

# Grant Process Flow Chart: Sole-Source Activities

1



**Proposal Submission**

2



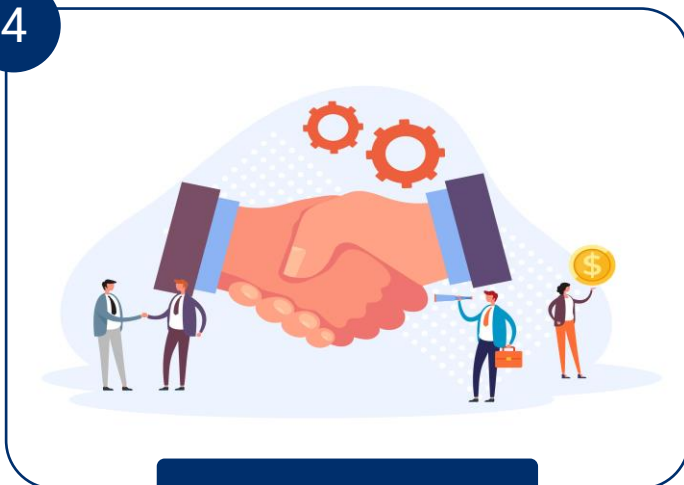
**Due Diligence**

3



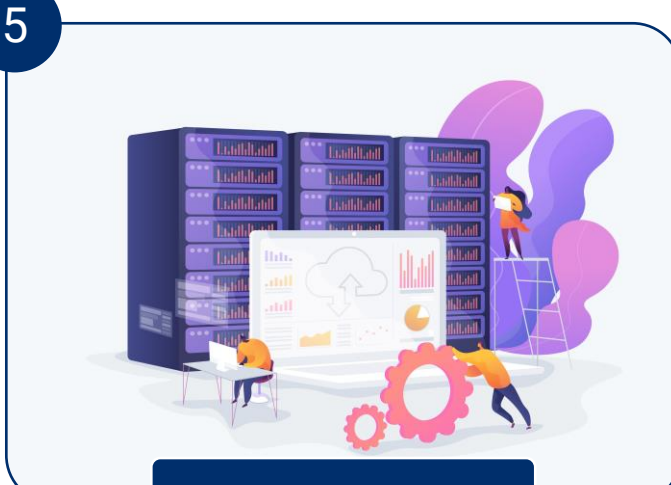
**Project Review**

4



**Legal Agreements**

5



**Work Contract**

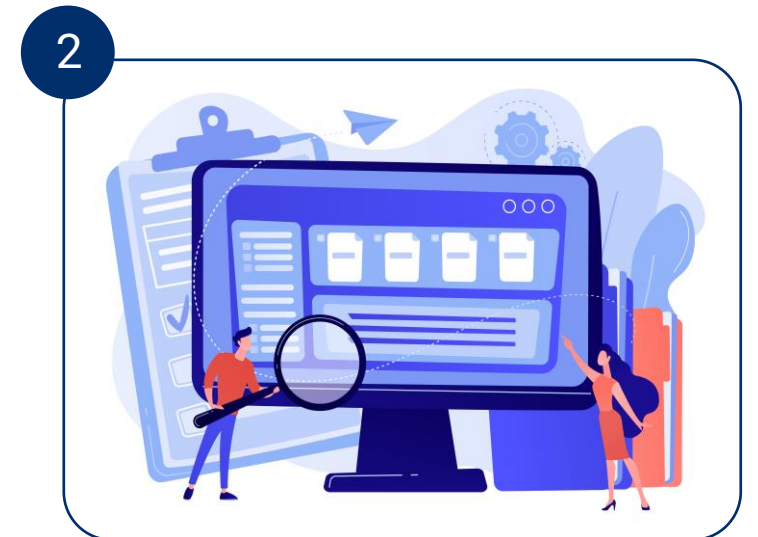
# Step One: Proposal Submission

- 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.

5

