



IS YOUR TECHNOLOGY BUSINESS LOOKING FOR THE UPPER HAND?

MEDC's Awards Management System: **Quick Tips** for the 2008 21st Century Jobs Fund Business Plan Competition Application

The **Awards Management System (AMS)** is the MEDC's web-based tool for application, submittal and processing for the 21st Century Jobs Fund and other MEDC programs. It offers a seamless interface with the organization 24/7 to ease the applicant's burden of preparing and submitting required information to compete for awards. The crisp design of the interface and functionality designed specifically for the particular program of interest, including rich help and instruction features, make the system fast and easy to use.

For the 2008 21st Century Business Plan Competition:

- **Do not use** the Browser navigation buttons; please use the navigation buttons within the software on each page.
- It is **extremely important** that all applicants initially register/create an account on the AMS more than 48 hours out from the application/business plan submittal deadline of June 4, 2008, 5 p.m. EST. Work on the various components of the application can be completed at different times once you have registered in the system.
- The AMS contains detailed instructions for every component of the application on the page and in the **Help** menu item at the top of every application page. There are also links to useful items like the RFP, FOIA Information, the official competition web portal and technical and competition support e-mail addresses. Information that you need to complete your application quickly is just one click away.
- Be sure to click **Save** before leaving any section of the application or your changes will be lost.
- Additional users may be added to the application through the **My Profile** component of the application Main Menu.
- The Project Director is referred to as "Primary Contact" within the system.
- For the budget portion of the application, each line item has a **question mark icon** that, when clicked, provides more detailed information on what is required in that section of the budget.
- It is highly recommended that applicants complete the components of the application in the order they are listed in the system.
- For attachments required in the system, adhere to the following file naming conventions:
 - ❖ Business Plan:
Organization Name_BusPlan_2008.pdf
 - ❖ Historical Financial Statements (save as one pdf document):
Organization Name_3yrFinancials_2008.pdf
 - ❖ A policy on conflict of interest:
Organization Name_CompanyConflict ofInterestPolicy_2008.pdf
 - ❖ Most recent period-to-date budget vs. actual financials and annual budget (save as one pdf document):
Organization Name_ActualvsBudget ToDate_2008.pdf
- When you are to the point of attaching your business plan, please make sure that you have converted the plan to a .pdf document. **Any other format will not be accepted.** Refer to the business plan/general competition tips on the official competition website or the RFP for more detail on the business plan at TheMEDC.org/21CBizPlan.

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21st Century Jobs Fund 2008 Commercialization Business Plan Competition Application Steps using the Awards Management System (AMS)

