

## 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. 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.

<b>Action:</b>	<b>Timeline:</b>
1. Client submits proposal	Before or on the first day of the month
2. Proposal is then entered in the system	Next Business day
3. Proposal(s) sent to MoTip Review Team	Within 2 Business days of Submission
4. Review team evaluates proposal(s)	Review Duration up to 10 days
5. Results are tallied and entered - Award Notifications and Requirements are sent to the Clients	Two days later
6. Clients sends back EIN and MTC authorization	One day to Three weeks - Client dependent
7. Consulting agreement created and e-mailed to client	Two weeks
8. Client sends back originally signed consulting agreement	One day to Three weeks - Client dependent
9. State PI signs consulting agreement	Two weeks
10. The consulting agreement is the sent to OSPA for University signature	Three to Four weeks
11. Client sends MoTip proof of final an on time Phase I submission, along with an invoice, receipts and a brief statement showing estimate to actual budget (per MoTip Phase 0)	Varies by client - Dependent on SBIR due date
12. Payment voucher is processed	One Week
13. State PI signs payment voucher	Two Weeks
14. Accounting processes payment voucher	Two Weeks
a. Check – checks are cut each Tuesday night and mailed	
b. ACH Deposit – will receive 2 - 3 days sooner than check	

A Hypothetical Example might be:

<b>Action:</b>	<b>Timeline:</b>
1. Client submits proposal	Submission on May 31st
2. Proposal is then entered in the system	Entered on June 1st
3. Proposal(s) sent to MoTip Review Team	Sent on June 3rd
4. Review team evaluates proposal(s)	Review complete June 13th
5. Results are tallied and entered - Award Notifications and Requirements are sent to the Clients	Client notified June 15th
6. Clients sends back EIN and MTC authorization	Client returns July 6th
7. Consulting agreement created and e-mailed to client	Agreement sent July 20th
8. Client sends back originally signed consulting agreement	Client returns August 2nd
9. State PI signs consulting agreement	Agreement signed on August 16th
10. The consulting agreement is the sent to OSPA for University signature	University signature September 15th
11. Client sends MoTip proof of a final on time Phase I submission, along with an invoice, receipts and a brief statement showing estimate to actual budget (per MoTip Phase 0)	Client submits SBIR September 20th and send appropriate paperwork
12. Payment voucher is processed	Voucher is processed September 27th
13. State PI signs payment voucher	Voucher signed October 11th
14. Accounting processes payment voucher	Payment sent October 25th
a. Check – checks are cut each Tuesday night and mailed	
b. ACH Deposit – will receive 2 - 3 days sooner than check	