User Guide: Supporting Documents
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Getting Started

Navigate to the SBIR/STTR portal via your preferred web browser using the following url: https://sbir.defensebusiness.org

Log in to the portal by clicking on the Log in button, located on the home screen.
Starting a Proposal

Once you have logged in, you are navigated to the ‘My Portal’ page. You will be able to click on any of the first four ‘Start New Proposal’ buttons, to start the type of proposal that fits your Small Business needs.

Once you click on the ‘Start New Proposal’ button you will be navigated to the corresponding ‘Start New Proposal’ page.
If you need any assistance with starting your proposal, please contact the SBIR/STTR Help Desk M- F between 9:00 a.m. – 6:00 p.m. ET at 1-800-348-0787 or by email at sbirhelp@bytecubed.com. Once you have made your selection, click on the ‘Next’ button to proceed with the Proposal process.
Supporting Documents

Regardless of the Phase, Program, or whether your proposal is DOD or Non-DOD, Supporting Documents will be listed as item 5 of the menu located on the left side of the page.

1. Submission Guidelines

When you first navigate to the Supporting Documents page, you will see a box labeled ‘Please click here for Submission Guidelines’.
Once you click on the Submission Guidelines hyperlink, you will see the guidelines displayed in a pop-up window.

Submission Guidelines

All documents require the following format: *This applies to both SBIR and STTR
- Letters of Support (PDF/Word)
- Additional Cost Information (PDF/Word)
- Funding Agreement Certification (PDF/Word)
- Technical Data Rights (Assertions) (PDF/Word)
- Lifecycle Certification (PDF/Word)
- Allocation of Rights (PDF/Word)
- Other (PDF/Word/PowerPoint)

Online File Submission and Document Formatting Guidelines:
- **Document Type:** The DOD SBIR/STTR Program is requiring that document uploads be in single file without password protection, encryption, or embedded audio/video files. Any other types of files (including, but not limited to, Excel Spreadsheets, or audio/video files) will not be accepted. You are responsible for checking for viruses on the file prior to upload. Uploaded files with viruses will be deleted immediately.
- **Page Header:** The header on each page of your document should contain your company name, topic number, and proposal number.
- **Page Length:** Direct to Phase II Proposals page length is specific to Components solicitation specifications. See solicitation guidelines for specific page length instructions.
- **Virus Check:** Offerors are responsible for performing a virus check on each submitted document. Each electronically submitted document will be scanned for viruses. If a virus is detected, the file will be deleted which may cause rejection of the proposal.
- **Verify Upload:** You are responsible for verifying the successful upload of your document. You may change and upload a document as often as is necessary before the proposal due date, each time simply deleting the file and uploading a new file.
- **Font Settings:** It is best to use Western-encoded versions of the fonts such as Times New Roman, Helvetica, and the standard distributions of Computer Modern. Please avoid submitting custom or proprietary fonts, including: WPMathA, WPMathB, and WPMultinationalARoman. Font embedding should be a selected setting when using a document distiller.
- **Estimated Upload Times:** During the final days of the solicitation period, expect longer upload times. PLAN AHEAD and leave ample time to upload your documents.
- **Document Size:** Cannot exceed 25mb
- **Content Format:** The following MUST BE MET or the proposal will be deemed noncompliant.
  - Single column format, single-spaced typed lines
  - Standard 8½” x 11” paper
  - One-inch margins
  - No type smaller than 10-point
  - No imbedded tables, figures, images or graphics smaller than 10-point

Once you have read through the Submission Guidelines you can click on the x located on the top right hand corner to close the pop-up window and return to the Supporting Documents page.
2. Documents
On this page you see the ‘Documents’ drop-down menu.
When you click on the drop-down menu, you will be able to select the type of supporting document you will like to attach to your proposal.

3. **View Document Description**

Once you select the document type that you want to attach to your proposal, you will see that the ‘View Document Description’ link is displayed under the drop-down menu.

When you click on the ‘View Document Description’ link, you will see the description of previously selected document type appear on your screen in a pop-up window.
Funding Agreements  *This applies to both SBIR and STTR

All small businesses that are selected for award of an SBIR funding agreement must complete a certification at the time of award and any other time set forth in the Notice of Award or Contract Award that is prior to performance of work under an award. The Federal government relies on this information to determine whether the business is eligible for a Small Business Innovation Research (SBIR) Program award. A similar certification will be used to ensure continued compliance with specific program requirements during the life of the funding agreement. The definitions of the terms used in the certification are set forth in the Small Business Act, SBA regulations (13 C.F.R. Part 121), the SBIR Policy Directive and also any statutory and regulatory provisions referenced by those authorities.

Intentional or negligent misrepresentation of the information contained in this certification may result in criminal, civil or administrative sanctions, including but not limited to: (1) fines, restitution and/or imprisonment under 18 U.S.C. § 1001; (2) treble damages and civil penalties under the False Claims Act (31 U.S.C. § 3729 et seq); (3) double damages and civil penalties under the Program Fraud Civil Remedies Act (31 U.S.C. § 3801 et seq); (4) civil recovery of award funds; (5) suspension and/or debarment from all Federal procurement and non-procurement transactions (FAR Subpart 9.4 or 2 C.F.R. part 100); and (6) other administrative penalties including termination of SBIR/STTR awards.

Once you are done reading through the description, you can go ahead and click on the x located at the top right hand corner of the pop-up window.
4. Upload File
Once you have read through the document description and are ready to upload your document, go ahead and click on the ‘Upload File’ button.

Clicking on the ‘Upload File’ button will automatically open a browser window where you can locate the file that you wish to upload. Keep in mind that the file selected should be in either a PDF or Word document that does not exceed 25 mb in size. You can upload 1 file per document type.

If trying to upload a document for an ‘Other’ document type you will be able to upload up to 5 files and Power Point files.
5. View/Delete

Once you have uploaded a document, you will see the document listed on the page. You will be able to see a ‘View’ and ‘Delete’ button.

If you click on the view button, the document that you uploaded will display in another window within your browser. If you click on the Delete button, you will no longer see the upload listed.
6. I do not have any supporting documents
If you do not have any documents to upload in this section then you can simply click on the ‘I do not have any documents to upload’ box.

Once you have finished either checking the box or uploading your Supporting Documents you can click on the ‘Next’ button to proceed with the proposal process.
Green Check Marks and Red X’s

As you navigate to and from the Supporting Documents page, you will notice that either a green check mark or a red X is being placed next to this section of the menu bar that is located on the left side of your screen.

A red X is an indicator that you have not checked the ‘I do not have any documents to upload box’ or that you have not uploaded any document(s). Regardless of the red X, you can proceed with the rest of the application and come back to the section at a later time prior to submitting.

A green check mark is simply an indicator that everything was either uploaded or completed.
My Portal Page

Once you have submitted your proposal, you will be navigated back to the ‘My Portal’ page. On this page, you will be able to see your most recent proposal at the top of the list. This page will also allow you to perform any of the following actions specific to your proposal:

- **History.** Clicking this action will allow you to view the historical record of any action performed such as when the proposal was created, when a specific section was edited or completed, and when the proposal was submitted.
- **View.** Clicking this action will allow you to access, view, and download a PDF copy of your completed proposal package or specific parts of your application such as the Cover Sheet, Cost Volume, Supporting Documents, or Fraud, Waste and Abuse Certificate.
- **Edit.** This page will display an ‘Edit’ action only if you have not yet completed your proposal. This action will no longer be displayed once your proposal has been submitted.
- **Withdraw.** This action is displayed once you have submitted your proposal. Clicking this action will allow you to withdraw your submitted proposal and will once again give you the opportunity to edit your proposal. This action is only available mean while the BAA is open. Once the Announcement closes you will no longer be able to withdraw your proposal.
# SBIR Phase I Proposal

**Proposal Number: MI81-008-0099**  
**Date submitted: 4/24/2018**

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## Agency Information

- **Agency Name:** NGA  
- **Command:** NGA181-008  
- **Proposal Title:** Blending Ground View and Overhead Models

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## Firm Information

- **Firm Name:** Princess Hadassah  
- **Mail Address:** 810 Carson Ave, Oxon Hill, MD 20745  
- **DUNS:** 973094579  
- **CAGE:** 98475  
- **SBA SBC Identification Number:** 298742893

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### Certification

1. **Does your firm allow for the release of its contact information to Economic Development Organizations?**  
   - [ ] YES  
   - [ ] NO

2. **Are you a small business as described in section 3.15 of the solicitation, with no more than 500 employees including affiliates?**  
   - [ ] YES  
   - [ ] NO

3. **Does your business concern meet the ownership and control requirements in 13 CFR 121.702?**  
   - [ ] YES  
   - [ ] NO

4. **Is 50% or more of your firm owned or managed by a corporate entity?**  
   - [ ] YES  
   - [ ] NO

5. **At a minimum, will two-thirds of the research and/or analytical work in Phase I be carried out by your small business as described in section 4.2 of the solicitation?**  
   - [ ] YES  
   - [ ] NO

6. **Is primary employment of the principal investigator with your firm as described in section 4.2 of the solicitation?**  
   - [ ] YES  
   - [ ] NO

7. **Has your firm been convicted of a fraud-related crime involving SBIR and/or STTR funds or found civilly liable for a fraud-related violation involving Federal funds?**  
   - [ ] YES  
   - [ ] NO

8. **Has your firm’s Principal Investigator (PI) or Corporate Official (CO), or owner been convicted of a fraud-related crime involving SBIR and/or STTR funds or found civilly liable for a fraud-related violation involving Federal funds?**  
   - [ ] YES  
   - [ ] NO

9. **Has your firm met the performance benchmarks in section 3.1 of the solicitation and listed by the SBA on their website as eligible to participate?**  
   - [ ] YES  
   - [ ] NO

10. **Is your firm registered in the SBA’s venture capital database as majority-owned by venture capital operating companies, hedge funds, or private equity firms?**  
    - [ ] YES  
    - [ ] NO

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### PDF Files

- View Cover Sheet (pdf)
- View Tech Volume (pdf)
- View Cost Volume (pdf)
- View CCR (pdf)
- Download and View Supporting Documents (zip)
- View Package (pdf)

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[Refresh PDFs]