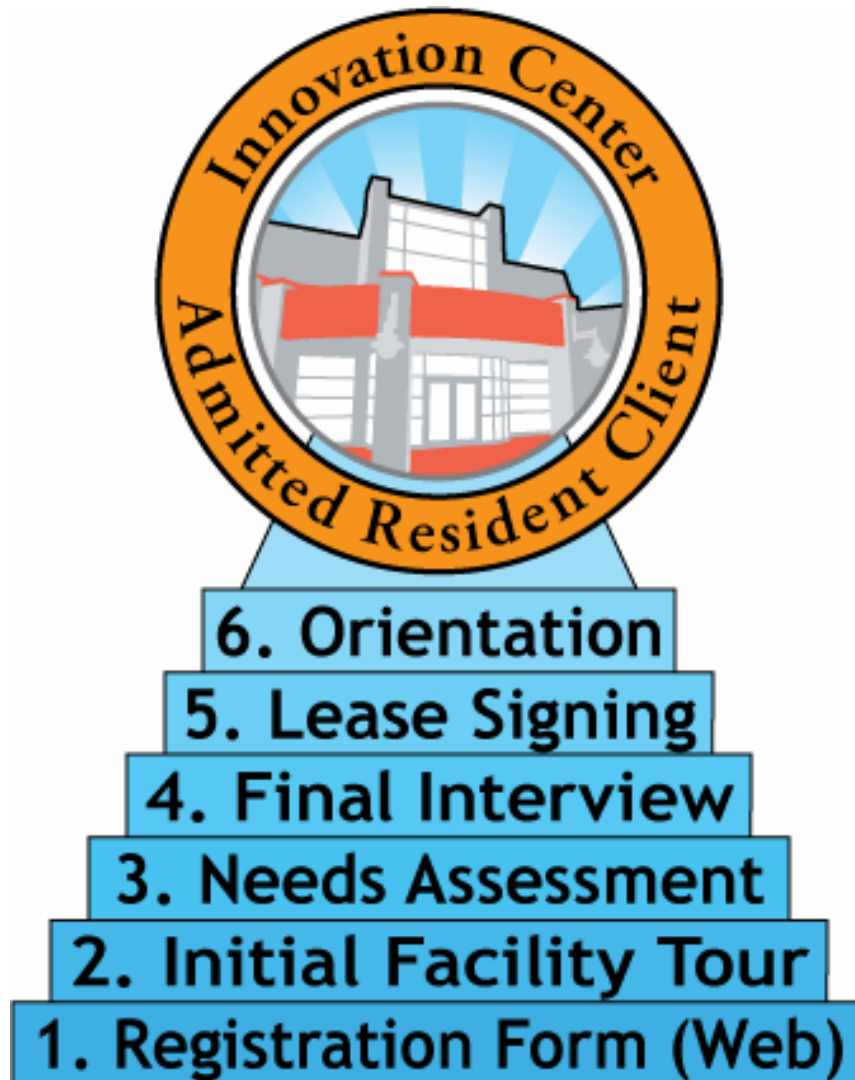


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Road to Residency Admission

You're only a few steps away from admission to a best-in-class Entrepreneurial Growth Program. Here, you will have a chance to evaluate us, and for us to evaluate your new venture.



Step 1. — Visit our extranet site at www.niictracks.net. Complete the Initial Contact Registration Form. From this point, the entire admissions process can take anywhere from three days up to a month, depending on the completeness of your information and the availability of your management team to meet with the Innovation Center Admissions Staff.

Step 2. — Call Gulya Alexander at 260-407-6442 to arrange an initial tour of the Innovation Center. You'll have an opportunity to see firsthand the facilities and the shared resources that will be available to you as a full-fledged resident of the Innovation Center. You'll also have an opportunity to meet some of the people who will be your fellow residents upon admission.

Step 3. — After your review of the Innovation Center and our review of your initial registration, you'll receive instructions on completing our On-Line Needs Assessment Questionnaire and the Predictive Index[®] Psychometric Evaluation. These tools help us customize our programs and services to meet your unique needs and challenges!

Step 4. — Once the Needs Assessment and Evaluation are complete, you will meet for an in-depth interview with an Innovation Center admissions staff member to discuss your needs and your readiness for entering the program. Prior to this meeting, you should prepare yourself by reviewing the list of [Client Screening Assessment Questions](#).

Step 5. — After staff review of your Client Screening Assessment, a recommendation will be made, and if you successfully qualify, a lease and program requirements contract will be sent for your signature. You have 15 days to sign your contract and return it with your security deposit and first month's program fee. Please note that we do not hold suites beyond 15 days unless a NON-REFUNDABLE commitment fee is received with your application. This will guarantee your Suite availability for up to 90 days. (If, for any reason, you do not qualify for admission to the NIIC Resident Client Incubation Program, or if you elect not to pursue this program, we will refer you to our Affiliate and Associate programs for your consideration or refer you to more appropriate small business service providers in Northeast Indiana.)

Step 6. — **Congratulations!** You've been accepted; now it's time to start your official induction into the Residency Program. Prior to your arrival date at the Center, you will meet with an Innovation Staff member for Orientation – a review and formal signing of your documents and receive all of the pertinent information related to your program and services.

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Client Screening Assessment Questions

During the admissions process for acceptance into the NIIC Resident Client Incubation Program, you will have a Client Screening Interview. In preparation for this interview, you may wish to review the list of questions below. We recognize you may not yet have the answers to these questions. That's ok. We are here to support and develop your business as a partner with you.

Product or Service Related Questions

- Briefly describe your company's product or service. Why does this product/service make sense at this time?
- What is your market niche and size? What independent sources may be used to corroborate your assumptions?
- Why are your products or services needed? What advantages do they have over the competition?
- Have you already identified distribution channels?
- Are there any barriers to competitive entry into the market (expertise, patents, distribution, etc.)?
- Have you priced your product? How did you determine price? What is the company's business model?
- If you do not already have products, how much research and development is required to bring your technology or solution to market?

Business Plan and Financial Situation Questions

- Do you have a business plan? A marketing plan?
- Do you have current financial projections and cash flow statements?
- How much funding has the company received to date and from what sources (including yourself, your family, credit cards, banks, investors, loan funds, etc.)?
- How does the budget compare with financial resources and financial projections? What types/how much additional financing do you think you'll need for success?
- Indicate how you plan to cover payroll, rent and other overhead expenses during the first 12 months.

Management Team Questions

- List key management personnel and describe their relevant experience and expertise. Is the team complete and appropriate for the company?
- Do you already use a group of outside advisors? If so, who are they and what do they provide? Accounting? Tax? Legal? Strategy? Banking relationship?
- Do you have a Board of Directors? Advisory Board? Who is on the board?
- What are the key business assumptions and drivers with your business idea, concept, or entity?

Legal Questions

- What is your legal structure (Sole Proprietor, Partnership, LLC, Sub-Chapter S, etc.)? When was the business incorporated? For export control compliance, what is the citizenship of each individual who would be located in our facility?
- Do you have any intellectual property? If so, what type and who owns or has rights to it? How has the IP been protected? Valuation?

Shared Resources and Services Questions

- What types of business assistance do you believe your company needs?
- What are your space and service needs? What are the technical assistance, business assistance, specialized lab and space needs required?
- What facilities or equipment do you have and what else will you need to produce your product/service?