

## M2I2 Concept Paper Guidelines and Outline

This guide provides instructions for submitting a concept paper for the M2I2 grant program, which will be reviewed by CAM staff. Applicants must have a concept paper approved before submitting a full application proposal. Concept papers should be clear and concise and not more than 5 pages (inclusive of appendices).

Submit all concept papers via email to [m2i2@masstech.org](mailto:m2i2@masstech.org)

### **Outline:**

Introduction: Provide a brief description of your organization and technology. What problem does your technology solve, and what advantages does it provide over existing options and other novel approaches? What have you demonstrated so far?

Project Description: Concisely describe the project for which you are applying for funding. How would receiving this funding and completing this project help your organization and technology progress? What goals are you setting out to achieve?

Benefits Anticipated: Please speak to the expected outcomes of the project. How many jobs do you anticipate this project creating or saving? Will any workforce development programs be developed or expanded? What will the market impact of this project be?

Methodology & Timelines: How will the project be carried out? What is the project timeline?

Support Needed & Costs: State the total dollar amount for the project, provide a high-level budget for the capital funds being requested and provide information about how funds will benefit the overall project. Please also include a description of the 1:1 match – which expenses will count towards your match requirement, and what is the source of matching dollars?

Non-profit partner: All private-sector applicants are required to collaborate with a Massachusetts-based non-profit partner. If you are a company, please identify which organization will serve as your partner and how you will collaborate with them as part of this project. Work done with the partner should enhance the outcomes of the project.

Manufacturing USA Institute Alignment: Provide a description of which Manufacturing USA Institute(s) you believe your project aligns with and why.

Contact Information: Provide full contact information for the individual responsible for the proposed project and the applicant.