User Guide:
Starting a New SBIR/STTR Phase I Proposal
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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. **Viewing Topics and Instructions:**
   To start viewing topics and reading Component instructions you do not have to be logged into the portal. For instructions click on the Instructions tab on the top navigation menu and download the instructions that best fit your business needs.
To view topics, click on the Topics tab on the top navigation menu and search for the topic that fits your Small Business.

*Remember that you can start viewing topics and instructions during Pre-release. Take advantage of the pre-release period when you can start asking questions through SITIS and have TPOC information available.
3. Logging in to the SBIR/STTR portal:
If you are browsing within the portal you will find the ‘Login’ tab on the far right of the navigation menu.

If you just arrived in the portal or on the ‘Home page’ you can locate the ‘Log In’ button in the ‘Welcome’ section.
*If you do not have an account on the SBIR/STTR portal you can register by clicking on the ‘Sign Up’ button located on the Home page.

4. Starting your new Phase I Proposal:
   Once you have logged in you are navigated to the ‘My Portal’ page. You will be able to see a column of buttons on the left-hand side of your screen.
If starting an SBIR Phase I Proposal:
The first button will be ‘Start New SBIR Phase I Proposal’. Once you click on that button you will be navigated to the ‘Start New Phase I Proposal’ page.

Whether this is your first proposal or not you can always download a blank Cover Sheet by clicking on the ‘Blank Cover Sheet’ Link.
On this page, you will be able to view the current announcement and SBIR as the defaulted program. You will be able to select the Component of your choice. Once you have selected the Component you will see the list of topics that are available for the selected Component.

As soon as your Component and topic are selected you can proceed with the proposal process by clicking on the ‘Next’ Button.
If starting an STTR Phase I Proposal:
The second button will be ‘Start New STTR Phase I Proposal’. Once you click on that button you will be navigated to the ‘Start New Phase I Proposal’ page.

Whether this is your first proposal or not you can always download a blank Cover Sheet by clicking on the ‘Blank Cover Sheet’ Link.
On this page, you will be able to view the current announcement and STTR as the defaulted program. You will be able to select the Component of your choice. Once you have selected the Component you will see the list of topics that are available for the selected Component.

START NEW STTR PHASE I PROPOSAL

- **Announcement**: 17.A
- **Program**: STTR
- **Component**: AIR FORCE
- **Topic**: AF17A-T001 - Fast Response Heat Flux Sensors and Efficient Data Reduction Methodology for Hypersonic Wind Tunnels

**Warning**
This is the DOC Submission System for unclassified use only. Do not discuss, enter, transfer, process, or transmit classified/sensitive national security information.

**Browser Requirements**
This site is best viewed in all modern secure browsers (Firefox, Safari, Chrome and IE10+). Javascript must be enabled to use this website.

Privacy Policy
As soon as your Component and topic are selected you can proceed with the proposal process by clicking on the ‘Next’ Button.

*Remember that you can only attempt to start a new Phase I Proposal during an Open Announcement. If the Announce is in Pre-release or Closed, you will not be able to successfully start a Phase I Proposal.
5. Cover Sheet: Basic Information:

When you reach the ‘SBIR Phase I Proposal’ or ‘STTR Phase I Proposal’ page you will see your newly started Proposal’s Basic Information.
On this page, you will also see your Firm’s Information. If anything is incorrect, click on the ‘Edit Firm Information’ button. Do not worry once you are done editing the information and you click on the ‘Submit’ button, you will be navigated back to your proposal.
If you are working on an STTR Phase I Proposal you are required to fill out the ‘Institution Information’ section located at the bottom of this page.
6. **Cover Sheet: Red X’s and Green Check marks**
   As you proceed from the first ‘Basic information’ page you will notice either a Red X or a Green Check mark. This is no cause for panic if you see a Red X on any section of buttons you see on the left-hand side, it is just an indication that a question was not answered or that there is something missing in this section.

You do not have to finish or fill out your proposal in one sitting, you can skip around and fill out what you can throughout the available time of an Open Announcement by navigating via the buttons on the left side of the page. If you click next button on an incomplete section you will see the empty required fields in red. Only when you navigate away from the page using the buttons will you see the Red X.
Be mindful of reviewing the sections in which you have a red X before submitting prior to or on the ‘Announcement Close Date’.
7. **Save proposal**
   At any time, you can click on the ‘Save Proposal’ button and save your progress within the proposal. Just remember to submit your proposal before the close date at 8:00 pm E.T.

8. **Cover Sheet: Certification**
   If you are working on a SBIR proposal on this page, you will find Questions 2 – 12 of the Cover Sheet which are eligibility questions.
If you are working on a STTR proposal on this page, you will find Questions 2 – 13 of the Cover Sheet which are eligibility questions.

If you have any questions towards eligibility you can click on link provided on the bottom of the page.
9. Cover Sheet: Business Information

For a SBIR proposal, you will be required to answer Questions 13 – 16 on this section of the Cover Sheet.
For a STTR proposal, you will be required to answer Questions 14 – 17 on this section of the Cover Sheet.
10. Cover Sheet: Proposal Information:
   The top section of this page contains your proposed cost and duration for both the Base and Option Year (if applicable). Be mindful of the maximum dollar amounts allowed for your proposal listed next to each field. Remember that whatever the amount that you input into this field needs to match the broken-down proposal cost in the Cost Volume section of the Cover Sheet.

For a SBIR Proposal you will find questions 17 - 21 of the Cover Sheet located on this page.
For a STTR Proposal you will find questions 18-22 of the Cover Sheet located on this page.

For both types of proposals, you will see sections for your Technical Abstract, Anticipated Benefits, Key Words and Proprietary Information.
11. Cover Sheet: Contact Information

If working on a SBIR Proposal at the top of this page you will find questions 22-27 and the Principal Investigator/Program Manager and Corporate Official (Business) sections.
If working on a STTR Proposal at the top of this page you will find questions 23 – 28 and the Principal Investigator/Program Manager, Corporate Official (Business) and Institutional Official sections.
12. **Technical Volume**

For both types of proposals this page, is where you will find the general guidelines and requirements of the technical volume.
At the bottom of the page you can locate the upload file button to upload the Technical volume for your proposal.

Within the time of an open Announcement, the technical volume is editable you can delete a document and upload a new one.
Upload File

Proposal Title: Fast Response Heat Flux Sensors and Efficient Data Reduction Methodology for Hypersonic Wind Tunnels

All agencies require electronic submission of the Technical Volume (see each Component's section of the solicitation for details). To electronically submit a Technical Volume:

- Step One: Prepare your Technical Volume in PDF format (see note on file requirements above).
- Step Two: Scan for images.
- Step Three: Upload file(s).

View Technical Volume Already Uploaded  Delete
Data Uploaded on 7/22/2013 7:10:22 AM  2017-03-28 12-24-57.pdf

Successfully uploaded file.
13. Cost Volume

For both types of proposals on this page, you will be able to input the broken-down proposed cost. Remember that the total amount on this page needs to match the amount you entered on the proposal information page.
**Cost Volume Rates**

Please enter rates in the form of percentages, not decimals. An example of a percentage would be 94 or 23.5 whereas a decimal would be 0.94 or 0.235.

<table>
<thead>
<tr>
<th>Cost Volume Rate</th>
<th>Rate/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe Benefit Cost Rate</td>
<td>0%</td>
</tr>
<tr>
<td>Labor Cost Overhead Rate</td>
<td>0%</td>
</tr>
<tr>
<td>Material Cost Overhead Rate</td>
<td>0%</td>
</tr>
<tr>
<td>Other Direct Costs Overhead Rate</td>
<td>0%</td>
</tr>
<tr>
<td>Fee or Profit Rate</td>
<td>0%</td>
</tr>
<tr>
<td>G&amp;A Rate</td>
<td>0%</td>
</tr>
</tbody>
</table>

Apply G&A Rate to Direct Labor Costs?  
Apply G&A Rate to Direct Material Costs?  
Apply G&A Rate to Other Direct Costs?

**Direct Labor Costs**

<table>
<thead>
<tr>
<th>Category and/or individual</th>
<th>Rate/Year</th>
<th>Estimated Hours</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Direct Labor (TDL)</td>
<td>$3.00</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>Fringe Benefits, if not included in Overhead, (rate 9%) x DL</td>
<td>$3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Overhead (rate 9%) x DL + Fringes</td>
<td>$3.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Direct Material Costs**

<table>
<thead>
<tr>
<th>Category and/or individual</th>
<th>Rate/Year</th>
<th>Estimated Hours</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Overhead (rate 9%) x M1</td>
<td>$3.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Direct Costs**

<table>
<thead>
<tr>
<th>Category and/or individual</th>
<th>Rate/Year</th>
<th>Estimated Hours</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Other Direct Costs (TDC)</td>
<td>$3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G&amp;A (rate 9%) x Base</td>
<td>$3.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Estimated Cost**  
$0.00
At the bottom of this page you will be able to see a couple of questions along with ‘The Official from the Firm that is responsible for the cost breakdown’ section.

<table>
<thead>
<tr>
<th>Location where work will be performed</th>
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</table>

<table>
<thead>
<tr>
<th>Explanatory material relating to the Cost Volume (including subcontractor costs). Applies to both base and option years</th>
</tr>
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### The Official from the Firm that is responsible for the cost breakdown

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<th>Title</th>
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If the Defense Contracting Audit Agency (DCAA) has performed a review of your projects within the past 12 months, please provide the following:

<table>
<thead>
<tr>
<th>Reviewing Office</th>
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<table>
<thead>
<tr>
<th>Reviewing Individual</th>
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<table>
<thead>
<tr>
<th>Address</th>
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<th>City</th>
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<th>State</th>
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<tr>
<th>Zip</th>
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<td>ipsissem</td>
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<table>
<thead>
<tr>
<th>Phone Number</th>
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**Will you require the use of any government property in the performance of this proposal**

- [ ] Yes
- [x] No

**Specify the type of payment desired**

- [x] Partial payments (monthly) as work progresses (recommended)
- [ ] Progress payments

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If the topic you have selected allows for a Phase I Option cost, then the entered a Phase I Option amount will need to match the broken-down cost volume for Phase I Option.
14. CCR (Company Commercialization Report)
   For both types of proposals, you will need to review your firm’s information listed on this screen. If anything is incorrect you may click on the ‘Edit Firm information’ button and update your firm’s information. If everything is accurately displayed, click on the check box at the bottom of the screen, and click ‘Next’ to proceed.
15. **Submit**

On the ‘Submit Proposal’ page you will be able to see if you have anything missing or if everything is ready to be submitted. If everything looks good you can go ahead and click on the “Submit” button.
Once you are done filling out your SBIR or STTR Phase I Proposal and you click on the ‘Submit’ button, you will be navigated to the ‘My Portal’ page.
On this page, you will be able to see your most recent proposal at the top. You will be able to the following things:
- View the ‘History’ on any proposal.
- ‘View’ any proposal
- ‘Withdraw’ your submitted proposal
If your proposal is ‘Submitted’ and you want to ‘Edit’ the proposal prior to the Announcement Close date, you will have to ‘Withdraw’ your proposal which will change the status from ‘Submitted’ to ‘In Progress’ and you will be able to edit.