



# OCAST

Oklahoma Center for the Advancement of Science & Technology

**Amended 8/16/2023**

**FY24 OKLAHOMA APPLIED RESEARCH SUPPORT  
(OARS) INDUSTRY INNOVATION INITIATIVE  
FUNDING OPPORTUNITY ANNOUNCEMENT**

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

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

## Oklahoma Applied Research Support (OARS) Industry Innovation Initiative

### AMENDMENTS

(Any amendments will not affect applications submitted prior to date amended)

Amended 8/16/2023 – Clarified page count issue on page 7

Amended 8/16/2023 – Reordered checklist on page 13

|  |                                    |
|--|------------------------------------|
| <b>FOA Issue Date:</b>   | <b>07/18/2023</b>                  |
| <b>Application Open Date:</b>                                  | <b>08/02/2023</b>                  |
| <b>Submission Deadline for Applications:</b>                   | <b>09/06/2023</b>                  |
| <b>Deadline for Reviewers Questions Returned to Applicants</b> | <b>09/22/2023</b>                  |
| <b>Applicant Question Response Deadline</b>                    | <b>09/29/2023</b>                  |
| <b>Expected Date for Award Announcement:</b>                   | (on or after)<br><b>12/05/2023</b> |

- 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 contracting.
- If an application is selected for award contracting, it is not a commitment to issue an award. It is imperative that the applicant/selectee be responsive during award contracting and meet contract deadlines.

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

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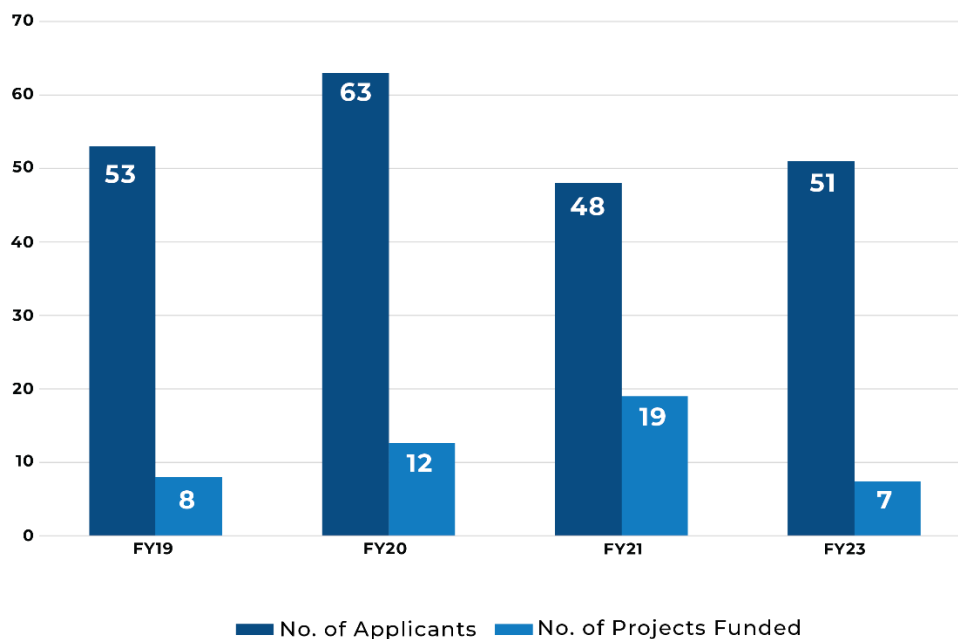
# Funding Opportunity Basics

## Background and Purpose

The Oklahoma Center for Advancement of Science & Technology (OCAST) was established in 1987 as the technology-based economic development agency and is the only agency focused on the development, transfer, and commercialization of technology. OCAST awards funding from \$50,000 to \$500,000 through the Oklahoma Applied Research Support (OARS) program to companies, including manufacturers, leading innovation projects that have the potential to create economic impact in Oklahoma. Projects must have an end user application within the targeted industries outlined below. The OARS program provides non-dilutive funding for Oklahoma companies to hire scientific and technical expertise, create partnerships, secure necessary supplies and equipment, or validate technologies heading toward market launch. These projects must:

- Focus on existing or emerging technologies in one of the three industry sectors of particular interest to Oklahoma’s economy, namely Aerospace/Autonomous Systems and Defense, Biotechnology/Life Sciences and Energy Diversification
- Lead to innovation in technology and have a high probability of a commercially successful products, processes, or services within two years of project completion
- Be technically sound and produce measurable results
- Have reasonable probability to create or retain jobs, increase capital investment, and increase revenue, leading to economic impact in the state
- 

## OARS APPLICATION HISTORY



## 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 innovation are critical. While Oklahoma has many industry sectors worthy of investment, the state must prioritize its limited resources and the support industry sectors with the greatest probability for large scale job creation and maximum potential return on investment. Oklahoma can leverage three key technology areas that have well-established infrastructure, and knowledge base. These three industry areas are aerospace/autonomous systems and defense, biotechnology/life sciences, and energy diversification.

- 1. Aerospace, Autonomous Systems, and Defense.** Impact on Oklahoma Economy: \$2.5 Billion+. 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.** Impact on Oklahoma Economy: \$3.1 Billion. 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.** Impact on Oklahoma Economy: \$1Billion+. Oklahoma has a long and rich history as a leader in oil and natural 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's ecosystem. The Hamm Institute for American Energy at OSU for example 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 stations. Focusing more resources on these and other energy diversification areas will help the State develop and maintain leadership across all areas of energy.

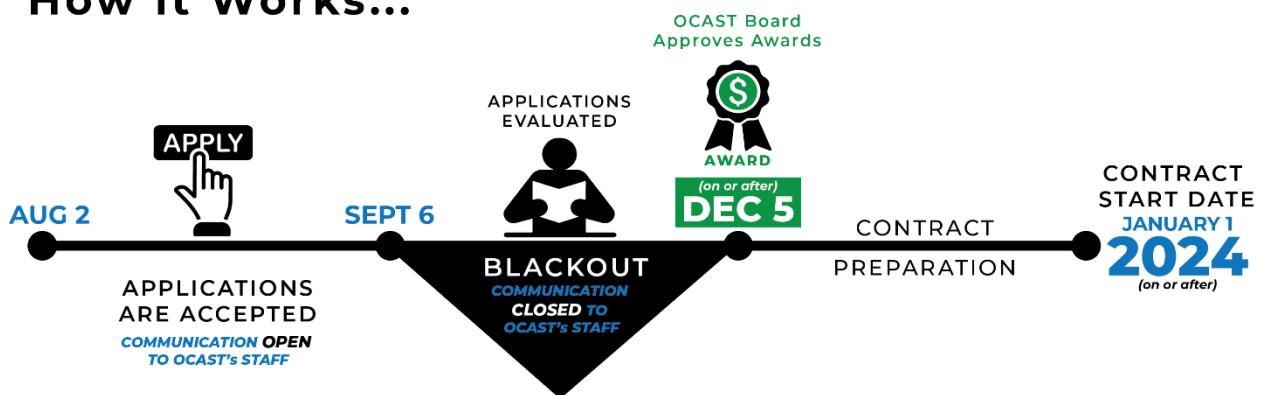
## Eligibility Requirements

Applicants to the FY2024 OARS Programs:

1. Must be an Oklahoma-based company. The company must be registered with the Oklahoma Secretary of State and have a permanent office in Oklahoma.
  - a. The project must be focused on solving a need (problem) identified by the company, for example: improving the efficiency of a product line by application of existing technology
  - b. Research institutions may serve as subcontractors as required for successful completion of the OARS project
  - c. A minimum of 51% of the project work funded by OCAST must be completed within the State of Oklahoma and show an economic benefit within the state
2. Must commit a \$1-for-\$1 match of the state funds provided for the project
3. Must include a Project Lead at the applicant organization. Advanced degrees are not required. It is expected that a Project Lead is officed at the Oklahoma-based facility
4. May apply if still currently involved in an OCAST-funded project (including OARS) and there is no limit on the number of applications submitted in any one program cycle

## Application Process

### How it Works...



## Oklahoma Grants Exchange (OGX)

Applicants must 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 I) 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

Before beginning your application in OGX, please gather the following information.

### Project Plan

- Project Description and Objectives. Detail the project and objectives.
- Significance of the Project.
  - a. Discussion of the industry need (problem) and solution as proposed in the project
  - b. Background of the proposed project
- Preliminary and Related Work. Describe any prior work that influenced the conceptualization of your project.
- Project Approach and Timetable. Include how you will measure outcomes, the deliverables anticipated, and the anticipated dates for those deliverables.
- Team and Facilities. Describe team expertise, their education/training background and the facilities and equipment available for the project.
- Any applicable published information cited
- Six pages maximum (not including “Project Lead and Key Personnel Résumés” discussed later)

### Budget

- Prepare an explanation for each year of the budget including a justification for each budget line item. 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 for \$1 match. (Salary and benefits of project participants can be used as match. Matching fund categories need not align with OCAST fund categories. Example: \$1,000 in company salary funds can match \$1,000 in OCAST supplies as long as that salary is used in support of OARS project activities.) Funds used for matching may include cash match or salary and benefits of Project Leads or key personnel or other funds the company has already committed toward the proposed project in the form of supplies, travel, testing, or other expenditures. Federal funds via programs such as Small Business Innovation Research (SBIR) may also be used as if the SBIR project. Applicants should ensure the funds proposed as match are directly related to the project proposed.
- Indirect costs are not allowed for this program budget.
- For a partial list of items not allowed as a budget item see Appendix B.
- Two pages maximum for all budget years

## Letter(s) of Commitment

- The content of the letters must be specific to the OARS application and not 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).
- Two pages maximum per letter
- Letters of Recommendation and Support (optional)  
Letters of recommendation and support are optional but strongly encouraged. You may include up to three, 1-page letters of support from potential customers or end users

## Project Lead and Key Personnel Résumés

- Include résumés for the Project Lead and any Key Personnel who will be involved with the project. Ensure you have included résumés for any personnel whose salaries/benefits will be used as matching.
- Two pages maximum per résumé

## Go-to-Market Plan

The Go-to-Market Plan should include the following sections:

- Customers. Describe in a single, short paragraph: 1) the product, process, or service to be commercialized and its end use; 2) the customers or end-users; and 3) the value proposition for the product or service being launched.
- Business Model. Describe the business model anticipated for product launch and its successful commercialization.
- Market. Describe the domestic and global market(s), including anticipated market growth rates and market size/value.
- Competitors. Describe any competitors in the targeted market(s) and how you intend to address the competition if the proposed project is successful.
- Traction. As applicable, describe any existing sales, patents attained or pending, licensing agreements if applicable, accelerator participation, federal contracts obtained, or other accolades that will lead to the market success of the project.
- Go-to-Market Plan six pages maximum



## Expected Economic Impact

Include projected economic impact as a result of the project in the following areas:

- Workforce Development
  - Describe any anticipated increases in technical staffing levels over a two-year and a five-year period
  - Describe any other anticipated increases in workforce over a two-year and a five-year period
  - Describe the company's workforce needs and the plan to place employees in technical, and general workforce positions in the company
- Cost Savings and Productivity
- Anticipated increases in productivity, profitability or in cost savings over a two-year and five-year period
- Capital Investment and Sales Revenue
  - Amount of anticipated capital investment in equipment and/or facilities at the organization(s) participating in the project over a two-year and a five-year period
  - The estimated increase in gross sales, net sales and in cost avoidance over a two-year and a five-year period
- Expected Economic Impact, six pages maximum

## Submitting your application

You must submit your application on or before September 6, 2023, 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. **No applications can be accepted after this stated deadline for any reason. After this deadline will be a blackout period and OCAST staff will be unable to communicate about your application.**

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 evaluation.** 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 sent by an OCAST employee upon initial download of your 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 Evaluation

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 Project Lead 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. Evaluations are completed for all applications according to the following general criteria:

### Technical Merit of the Project and Ability to Complete Project Tasks (50%)

- Focus of project on finding solution(s) to identified need (problem)
- Quality of the project plan
- Probability of success of the project plan approach
- Competence of team including support personnel as measured by education, training, and industry experience
- Clear intellectual property ownership and licensing agreements, if applicable
- Adequacy of facilities (building, equipment, etc.) to support achieving the goals of the project
- Commitment of the applicant organization(s) as evidenced by resources dedicated to the project and stated intent to implement the outcomes of the OARS project
- Appropriateness of budget as it relates to achieving project goals (All proposed project activities must have an associated budget line item)

### Potential for Economic Impact (50%)

- Potential for leading to a commercially successful product, process, or service within two (2) years of OARS project completion
- Commitment of financial resources by the applicant company to successfully bring product, process, or service to market
- Evidence of a viable business strategy that can successfully bring the product, process, or service to market
- Potential for growth of national/international markets for the company
- Potential for creating jobs in Oklahoma, considering both the probability and number
- Potential of short-term impact (within three years of project completion) on the Oklahoma economy

- Potential for creating jobs that will enhance the innovation infrastructure in Oklahoma

Application evaluation 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, and 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 Process

### Anticipated Funding

For State Fiscal Year 2024, OCAST will make available \$4,714,424 in funds for the OARS 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 project shall not exceed \$500,000.

### 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 generated by 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 is received, the sooner the funding contract will be issued by OCAST.

### Contract Specifications

1. Oklahoma statute requires the funding mechanism for the Oklahoma Applied Research Support 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 via OGX.
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.

## 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 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

[Sam.Snow@ocast.ok.gov](mailto:Sam.Snow@ocast.ok.gov)

OARS Application Inquiries

[Laura.Sohl-Smith@ocast.ok.gov](mailto:Laura.Sohl-Smith@ocast.ok.gov)

## 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 and Objectives
  - Significance of the Project
  - Preliminary and Related Work
  - Project Approach and Timetable
  - Team and Facilities
  - Resumes/CVs
  - Published Information Cited
  
2. Additional Required Attachment
  - Budget Justification
  - Go-to-Market Plan
  - Expected Economic Impact
  - Letter(s) of Commitment
  - Letter(s) of Support (Optional)

Note: Each of these two attachments must be in pdf format and cannot exceed 20MB in size. Each attachment is expected to be approximately 15 pages in length. Please use standard letter paper size (8½"x11").

## 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:

- 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 applicant company's 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 applicant company's Project Lead (Authorized Official) or applicant company's 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 the OARS 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 only on or after 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 cannot 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, but only when 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.

For a more comprehensive FAQ of OCAST Programs please visit

<https://oklahoma.gov/ocast/programs/faqs.html>