User Guide:
Adding a New CCR Entry
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1. **Getting Started:**

Navigate to the SBIR/STTR portal via your preferred web browser using the following url:

[https://sbir.defensebusiness.org](https://sbir.defensebusiness.org)
2. Logging in to the SBIR/STTR portal:

After login you will be navigated to the ‘My Portal’ page.
3. **Going to your Company Commercialization Report**

   Once on the ‘My Portal’ page you will be able to see the button located in the upper right-hand side of the screen labeled ‘Company Commercialization Report’. Click on it, and you will be navigated to the ‘Company Commercialization’ page.
4. Adding a New Project Entry

Whether this is your first Company Commercialization Report (CCR) entry or not, if you have just recently been awarded a Phase I or Phase II Proposal you will have to ‘Add a New Project Entry’. To do so, click on the first button that you see on the left-hand side of your screen labeled ‘Add New Project Entry’.

Once you click on the button you will be navigated to the ‘New Project Entry’ page.

Add New Project Entry

Component | Year | Contract Number | Project Title | Topic Number | Status | Last Updated | Options
View Commercialization Report
Download Commercialization Report (PDF)
Add/Edit Narrative

NEW PROJECT ENTRY

The information you provide on this form will be an important factor in the proposal evaluation process. Please provide accurate and complete information, following the attached DEFINITIONS AND INSTRUCTIONS. Failure to do so may cause your application to be disqualified. If you have any questions please call the ODA SBIR Help Desk at 1-800-348-0767 M-F 9:00 am - 6:00 pm ET or email at sbirhelp@tyndall.com. You can also visit the FAQs sections to learn more.

Identify each Phase I or Phase II SBIR and/or STTR award your firm has received and, for each award, provide the requested data.

Caution: Knowingly and willfully making any false, fictitious, or fraudulent statements or representations is a criminal offense punishable by a fine of up to $10,000, up to five years in prison, or both.

Awards: Select previously awarded Phase I or Phase II proposal

- Non-ODA Award
- If you cannot locate your Phase I or Phase II award in the system, you will need to contact the Help Desk prior to submitting a CCR entry. Hours of operations are M-F between 9:00 a.m. - 6:00 p.m. ET at 1-800-348-0767 or email sibirhelp@tyndall.com.

Project Title:
Component:
Proposal Number:
Year of Award:
Program:
Topic Number:
Contract Number:
SBIR/STTR Award Amount:
Contract Start Date:
Contract End Date:

Please review the award information above for accuracy. If updates are required then please contact the SBIR/STTR Help Desk M-F between 9:00 a.m. to 6:00 p.m. ET for assistance.
5. Selecting your previously awarded proposal
The first field that you will see on the New Project Entry page, is labeled ‘Award’. In this drop-down you will find all of your previously awarded Phase I and Phase II proposals.
Once you select your award from the drop-down the following information will be auto-populated.

Please review the award information for accuracy. If updates are required or if you cannot locate your Phase I or Phase II award in the system then please contact the SBIR/STTR Help Desk prior to submitting a CCR entry. Hours of operations are M-F between 9:00 a.m. - 6:00 p.m. ET at 1-800-348-0787 or email sbirhelp@bytecubed.com.
6. Editing an Existing CCR Entry

In the situation where a CCR entry is already ‘In Progress’, the system will allow you to edit that existing CCR entry. Upon clicking on the Award from the Award drop down, a pop up will display prompting you to edit the existing entry. Once you click ‘Edit’ your last saved CCR entry will display where you can be on your way to submitting your CCR entry.
7. **Non-DOD Award**

If you are reporting commercialization against a Non-DOD Award, your award will not be available for you to select from the Award drop-down. In this case, you will have to click on the ‘Non-DOD Award’ check box and manually enter the Award Information fields.

* Be aware that all the award information fields are required. Also, be mindful not to enter a DOD-related Proposal Number along with a DOD-related Topic Number. If you select Non-DOD Award check box, you should enter Non-DOD award information only.

Outside of entering the above required award information fields, the process for submitting a CCR entry is the same for both DOD and Non-DOD awards.
8. Acquisition Program Information

In this section of the page you will see one question. If you answer NO you can proceed to the next section, if you answer YES, then you will have to answer more questions.

Acquisition Program Information

1. Has your technology been inserted into an Acquisition Program? Yes No
2. Was the technology inserted under your firm name? Yes No
3. Was the technology inserted under another firm/partner? Yes No
4. Was the technology inserted under a licensing agreement? Yes No
5. Was the technology sold to another firm working with this acquisition program? Yes No

Program Office
Program Type
Select Program Type
Life-Cycle Event
Select Life-Cycle Event

Acquisition Program Notes:

Upload Additional Document (PDF and Word only. File not to exceed 25 MB)
9. Fielded System Information

In this section, you will see one question. If you answer NO you can proceed to the next section, if you answer YES, then you will have to answer more questions.

<table>
<thead>
<tr>
<th>Fielded System Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Has your technology been inserted into a <strong>Fielded System?</strong></td>
</tr>
<tr>
<td><strong>2.</strong> Was the technology inserted under your firm name?</td>
</tr>
<tr>
<td><strong>3.</strong> Was the technology inserted under another firm/partner?</td>
</tr>
<tr>
<td><strong>4.</strong> Was the technology inserted under a licensing agreement?</td>
</tr>
<tr>
<td><strong>5.</strong> Was the technology sold to another firm working with this acquisition program?</td>
</tr>
</tbody>
</table>

Program Office

Fielded System Notes:

Upload Additional Document (PDF and Word only. File not to exceed 25 MB)
10. Sales/Licensing

In this section, you will find four questions and an optional notes section. If you answer YES to questions 1, 2 or 4, then you will have to answer an extra set of questions.

Sales/Licensing

1. Has your company merged with, acquired, or been acquired by another company, as a result of work conducted under this project?  
   a. If yes - by whom?  
   b. If yes - date of sale

2. Did you create a "spin-off" company or Joint Venture as a result of this technology?  
   a. If yes - spin-off or joint venture name?  
   b. If yes - date of creation

3. Has your company successfully completed an Initial Public Offering (IPO) of stock since receiving its first Phase II award that was the result, in part, of technology your company developed under this contract?

4. Do you have a licensing agreement for this technology?  
   a. If yes - firm w/licensing agreement name?  
   b. If yes - licensing agreement start date  
   c. If yes - licensing agreement end date

Sales/Licensing Notes:

Upload Additional Document (PDF and Word only. File not to exceed 25 MB)
11. Sales

In this section, you can add a sales item and upload any documents that you want to be attached to your sales. If you do not want to add any Sales Item, you can select None from the drop down.

You will have to choose what type of Sales you are reporting and provide the corresponding information.

For example, if you choose DOD, then this will be the information that you will need to provide. For every type of sale, the additional information that you need to provide may be slightly different.

Be mindful that a valid CCR submission includes either a Sales Total or an Additional Investment Total or both.
12. **Upload Feature: Sales**

You can upload additional sales documents in PDF or Word format once you have selected a Sales Item. The upload feature is available per each sales item. Note that the file size of any uploaded file cannot exceed 25 MB.

After you have uploaded the Sales document(s), you can view your uploaded document(s) by clicking the blue ‘View Uploaded Documents’ button.
13. Additional Investments

In this section, you can add an Additional Investment item and upload any documents that you want to be attached to your Additional Investments.

Additional Investments  
*Note: A valid CCR submission includes either a Sales Total or an Additional Investment Total or both.*

You will have to choose what type of Additional Investment you are reporting and provide the corresponding information.

For example, if you choose DOD, then this will be the information that you will need to provide. For every type of Additional Investment, the additional information that you need to provide may be slightly different.

Be mindful that a valid CCR submission includes either a Sales Total or an Additional Investment Total or both.
14. **Upload Feature: Additional Investments**

You can upload additional investment documents in PDF or Word format once you have selected an Additional Investment Item. The upload feature is available per each additional investment item. Note that the file size of any uploaded file cannot exceed 25 MB.

After you have uploaded the Additional Investment document(s), you can view your uploaded document(s) by clicking the blue ‘View Uploaded Documents’ button.
15. Additional Information

In this section, you have two questions that you will have to answer. If you answer YES to question number two, then you will have to answer additional questions.

Additional Information

Remember to tell the contracting officer that the follow-on Phase III efforts, including continued R&D or procurement, should be indicated as Phase III in block D7 of the 20350 form (Individual Contracting Action Report). To learn more about Phase III, click here.

1. Is the technology developed under this project related to manufacturing? Select the one that most applies:

2. Has the technology developed under this project achieved a **cost saving or cost avoidance** for the government or end user?

Additional Information

Remember to tell the contracting officer that the follow-on Phase III efforts, including continued R&D or procurement, should be indicated as Phase III in block D7 of the 20350 form (Individual Contracting Action Report). To learn more about Phase III, click here.

1. Is the technology developed under this project related to manufacturing? Select the one that most applies:

2. Has the technology developed under this project achieved a **cost saving or cost avoidance** for the government or end user?

   a. Indicate agency/end user realizing the savings

   b. Enter the system or program realizing the savings

   c. Enter the cost savings

   d. Cost Savings Type

      - Annual Savings
      - Life-cycle Savings
      - Per Unit Savings

   Explain how cost savings was calculated

   Save and Continue Later  Next
16. Save and Continue Later/Next

*Once you are done completing this page, you can do either two things:

1. **Click on the Save and Continue Later button** which will save all the information you have entered, and you can complete your CCR entry at a later time.

2. **Click on the Next button** to proceed to the next sections. Clicking on the Next button will allow you to see if certain questions or fields were required but left blank. Any blank field will be highlighted in Red prompting you to answer those questions. Once all of the required information has been answered, click on the Next button to save that information. You can also proceed to the next section by clicking on the tabs labeled 1. Award information, 2. Point of Contact and 3. Complete, which are located at the top of your screen.
17. Commercialization Point of Contact

When you click on the Next button you will be navigated to the ‘Commercialization Point of Contact’ page.

On this page, you will have to fill out the top Point of Contact information only if it applies to your award. If you answered YES to the initial question on the Acquisition Program and/or the Fielded System sections then you will need to provide your Point of Contact for the corresponding office(s).

If you answered NO then you do not need to fill this section out.
18. Edit Firm Information

The second part of this page contains your Firm’s information and does not require you to make any changes. However, if there is something that seems incorrect, clicking on the blue ‘here’ hypertext link will take you to the ‘Edit Firm’ page where you can edit the Firm Information. Please note that the system will navigate you back to your CCR once you click ‘Submit’ on the ‘Edit Firm’ page.
If everything looks good and there is no need to make edits on your firm, you can click on the Next button or on the Complete tab to proceed to submitting your CCR.
19. Complete

Once on the Complete tab you will have to read through the check list and click on the boxes as an acknowledgement that you have read and understood each statement.

Submit
BEFORE YOU PRINT THE COMPANY COMMERCIALIZATION REPORT:

Verification

- No phase I or II SBIR or STTR funds have been counted as “sales” or “investment.”
- Your reported “sales” includes only cash revenue from the sale of new products or non-R&D services embodying the specific technology.
- Your reported “sales” includes only the sales accruing to your firm or another entity to which your firm sold or licensed the technological know-how.
- Your reported “sales” does not include revenue from the sale of license of technological know-how, does not include revenue from any R&D activities, and does not include sales to an affiliate of your firm.
- If your new product/service embodying the phase I or phase II technology is a component of a larger product/service, your reported “sales” includes only the sales attributable to the component rather than the larger product/service.
- Your reported “additional investment” includes only investment in activities that further the development and/or commercialization of the specific technology.
- Your commercialization report apportions sales and investment among contributing SBIR projects without double-counting.
- For sales to an investment by the government, only the amount of government funding that has been obligated to date, and not the total award amount, is counted as “sales” or “investment.”

Print a copy off of your web browser for your own records. If submitting to an agency that requires a hardcopy, then attach a copy to your proposal. The Company Commercialization Report does NOT count towards the page count.

Once you have read, reviewed, and checked everything you can go ahead and click on the Complete button. You will not be able to click on the green complete button if you left a required checkbox blank. After you have checked all the required check boxes and clicked on the complete button, a message box will appear asking if you want to add this project entry to your Company Commercialization Report. Once you click YES, you have now completed your CCR entry and therefore will be navigated to the ‘Company Commercialization’ page.
20. Completed CCR

Now that you have completed a CCR entry you will be able to see it listed in the ‘Company Commercialization’ page.

*If you started and did not complete your CCR Entry you will also see your ‘In Progress’ entry listed on this page.

Whether your CCR Entry is completed or ‘In Progress’ you will be able to View, Edit, or Delete it at any time.