INITIAL CLIENT INTAKE:

Company Name

Company Address

Company Website

Primary Contact

Position

Secondary Contact

Position

Phone Number

Email Address

**STATEMENT OF UNDERSTANDING**

Encountering Innovation (EI) is a team driven initiative culminating via the EI ‘Team’ and multiple statewide SBDC programs from various states with Kansas as the central point. The EI Team closely follows the Statement of Understanding that was originally created as part of the Kansas SBDC. Our work is bridging SBDC clients (Small Business Innovators) with our primary focus, DoD Combatant Command Tech Scouts as well as other federal agencies. This relationship began in 2016 and now is partially funded through the Defense Innovation Unit (DIU) / National Security Innovation Network (NSIN) and the Defense Innovation OnRamp Hub: Kansas.

The EI Team is made up of direct employees of our host, Pittsburg State University (Pittsburg, KS) and approved independent contractors working on behalf of the Encountering Innovation Mission. EI Team responsibilities include: • Keeping all client communications and information confidential unless authorized by the client. • Provide courteous and professional service to client and to SBDC advisors (aka Tech Coaches). • Provide training and one-to-one advising free of charge leading up to and as a part of EI (in a collaborative pitch environment). Advise client of any fees for training, research or other services prior to any fee-based service provided. • Provide communication from and to DoD Tech Scouts as a service to client and to Tech Coaches.

Client Responsibilities ***•*** Provide all information necessary to enable the EI Team to properly assist you, including information required by SBA. • Notify the EI Team if you or your company are disbarred from contracting with the federal government. • Be honest and direct about everything related to you as an entrepreneur and your potential or existing business. • Provide complete information on your financials, cash flow, operations data and business plan to your Tech Coach as necessary for preparing and judging your ‘business readiness’. • Provide access to videos of initial and revised Heilmeier Catechism questionnaire necessary for assessing DoD relevance by EI Team and / or DoD Tech Scouts, when requested. • Notify your advisor if you do not understand the proposed plan of action. • Cooperate with your advisor and consider the recommendations your advisor may make to help you improve your business and innovation development. • Advise us of any concern or dissatisfaction you may have with the assistance being provided during the process leading up to any EI ‘conference’. • Complete a written evaluation of services provided when requested. Provide quarterly updates of successes in grant applications, awards or related funding based on your innovation development as well as licensing / joint venture / collaborations as a result of relationships established through the EI process and EI conferences. This may include participation in electronic or telephone satisfaction and economic impact surveys. • Encountering Innovation Program requires time activated responses for documents and communication requests from DoD and other commercialization opportunities.

**Quality Assurance**

**We welcome you as a client and encourage your comments regarding our services.** Authorization to Release Information for Commercialization Opportunities:  I authorize the **Encountering Innovation program** to communicate on my behalf to other resource partners (e.g., Department of Defense,  Defense Innovation Unit (DIU), Department of Energy (DOE), Department of Homeland Security (DHS), NASA personnel, Department of Commerce, as well as other governmental agencies, labs, demonstration programs, conventions and programs such as SBIR/STTR, TechConnect, DEFENSEWERX). I make application to present in any qualified manner and understand that my information will be shared with Tech Scouts prior, during and after any said conference to further possibilities of commercialization of my innovation.

If I complete the Capability Matrix portion of the survey for Matchmaking purposes, I understand my information will be shared in the Capability Matrix entirely to all participants in the Matchmaking program. I further authorize the use of my attendance and our publicly disseminated information (i.e. Public BLUF and/or Poster Board document) and contact information for marketing purposes: within the EI website, social media, news agencies, and other means: prior, during and after the Encountering Innovation Conference. All Proprietary Information is my responsibility to identify and protect (e.g. Patenting, Trademark, Copyright, etc.) and such will be held confidential and not placed for public dissemination.

**Request for Service**

I have reviewed and understand the above Statement of Understanding as it applies to my responsibilities and those of the **Encountering Innovation team**. I request business consulting service from my home state SBDC.  I agree to participate in surveys designed to evaluate these services. By my signature below, and in consideration of the center's furnishing of management or technical assistance, I waive all claims against the center's personnel, SBDC host organizations, DIU and EDA.  I understand that there are no warranties or assurances in connection with the consulting assistance. I further understand that the consultant(s) agrees not to: 1) recommend goods or services from sources in which he/she has an interest, and 2) accept fees or commissions developing from this consulting relationship. [X] I permit DIU or EDA or its agent the use of my name and address for DIU or EDA surveys and information mailings regarding DIU or EDA products and services. I understand that any information disclosed will be held in strict confidence. (DIU or EDA will not provide your personal information to commercial entities.)

Name

Digital Signature

Date

Your NEXT step in the Application process is to complete the Intake Survey, immediately following.

Intake

Whether you desire Tech Scout Sessions with the DoD or Matchmaking for commercial opportunities, or Both, please complete this survey/questionnaire as completely as possible. This is a COLLABORATIVE process.  Whether you chose to participate in the Tech Scout Sessions or Matchmaking, some vetting of intake surveys will be performed (i.e., TRL levels and business readiness).  You will be informed at the appropriate time.  Again, this is a collaborative process with you.  It is our objective that you participate in training to improve the development of your innovation from a commercialization perspective that will eventually culminate in participating in the Encountering Innovation Conference when you are best prepared.

For Tech Scouting: Your answers will be mapped to the DoD’s version of a Quad Chart as the focal document for you to continue editing once returned to you. Upon your submission, the EI Team will provide access to the BLUF (Bottom Line / Up Front, aka Elevator Pitch) and Quad Chart. Additional documents (Information Paper, Pitch Deck and Poster Board will be forthcoming on a scheduled basis throughout the training.  These documents will have your information for editing purposes (expected within 2 business days). More details of the process can be viewed at [Visit Encountering Innovation Website](https://www.encounteringinnovation.com/).

For Matchmaking: Your initial answers will be placed in a Capability Matrix, with the chance for editing as directed by our Primes SME, collaborating with you and your Tech Coach with improvements. The Capability Matrix publication will be available for all small businesses completing the Matchmaking Survey. This portion of our conference has been consistently one of the highest rated for best results the quickest.

Encountering Innovation is a program process, not a specific location. Participating in the EI Conference will require a Host Registration which is separate from the training and participation with Tech Scouts and Matchmaking small businesses and/or prime contractors and federal agencies. Any Fee associated with the conference host must be paid to comply with EI as a partner to this process. The EI Team negotiates to keep the Host Registration Fee at a low cost or even no cost if possible.

**TECH TRANSFER AND MATCHMAKING QUESTIONS FOR 2025 ENCOUNTERING INNOVATION**

1. Please select which activities you are applying to participate in.

* Tech Transfer Only (pitch to Tech Scouts)
* Matchmaking Only
* Both Tech Transfer and Matchmaking

1. Who or how were you referred to Encountering Innovation?

**TECHNOLOGY DETAIL SECTION**

Please fill this out the best that you can, but don’t panic. You will get draft documents generated from this information needed for the conference.  You will be working with Tech Coach to edit the draft documents into final versions.  Your efforts here will help later.  It is fine if some of the questions contain similar answers.

1. Please provide a Title Name for Your Technology (Limit your description to 10 words).

**Example: Flexible Feedstock Waste-to-Energy Conversion System**

1. Please write a summary statement (paragraph) which will be used for PUBLIC dissemination. This will be referred to as your Public BLUF (Bottom Line Up Front) – some would call this your 30 second elevator pitch.

* This should provide clarity of what your technology can accomplish, not how it works. This will be SOCIALIZED PUBLICLY in various ways to gain more attraction for your benefit.
* Use 8th Grade English, simple terms.
* Focus on One Topic. (This must be limited to 100 words, a five to seven sentence statement).

**Example: This technology assists in minimizing the waste stream while simultaneously offsetting the cost by producing a combustible gas. A pyrolysis method is incorporated with additional features to process a flexible waste stream without sorting. This can include hazardous and medical waste. All pathogens are eliminated, and any associated hazardous materials are rendered inert. The result is a non-hazardous by-product and a clean syngas, which can be used to generate electricity and heat.**

1. Now, summarize your Public BLUF into one sentence. (Limit to NO MORE than 30 words).

**Example: This technology assists in minimizing the waste stream while simultaneously offsetting the cost by producing a combustible gas that can be used to generate electricity and heat.**

1. List what tasks your innovation can perform or what you think it will perform. What unique capabilities does it possess. (List up to 7, enter each item on its own line. Please – no bullet points or numbering at this point.

**Example:**

**100% Feedstock flexible**

**No Waste sorting necessary**

**Non-hazardous by-products**

**Produces clean syngas in volumes dependent upon waste stream**

**Net producer of energy**

**Kills pathogens and renders hazardous material inert, including hospital waste**

1. Provide a list of your prototype’s test results/measurable accomplishments or expected outcomes of your innovation. What outstanding product development accomplishments or other achievements has your company completed, related to your innovation? (List up to 7, enter each item on its own line. Please – no bullet points or numbering at this point).

**Example: 20 ft ISO container configuration**

**Each container removes 3.3 tons of waste per day**

**Systems can be bundled to increase capability**

**Demonstrated to safely process solid wastes and hazardous wastes including red bag hospital waste**

**Demonstrated on a small municipal scale at Carver, Alabama with 3rd party validation of performance by Tuskegee University**

**Acme has experience developing container systems for other applications including removal of oil and heavy metals from soil.**

1. Which category below best fits for your technology as you see it? These links give more detail to the technology categories/subcategories ([Office of the Under Secretary of Defense for Research & Engineering](https://www.cto.mil/usdre-strat-vision-critical-tech-areas/) or [Combatant Command Capability Needs](https://defenseinnovationmarketplace.dtic.mil/wp-content/uploads/2020/02/CCMD-Common-Capability-Needs-Feb-2020.pdf)).

* Seed Areas of Emerging Opportunity
  + Biotechnology
  + Quantum Science
  + Future Generation Wireless Technology (FutureG)
  + Advanced Materials
* Effective Adoption Areas
  + Trusted AI and Autonomy
  + Integrated Network Systems-of-Systems
  + Microelectronics
  + Space Technology
  + Renewable Energy Generation and Storage
  + Advanced Computing and Software
  + Human-Machine Interfaces
* Defense-Specific Areas
  + Directed Energy
  + Hypersonics
  + Integrated Sensing and Cyber
* Protection & Medical (Medical, Health, and Protection of the Warfighter)
* Domain Awareness (Awareness of anything that can impact security, safety, economy or environment of the domain)
* Operations and Mission Support (Counter Terrorism, Counter Transnational Crime, as in biometrics, forensics, counter UAS)
* Electronic Spectrum Management (Electronic Warfare Management in contested environment, use of electromagnetic energy to control spectrum)
* Protection (Camouflage, Concealment and Deception (CC&D) Technologies
* Weapons (Non-Lethal, directed energy, kinetic energy engagement options)
* Need Help

1. Please select the appropriate Defense Innovation Unit (DIU) specific Area of Focus and Line of Effort for your Technology. Utilize this link to review the DIU Areas of Focus and Line of Effort ([Defense Innovation Unit Areas of Focus and Lines of Effort](https://www.diu.mil/solutions/portfolio#ArtificialIntelligence)).

* Artificial Intelligence (Select one Line of Effort)
  + Machine Learning Predictions
  + Responsible AI Development
  + AI Infrastructure
  + Emerging AI Technologies
* Autonomy (Select one Line of Effort)
  + Small UAS
  + Counter UAS
  + Maritime Autonomy
  + Mission Autonomy
  + Logistics
  + Manufacturing
  + Ground Mobility
* Cyber and Telecom (Select one Line of Effort)
  + Assess Threats
  + Secure
  + Defend
  + Enable
* Emerging Technology (Select one Line of Effort
  + Quantum Sensing for Strategic DoD Missions
  + Hypersonics
  + Advanced Materials
* Energy (Select one Line of Effort)
  + Installation Resilience
  + Operational Energy
* Human Systems (Optimizing the human system and its enabling platforms through enhanced equipment, innovative training, and novel health applications). Select one Line of Effort).
  + Lethality
  + Survivability
  + Readiness
* Space (Select one Line of Effort)
  + Peacetime Indications & Warnings
  + Responsive Access to Mission-Designated Orbits
  + Reduced Latency Communications & GPS Resiliency
  + Hardware-to-Software Transformation Modernization
  + Multi-Orbit Operations & Logistics

1. What is the estimate of your innovation’s technology maturity level? ([Technology Readiness Assessment Guidebook](https://www.cto.mil/wp-content/uploads/2023/07/TRA-Guide-Jun2023.pdf)).

* 1. Basic principles observed and reported (still an idea)
* 2. Technology concept and/or application formulated
* 3. Analytical and experimental critical function and/or characteristic proof of concept
* 4. Component and/or breadboard validation in laboratory environment
* 5. Component and/or breadboard validation in relevant environment
* 6. System/subsystem model or prototype demonstration in a relevant environment
* 7. System prototype demonstration in an operational environment
* 8. Actual system completed and qualified through test and demonstration
* 9. Actual system proven through successful mission operations

1. Explain why you chose the above maturity level. (Limit to no more that 50 words)

**Example: (for TRL 8): We have successfully demonstrated the technology with 3rd party validation at Tuskegee University and sold several units to a small municipality in AL**

**Software Example (for TRL 3): We have demonstrated the data collection system inputs and have developed the flowchart analysis of how it needs to perform. We are in the early stages of programming.**

1. Specific Capabilities: What characteristics of your technology might be of interest to the DoD? Can your innovation enhance or replace a legacy military system? If so, which ones? (List up to 9, enter each item on its own line. Please – no bullet points or numbering at this point).

**Example:**

**20 ft ISO container configuration**

**Each container removes 3.3 tons of waste per day**

**Systems can be bundled to increase capability**

**Demonstrated to safely process solid wastes and hazardous wastes including red bag hospital waste**

**Demonstrated on a small municipal scale at Carver, Alabama with 3rd party validation of performance by Tuskegee University**

**Acme has experience developing container systems for other applications including removal of oil and heavy metals from soil.**

**This technology significantly reduces the waste stream to be removed from forward military areas while generating useful energy. This reduces convoy exposure to the enemy.**

1. Production: How many can be produced and in what time frame? Is it feasible to mass produce? (Limit your response to a list of 2 items, entering each on its own line. Please – no bullet points or numbering at this point).

**Example:**

**Currently in limited production (1 every 2 months) but production can be ramped up to multiple units per month using vendors with excess fabrication capacity.**

1. Market Significance: Describe your potential market, and proof of market validation (if available). Testimonials from current or potential customers would be good here. Include a high-level overview of your competitors. (Limit to no more than 50 words).

**Example:**

**This technology is applicable to all forms of waste streams but is particularly well-suited for hazardous waste (including hospitals) and removing heavy metals from soils. It also significantly reduces the waste stream to be removed from forward military areas while generating useful energy. Third party validation was performed at Tuskegee University.**

1. Scalability: How fast can you produce your technology under current plans? Do you have a plan for building, faster, bigger, smaller? How large and/or small can you make it? For example: If your innovation were a jet engine, how large can you make it and how small could you make it? If you could make it the size of a pair of dice, what thrust would it have? (Limit your answer to 2 items. Please – no bullet points or numbering at this point)

**Example:**

**Proven containerized, self-operating system can be scaled for large municipal systems or operated as multiple stand-alone units. Electrical outputs of multiple units can be linked for greater capacity.**

**Software Example:**

**This application is cloud-based, so it is readily scalable by initiating more instances as needed.**

1. Time to Market under Current Plans: You are currently working on this innovation with some sort of funding or planned funding (such as a loan, personal finances, applying for a Small Business Innovation Research grant, etc.). What are your funding plans and your approximate time to market (Limit to no more than 50 words)

**Example:**

**We currently have the ability to produce about 1 unit every 4 months and we are taking orders. We are in the process of identifying vendors with excess capacity to produce certain critical pieces so that we can ramp up production within 2 months if we see a significant increase in orders.**

**Software Example:**

**Development of the software is currently financed through several friends and personal finances and is expected to be ready for marketing the product in about 10 months. We are still in the process of identifying the market channels we will use.**

1. Time to Market with Financial Assistance: If someone needed a reduced timeline and was willing to pay for it, roughly how fast could you get it to market and approximately how much would it cost? (Limit to no more than 50 words)

**Example:**

**Each containerized unit costs $500k. Normally we require 25% down with a delivery time of 4 months per unit. For 2-month delivery times we would need to require 50% down in order to expedite production with our vendors.**

**Software Example:**

**The time to market for a specific customer could be reduced from 10 to 3 months by hiring additional programmers for about $140k.**

**COMPANY DETAIL SECTION**

1. Performance of Technology and Company: Describe the status of the technology, demonstrations and pilots of this technology, and anticipated path to market sales. (Limit to no more than 50 words)
2. About the Team: Describe your team and their backgrounds and accomplishments, especially as it relates to your innovation. This can include any partners that can be made public. (Limit to no more than 50 words)
3. Acknowledgments (optional): Acknowledge a program, any funding awards, important people (most significantly, DoD personnel), or any other type of support you received. Use relevant awards that will draw significance to your work, or companies or government agencies you are presently serving. (Limit to no more than 50 words)

**Example:**

**ACME would like to thank Tuskegee University for their valuable insights and 3rd party validation of the systems. Also, thanks to the city of Carver, AL for their operation of the pilot program demonstrating our Waste-to-Energy system in a commercial application.**

**CONTACT DETAIL SECTION**

1. A Single Point of Contact (SPOC) is required by DoD to be available for questions and discussions, not to transfer to someone else. This person is the sole point of communication between the company and the Tech Scout. Is the applicant the Single Point of Contact?

* Yes
* No

1. SPOC First Name:
2. SPOC Last Name:
3. SPOC Title:
4. SPOC Company:
5. SPOC Address:
6. SPOC City:
7. SPOC State:
8. SPOC Zip Code:
9. SPOC Phone:
10. SPOC Email:

**TECHNOLOGY COMMERCIALIZATION PREPAREDNESS**

1. Key Words of Your Technology? Separate each key word or words by a comma. (Limit to 10 words or less)
2. Who owns your technology?
3. How is your Technology protected?

* Patented
* Patent Pending
* Provisional Patent
* Trade Secret
* Copyright
* None Needed
* Need Help

1. Have you ever applied for a SBIR/STTR Solicitation?

* Yes
* No

1. Have you ever received a SBIR/STTR Award?

* Yes
* No

1. Have you ever done business with DoD or Federal Government?

* Yes
* No

1. Manufacturing Category (Select all that apply)

* Machine Shop
* Reverse Engineering
* 3D Printing
* Engineering Projects
* Circuit Board Manufacturing
* Wiring Harnesses
* Advanced Materials (Low-cost high-performance materials for energy storage devices and semiconducting materials for electronic devices and high-performance bio-based composites and polyurethane foams – acoustic/thermal antistatic and plastics manufacturing)
* Other
* Not Applicable

**CLIENT INFORMATION**

1. NAICS Code (for help see [NAICS Code via SIC Code)](https://siccode.com/). Once you have your chosen code, click the Tab, and come back to the survey.
2. Small Business Classification (mark all that apply)

* Small Business (SB)
* Women Owned Small Business (WOSB)
* Small Disadvantaged Business (SDB)
* Veteran Owned Small Business (VOSB)
* Service-Disabled Veteran Owned Small Business (SDVO)
* Historically Under-utilized Business Zone (HUB Zone)
* Minority Serving Institution (MSI)
* Historically Black Colleges and Institutions (HBCU)

1. Please provide a Title Name for your Technology, Service or Product. Disregard this question if you already completed the BLUF questions for Tech Transfer. (Limit your description to 10 words).

**Example:**

**Flexible Feedstock Waste-to-Energy Conversion System**

1. Please write a summary statement (paragraph) which will be used for PUBLIC dissemination. This will be referred to as your Public BLUF (Bottom Line Up Front – some would call this your 30 second elevator pitch). Disregard this question if you already completed the BLUF questions for Tech Transfer.

* This should provide clarity of what your technology can accomplish, not how it works. This will be SOCIALIZED PUBLICLY in various ways to gain more attraction for your benefit.
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**Example: This technology assists in minimizing the waste stream while simultaneously offsetting the cost by producing a combustible gas. A pyrolysis method is incorporated with additional features to process a flexible waste stream without sorting. This can include hazardous and medical waste. All pathogens are eliminated, and any associated hazardous materials are rendered inert. The result is a non-hazardous by-product and a clean syngas, which can be used to generate electricity and heat.**

**PAST PERFORMANCE**

In this section, please discuss past performance in terms of each of the capabilities you have identified. The Federal Agency that will be selecting small businesses to meet with in the matchmaking event will be looking for your past performance for each capability. If the questions below do not apply, please respond with (Not Applicable/Innovator Only for each question).

1. Past Performance (3-5 years): Significant Work Accomplishments (max. 100 words)
2. Have you had previous dealings with any Federal Agencies? If so, please list your POC’s (Point of Contact) and contact information along with organization and location. If it was an award(s), what type of award?

**Example:**

**If it was as a grant(s), was it an SBIR, STTR? Or was it a Space Act Agreement, CAN (Cooperative Agreement Notice), Letters of Support (LOS) or Memorandum of Understanding (MOU); note those as well.**

1. General Overview of the Manufacturing Capability (max. 300 words).