New Jersey CSIT

Commission on Science, Innovation and Technology

Catalyst & Clean Tech R&D Voucher Pilot Informational Webinar

November 25, 2025

AGENDA

- **Introduction**

  Judith Sheft - CSIT Executive Director

- **Overview of Voucher Programs/Administrative Changes**

  Frances Keel – CSIT Program Officer

- **Voucher Application, Review Processes and Closeout**

  Jiaqi Liu – CSIT Program Specialist

- **Compliance Requirements**

  Nishant Upadhyay – CSIT Grant Administrator

- **Questions**

Catalyst / Clean Tech R&D Voucher Pilot Programs Overview

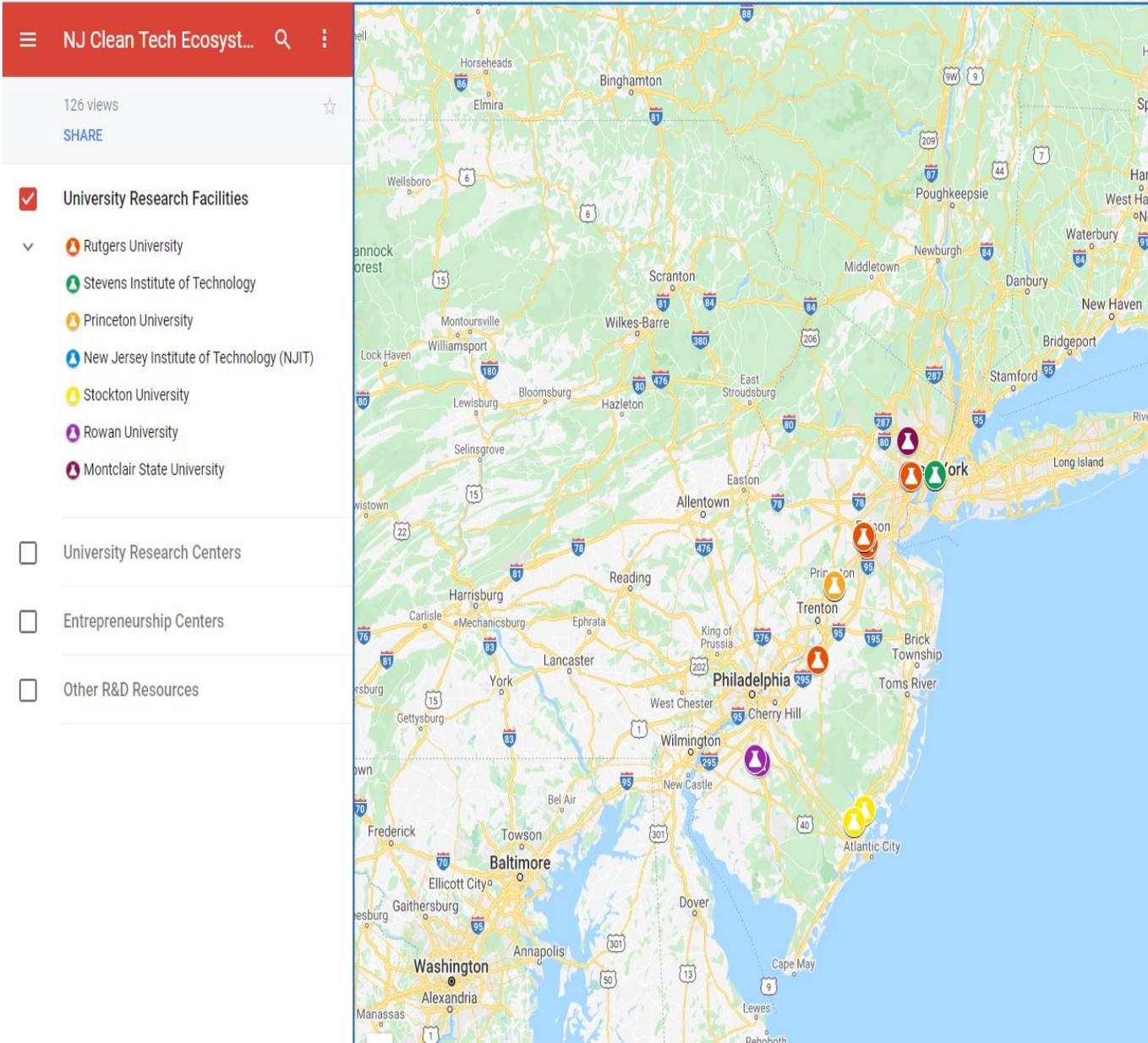|	
Objectives	• Enhance awareness and access to New Jersey's top-tier academic, federal, and non-profit labs, equipment, facilities, Makerspaces, Data sets • Support small NJ-based companies (with fewer that 50 full-time employees) in accessing R&D resources to develop innovative technologies
Award	• Eligible applicants can apply for multiple vouchers, capped at $40,000 over a 12-month period • There are no fees to apply and no cost-share requirement
Available Funds	• Catalyst Total Available Budget as of **November 1, 2025 is $1,867,500 (45 awards)** • Clean Tech Total Available Budget as of **November 1, 2025 is $660,000 (15 awards**) • Applications reviewed and approved on a rolling basis
Administrative Changes	• 6-months to secure a core facility match • Tax filings confirming annual revenue • For-profit entities only • Delegated authority to make "non-material" changes to scope of work

All applicants must meet the following eligibility criteria at the time of submission and throughout the application review period:

- Be authorized and in good standing to conduct business in NJ. Non-profit entities are not eligible.

- Have a current NJ tax clearance certificate listing CSIT. All certificates listing another state agency will be rejected.

- Have no more than fifty (50) full-time equivalent ("FTE") workers (FTE calculated on a 35-hour work week) at time of application.

- Have a minimum of one (1) full-time worker (calculated on a 35-hour work week). A worker may be a founder or contractor and may be paid or unpaid.

- 50% or more of the cumulative hours worked by all workers, founders, and contractors must be conducted in NJ (calculated on an FTE (Full Time Equivalent) basis – 35 hrs. per week).

- Have less than or equal to five million dollars ($5,000,000) in prior calendar year sales revenue (excluding grant revenue). Company must submit tax filings or other documentation showing prior-year Gross Receipts or Sales.
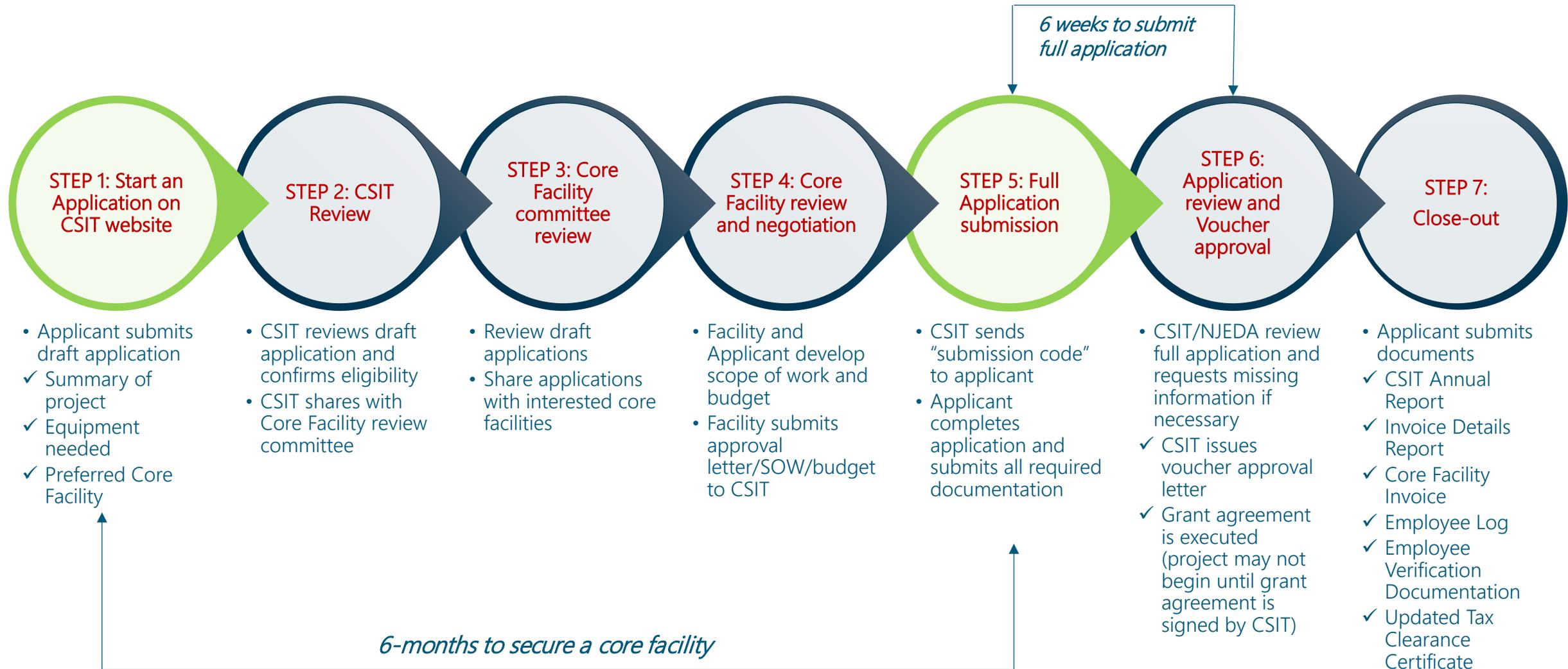
Catalyst / Clean Tech R&D Voucher Pilot Program & Asset Map

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NJ Clean Tech Ecosyst...
126 views
SHARE

- ☑ **University Research Facilities**
  - Rutgers University
  - Stevens Institute of Technology
  - Princeton University
  - New Jersey Institute of Technology (NJIT)
  - Stockton University
  - Rowan University
  - Montclair State University
- ☐ University Research Centers
- ☐ Entrepreneurship Centers
- ☐ Other R&D Resources

Potential Non- Academic Facilities

➢ Princeton Plasma Physics Laboratory

➢ Hackensack Meridian Health

➢ Coriell Life Sciences

➢ US Army Picatinny Arsenal

➢ Joint Base McGuire-Dix-Lakehurst

➢ FAA William J. Hughes Technical Center

➢ NJEDA Strategic Innovation Centers

Application, Review, and Close-out Processes

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6 weeks to submit full application

STEP 1: Start an Application on CSIT website
- Applicant submits draft application
- ✓ Summary of project
- ✓ Equipment needed
- ✓ Preferred Core Facility

STEP 2: CSIT Review
- CSIT reviews draft application and confirms eligibility
- CSIT shares with Core Facility review committee

STEP 3: Core Facility committee review
- Review draft applications
- Share applications with interested core facilities

STEP 4: Core Facility review and negotiation
- Facility and Applicant develop scope of work and budget
- Facility submits approval letter/SOW/budget to CSIT

STEP 5: Full Application submission
- CSIT sends "submission code" to applicant
- Applicant completes application and submits all required documentation

STEP 6: Application review and Voucher approval
- CSIT/NJEDA review full application and requests missing information if necessary
- ✓ CSIT issues voucher approval letter
- ✓ Grant agreement is executed (project may not begin until grant agreement is signed by CSIT)

STEP 7: Close-out
- Applicant submits documents
- ✓ CSIT Annual Report
- ✓ Invoice Details Report
- ✓ Core Facility Invoice
- ✓ Employee Log
- ✓ Employee Verification Documentation
- ✓ Updated Tax Clearance Certificate

6-months to secure a core facility

Disbursement of Funds

- Applicant submits required documents in NJEDA Portal

  - ✓ CSIT Annual Report
  - ✓ Core Facility Invoice
  - ✓ Employee Log
  - ✓ Employee Documentation
  - ✓ Updated Tax Clearance Certificate
  - ✓ Invoice Details Report

- CSIT reviews documents and issues requisition
- Applicant and CSIT sign the requisition
- Funds are disbursed to the applicant
- Applicant pays core facility (within 2 weeks of receipt of check)

Disbursements Cont. (Requisition Form)

- Applicant Completes Certification Section

Compliance Requirements

- For two (2) years from the date of the execution of the grant agreement, 50% of all work conducted by Grantee's employees, contractors and consultants must be conducted in a New Jersey location. This will be confirmed by having the Grantee submit an employee log and employee verification documentation annually during the two-year period.

- All Grantees must report economic impact data to CSIT for a period of two years from the execution of the Grant Agreement by submitting a CSIT Annual report using an MS Forms link.

- Grantees may be asked to participate in future CSIT/NJEDA alumni activities, such as serving as a panel member or participating in interviews about their Program experience.

Compliance Requirements (cont.)

- **Applicant submits required documents in NJEDA Portal**

  - ✓ **CSIT Annual Report**

  - ✓ **Employee Log**

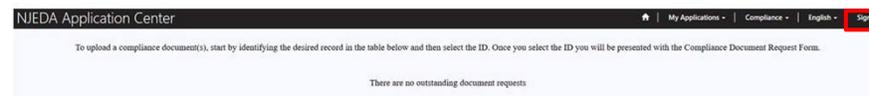 - ✓ **Employee Documentation**

  - ✓ **Updated Tax Clearance Certificate**

Accessing the NJEDA Portal

When the user clicks on the link within the email, they will be redirected to the NJEDA Application Center.

- Click the **Sign In** button in the upper right to be redirected to the login page.

If you are **already a Portal user**, you will need to click the **Sign In** button or tab to sign in. Enter the applicable information (user name and password).

THIS IS NOT AN APPLICATION FOR NJEDA ASSISTANCE. THIS PAGE ALLOWS YOU TO CREATE A USER ACCOUNT THAT YOU WILL USE TO LOG IN TO NJEDA'S PRE-REGISTRATION AND/OR APPLICATION PORTAL.

If you are the first-time user, please click "Register" button on the top. Having trouble logging in?

Please review this video tutorial for further assistance.

Sign in with a local account   Sign in with an external account

* User name [   ]   [Azure AD]

* Password   [   ]

☐ Remember me?

[Sign in]   [Forgot Password/User name]

- If you **are not a Portal user**, you will need to register. Click the **Register** tab and enter the applicable information (email, username, password and confirm password). You will be redirected to the Sign In screen.

Upon completion of the registration for the new account, the user will be directed to the Sign In screen.

After signing in, the user will be redirected to the **Compliance – Document Request Portal** page.

The page will display a list of documents due to be submitted.

Note: When a document has been submitted it will be removed from the display list.

- Click the **Document Request ID# (DOCR-)** link to access the **Document Request – Upload Documents screen**.

Upload Documents

Document Request

Product
PROD-00248802

Account
Viocare, Inc.

Period End Date
06/30/2021

Due Date
07/01/2021

Status
Requested

Document Type
Economic Impact

Template Location
https://forms.office.com/g/Vzhwr6F4t3

Please Upload the requested document(s) here

Please click on the "Economic Impact" link to fill out the CSIT Annual Report.

Document	Files
Economic Impact *	⊕ **Add Files** Select 'Add File' to upload the requested information

Submit Document(s)

- Click the **Template Location link** to open the document for review and completion (if applicable). After completing the document save it.
- Click the **(+ Add Files**) to upload the saved document (ex. Economic Impact) into the Portal.
- Click the **Submit Documents** button to retain the uploaded document(s) in the Portal.

As a reminder when a document has been submitted it will be removed from the display list on the **Compliance – Document Request Portal** page (refer to screenshot on page 2).

Note: The user will be returned to the **Compliance – Document Request Portal** page to repeat the steps for the next document (if needed).

Wrap-up

- **Administrative Changes**

- **Updated Notice of Funding Availability (expected early December)**

- **Must use a NJ Core Facility**

- **No Changes to SOW without CSIT prior approval**

- **Project cannot begin until receipt of executed grant agreement**

Questions

csitvoucher@njcsit.gov (main voucher mail box)

Frances Keel: Program Officer (fkeel@njcsit.gov)

Jiaqi Liu : Program Specialist (Jiaqi.Liu@njcsit.gov)

Nishant Upadhyay – CSIT Grant Administrator (Nishant.Upadhyay@njeda.gov)