The information provided in this in-take form allows for Coalitions and NC Office of Science, Technology, and Innovation to measure their maturity level and preparedness across key dimensions, including financial management infrastructure and alignment with OSTI’s mission. These resources are used to identify areas that Coalitions may want to expand and grow, so they can be strategic in how they seek support from OSTI.

Upon completion of this form, please email it and any other pertinent attachments (see Section 6) to [OSTI\_Programs@nc.commerce.gov](mailto:OSTI_Programs@nc.commerce.gov). Upon internal review, OSTI will schedule a meeting with your Coalition’s leadership to review the content on this document (if applicable).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Note: Please do not provide any confidential information that you do not wish to share. The information provided in this document will be used for OSTI assessment of the Coalition using the Evaluation Matrix found in the Coalition Support & Resource Guide.* | | | | | | |
| **Organizational Information** | | | | | | |
| 1. | Coalition Name |  | | | |
|  |  |  |  | |
| 2. | Primary Contact Person | | | | |
|  | 1. Name |  | | | |
|  | 1. Title |  | | | |
|  | 1. Phone |  | | | |
|  | 1. email |  | | | |
|  | 1. address |  | | | |
|  |  |  | |  | |
| 3. | Website/Social Media |  | | | |
|  |  |  | | | |
| 4. | Date of Submission |  | | | |
|  |  |  | | | |
| 5. | Total Annual Budget (USD) |  | | | |
|  |  |  | | | |
| 6. | Number of Staff |  | | | |
|  |

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| --- | --- |
| **Section 1: Financial and Grant Management Capacity**  *Goal: To evaluate financial resource management, grant handling capabilities, and experience with grant funding* | |
| 1. | How much federal grant funding has your group secured in the past year? |
|  | |
| 2. | Please specify the types of grants your Coalition has managed (federal, state, private) and the size of the awards (large federal grants, mixed private and state/federal, small one-time grants). |
|  | |
| 3. | How many grants has your Coalition pursued in the past five years as the primary recipient? |
|  | |
| 4. | What is the typical length of grant awards your Coalition has received as the primary recipient? |
|  | |
| 5. | Explain your team’s capacity or processes for grants management. |
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| 6. | Please specify your financial infrastructure and your bandwidth to manage funds if awarded a grant (financial systems, structures, etc.). |
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| **Section 2: Internal Organizational Structure and Leadership** | |
| *Goal: To assess internal leadership, staffing, and governance* | |
| 1. | Provide an overview of your organizational structure and your leadership roles. |
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| 2. | Detail the staff responsible for grant management in your Coalition (in-house or outsourced). |
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| 3. | Describe your board’s role in governance and oversight of grant activities. |
|  | |
| 3. | Specific your team’s abilities to manage and complete grant applications. |
|  | |
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| --- | --- |
| **Section 3: Coalition Engagement and Outreach** | |
| *Goal: To evaluate stakeholder engagement through events, publications, and feedback* | |
| 1. | Describe your Coalition engagement efforts through outreach or meetings. |
|  | |
| 2. | Detail how stakeholder feedback is collected and integrated into your work. |
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| --- | --- |
| **Section 4: Coalition Sustainability and Strategic Planning** | |
| *Goal: To evaluate long-term planning and scalability practices* | |
| 1. | Provide an overview of your strategic plan (short-term/ long-term). |
|  | |
| 2. | Describe the infrastructure in place to promote Coalition growth and scalability. |
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| --- | --- |
| **Section 5: Strategic Fit and Collaboration Potential** | |
| *Goal:* To assess alignment with OSTI/BSTI’s and North Carolina’s mission and potential for collaboration | |
| 1. | Explain how your organization’s mission aligns with OSTI/BSTI’s goals (Advancing science, technology, and innovation. |
|  | |
| 2. | Explain how your organization’s mission aligns with North Carolina’s priorities (Broad Community Impact: Advancing Defense R&D, Impact on Rural Communities, Supporting Advanced Manufacturing Industries, Improving Infrastructure, Expanding Education Opportunities, Prioritizing Supply Chain Sustainability, and Advancing Economic/Workforce Development). |
|  | |
| 3. | What bodies have awarded your Coalition grants in the past? |
|  | |
| 4. | Potential for Long-Term Collaboration |
|  | |
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| **Section 6: Supporting Documents** | |
| *Please attach the following documents when emailing the form to* [*OSTI\_Programs@commerce.nc.gov*](mailto:OSTI_Programs@commerce.nc.gov) *if applicable (as email attachment).* | |
| 1. | Annual Report |
| 2. | Financial Reports /Audit Reports |
| 3. | Strategic Plan |
| 4. | Other Supporting Documents |