Grant Process Flow Chart: Sole-Source Activities

1. Proposal Submission
2. Due Diligence
3. Project Review
4. Legal Agreements
5. Work Contract
Step One: Proposal Submission

- Eligible U.S. firms should contact the appropriate USTDA Regional Team to discuss the preliminary details of a project concept. If USTDA’s review is favorable, the project sponsor and U.S. firm will submit a more detailed proposal.

- USTDA’s Document Center contains an “Outline for Proposals” that project sponsors and U.S. firms must follow.
Step Two: Due Diligence

- USTDA hires a technical expert to facilitate its review of the project proposal.

- Private sector and parastatal project sponsors and U.S. firms complete and submit USTDA’s due diligence forms; public sector entities are exempt.

- Project sponsors and U.S. firms initiate a legal review of USTDA’s grant agreement, work contract, and success fee and cost share agreement.
Step Three: Project Review

• Projects that successfully complete the due diligence process are presented to USTDA’s leadership for grant funding consideration.

• USTDA notifies the project sponsor and U.S. firm if their project has been approved for funding, rejected for funding, or if additional due diligence may be required.
Step Four: Legal Agreements

- Upon project approval, USTDA and the U.S. firm negotiate and sign the success fee and cost share agreement.
- USTDA and the project sponsor negotiate and sign the grant agreement.
- The project sponsor and U.S. firm then submit a fully negotiated work contract to USTDA for review and approval.
Step Five: Work Contract

- Once the work contract is approved for signing by USTDA, the project sponsor and U.S. firm may sign the work contract, thereby allowing the USTDA-funded work to commence.