



ROY COOPER
Governor

ANTHONY M. COPELAND
Secretary

DR. JOHN HARDIN
Executive Director

November 24, 2020

Jiarui Li
Innatrix
104 TW Alexander Drive, building 20, room 2020
Durham, NC 27709

SUBJECT: ONE NC SMALL BUSINESS PROGRAM; AWARD OF MATCHING GRANT UNDER FUNDING OPPORTUNITY NCBSTI-FY20-21M

Dear Jiarui:

On behalf of the Governor, the Secretary of Commerce, and the North Carolina Board of Science, Technology & Innovation, I am pleased to inform you that your company has been selected for a Match Grant Award of **\$98,068.25**, under the One North Carolina SBIR/STTR Matching Funds Program Solicitation, Funding Opportunity Number NCBSTI-FY20-21M, closing on December 30, 2020 (the "Solicitation").

Please note that, due to timing restrictions pertaining to the funding source for the FY 20-21 solicitation (the Coronavirus Aid, Relief, and Economic Security Act, or CARES Act, which requires all funds to be incurred by December 30, 2020), as well as the North Carolina SBIR/STTR Matching Funds Program statutory requirement ([§ 143B-437.81](#)) that the second (Stage 2) disbursement (25%) of the total grant "... shall be remitted to the business upon submission by the business of the Phase II application to the funding agency and acceptance of the Phase I report by the funding agency," you may be eligible for only the first (Stage 1) disbursement (75%) of the total Match Award. The Grant Agreement contains more details regarding your award and the disbursements for which you are eligible.

As described in the Solicitation, the North Carolina Office of State Budget and Management (OSBM) has established requirements for how grants of State funds are made and accounted for by recipients. These requirements are reflected in the Grant Agreement enclosed with this letter, which also contains the Match Program reporting requirements.

Additional information explaining reporting requirements and procedures can be found in the Solicitation. We strongly encourage you to review all requirements before executing the Grant Agreement; by signing the Grant Agreement, you are committing to comply with all requirements of the Program.

Prior to receiving an award disbursement under this Program, your organization must execute and return **two** copies of the attached Grant Agreement, along with the accompanying documents (as listed in paragraph 6 of the Grant Agreement). Please also include a signed/completed copy of the Electronic

Vendor Payment Form and your company's Substitute W-9: Request for Taxpayer Identification Number (attached separately). For your convenience, we have provided a checklist for the required documents as the last page of this letter.

To expedite return of the materials, and in light of COVID-related social distancing requirements that currently limit the number and frequency of our staff working in the office, it is best for you to return all materials to us as email attachments, if possible. If you prefer instead to return the materials in hard copy, please do so to the address listed on page 7 of the attached Grant Agreement

IMPORTANT: These materials must be received no later than **5:00 PM on Wednesday, December 9, 2020**. If all materials are not received by this date, your application may be closed, and you may be required to reapply to be considered for an award under this Solicitation, subject to all of its terms and timing requirements.

After receipt of all executed required documents, the State of North Carolina will issue an electronic disbursement to you, corresponding to the amount due under your award (Note: If this is the first state payment received by the Applicant, payment *may* be a mailed paper check). Notification of the deposit will be made to you either by fax or by e-mail.

If you have any questions, or if we may assist you in complying with these procedures, please contact Ruth Maitz (Executive Assistant, Office of Science, Technology & Innovation, NC Department of Commerce; 919-814-4642; ruth.maitz@nccommerce.com) or one of the other [OSTI staff](#).

We strongly encourage you to thank your local state legislators, who are responsible for establishing and funding the One North Carolina Small Business program. By informing them of how the program leverages federal SBIR/STTR grant funds for North Carolina small businesses and bridges funding gaps to enable small businesses to grow a vibrant innovation economy, you help ensure the legislators' continued support for the program. Your local state legislators are the following:

Representative Zack Hawkins

Senator Natalie S. Murdock

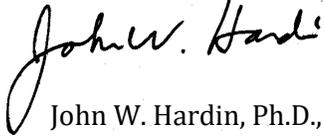
Their contact information, including postal and e-mail address, is available at: <http://www.ncleg.net> (see the "House" and "Senate" links on the navigation bar). The legislators would greatly appreciate hearing how your company has personally benefitted from the One North Carolina Small Business Program, particularly during the COVID-19 pandemic and with the support of CARES Act funding.

Please also acknowledge your receipt of a One North Carolina Small Business Fund Matching Grant on your website, press releases, or other media released by your company. To facilitate this acknowledgment, a digital copy of the One NC Small Business Program logo was included in two formats (.jpg & .png) as attachments to the email message containing this award letter. Publicly acknowledging the support of the One NC Small Business Program is critical for helping to ensure continued awareness of, and state funding for, the program to assist companies like yours.

Congratulations again to you and your company on your receipt of a federal SBIR/STTR Phase I Award. We hope that the One NC Small Business Matching Grant Program will foster job creation

and economic development across North Carolina by increasing the competitive position of your company and other North Carolina small businesses in attracting SBIR and STTR grant funding, and by doing so, to encourage the establishment and growth of high-quality, advanced technology firms in the State of North Carolina.

Warmest Regards,

A handwritten signature in black ink that reads "John W. Hardin". The signature is written in a cursive style with a large initial 'J'.

John W. Hardin, Ph.D., Executive Director

Checklist: Submission of Grant Agreement and Supporting Materials

Completed Grant Agreement Packages should include all of the following:

- 1. Two executed (signed) originals (**ALL PAGES**) of the Grant Agreement. One original will be returned to you when payment is processed.
- 2. A copy of your organization's policy addressing conflicts of interest; see Exhibit D of the FY 2021 Solicitation (available at: <https://www.nccommerce.com/grants-incentives/technology-funds/one-north-carolina-small-business-program#current-solicitation-&-guidelines> for more information on this requirement).
- 3. A list of your organization's Board of Directors/Trustees.
- 4. A sworn, **notarized** statement on your organization's letterhead certifying that no overdue tax debts are owed by the grantee organization (use template at Attachment C of the Grant Agreement).
- 5. A signed copy of your company's Substitute W-9: U.S. Request for Taxpayer Identification Number (**attached separately**). Please note: If you have *two different addresses*, legal and remittance, please use the same address in blocks #6 & #7, eliminating confusion on the part of the Office of State Controller (OSC), which disburses your award;
- 6. Vendor Electronic Payment Form: Request for Electronic Payment (**attached separately**). **THIS FORM MUST BE COMPLETED AND RETURNED WITH THE PACKET. PAYMENT WILL NOT BE ISSUED WITHOUT THIS FORM.**
- 7. A completed Attachment F (see Grant Agreement) and any necessary information as required by the Federal Funding Accountability and Transparency Act.

As noted above, it is preferred that you return this information (Items 1-7) to Ruth Maitz (ruth.maitz@nccommerce.com) as email attachments. If you prefer instead to return the materials in hard copy, please do so using either of the following means:

REGULAR MAIL

North Carolina Board of Science, Technology & Innovation
1326 Mail Service Center
Raleigh, NC 27699-1326
ATTN: Supporting Materials, NC SBIR/STTR Matching Funds Program

or

OVERNIGHT DELIVERY **** (US Postal Service does not deliver overnight packages to our building)**

North Carolina Board of Science, Technology & Innovation
301 N. Wilmington Street, 4th Floor South
Raleigh, NC 27601
ATTN: Supporting Materials, NC SBIR/STTR Matching Funds Program

If you choose to send the materials in hard copy, given the importance of the documents, and to ensure timely delivery and tracking, we recommend that you send the documents via an overnight service provider, such as FedEx or UPS.