



# IS YOUR TECHNOLOGY BUSINESS LOOKING FOR THE UPPER HAND?

## 2008 21st Century Jobs Fund Business Plan Competition **General Tips**

The current deadline for finalization of the application and business plan submittal for this competition is June 4, 2008. Please check the web portal frequently for updates and useful information regarding the process at [TheMEDC.org/21CBizPlan](http://TheMEDC.org/21CBizPlan).

There is a link at the site above to the **Awards Management System (AMS)** software to be used by applicants to enter their application and attach documents including their business plan. The system is loaded with detailed instructions and has an easy to use interface. Please refer to the AMS tips sheet on the competition web portal before using the system for a quick tutorial.

It is very important to create an account and register in the Awards Management System more than 48 hours out from the business plan submittal deadline. You can work on components of the application at different times. Registering and entering information as early as possible will allow time for applicants to get any technical or program support should they need it.

To create and support the most fair and equitable process for all applicants, the Michigan Economic Development Corporation<sup>SM</sup> (MEDC) cannot help applicants directly with their applications or business plans. On the web portal, applicants will find an interactive map to a myriad of Michigan-based organizations that can provide services and information to companies looking to apply.

If applicants have questions or concerns regarding the competition RFP or competition basics, there will be a frequently updated FAQs section on the web portal. No phone or e-mail inquiries from applicants will be answered directly. All RFP/general competition questions

or concerns will be addressed through a posting to the FAQs. If applicants want to e-mail regarding a question or concern, the e-mail is below. Again, this e-mail will not be responded to directly but through a related posting to the FAQs within approximately 48 hours (exclusive of weekends and holidays):

[21stCenturyJobs@michigan.org](mailto:21stCenturyJobs@michigan.org)

For **technical questions or concerns related to the use of the Awards Management System**, please use the e-mail below. Staff will aim to respond within 24 hours, exclusive of weekends and holidays:

[AMSTechSupport@michigan.org](mailto:AMSTechSupport@michigan.org)

The competition RFP and the AMS instructions include significant detail regarding what is needed in the application and the business plan attachment, as well as formatting requirements. Be sure to read the RFP and instructions thoroughly. Incomplete or improperly formatted applications and business plans may not be accepted. Again, it is important to get a head start on the application and business plan submittal should applicants need time to get a question or concern addressed through the FAQs, technical support for the AMS, and to receive services, if needed, from the partners of the MEDC.

Business plans not attached as a .pdf document in the AMS will not be accepted. The MEDC will not be responsible for contacting applicants to let them know that they have not appropriately entered or attached information in the AMS as part of their application.