

NIST-1022A  
DAO 203-26

U.S. DEPARTMENT OF COMMERCE  
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY

**TECHNOLOGY INNOVATION PROGRAM (TIP)  
OTHER JOINT VENTURE MEMBERS**

Show Budget Narrative

Add Joint Venture Member

1. LEGAL NAME, ADDRESS, CONTACT INFORMATION & CONGRESSIONAL DISTRICT OF MEMBER #1 Remove  
NAME OF CONTACT

ORG: <input style="width: 95%;" type="text"/>	PREFIX: <input style="width: 95%;" type="text"/>
STREET 1: <input style="width: 95%;" type="text"/>	FIRST NAME: <input style="width: 95%;" type="text"/>
STREET 2: <input style="width: 95%;" type="text"/>	LAST NAME: <input style="width: 95%;" type="text"/>
CITY: <input style="width: 95%;" type="text"/>	MIDDLE NAME: <input style="width: 95%;" type="text"/>
COUNTY: <input style="width: 95%;" type="text"/>	SUFFIX: <input style="width: 95%;" type="text"/>
STATE: <input style="width: 95%;" type="text"/> <input style="width: 20px;" type="button" value="v"/>	ZIP: <input style="width: 95%;" type="text"/>
COUNTRY: UNITED STATES <input style="width: 95%;" type="text"/> <input style="width: 20px;" type="button" value="v"/>	POSITION/TITLE: <input style="width: 95%;" type="text"/>
PHONE: <input style="width: 95%;" type="text"/>	DEPARTMENT: <input style="width: 95%;" type="text"/>
FAX: <input style="width: 95%;" type="text"/>	DIVISION: <input style="width: 95%;" type="text"/>
EMAIL: <input style="width: 95%;" type="text"/>	CONGRESSIONAL DISTRICT: <input style="width: 95%;" type="text"/>

2. ORGANIZATION TYPE (Pick one) (Check if applicable)

SMALL-SIZED BUSINESS   
  NONPROFIT RESEARCH INSTITUTE   
  FOREIGN-OWNED, U.S.-LOCATED COMPANY  
 MEDIUM-SIZED BUSINESS   
  INSTITUTION OF HIGHER EDUCATION  
 LARGE-SIZED BUSINESS   
  NATIONAL LABORATORY  
 GOVERNMENTAL LABORATORY (not including NIST)  
 STATE OR LOCAL GOVERNMENT

3. EMPLOYER IDENTIFICATION NUMBER:     4. DUN AND BRADSTREET NUMBER:

Exhibit 4. The NIST-1022A Form, "Other Joint Venture Members".

## INSTRUCTIONS FOR FILLING OUT THE NIST-1022A FORM “OTHER JOINT VENTURE MEMBERS”

This form must be submitted with each joint venture proposal to identify specific information on each joint venture member (excluding the organization submitting the proposal since that information is provided on the NIST-1022 form “TIP Proposal Information Sheet.”)

Once item 3, Proposal Type, of the NIST-1022 form, is clicked as a Joint Venture, the NIST-1022A form “TIP Joint Venture Members” is automatically generated. You must then enter data for each joint venture member. To generate additional pages of the NIST-1022A form, click the “Add Joint Venture Member” button after data is entered for a joint venture member.

**IMPORTANT:** After completing data for all joint venture members, you **MUST** then click the “Show Budget Narrative” button in order to generate NIST-1022C form(s).

Reminder: Once you click on the “Show Budget Narrative” button, you cannot add or delete Joint Venture members until you purge all data by clicking on the “Unlock Items 3 and 5” button found on the NIST-1022 form. This will reset the forms and ALL information/data previously entered on the NIST-1022A through NIST-1022H forms WILL BE LOST and will have to be reentered. Therefore, if there is any doubt about the number of joint venture members, delay generating and completing the NIST-1022C form “Budget Narrative” until this matter is resolved to avoid starting over.

Review all the forms and plan data entry to minimize change so time and data are not lost. It is recommended that you turn off the auto complete feature in your browser if you are using it to complete Adobe forms.

Categories of joint venture members are not adequate identification. For example, do not list a “manufacturing company,” a “university,” or a “hospital.” You must provide the legal name and contact information of each joint venture member. Include only those organizations to be bound by the Joint Venture Agreement. Do not list contractors on this form, as information about proposed contractors should be provided on the NIST-1022B form. Additionally, do not list informal collaborators.

1. Enter the organization’s legal name, address, contact information (individual in the organization to be contacted regarding technical portion of the proposal), and Congressional District (home office). **DO NOT USE A POST OFFICE BOX.**
2. Self-explanatory.
3. Enter the joint venture member’s employer identification number (EIN). For instructions on how to obtain an EIN, see <http://www.nist.gov/tip/helpful-resources.cfm>.
4. Enter the joint venture member’s Dun and Bradstreet (D&B) number. For instructions on how to obtain a D&B number, see <http://www.nist.gov/tip/helpful-resources.cfm>.