Instructions for Completing TTAG Online Application

1. **All fields are required except for Company web site. <u>Failure to fill in a required field will result in a failed submission.</u>**
2. **Under *Enterprise Information*, all fields are self-explanatory. For all telephone and fax numbers use the following format: 501-555-1212. If you do not know your NAICS Code, please click the link for NAICS Lookup**
3. **Under *Resource Provider*, all fields are self-explanatory. For all telephone and fax numbers use the following format: 501-555-1212. REMINDER: <u>You must be approved as a resource provider before submitting an application.</u>**
4. **Under *Project Area*: Please indicate the area of the technology covered in this TTAG application using the drop-down list. Select the best choice for your business area or research. If you enter 4, 9, 17, 18, 27, 31, or 32 please type a brief description in the box provided. If you are a SBIR/STTR applicant, select the appropriate *Federal agency*.**
5. **Follow the instructions for *Project Title*, *Competitive Challenges*, *Specific Problem*, *Solution*, *Implementation Plan*, and *Maintenance Plan*. There are handy tool bars to help you edit your text and a reminder under each box what needs to be included.**
6. **Under *Work Plan*, *Timeline*, and *Budget*: Think of your project in terms of two or three tasks. Describe these tasks in the boxes provided. For each one, indicate the number of hours on the task(s) and how much money is budgeted. Under Estimated Project Impact: Enter all the dollar amounts for each category.**
7. ***Under Additional Questions*: Check the box if the work can be completed in 90 days. Check the box if any members of the Resource Provider Organization have any personal or professional interest / affiliation with the enterprise. Check the box agreeing to the survey completion. Check the box if the project grand total is exactly $5,000. If it is less than $5,000, explain why in the box provided. <u>The project CANNOT exceed $5,000</u>. Check the box agreeing to the match amount.**
8. **The email address for each one will serve as acknowledgment and confirmation that all information is correct for both parties and that both parties agree to the terms of the award.**
9. **Print application. Hit *Submit.***