



## CSIT Research and Development (R&D) Voucher Programs Frequently Asked Questions (FAQs)

**Question 1:** If we applied under another CSIT program will we be able to transfer our files already submitted over to this program as well?

**Answer:** No, a separate application portal is available for each CSIT Program. Please visit <https://www.njeda.com/csit/> to submit a new application for the Catalyst R&D Voucher Program or the Clean Tech R&D Voucher Program.

**Question 2:** Where can we find the asset map?

**Answer:** An Asset map listing all the facilities in NJ participating in the CSIT Voucher Programs can be found on <https://www.njeda.com/csit/> under the Program pages for the Catalyst R&D Voucher Program or the Clean Tech R&D Voucher Program.

**Question 3:** Can an applicant apply for a voucher for more than one EIN (Company). All with separate different and distinct technologies.

**Answer:** Each applicant must be a business with a unique EIN, but it is acceptable if an individual person has an ownership interest in more than one applicant. Please note that, each company (EIN) will have to meet each Voucher Program's eligibility criteria at the time of application.

**Question 4:** For the Catalyst R&D voucher, can funding be used for patent filings/attorney fees?

**Answer:** No, the Voucher Programs fund R&D costs. Funds can be only be used to cover the cost of work done at the approved NJ university or facility. Funding cannot be used for patent filings/attorney fees.

**Question 5:** I am attempting to design and develop software to automate certain processes. Can you explain the difference between R&D (permitted use of voucher) and Commercial Use (which is prohibited?). In my software creation, what can I or cannot use the voucher for?

**Answer:** Please refer to question 4 on the acceptable use of funds for the Voucher Programs. In addition, voucher funds are intended for specific, early-stage development projects. Funds cannot be used to cover any expenses related to manufacturing of products for sale or commercial use.

**Question 6:** So, I'm a co-founder on my startup and I work over 40 hours per week with and do not draw a salary or income. How can I show eligibility requirements? We have others working on the company but outside of one part time employee everyone is compensated with equity.

**Answer:** Companies that are registered to do business in NJ and meet a Voucher Program's eligibility criteria, including the employee requirements, are eligible to participate regardless of employee compensation status. To demonstrate employee status, applicants can provide other forms of documentation, including but not limited to, a K-1 document, Shareholder Agreement, offer letters or a CEO verification letter. Please contact [csit@njeda.com](mailto:csit@njeda.com) for further assistance.

**Question 7:** Is a self-employed person eligible to apply?

**Answer:** Yes. Please refer to question 6.

**Question 8:** Do the Voucher Programs have cost-share requirements?

**Answer:** No, the CSIT Voucher Programs do not have any cost share requirements and grantees are not required to contribute towards their eligible R&D project. Eligible applicants can receive multiple vouchers, up to an overall cap of \$25,000 over any 12-month period.

**Question 9:** Can you share the link to the tax form that we will need with CSIT on it.

**Answer:** A current tax clearance certificate, listing NJ Commission on Science, Innovation and Technology, is a required documentation for the Voucher Programs. The document can be obtained from NJ Treasury, kindly visit [https://www16.state.nj.us/NJ\\_PREMIER\\_EBIZ/jsp/home.jsp](https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp) to obtain the certificate.

**Question 10:** How long does it take to get the voucher? Can you explain the process again? We pay the university, and then the State gives a voucher?

**Answer:** The CSIT Voucher Programs have a two-part application. Once an applicant submits all of the required documentation, CSIT will review the application and issue a Voucher Approval letter. The applicant must then execute a Voucher Agreement with CSIT and a separate agreement with the eligible university or facility. The applicant is not required to pay the NJ university/facility; CSIT will reimburse the NJ university/facility after the completion of the scope of work and all supporting documents have been submitted by the applicant and facility.

**Question 11:** We have a project in mind but don't know which university might be best to work with (who might have the best expertise), is there any help on identifying a partner?

**Answer:** Yes, CSIT provides assistance to companies looking for facilities. The first part of the application will require applicants to provide a description of the scope of work, voucher needs (facility or equipment) and information on intended facility for use. If an applicant does not have a facility in mind, CSIT meets with the university/facility review committee to discuss and assign applications. Applicants will be matched to the relevant facility with the right resources to carry out the scope of work.

Updated 5/11/2022

**Question 12:** Can we use the voucher to fund engineering oversight and consulting related to R&D by a NJ university professor but not necessarily use their lab or facility?

**Answer:** No, voucher funds can only be used to reimburse for the cost of work done at an approved NJ facility. An approved facility may include NJ-based universities, colleges, federal labs, non-profit core facilities or labs, and makerspaces.

**Question 13:** I am Chinese woman; can I claim as minority woman owned small business?

**Answer:** There are no points allocated for minority or women owned businesses under the Voucher Programs; however, applicants are invited to identify demographic information as part of the application.

**Question 14:** This is my first interaction with CSIT, and it appears that the Clean Tech R&D Voucher Program is in the second round. I missed the first round, must I do something first prior to initiating my application?

**Answer:** No. Applicants can apply directly to Round 2 of the Clean Tech R&D Voucher Program. Round 1 is currently closed and had a different program eligibility.

**Question 15:** Can the university partner use the funding to purchase new equipment required for the R&D activity and get reimbursed later?

**Answer:** No; the grant can only be used to pay for the grantee's cost of utilizing the university/facility.

**Question 16:** What is the indirect rate University have negotiated? Is 25K direct or indirect costs?

**Answer:** It is the responsibility of the grantee and the university/facility to negotiate and finalize all costs and rates related to the grantee's R&D project. CSIT will reimburse the university/facility for expenses approved under the Voucher Programs, up to a cap of \$25,000.

**Question 17:** If awarded this voucher, are there tax consequences? Will I have to pay this money back or claim on taxes?

**Answer:** Voucher awards are purely grant funds, and do not have to be paid back provided that the grantee maintains post-award compliance (please refer to the "Other Terms & Conditions" section in the Notice of Funding documents for the Voucher Programs). CSIT cannot provide tax advice.