

Small Business Research & Development Acceleration Grant Guidelines FY 2023

Small Business Research & Development Acceleration (SBRDA) Grants were approved under House Sub. for House Sub. for Senate Bill 267 by the 2022 Legislature and signed into law by Governor Kelly to be administered by the Kansas Department of Commerce (KDC) for Fiscal year 2023.

This grant program partners with Kansas public higher education institutions to support small businesses by creating greater engagement and mutual benefit. Small businesses working with a public higher education institution to conducting research and development can receive a 50/50 matching grant up to \$25,000 for allowable research and development costs at the public institution

Definitions

Small Business: A Kansas registered business headquartered in Kansas with 50 or fewer FTE employees with at least 60% of its workforce in Kansas. Contracted staff shall be considered employees of the Small Business for purposes of eligibility under this grant

Public Higher Education Institution: A technical college, community college or university under the Kansas Board of Regents.

50:50 Match: A Small Business must contribute \$1 of its own resources for every dollar of Small Business Research & Development Acceleration Grant funds received. Up to 50% of the match (\$12,500) may be an In-kind contribution, if the In-Kind contribution is provided by the Public Higher Education Institution. In-Kind Matches contributions must be approved by KDC Staff and include in the SBRDA Application.

Distribution Documents: Signed SBRDA Agreement and W-9.

Application and Award Information

Responsible Division: Office of Innovation under the Office of the Secretary of Commerce.

Purpose: Small Business Research and Development Acceleration Grants are designed to assist Kansas small businesses advance a product or service to commercialization or to modify a product or service to enter a new market or gain a new client by leveraging higher education facilities, equipment, and expertise.

Application submission dates: Applications will be reviewed three times a year.

Fall Applications: Open July 1st and close September 30th. Fall Awards will be announced in October.

Winter Applications: Open November 1st and close January 31st. Winter Awards will be announced in February.

Spring Applications: Open March 1st and close May 30th. Spring Awards will be announced in June.

Review Committee: The review committee will be made of at least 3 committee members. Recommendations will be sent to the Secretary of Commerce for final approval.

Allowable Costs (not exhaustive): Prototype development, testing, validation, supply chain analysis, market analysis, regulatory approval testing, manufacturing molds, materials related to research and development activity.

Internships: up to \$5,000 can be used to pay a student intern for work related to the proposed project

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Non-allowable costs: Travel, meals, conference registrations, direct sales and marketing, publication costs, hotels, normal and ongoing operating costs, university overhead, creation of new training programs.

Project Execution Timeline: Project must be completed within one year of grant award agreement.

Amount of Award: The maximum award is \$25,000

Number of Awards per Business: A Kansas Small Business may receive one award per state fiscal year. Each award must be for a different product or service.

Reporting Requirements: The Awardee must submit a progress report and a final project completion Report. A progress report will be due to the Department of Commerce at the halfway point of the proposed project timeline, but no later than six months after the Agreement execution date. A final report will be due at the completion of the project.

KDC reserves the right for intermittent check ins, calls, and physical inspection of the project process.

Repayment: KDC may request repayment of the grant if the project is not completed in twelve months' time of the grant award agreement execution date, or the Small Business does not show a good faith effort in completing the project at any time during the grant year.

Application Requirements

- Business information including location, Primary point of contact, EIN or SS if Sole Proprietor, [NAIC](#), Employee count (KCNS-100)
- Tax Clearance Certificate for the company <https://www.kdor.ks.gov/apps/taxclearance/Start.aspx>
- Business Registration documents – if not a Kansas registered business the Small Business will need to provide proof of [Foreign Covered Entity](#) registration filed with the Kansas Secretary of State pursuant to K.S.A. 17-7931 A foreign covered Shall have the Same meaning as K.S.A. 17-1902. https://ksrevisor.org/statutes/chapters/ch17/017_079_0031.html
- Description of company, its history, primary products and/or services, markets served
- Description of proposed product or service needing research or development services
- Statement of Work between company and higher education partner
- Project budget including source of matching funds and project timeline
- Letter of support from higher education partner including commitment of personnel, facilities, and equipment to execute proposed project.