

This sample is meant **only as an example** of the fields you will encounter in the [CCF online application](#). Application packages must be completed and submitted online by April 14, 2021 at noon.

PROJECT MANAGER	
<i>Some fields on the online form have carried over from the executive summary and can be updated as needed.</i>	
Salutation* (select one)	Mr., Ms., or Dr.
First Name*	
Last Name*	
Job Title*	
Address*	Provide a physical address; no P.O. boxes.
City*	
State	Virginia (not modifiable)
Zip*	
County*	
Telephone*	
Email Address*	
AUTHORIZED REPRESENTATIVE	
Project Manager and Organization's Authorized Representative*	Are the Authorized Representative and the Project Manager the same individual? <i>If yes, this section is not required; if no, the remaining fields in this section are required.</i>
Salutation (select one)	Mr., Ms., or Dr.
First Name	
Last Name	
Job Title	
Address	Provide a physical address; no P.O. boxes.
City	
State	
Zip	
County	
Telephone	
Email Address	
PROJECT INFORMATION	
<i>Some fields on the online form have carried over from the executive summary and cannot be modified.</i>	
CCF Reference Number	Auto-populated (not modifiable)
Project Title	Auto-populated from executive summary (not modifiable)
Project Summary*	Provide a 1-2 sentence (max) summary of your proposed CCF project, in layman's terms, that may be used to publicly describe your project.
Industry Sector	Auto-populated from executive summary (not modifiable)
FDA Status	Auto-populated from executive summary (not modifiable)
Amount of CCF Funds Requested*	Requests may not exceed \$100,000. This should mirror the Total CCF Request on your budget.
Applicant-Provided Matching Funds*	Applicants must provide matching funds in an amount that equals or exceeds 50% of the Total CCF Request to support the project's direct costs during its period of performance. This should mirror the Total Direct Costs – Matching Funds on your budget. The revenue, capital investment, contracts, and/or grant monies received between 7/1/2019 and 12/31/2020 required for CCF eligibility automatically fulfill the remaining match requirement and are not included in this figure.

Project Start Date*	(Should be between June 15, 2021 and August 15, 2021. Should award recipients desire an earlier or later start date, this may be negotiated at the time for award.) MM/DD/YYYY
Project End Date*	MM/DD/YYYY
Proposal* (PDF format)	Upload Field Complete your proposal using the designated template . Then, upload the final document in PDF format. When finished, click "Close Window". Only one (1) file is permitted in this upload field. File size may not exceed 5MB.
Budget* (Microsoft Excel format)	Upload Field Complete your budget using the designated template . Then, upload the final document in Microsoft Excel format. When finished, click "Close Window". Only one (1) file is permitted in this upload field. File size may not exceed 5MB.
Appendix* (PDF format)	Upload Field While there is no template, refer to the guidelines for the required components for your appendix. Then upload the completed appendix in PDF format. When finished, click "Close Window". Only one (1) file is permitted in this upload field. File size may not exceed 5MB.
CERTIFICATION	
Certification*	<i>By submitting this application, the applicant certifies compliance with the eligibility requirements and other conditions outlined in the program guidelines.</i>
REVIEW AND SUBMIT YOUR APPLICATION	
Please review your application and all uploaded materials. If you are not ready to submit the application at this time, click the "Save Only" button at the bottom of the screen. Clicking "Submit" will automatically send the application to CIT; once submitted, the application may not be modified.	