for funded applicants will be emailed to Project Leads and Contract Officials within seven business days of the award funding decision. The Notice of Award Letter will contain important information regarding documentation required for award contract initiation. When an award is made, applicants will be required to provide certification that all regulations pertaining to research use of human subjects, vertebrate animals, recombinant DNA, radioisotopes, narcotics and dangerous drugs, and biological hazards have been satisfied. The sooner information requested in the Notice of Award Letter the sooner the funding contract will be issued by OCAST.

## Contract Specifications

1. Oklahoma statute requires the funding mechanism for the Student Intern Partnership award be a professional services contract between OCAST, the applicant organization, and any additional applicant organizations. OCAST issues payments to contractors on a reimbursement basis upon receipt of satisfactorily completed requests for payment that are submitted to the agency.
2. The Contractor is the applicant organization that: (1) employs or is affiliated with the Project Lead, (2) provides project services and/or facilities for the funded project, and (3) executes the contract. All applicant organizations and additional applicant organizations, which shall be providing research services or facilities for the funded project, shall be signatories to the contract.
3. The Fiscal Agent is the applicant organization that submits requests for payment to OCAST and receives and accounts for all contract payments from OCAST and is designated as such in the application. The contract shall include commitments on the part of the contractor(s) to perform the activities described in the application and funded by OCAST. However, the obligations of each party to a contract shall be limited to that portion of the contract they have committed to perform.
4. Start dates for program awards cannot be delayed more than 60 days and requests for delayed start dates will only be considered if there is a compelling reason such as an unavoidable delay in securing IRB approval, the project lead is unavoidably detained on another project, unavoidable material shortages, etc. Additionally, extensions to award contracts, including no-cost extensions, cannot be permitted for more than 90 days.

## Progress Reports

Acceptance of an Intern Award contract obligates the Project Lead to submit an annual progress report 30 days following the termination date of each contract period. Failure to meet these deadlines may result in the termination of an existing contract or in the case of the final report result in nonpayment of the final request for payment and potential ineligibility for future OCAST Funding Opportunity Announcement IP23.1 Page 12 of 15 funding. In most instances, the original reviewers of the application evaluate the annual progress reports to assess project performance. Continued funding is contingent upon satisfactory annual performance evaluations verifying the Project Lead is complying with the terms of the contracts and achieving project objectives.

## Intern Tracking

The fiscal agent organization will direct interns to provide a yearly update to OCAST for three years after the internship is served. Information required, as a minimum, will be institutions of higher education attended, degrees earned, where employed and a current address for the intern.

## Audits

OCAST may perform compliance reviews and audits of contracts executed by the agency for all OCAST programs including the Oklahoma Applied Research Support program. The acceptance of an OCAST professional research contract obligates the contractor to permit authorized representatives of OCAST and the state of Oklahoma to have full access to, and the right to fully examine, all such records and documentation pertaining to the project.

## Use of Application Information

OCAST is subject to the Open Meeting and Open Records Acts. OCAST may use the content of application abstracts from OGX and summaries from annual progress reports for the required OCAST annual report or other publications without obtaining permission from the applicant or applicant organization(s). Public release of information in any proposal or application submitted will be subject to existing statutory and regulatory requirements

## Agency Contacts

|                                  |  |
|----------------------------------|--|
| Main Office                      | 405-319-8400   |
| OGX Technical Support            | <a href="mailto:sam.snow@ocast.ok.gov">sam.snow@ocast.ok.gov</a>                 |
| Internship Application Inquiries | <a href="mailto:laura.sohl-smith@ocast.ok.gov">laura.sohl-smith@ocast.ok.gov</a> |

## Appendix A – Application Checklist

### OGX Checklist

- Project Lead Information
- Project Information
- Performance Sites and Compliance
- Contract Official
- Additional Applicant Organizations and Key Concepts
- Fiscal Agent
- Abstract
- Budget Form(s)

### Attachment Checklist

1. Project Plan
  - Project Description
  - Project Deliverable(s)
  - Facilities and Resources
  - Intern Objectives, Roles and Milestones
  - Intern Recruitment
  - Performance Evaluation
  - Biographical Information (Resume/CV)
2. Additional Required Attachment
  - Budget Justification
  - Other Expense(s)
  - Letter(s) of Commitment, Support, and Instruments

**Note: Each of these two attachments must be in pdf format and cannot exceed 20MB in size. Each attachment is expected to be approximately 10 pages or less in length.**

## Appendix B - Non-Allowable Costs

OCAST reimburses contractors for only expenses incurred during the contract funding period for purposes and activities in the original proposal approved by OCAST. OCAST does not reimburse for indirect costs. Below are some types of expenses that OCAST generally does not allow to be included as a match for intern funding:

- Alcoholic Beverage Costs - Costs of alcoholic beverages, regardless of intended use are unallowable.
- Advertising/Marketing – newspaper, billboard, magazine, direct mail advertising (costs associated with recruiting test subjects or interns may be allowable).
- Administrative Support – Costs associated with secretarial, human resources, bookkeeping, professional accounting, consultant services, etc.
- Audit Costs – Fees for the performance of internal or external audits.
- Automobiles – Costs associated with the purchase or lease of a vehicle, regardless of its intended use; costs associated with vehicle maintenance and servicing.
- Bad Debt – Losses resulting from uncollectible accounts receivable; collection agency expenses.
- Building & Equipment Depreciation – Non-cash expenses associated with the reduction in value of buildings or equipment as the result of wear and tear, age, or obsolescence.
- Computers/Computing Equipment - Desktop, laptop, tablet, and handheld computers and related computing devices; includes computer peripherals (monitor, keyboard, mouse, printer, scanner, audio equipment, touch pad, digital stylus, graphic drawing tablet, etc.), computer data storage (hard drives, USB flash drives, magnetic tape, cloud-based, etc.) and computer network components (routers, switches, modems, network adapters, etc.).
- Consulting Costs - Costs associated with a consultant work and fees.
- Contingencies - Costs associated with a possible future event or condition, the outcome of which is undeterminable.
- Contributions or Donations - Such costs include cash, property or services, and are unallowable regardless of recipient.
- Dues and Membership Fees – Memberships in civic or community organizations, country clubs, social or dining clubs, etc.
- Entertainment - Costs of social activities (office parties, picnics, etc.) and any directly associated costs (tickets to shows or sporting events, meals, lodging, gratuities, etc.).
- Fines and Penalties - Such costs result from violations of, or failure to comply with, Federal, State, local or foreign laws. Such costs would be allowable if incurred to comply with specific terms and conditions of the contract.
- First Class Air Travel – Costs associated with the purchase of or upgrade to first class.
- Housing Cost – Rent or mortgage costs associated with primary residence or temporary housing.
- Independent Research and Development Costs - Such costs include research and development expenditures not sponsored by, or required in, the performance of an OCAST contract.
- Insurance - Costs of insurance on the lives of officers, partners, or sole proprietors where the contracting organization is the beneficiary; property insurance; malpractice insurance.

- Interest and Other Financial Costs - Interest on borrowings, costs of refinancing capital, fees paid in connection with preparing prospectuses, issuing stock rights, bank service charges, insufficient funds fees, credit card fees, etc.
- Late Fees – Fees associated with delinquent payments on accounts.
- Legal Services – Any work provided by a legal professional for the benefit of or on behalf of the organization.
- Library Services – general library support.
- Lobbying Costs – Lobbying services provided internally or by an outside firm.
- Maintenance and Repair Costs - Costs incurred for necessary maintenance, repair or upkeep of buildings and equipment.
- Meals - Working lunches/dinners, staff meals, meeting refreshments.
- Office Supplies – Pens, pencils, paper, folders, printer toner, notebooks, note pads, staplers, hole punchers, binder clips, tape dispensers, etc.
- Office Equipment –calculators, phones, fax machines, copier machines, audio/video projectors/recorders, video conferencing equipment, etc.
- Office Furniture – desks, tables, chairs, bookshelves, filing cabinets, etc.
- Organization Costs - Costs associated with incorporating the organization, registering with the Oklahoma Secretary of State, reorganizing the corporate structure of the business, or raising capital.
- Patent, Licensing, Invention, or Copyright Costs - Fees or costs associated with preparing or submitting patent applications, fees paid to the US Patent and Trademark Office for patent application, patent maintenance, etc.
- Public Relations/Marketing – Costs to produce press releases, brochures, fliers, etc. or develop websites for the purpose of marketing a service or product.
- Relocation Costs - Costs associated with relocating an employee.
- Regulatory Approvals – IRB, IACUC, IBC, or other approvals required to performed specific types of research.
- Royalty Costs - Such costs include royalties paid for use of the patent, or in cases where the patent is invalid, unenforceable, or expired.
- Selling and Marketing Costs – Fees paid to marketing firms, advertising costs, other costs directly associated with the selling of a product or service.
- Taxes - Such costs include federal and state income taxes, and taxes associated with financing, refinancing, or reorganizations.
- Tuition and Fees – Tuition costs and related fees incurred by students associated with the OCAST contract

This list is not exhaustive. All budgets are subject to adjustment by OCAST staff at the time of application review. Please reach out to an OCAST staff member for any questions or concerns of expense eligibility.

## Appendix C - Key Terms

**Additional Applicant Organization:** organization(s) providing research services and/or facilities for the funded project while collaborating with the applicant organization and included as a party to the OCAST contract. All additional applicant organizations must be Oklahoma-based entities. Eligible additional applicant organizations include Oklahoma-based universities, colleges, and non-profit research foundations, as well as companies with their principal place of business in Oklahoma.

**Applicant Organization:** The organization leading the project, with which the Project Lead and fiscal agent are affiliated, and with whom OCAST goes to contract as the primary organization for the project. All applicant organizations must be Oklahoma-based entities. Eligible applicant organizations include companies with their principal place of business in Oklahoma.

**Application:** The complete package of information describing the proposed project for OCAST funding as required in the application section of this solicitation. If any required information is not supplied at the time the application is submitted the application will be returned without review.

**Blackout Period:** The period beginning at the application close date where OCAST staff is prohibited from communicating on any application under review.

**Contract Official:** The person who has the legal authority to designate funds and resources on behalf of the applicant organization. This is the person to whom OCAST will send all award or contract correspondence. If there are multiple applicant organizations, the designated contract official will be responsible for sharing contractual information with all other parties. Contractor: The applicant organization who has been awarded by OCAST and has signed an OARS contract.

**Fiscal Agent:** The entity who receives and accounts for all contract payments from OCAST. If more than one applicant organization is involved in a project a fiscal agent must be designated on the application.

**In-Kind Service:** Payment or contribution made in the form of a good or service in lieu of cash.

**Indirect Cost:** Expenses that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of an organization and the conduct of the activity it performs. Indirect costs include, but are not limited to, those expenditures to maintain facilities, provide utilities, acquire insurance coverage, provide computer and communications services, etc., and may be fixed or variable.

**Project Lead:** The person responsible for executing the project according to the project plan



## Appendix D – FAQ

### **What is Oklahoma Grant Exchange (OGX)?**

OGX is the Oklahoma Grants Exchange and is the engine supporting OCAST's online application portal.

### **Who can initiate an application in OGX?**

Only the Project Lead (Authorized Official role) may initiate an application in OGX by clicking on the relevant FOA link from the OGX homepage/Dashboard > My Opportunities panel. Once an application is initiated, a new application number will be created, after which the Contract Official (Agency Administrator role) may access the application.

### **Who can submit an application?**

The Project Lead (Authorized Official) or Contract Official (Agency Administrator role) may submit the application to OCAST once the application has been completed. Once an application has been submitted no further revisions or additional materials will be accepted, so it is important that the application is fully completed prior to submission.

### **How can I be sure that I have successfully submitted my application for funding consideration?**

Log in to OGX and look at the current status of your application to see if it reads Application Submitted. If so, you have successfully sent it to OCAST for review. If not, you must go to the Application Menu, click VIEW STATUS OPTIONS under the Change the Status heading and then click the APPLY STATUS button under Application Submitted.

### **For an OARS or Intern application, I don't have committed matching funds yet. Will this be a problem?**

On the matching funds certification page in OGX, provide the proposed source of matching funds; it is okay that account numbers are not provided at this point. The matching fund sources and associated account numbers will need to be finalized prior to the start of the contract, should you receive the award.

### **How do I know if my application has been awarded funding?**

The OSTRaD Board meets four times each year to review and make an approval decision regarding proposals that have been recommended for funding. Soon after this meeting the Project Lead will receive a notification email from OGX with the funding decision. You can also simply log in to OGX and check the status of your application. If it reads "Application Awarded" then congratulations! A status of "Application Not Funded" means your application was approved for funding but insufficient money was available for the project. A status of "Application Not Approved" means your application was not approved to be funded.

### **I have been awarded for funding of my proposal. Now what?**

The Project Lead will receive a Notice of Award document via email from the OCAST Contracts Compliance Officer regarding the approved funding amounts for the proposal. Included in the Notice of Award are forms that must be completed by the Project Lead and Contract Official from the applicant

organization and returned to OCAST. These forms must be sent to OCAST, along with any other documentation or information that may have been requested in the Notice of Award, before the first year contract for the research project can be initiated.

**When can I begin work on my research project?**

Project work (along with related expenses) can begin on the start date of the fully executed contract. In order to avoid delays, please make sure to provide all required documentation and information to OCAST by the deadlines provided.

**What if I begin working on the project before the contract start date?**

Any expenses incurred prior to the start date of a research contract will not be reimbursed by OCAST. Subsequently, any expenses incurred after the end of the contract period will not be reimbursed by OCAST.

**Are projects eligible for continuation past the initial project period?**

Projects are awarded on a year-by-year contract for the time period requested in the application. Projects may be extended due to extenuating circumstances through a no-cost extension, but no additional funds may be awarded.

**What will I need to submit to complete my contract upon reward?**

Possible documentation needs could include, but not limited to, IRB approval, IACUC documentation, IBC documentation, protocols for biological hazards, additional documentation of matched funding and additional documentation of business regulation with the Oklahoma Secretary of State.

**How can I find out if funds still remain for future closing dates?**

Funding status for the remaining periods of the fiscal year may be requested from OCAST staff. Please email [Sam.Snow@ocast.ok.gov](mailto:Sam.Snow@ocast.ok.gov) for specific questions or inquiries.

For a more comprehensive FAQ of OCAST Programs please visit <https://oklahoma.gov/ocast/programs/faqs.html>