Winning teams will receive up to $3,000 to spend on pre-approved items that assist with customer discovery of their innovation concept (travel, conferences, trainings, meetings with potential customers, etc.). Purchases and travel requests will only be processed if they were listed on the application budget. Budget revisions must be approved by Dr. Minifie. Funding is meant to be spent within six months.

Entrepreneur Leads (EL) will be responsible for submitting purchase requests and pre-approving reimbursements for other team members. All purchasing, travel/reimbursement requests and detailed explanation of expenses must be submitted to MSEC staff at msec@txstate.edu. All reimbursements are subject to University approval. Travel and purchasing guidelines are constantly evolving, reimbursements submitted by MSEC staff are subject to approval by the appropriate University offices and are not guaranteed.

Allowed expenses:
- Lab supplies
- Business cards
- Equipment - will be Texas State property and will remain in MSEC after team members graduate and/or funds are spent
- Travel - must be customer validation related. **You MUST turn in a travel request form and budget sheet to MSEC staff at least one week before the travel start date. A travel application must be created before the trip in order to get reimbursed. Reimbursements will not be processed for travel that has already occurred. Receipts must be submitted to MSEC staff within 2 weeks of the travel end date, or the traveler will not be reimbursed.**
  - Itemized receipts are required for ALL expenses (including meals!). They must show what was purchased and a method of payment.
  - Taxes, in the state of Texas, are NOT reimbursable. MSEC staff will provide you with tax exemption certificates to use at hotels and restaurants for travel within Texas.
  - Up to 20% tips can be reimbursed for meals.
  - Business meals and alcohol are not reimbursable.
  - Meals can only be reimbursed for overnight travel, not single day travel. Meal Per Diem rates can be found on the GSA website: [https://www.gsa.gov/travel/plan-book/per-diem-rates](https://www.gsa.gov/travel/plan-book/per-diem-rates)

Unallowed expenses: Interview incentives (gift cards, snacks, etc.), anything related to the actual company such as trademark or legal fees, or services (web design, consulting, contracted, etc).

If you are reimbursed for travel or purchases by any other entity, you cannot also be reimbursed by your I-corps mini grant funds.

Note: All I-Corps Mini-Grant orders will be processed through MSEC and will be delivered to RFM. There are EHS and Risk Management policies that need to be considered; ex: if chemicals or gas cylinders are delivered to RFM, you cannot take them to Chemistry in your car. To avoid any issues, please discuss your purchase with MSEC staff before placing the order. We will find the best way to purchase and have the items delivered to the correct place.
Texas State I-Corps Mini-Grant Application

I-Corps teams may request up to $3,000 to assist with customer discovery of their innovation concept (travel, conferences, trainings, meetings with potential customers, etc.).

Eligibility Requirements:

_____ Business concept must have a STEM component or be STEM applicable
_____ At least two team members must complete all I-Corps trainings
_____ Team must complete 20 interviews

To apply for the mini-grant, Entrepreneur Leads (EL) must submit this form and a detailed budget sheet to mseg@txstate.edu. If mini-grant is awarded, funding must be spent within six months.

Team Name: ____________________________

I-Corps Cohort dates: __________________________

Entrepreneur Lead Name: ____________________________ Texas State ID (A0..): _______________
Email: ____________________________ Phone: ____________________________
Affiliation to Texas State: ☐ Faculty ☐ Staff ☐ Undergrad Student ☐ Graduate Student ☐ Alumni
☐ Other: ____________________________

Technical Lead Name: ____________________________ Texas State ID (A0..): _______________
Email: ____________________________ Phone: ____________________________
Affiliation to Texas State: ☐ Faculty ☐ Staff ☐ Undergrad Student ☐ Graduate Student ☐ Alumni
☐ Other: ____________________________

I-Corps Team Mentor Name: ____________________________ Texas State ID (A0..): _______________
Email: ____________________________ Phone: ____________________________
Affiliation to Texas State: ☐ Faculty ☐ Staff ☐ Undergrad Student ☐ Graduate Student ☐ Alumni
☐ Other: ____________________________
Budget Sheet

Please provide a detailed budget sheet and justify how each item will support the customer discovery/Market validation of your business (what, where, when, how, why). I-Corps will only process travel and purchasing requests that are associated with the items you list below. Revisions to the budget will need to be justified and approved by I-Corps directors.

<table>
<thead>
<tr>
<th>Detailed Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Mileage/Car Rental/Transportation</td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td></td>
</tr>
<tr>
<td>Conference Fees</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

Total Amount Requested

By signing this form, Entrepreneur Leads (EL) affirm the following:

- All team members have discussed and agreed on the budget above
- Revisions to the budget will need to be justified and sent to msc@txstate.edu for review
- EL will be the point of contact if mini-grant is awarded

Entrepreneur Lead Signature

Date
Texas State I-Corps Travel Fund Request

I-Corps teams may request to use mini-grant funds for reasonable travel expenses incurred for customer discovery (conferences, trainings, meetings with potential customers, etc.).

Each traveler must submit this form to msec@txstate.edu at least one week before the travel start date for approval. Traveler will make and pay all travel arrangements except for rental cars*. Reimbursements will be processed after the trip is complete. Itemized receipts of air fare, hotel, meals, conference fees, etc. will be needed for reimbursements, and must state the form of payment.

Trips made without a travel request will not be reimbursed. Receipts must be submitted to MSEC staff within two weeks of the travel end date, or the traveler will not be reimbursed.

*Please contact MSEC if a rental car is needed at least two weeks before the travel start date.

Travel Information

Team Name: ___________________________________ Traveler Name: ___________________________________

Texas State ID (A0..): ___________________________ Texas State email: ___________________________

Travel Start Date: ___________________ Travel End Date: ___________________

Travel Destination: ____________________________

Purpose of travel: __________________________________________

Estimated Travel Expenses

*Reimbursement for lodging and meals will be subject to the GSA per diem rates.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Fare</td>
<td></td>
</tr>
<tr>
<td>Mileage/Car Rental/Taxi</td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td></td>
</tr>
<tr>
<td>Conference Fees</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Other (Specify)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Signature

By signing this form, you affirm the following:

- I have read and agree to the conditions and requirements for travel requests and reimbursements from the I-Corps purchasing guidelines
- I have discussed my travel plans with my I-Corps team
- I will notify MSEC if any changes occur

Traveler Signature __________________________ Date __________________________