March 5, 2014

Dr. John Tomblin

Vice President of Research Administration and Technology Transfer

Wichita State University

1845 Fairmount Street

Wichita, KS 67260-0007

RE: Investing in Manufacturing Communities Partnership Phase II Matching Share Commitment Letter

Dear Dr. Tomblin:

(Non-Profit Organization) has been briefed on the Investing in Manufacturing Communities Partnership (IMCP) initiative offered through the US Department of Commerce Economic Development Administration. We understand that the initiative’s goal is to improve our region’s advanced manufacturing capabilities by supporting targeted long-term public and private economic development investment strategies that will create a more globally competitive environment to attract, retain and expand advanced manufacturing investments and spur international trade and exports.

(Non-Profit Organization) is a (short description of your organization).

To support the strategies and goals of the IMCP proposal, (Non-Profit Organization) will work with WSU to align services and investments to strategically strengthen the industrial ecosystem and add high-skilled, high-wage jobs. Activities by (Non-Profit Organization) to support the IMCP proposal include but are not limited to:

* Professional Development – Direct and indirect expenses related to advanced manufacturing workforce development and or certifications
* Overhead Reduction-Reduced overhead charged on program services provided to support advanced manufacturing
* Facilities- Space or building facilities such as that used for prototyping and manufacturing tests
* Equipment- General and specialized equipment for manufacturing related improvements such as materials development or production processes
* Personnel- Management, employee and contractor time
* Supplies- Any supplies such as that used to develop a rapid prototyping test facility
* Volunteer Services- Fair market value of any services performed by professional, technical and consulting specialists including engineering design, project management, or accounting
* Real Property- Land, buildings or improvements provided such as used to house a test rapid prototyping facility

We estimate the total value of these resources to equal $xxx per annum. These resources can be used only toward project activities as proposed in the IMCP application. The matching share will be committed to the project for the three-year project period, be available as needed, and not be conditioned or encumbered in any way that may preclude its use consistent with the requirements of EDA investment assistance. By making strategic long-term investments in the industrial ecosystem, the region will operationalize the administration’s vision to out-innovate the rest of the world and spur the development of 21st century jobs and industries.

Sincerely,

(Signed)

(Title)

March 5, 2014

Dr. John Tomblin

Interim Vice President of Research Administration and Technology Transfer

Wichita State University

1845 Fairmont Street

Wichita, KS 67260-0007

RE: Investing in Manufacturing Communities Partnership Phase II Support Letter

Dear Dr. Tomblin:

(Non-Profit Organization) has been briefed on the Investing in Manufacturing Communities Partnership (IMCP) initiative offered through the US Department of Commerce Economic Development Administration. We understand that the initiative’s goal is to improve our region’s advanced manufacturing capabilities by supporting targeted long-term public and private economic development investment strategies that will create a more globally competitive environment to attract, retain and expand advanced manufacturing investments and spur international trade and exports.

(Non-Profit Organization) is a (short description of your organization).

To support the strategies and goals of the IMCP proposal, (Private Sector Entity) will work with WSU to align services and investments to strategically strengthen the industrial ecosystem and add high-skilled, high-wage jobs. Activities by (Private Sector Entity) to support the IMCP proposal include but are not limited to:

* List of services / nature of the partnership
* List of services / nature of the partnership
* List of services / nature of the partnership

By making strategic long-term investments in the industrial ecosystem, the region will operationalize the administration’s vision to out-innovate the rest of the world and spur the development of 21st century jobs and industries.

Sincerely,

(Signed)

(Title)

Please transmit an electronic copy of your letter to [innovation@wichita.edu](mailto:innovation@wichita.edu) on or before March 5, 2014. If you have any questions, please contact Sherry Gegen at (316) 978-6359

Letter cannot be more than one page. Please edit as needed and/or reduce font size.

*Cost match is OPTIONAL. We also welcome your partnership without cost match!*

If you are considering providing in-kind cost match based on the participation of staff, the table below may be helpful in determining anticipated engagement.

|  |  |  |  |
| --- | --- | --- | --- |
| For example, if a staff member devotes half a day per month engaged in activities related to the outcomes of the phase 1 award, then this would be equal to 0.025 FTE. If this staff person makes $50,000 per year with a fringe rate of 30 percent, then the in-kind value would be $1,625 (personnel: $1,250 = $50,000 \* 0.025 plus fringe: $375 = personnel cost of $1,250 \* 0.30 fringe rate). | 52 | Weeks | |
| 40 | Hours Per Week | |
| 2080 | Hours Per Year | |
|  | | |
| Total Hours for Year | Hours Per Month | FTE |
| 208 | 17.3 | 0.100 |
| 104 | 8.7 | 0.050 |
| 62.4 | 5.2 | 0.030 |
| 52 | 4.3 | 0.025 |

Suggested activities may be:

* Professional Development – Direct and indirect expenses related to advanced manufacturing workforce development and or certifications
* Facilities- Space or building facilities such as that used for prototyping and manufacturing tests
* Equipment- General and specialized equipment for manufacturing related improvements such as materials development or production processes
* Personnel- Management, employee and contractor time
* Supplies- Any supplies such as that used to develop a rapid prototyping test facility
* Volunteer Services- Fair market value of any services performed by professional, technical and consulting specialists including engineering design, project management, or accounting
* Real Property- Land, buildings or improvements provided such as used to house a test rapid prototyping facility
* Facilitating, participating and fostering the exchange and prioritization of long-term targeted investment options with industry;
* Incorporating mentors and industry catalysts that provide advisory services, and link technology and researchers to external networks;
* Providing seed funding to support the commercialization of new products and processes;
* Assisting with market evaluation and strategic plan development;
* Supporting educational programs to prepare students, business owners/leaders, workers and researchers for entrepreneurial challenges and work environments; and
* Holding special events to promote the exchange of ideas, and formation of new collaboration.

*Please customize your activity list – these are just suggestions.*