



New Jersey

CSIT

**Commission on Science,
Innovation and Technology**

**SBIR/STTR Direct Financial Assistance
Program Round 5**

January 14, 2026



AGENDA

- Introduction
Judith Sheft - CSIT Executive Director
- Overview of SBIR/STTR Program and Administrative Changes
Frances Keel – CSIT Program Officer
- Application Review Process and Compliance Requirements
Jiaqi Liu – CSIT Program Specialist
- Additional Resources
Ian McLaughlin, PhD - Senior Vice President, Government Affairs & Policy
BioNJ

Kelly Brozyna - State Director & Chief Executive Officer
NJ Small Business Development Center

Tom Richardson – President
Institute for Life Science Entrepreneurship
- Questions/wrap-up

Program Overview

Program Goals



Boost NJ companies' success in securing federal SBIR/STTR funding.

Ease financial burden for Phase I and Phase II awardees.

Support growth during transition from Phase I to Phase II.

Funding Snapshot



Budget: \$1,050,000

Awards:

- 22 Direct Funding: \$25K each
- 10 Bridge Funding: \$50K each

No fees, no cost-share.

Recent Updates

Active Federal Phase I, Fast-Track, or Direct-to-Phase II award.
NJ-based primary performance location.

Basic Eligibility Criteria

NJ-based business in good standing

Valid NJ Tax Clearance Certificate listing CSIT

Compliance with NJ DOL & DEP checks

≥1 full-time worker (35 hrs/week)

≥50% of work hours in NJ

Federal SBIR/STTR award performance location in NJ



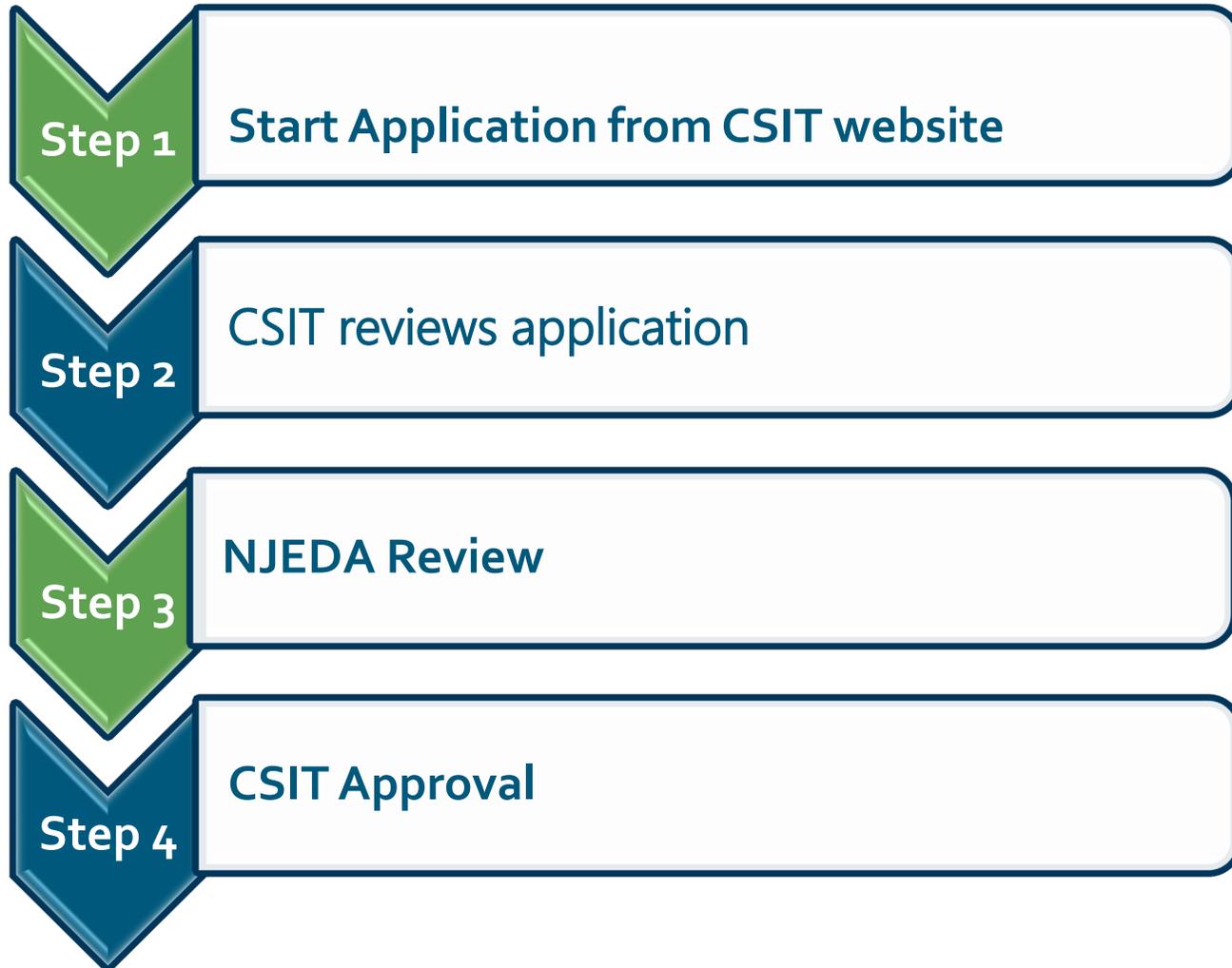
Additional Direct Funding Eligibility

- ✓ Hold an active federal SBIR/STTR Phase I, Fast Track, or Direct-to-Phase II award at the time of CSIT application submission.
- ✓ Have received no more than five (5) federal SBIR/STTR awards (Phase I, Fast Track, or Direct-to-Phase II combined) over the company's lifetime.

Additional Bridge Funding Eligibility

- ✓ Prior federal SBIR/STTR Phase I award recipient with a New Jersey primary performance location, awarded within two (2) years of the CSIT Bridge application submission, and have successfully completed the Phase I project in New Jersey.
- ✓ Submitted a Phase II SBIR/STTR application but not yet received a federal award.
- ✓ Received no more than five (5) federal SBIR/STTR awards (Phase I, Fast Track, or Direct-to-Phase II combined) and no more than four (4) Phase II awards over the company's lifetime.

Application & Review Process



CSIT reviews application

- ✓ Confirms eligibility and
- ✓ Requests missing information

CSIT issues approval letter

- ✓ Grant agreement is executed
- ✓ Applicant completes requisition form
- ✓ Check disbursed

Application Documents SBIR Direct 25K

- a. Copy of Active Federal Phase I, Fast Track or Direct to Phase II Award Letter/Contract from a participating Federal agency.
- b. Copy of the accepted Phase I, Fast Track or Direct to Phase II proposal submitted to participating Federal agency in response to a specific Federal solicitation.
- c. Employee information as appropriate for applicable company structure and staffing (i.e. 1099, W2, Offer Letter, K-1, Shareholder Agreement, NJ WR-30, etc)
- d. Summary of most recent internal payroll indicating each employee name and number of hours worked per week.
- e. Current New Jersey Tax Clearance Certificate listing New Jersey Commission on Science, Innovation and Technology
- f. Completed CSIT legal debarment questionnaire (Found in application questions)
- g. Signed CSIT Certification (Template found in application)

Application Documents SBIR Bridge 50K



- a. Copy of Federal Phase I SBIR/STTR Award/Contract from a participating Federal agency with a NJ primary place of performance address dated no earlier than two (2) years prior to the submission of the CSIT Bridge Application.
- b. Copy of the Phase I final report and confirmation of agency acceptance.
- c. Proof of Federal Phase II SBIR/STTR application submission: documentation showing that Phase II SBIR/STTR proposal has been submitted to and received by the participating Federal agency. Example:
 - A copy of the Phase II SBIR/STTR proposal submitted to sponsoring agency and
 - Written or electronic notification from the agency confirming date of proposal receipt.
- d. Employee information as appropriate for applicable company structure and staffing (i.e. 1099, W2, Offer Letter, K-1, Shareholder Agreement, NJ WR-30, etc)

Continued-Documents SBIR Bridge 50K



- e. Summary of most recent internal payroll indicating each employee name and number of hours worked per week.
- f. Current New Jersey Tax Clearance Certificate listing New Jersey Commission on Science, Innovation and Technology
- g. Completed CSIT legal debarment questionnaire (Found in application questions)
- h. Signed CSIT Certification (Template found in application)

Disbursement (Requisition Form)

Applicant Completes

✓ Mailing Address

✓ Authorized Officer

SBIR/STTR PROGRAM REQUISITION

[COMPANY NAME] hereby requisitions the following from the NEW JERSEY COMMISSION ON SCIENCE, INNOVATION AND TECHNOLOGY:

Payee

Amount

[COMPANY]

CERTIFICATION

The undersigned, a duly authorized representative of Grantee, hereby certifies to the CSIT on their own behalf and on behalf of Grantee, that:

1. This Requisition on behalf of Grantee under the Phase II Grant have been expended to pay for associated Project costs;
2. The CSIT SBIR/STTR Direct Financial Assistance Grant Program funding can be used to maintain project activities, support research and development, and cover general operating costs.

Capitalized terms used in this Certification shall have the same meaning as ascribed to them in the Grant Agreement unless expressly indicated otherwise.

APPROVED BY:

COMPANY NAME

Judith A. Sheft
Executive Director

By: _____
Authorized Officer

DATED: _____

DATED: _____

Mailing Address for Check (*Grantee must complete*): _____

Compliance Requirements

FOR A PERIOD OF THREE (3) YEARS FROM THE EFFECTIVE DATE OF THE GRANT AGREEMENT

- ✓ Employees, founders and contractors must conduct $\geq 50\%$ of the company's work (calculated on a full-time equivalent basis) in New Jersey.
- ✓ Report economic impact data.
- ✓ Submit updated New Jersey Tax Clearance Certificate, listing CSIT as the agency.
- ✓ Awardees may be asked to participate in future CSIT/NJEDA alumni activities

Compliance Requirements (cont.)

Documents Must Be Submitted Through NJEDA Portal

- ✓ CSIT Annual Report
- ✓ Employee Log
- ✓ Employee Documentation
- ✓ Updated Tax Clearance Certificate

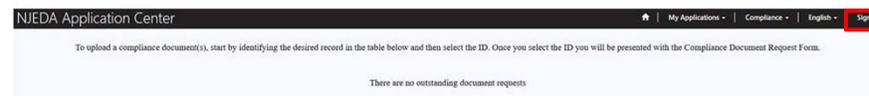
Accessing the NJEDA Portal

Document Request Portal – Compliance Documents

User Document

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

* Password

Remember me?

- 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.

NJEDA Application Center My Applications Compliance English Sign In

[Sign in](#) [Register](#) [Redeem invitation](#)

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.

Having trouble logging in? Please review this [video tutorial](#) for further assistance.

Register for a new local account Register using an external account

* Email [Azure AD](#)

* Username

* Password

* Confirm password

[Register](#)

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.

NJEDA Application Center NJEDA Programs CSIT Programs Compliance English

To upload a compliance document(s), start by identifying the desired record in the table below and then select the ID. Once you select the ID you will be presented with the Compliance Document Request Form.

[Click the Document Request link to access the Document Request Form.](#) Account (Applicant) Name The dates populated in the Period End Date and Due Date are applicable to this example and will vary.

Document Request ID	Product	Product Type	Product Amount	Responsible Party	Status	Period End Date	Due Date	Document Type
DOCR-0	PROD-00	SBIR/MAGR	\$25,000.00		Requested	06/30/2021	07/01/2021	Economic Impact
DOCR-0	PROD-00	SBIR/MAGR	\$25,000.00		Requested	06/30/2022	07/01/2022	Economic Impact
DOCR-0	PROD-00	SBIR/MAGR	\$25,000.00		Requested	06/30/2021	07/01/2021	Employee Verification
DOCR-0	PROD-00	SBIR/MAGR	\$25,000.00		Requested	06/30/2022	07/01/2022	Employee Verification
DOCR-0	PROD-00	SBIR/MAGR	\$25,000.00		Requested	06/30/2021	07/01/2021	Employment Records
DOCR-0	PROD-00	SBIR/MAGR	\$25,000.00		Requested	06/30/2022	07/01/2022	Employment Records
DOCR-0	PROD-00	SBIR/MAGR	\$25,000.00		Requested	06/30/2021	07/01/2021	Tax Clearance
DOCR-0	PROD-00	SBIR/MAGR	\$25,000.00		Requested	06/30/2022	07/01/2022	Tax Clearance

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/Vzhr6F4t3

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 *	<p>+ Add Files</p> <p>Select 'Add File' to upload the requested information</p>

[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).

Additional Resources

*Ian McLaughlin, PhD - Senior Vice President, Government Affairs
& Policy*

BioNJ

imclaughlin@bionj.org

*Kelly Brozyna - State Director & Chief Executive Officer
New Jersey Small Business Development Center
kelly.brozyna@business.rutgers.edu*

*Tom Richardson – President
Institute for Life Science Entrepreneurship
trichardson@ilsebio.com*





New Jersey Small Business Development Center (NJSBDC)

Kelly Brozyna

State Director & Chief Executive Officer

NJSBDC at State Office

Supported by:





Kelly Brozyna
State Director & Chief Executive Officer
NJSBDC at State Office

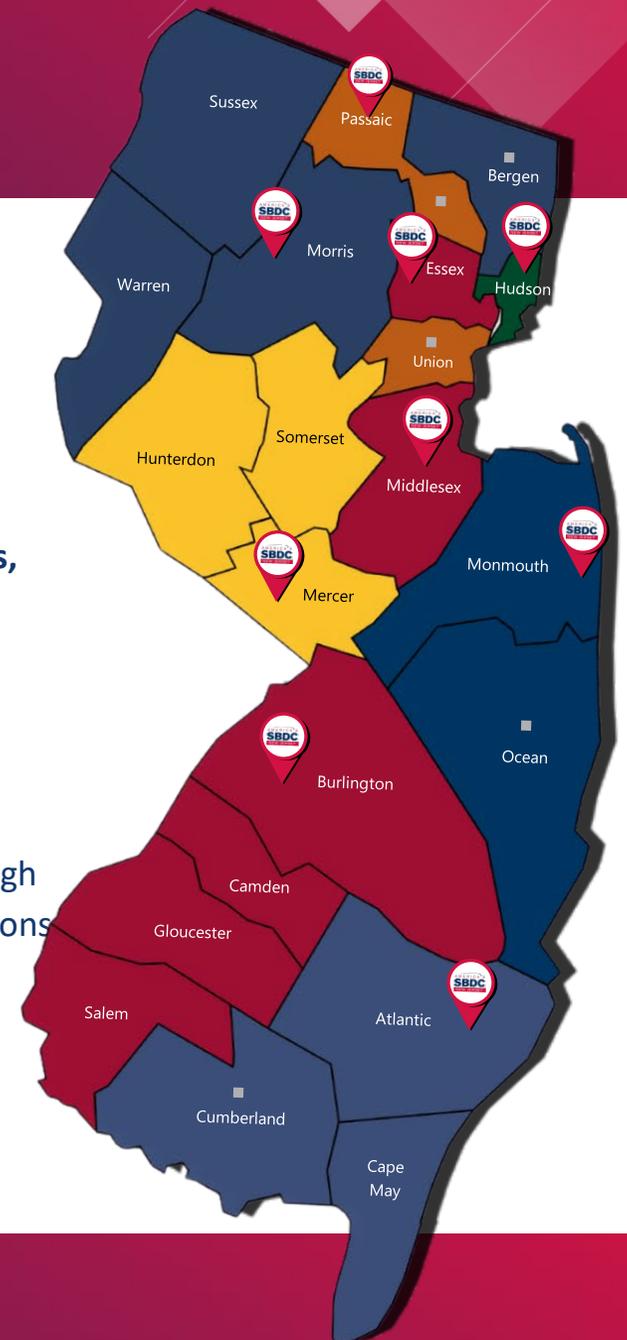
We are America's New Jersey Small Business Development Center's Network (NJSBDC)

- For over 45 years, the NJSBDC network has been the premier provider of comprehensive services, programs, and expert technical assistance for small and mid-sized businesses in New Jersey with a wide infrastructure, diverse facilities, intellectual and knowledge capabilities, and private sector experts.

Your Hub for Small Business Resources

- The NJSBDC has 9 regional centers and numerous affiliate and satellite offices throughout New Jersey through public-private partnerships with colleges, universities, Chambers of Commerce, and other business organizations

Learn more at: www.njsbdc.com





NJSBDC 9 Regional Centers Covering all 21 Counties

Across New Jersey, for New Jersey

NJSBDC Regional Centers in Northern New Jersey



NJSBDC at William Paterson University (WPU)
Serving Passaic & Union Counties
Regional Director: Melissa Rosario
Email: sbdc@wpunj.edu



NJSBDC at Fairleigh Dickinson University (FDU)
Serving Bergen, Morris, Sussex & Warren Counties
Regional Director: Matt Wells
Email: info@fdu.edu



NJSBDC at New Jersey City University (NJCU)
Serving Hudson County
Regional Director: Sheila Harris-Adams
Email: sbdc@njcu.edu



NJSBDC at Rutgers University - Newark
Serving Essex County
Regional Director: Dr. Tendai Ndoro, Ph.D.
Email: msbdc@business.rutgers.edu

NJSBDC Regional Centers in Central New Jersey



NJSBDC at The College of New Jersey (TCNJ)
Serving Hunterdon, Somerset, and Mercer Counties
Regional Director: Lillian Mauro
Email: info@sbdcnj.com



NJSBDC at Rutgers University-New Brunswick
Serving Middlesex County
Regional Director: TBD
Email: RutgersNB@njsbdc.com

NJSBDC Regional Centers in Southern New Jersey



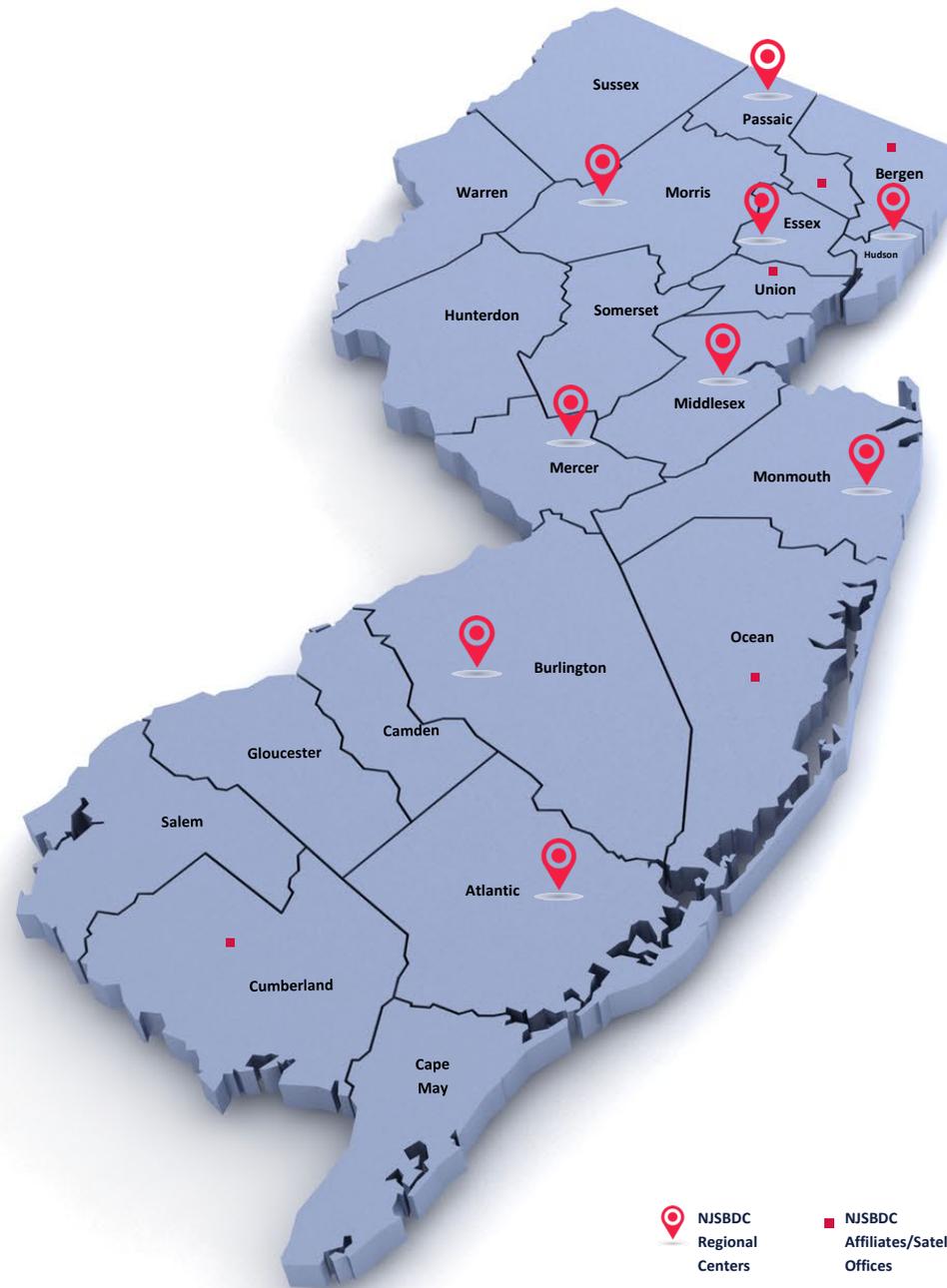
NJSBDC at Rutgers University - Camden
Serving Burlington, Camden, Gloucester & Salem Counties
Regional Director: Akeel Gaines
Email: rsbdc@camden.rutgers.edu



NJSBDC at Brookdale Community College
Serving Monmouth & Ocean Counties
Regional Director: Dr. Jackeline Mejias-Fuertes
Email: mosbdc@brookdalecc.edu



NJSBDC at Stockton University
Serving Atlantic, Cape May, & Cumberland Counties
Regional Director: Dr. Mark Rizzo
Email: mark.rizzo@stockton.edu



 NJSBDC Regional Centers

 NJSBDC Affiliates/Satellites Offices

Our Services:

NJSBDC provides one-on-one consulting, training programs, and resources to small businesses in NJ for several small business topics, including but not limited to the following:

- Startup, entity formation, and business planning
- Financial and cash flow management
- Accessing and Securing Business Financing
- Marketing and Branding
- Market Research and Analysis
- Accounting and Tax
- Human Resource (HR) management
- Increasing Sales/Revenue/Profit
- And more.

Specialized Training, Workshops and Outreach:

- Small Business Certifications (MBE, WBE, SBE, D/VOB, etc.)
- International Trade Trainings
- Veteran Entrepreneurship Trainings
- Partnerships with Chambers of Commerce, Small Business Associations, and other relevant small business technical assistance partners

1-on-1 Counseling:

Whether expanding or starting a business, Our consultants provide personalized guidance on all things business.

Visit: njsbdc.com/requestcounseling

Training & Events starting at \$0

With NJSBDC, you have the ability to attend workshops, seminars, webinars, and networking events.

Visit: njsbdc.com/events

Exclusive Resources:

Access to 100+ curated resources for small businesses.

Visit: <https://www.youtube.com/@njsbdc>

Find us on Social:

 @NJSBDC

 @Njsbdc-headquarters

 @NJSBDCHQ

 @njsbdc-network

 @NJSBDC

 www.njsbdc.com

Tech Services:

The NJSBDC Tech Team, funded by the SBA and NJCSIT, helps New Jersey-based innovator, entrepreneurs, and researchers bring cutting-edge ideas to life.

We offer free technical guidance to help you:

- Apply for up to \$2M in non-dilutive SBIR/STTR funding
- Navigate the full process, from Phase 0 to Phase II
- Submit proposals to agencies like NIH, DOD, NSF, and more
- Build strong proposals and commercialization plans
- Refine your pitch, budget, and supporting documentation

If you're developing a new technology, product, or service, we're here to help move your idea forward, from concept to funding.

Core Offerings:

- One-on-one consulting
- Exclusive live & on-demand webinars
- Pre-submission Panel Reviews
- Proposal Writing Assistance/guidance

1-on-1 Counseling:

Whether expanding or starting a business, Our consultants provide personalized guidance on all things business.

Visit: njsbdc.com/requestcounseling

Training & Events starting at \$0

With NJSBDC, you have the ability to attend workshops, seminars, webinars, and networking events.

Visit: njsbdc.com/events

Exclusive Resources:

Access to 100+ curated resources for small businesses.

Visit: <https://www.youtube.com/@njsbdc>

Find us on Social:

 @NJSBDC

 @Njsbdc-headquarters

 @NJSBDCHQ

 @njsbdc-network

 @NJSBDC

 www.njsbdc.com

New Jersey Small Business Development Center (NJSBDC)

New Jersey Small Business Resource Hub

The New Jersey Small Business Development Center (NJSBDC) serves as the central hub supporting entrepreneurs and small businesses through no-cost counseling, training programs, and business resources. The NJSBDC is funded primarily by the U.S. Small Business Administration (SBA), with additional support from the New Jersey Business Action Center (NJBAC), allowing us to deliver high-impact services statewide.

NJSBDC network is comprised of 9 regional centers that are situated at public colleges and universities across New Jersey, ensuring accessibility for all entrepreneurs. Our in-house team of consultants provides specialized expertise in business planning, financial analysis, marketing and digital strategy, government contracting, exporting, technology commercialization, and industry-specific advising.

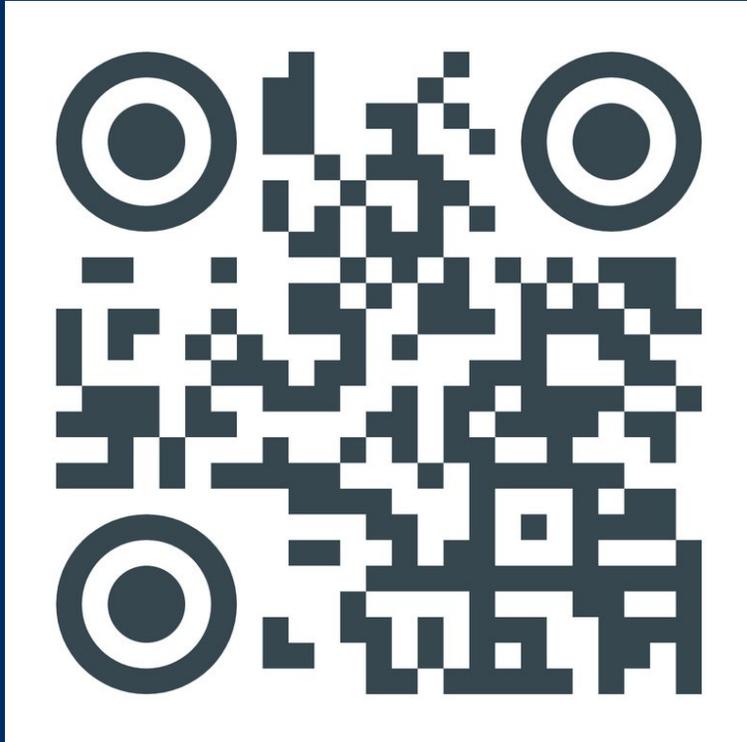
NJSBDC collaborates with a wide range of strategic partners, including State Agencies, Industry Organizations, Financial Institutions, and Chambers of Commerce. These partnerships expand our impact and make it easier for entrepreneurs to access the guidance and community-based support across New Jersey.

Together, our statewide network ensures that small businesses at every stage have access to the guidance, connections, and resources needed to grow and thrive.





Thank you!




SCAN ME 

Learn more at: www.njsbdc.com

Register for 1-on-1 Counseling: njsbdc.com/requestcounseling

- **Administrative Changes**
- **Application Portal Expected to Re-open January 15, 2026**



QUESTIONS

csitsbir@njcsit.gov

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

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