

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the page, framing the central text. The overall aesthetic is clean and modern.

2022 JCATI RFP Best Practices

JCATI's Legislative Mandate

Provide WA aerospace companies short term seed funding via academic collaboration to help transition new technologies

The WA legislature annually monitors JCATI's progress via metrics and reports. The expected ROI comes from industry incorporating cutting edge ideas from JCATI projects. This academic-industry interaction keeps WA competitive in the global aerospace market.

How does JCATI funding work?

- WA aerospace company identifies current TRL 4-7 technology pain point
- Potential WA engineering faculty with appropriate expertise are identified
- Both partners discuss technology need and determine if they are a match
- Academic partner submits the JCATI project application (with industry partner input) and if chosen, receives funds to support engineering students to address industry pain point
- Industry required to provide in-kind support to foster successful outcomes and company integration
- Goal: completely transition technology to industry partner 1-2 years max after receiving funding (transition time often much shorter)

2022 JCATI RFP Timeline

- RFP released: October/November 2021
- Applications due: late February/early March 2022
- Applications out for review: March and April
- JCATI board selection meeting: May
- Award notification: May
- Project period is 1 year
 - Project start: July 1, 2022
 - Project end: June 30, 2023
- Project final report due: July 15, 2023
- All funds must be spent by June 30, 2023. No cost extensions are not allowed and unspent funds are returned to the state.

Non-Technical Abstract

Clearly and succinctly state the project objectives, deliverables and impact

Most common reviewer complaint: I can't tell what problem they are solving!

DO:

- Keep it simple and short-specific details go in the proposal.
- Make it clear. If a non-scientist read the abstract, could they tell you the pain point?
- Put yourself in reviewer's shoes-do they know what to expect moving forward?

DON'T:

- Be vague: "we will work on an important industry problem", "we will help industry meet their goals"
- Be super granular-specific details go in the proposal
- Be hyper technical or rely on acronyms
- Use a previous grant or manuscript abstract

Narrative Section A: Technical Merit and Project Feasibility

A.1. Technical Background and Approach

Clearly describe your industry partner's pain point and technology need. Here you are expanding on the abstract, providing technical details to the problem. State the current TRL level and why it was chosen.

DO:

- Build off the abstract to fill in the pain point technical details. If helpful, include graphs/diagrams/pictures
- Clearly state the industry partner issue and technology gap
- Be honest with your TRL level. TRL level descriptions are provided.

DON'T:

- Provide a long historical overview of the technology sector or industry partner
- Discuss your own research needs
- Inflate your TRL level
- Be vague about the industry problem or technology need

Narrative Section A.2. Objectives, Outcomes, Deliverables

How will you solve your industry partner's technology problem?

DO:

- Be specific: what technique(s) or equipment will you use to address the pain point and how will you do it?
- Use bullet points, bolding, diagrams or figures to make project deliverables clear
- Get technical! This is the place for details

DON'T:

- Say "we will help solve the issues around this problem"
- Say "we will work with the company to address issues"
- Propose solutions beyond the project scope
- Propose solutions that don't address the pain point

Narrative Section A.3. Technical Innovation

What expertise do you bring to the problem? Is this a new or unique approach to solve this problem?

DO:

- Explain why your lab can successfully address the problem. Why is the company partnering with you to solve this problem?
- Tell us if the project involves new application of current techniques
- Tell us if the project involves new techniques

DON'T:

- Copy sections from your NSF grant
- Give your career history
- Extensively mention previous unrelated projects or funding

NOTE: limit of 2 pages total for sections A.1.-A.3. Wisely use this space to explain why this JCATI project is important and why you are the one to tackle it!

Remember: it's not about you, it's about solving a problem for your industry partner
The focus is application of your research expertise to solve a real-world problem

Narrative Section A.4. Need for JCATI funds

Why is a JCATI project appropriate for this problem as opposed to other sponsored research options?

DO:

- Explain how you and your industry partner benefit from addressing this problem. How does the 1 year project period benefit you and your industry partner?
- Why this particular type of funding instead of other mechanisms (for example, as an industry sponsored project)?

DON'T:

- Be vague
- Skip the section

Narrative Section A.5. Other Sources of Funding

List other funding sources and/or facilities you can leverage for project success

DO:

- Briefly mention projects or funding directly applicable to the project
- Include facilities or other partnerships which contribute to project success

DON'T:

- List all of your grants with their award amounts
- Say you will apply for future funding that isn't relevant to the project
- Say you will apply for future funding but you really don't intend to

Summary: Technical Merit and Feasibility

- Have you provided reviewers with a clear idea of the project?
- Is the industry partner pain point clearly outlined?
- Have you explained how your lab will address the technology challenge?
- Have you explained why you are the appropriate academic partner?

This section should give the reviewer a coherent understanding of the project's scientific merit

Narrative Section B. Industry Partner and Transition

B.1. Industry Partner Support

List the cash value and type of support from your industry partner. Support can be materials, consulting time, machine time, cash, etc. This support should be sufficient to address the pain point.

DO:

- List the dollar amounts and breakdown of services (\$10,000 for consulting and \$15,000 in materials for a total of \$25,000)
- Double check that the amounts in the narrative and the letter of support match

DON'T:

- Use vague language: “ company will provide support as needed ”
- Say the details are in the industry letter of support
- Omit the industry support

B.2. Partners and Roles

Describe how each partner will manage their part of the project

Faculty: how will you contribute to project success? Student involvement, timeline adherence, budget, etc.

Industry: how will you contribute to project success? Provide necessary data, project meetings, validation, factory visits, tech staff involvement, etc.

DO:

- Make it clear how both partners will interact for project success
- If helpful, use diagrams to show relationships and responsibilities

DON'T:

- Be vague: “transition will occur at the end of the project’
- Leave the transition responsibility to just one partner
- Say “we will work with our industry partners to transition the technology”

B.3. Technology Transition Plan

How will the deliverables listed in Section A.2. move from the academic lab completely back to the industry partner within 1-2 years (preferably less)?

DO:

- List milestones to match the deliverables
- Use a timeline or chart to illustrate the transition
- Use figures if appropriate

DON'T:

- Be vague: “we will share results with our industry partners”
- Say the transition will happen in 5 years
- Ignore providing a plan
- Say “at project end the technology will move to the industry partner” without details

Summary: Industry Partner and Transition Section

- Is the industry partner's in-kind contribution clearly stated?
- Have you explained how academic lab's results move to the industry partner?
- Have you explained each partner's role for achieving project success?
- Is everyone on board with the transition plan?

After reading this section, the reviewer should have a clear understanding of the project partnership and technology transition for industry use

Narrative Section C. WA Economic and Educational Impact

C.1. Business Opportunities and Job Impact

How does addressing the pain point help your industry partner? Is there a WA business opportunity the technology opens up or improves?

DO:

- Include any potential spinoff or jobs creation information
- Include relevant company information: expansion, new market, upcoming projects
- Include SBIR info if relevant to this project
- Tell us if industry partner is a startup company

DON'T:

- Say you will apply for SBIR or other business grants if you really don't intend to
- Say the technology will create thousands of jobs without examples
- Say the technology will “make a difference for WA aerospace” without examples
- Inflate the market impact of the technology

Narrative Section C.2. Educational, Internship and Job Opportunities

How does this JCATI project benefit WA engineering students? Any new opportunities available for your students? Any ways to further develop soft skills, involve students that don't have research experience?

DO:

- Include real opportunities for industry student internships or mentoring
- Include specific industry interactions scheduled during the project
- Include any outreach interactions if known

DON'T:

- Inflate company internship or mentoring opportunities
- Say you will involve students and not provide a plan

Summary: Educational, Internship and Job Opportunities Section

- Have you explained how the project helps the industry partner? Overall WA aerospace community?
- Have you explained how WA engineering students benefit from participating in this project?

After reading this section, the reviewer should have a clear understanding of the project impact on both the WA aerospace industry, the industry partner and engineering students

Narrative Section IV. References and Reviewer Suggestions

If you have references from Sections A-C, add them here

If you have names of potential reviewers, add them here

If neither applies, you can skip this section

DO:

- First check if your potential reviewer can participate in external review. Some companies do not allow this.
- Provide reviewer contact information

DON'T:

- Provide a name without contact information
- Provide a name without first checking with the person
- List your industry partner as a reviewer

Section V. Industry Letters of Support

Each industry partner is required to provide a letter of support (LOS) verifying their project support and involvement

DO:

- Request the industry letter early as companies have multiple levels of approval for vetting
- Make sure in kind amount in the letter matches the amount listed in Section B.1.
- Identify a project point of contact in case of questions

DON'T:

- Wait until the last minute to ask for a letter of support
- Submit generic letters “we will support the JCATI project”

NOTE: at project end the industry partner must verify delivered support amount

Section VI. Biosketch

DO:

- Limit biosketch to 2 pages
- Use format in RFP
- Include information pertinent to JCATI project

DON'T:

- Submit your entire CV
- Submit an unedited biosketch

Section VII. Project Budget and Justification

Work with your departmental grants team on your JCATI budget

DO:

- Make sure the total tenure track faculty FTE doesn't exceed 1.0 month
- Include an equipment price quote and description in the justification
- Describe in the narrative why the requested equipment is necessary for project success
- Include brief details for each category in the Budget Justification
- Make sure the budget is signed off

DON'T:

- Pad your budget with excessive travel or supplies funds
- Plan on using JCATI funds for foreign travel
- Skip budget approval process
- Wait until the last minute to ask for budget help-fiscal staff do not appreciate this

Submitting Your Proposal

DO:

- Look over the Online Application Form on the RFP website in advance
- Complete the proposal cover sheet and get appropriate signatures
- Assemble sections in order into one PDF for upload. Do you have the correct version?
Done a final proofreading?
- Are you under the file size limit?
- Determine who submits the proposal: you? Grant manager? Student?

DON'T:

- Wait until the last minute. Proposals are time stamped upon receipt in the system , not when you send them! There always is a lag.
- Email your proposal to the Program Manager. Only proposals submitted via the JCATI website are reviewed
- Ask the Program Manager if everything looks ok. We don't provide proposal input or notify applicants of missing sections.

NOTE:

The JCATI website creates an automated email acknowledging proposal submission. Additionally the Program Manager notifies every PI as the database receives and time stamps the application.