Department of Homeland Security (DHS)
Science & Technology (S&T)
Office of the Chief Information Officer (OCIO)
Applications Branch (Apps Branch)

Small Business Innovation and Research (SBIR)

Public Portal
Registration and Submissions
Training Guide

May 2024

1 Overview

The Department of Homeland Security (DHS) Science and Technology (S&T) Directorate is the primary research and development component of DHS.

The Public Portal for the Small Business Innovation Research (SBIR) program is a secure, web-based, end-to-end proposal management system to support the S&T SBIR proposal and award processes - from proposal submission and evaluation to contract award and administration.

This manual provides users with step-by-step instructions for searching and finding open topics, registering their companies, and submitting proposals.

2 Login and New User Registration

The SBIR Public Portal can be found at https://sbir.dhs.gov/sbir/public. Before submitting a proposal for the first time, a new user must create an account using their company information.

2.1 Registering as a New User

1. Navigate to the SBIR Public Portal and, click on the Login or Create Profile button located at top-right corner of the page.

Figure 1 - Login or Create Profile

2. Review the Terms of Service and DHS Privacy Notice and check the box to agree.
3. Next, click New User? Register as a public user here button to be directed to the account registration page.

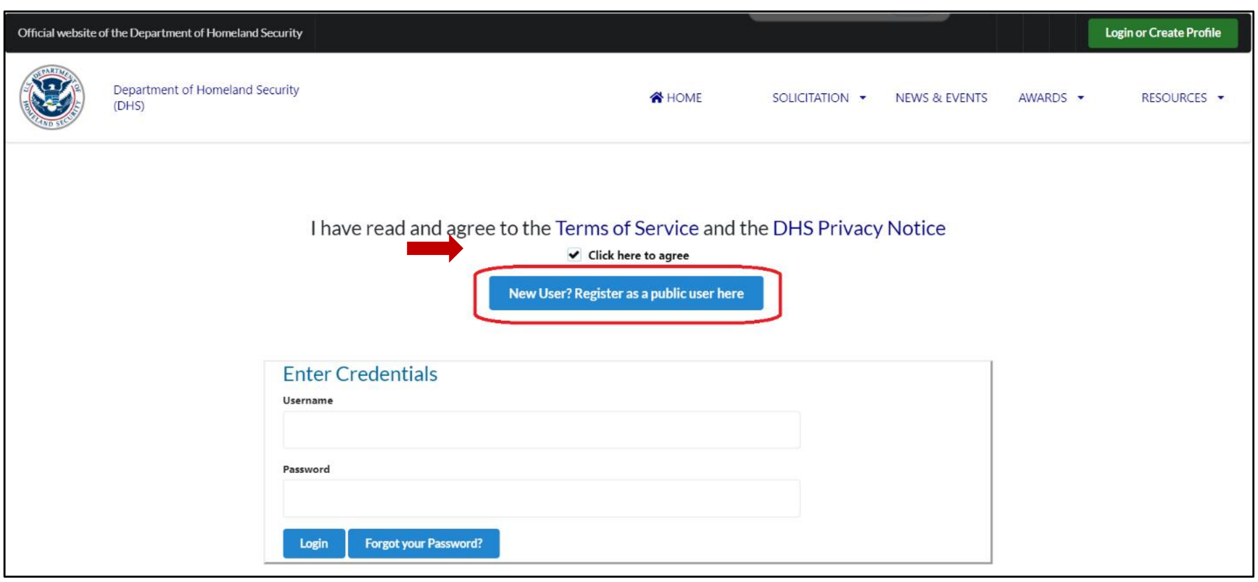


Figure 2 - New User Registration Link

2.1.1 Registering a Company for the First Time

During initial registration, the user will be required to enter company and company point of contact (POC) information as part of their registration. The information entered should match a POC listed in SAM.gov.

1. Enter TIN, Country, and State of registration. Then select the Continue button. If a company does not have a TIN yet, please proceed to 2.1.3 Generate a Temporary Account Number. DO NOT USE YOUR SOCIAL SECURITY NUMBER TO REGISTER YOUR ACCOUNT.

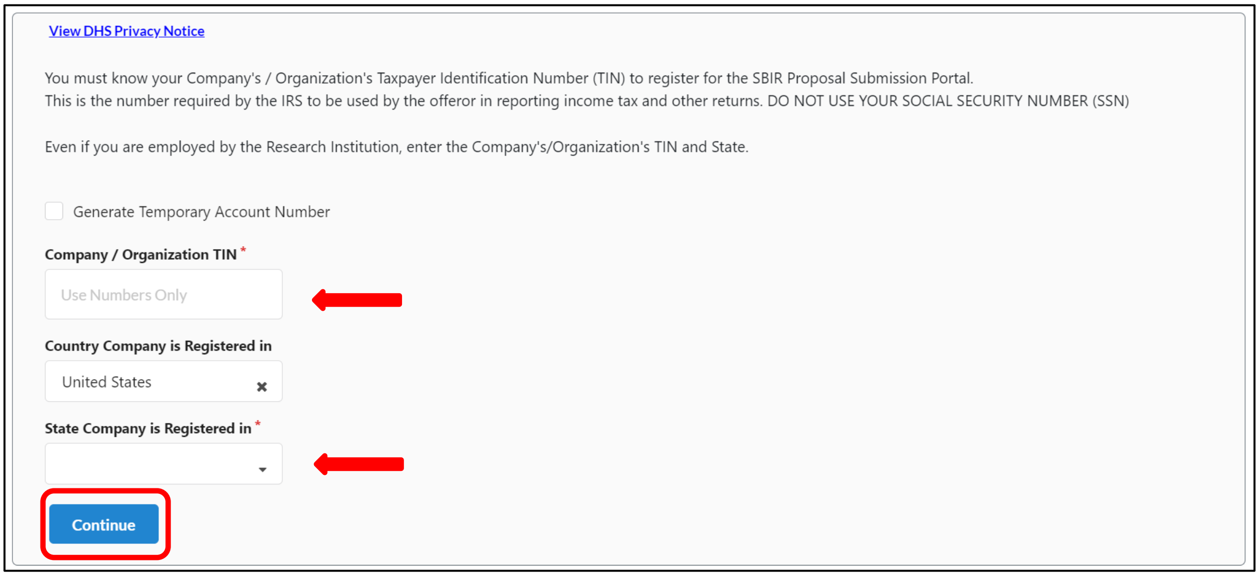


Figure 3 – Company Registration Verification Link

The system will automatically check the Tax Identification Number (TIN) and State to determine if the company has already been registered in the database. If no match is found, the “Registering a New Company” message below is displayed, and you can proceed to the next step (Step 2). If the company was found, please proceed to 2.1.2 Registering when company record exists.

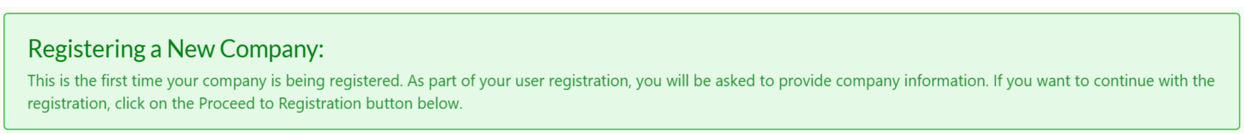


Figure 4 – Registering a new company message

2. Select Proceed to Registration and enter in the user, company, and POC information requested in the Registration Form (2.1.4).

2.1.2 Registering When Company Record Exists

1. Enter the Company/Organization's TIN, Country, and State, and the system will display any matching records on the right (see Figure 4).

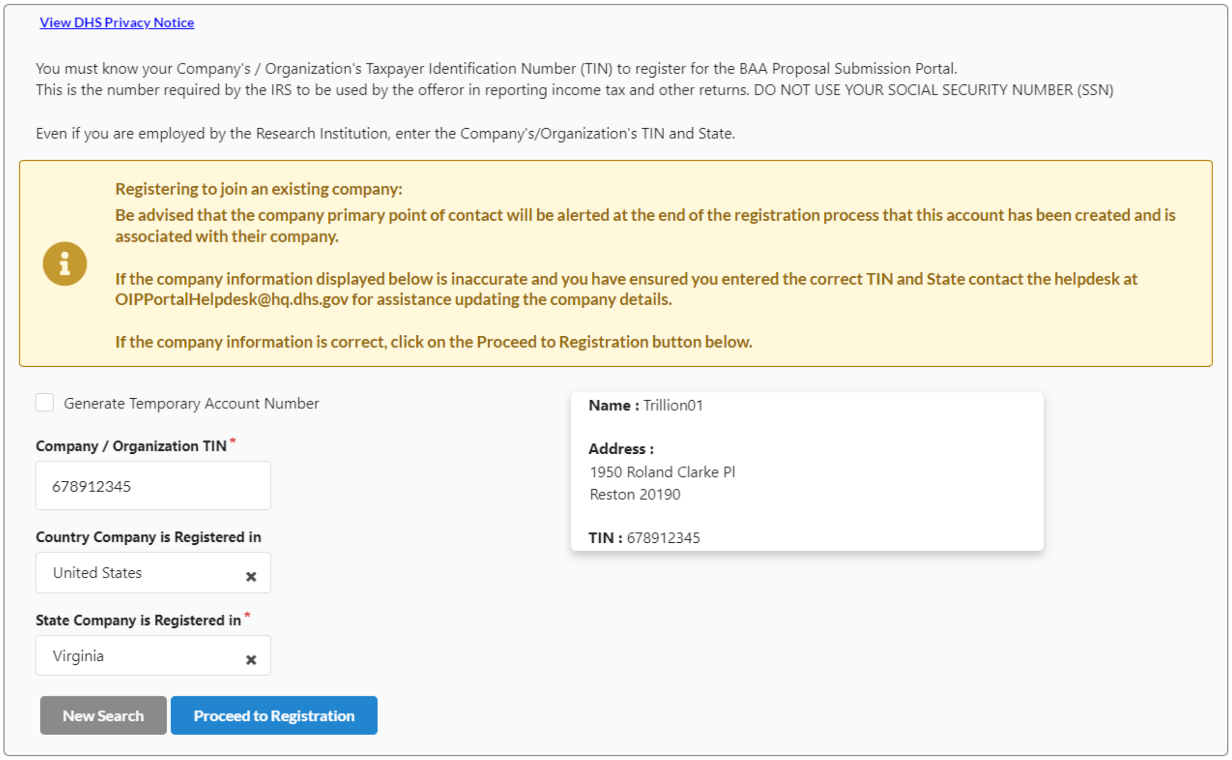


Figure 3 - Company Exists

2. If the company information is incorrect, check the TIN and State and correct any mistakes and select New Search. If all information input is accurate and the company information is incorrect, please contact the help desk. If the company information is correct, click the Proceed to Registration button. The Registration Form page will display.

2.1.3 Generate a Temporary Account Number

The Taxpayer Identification Number (TIN) is a nine-character number required by the IRS when reporting income tax and other returns. If a company/organization does not have a TIN, or is not required to have a TIN, one may generate a TAN to use *in lieu* of a TIN.

Important information about the account number:

- You must not use this account for IRS purposes.
- Ensure your company/organization generates only one account number.
- If you are not sure whether your company already has an account number, contact your company/organization point of contact (POC).
- If you generated an account number, let your company/organization POC know.
- If your company/organization establishes a TIN after registering in this system with a temporary account number, contact Technical Support to update the TIN information.

1. Select the Generate Temporary Account Number check box (see Figure 5).

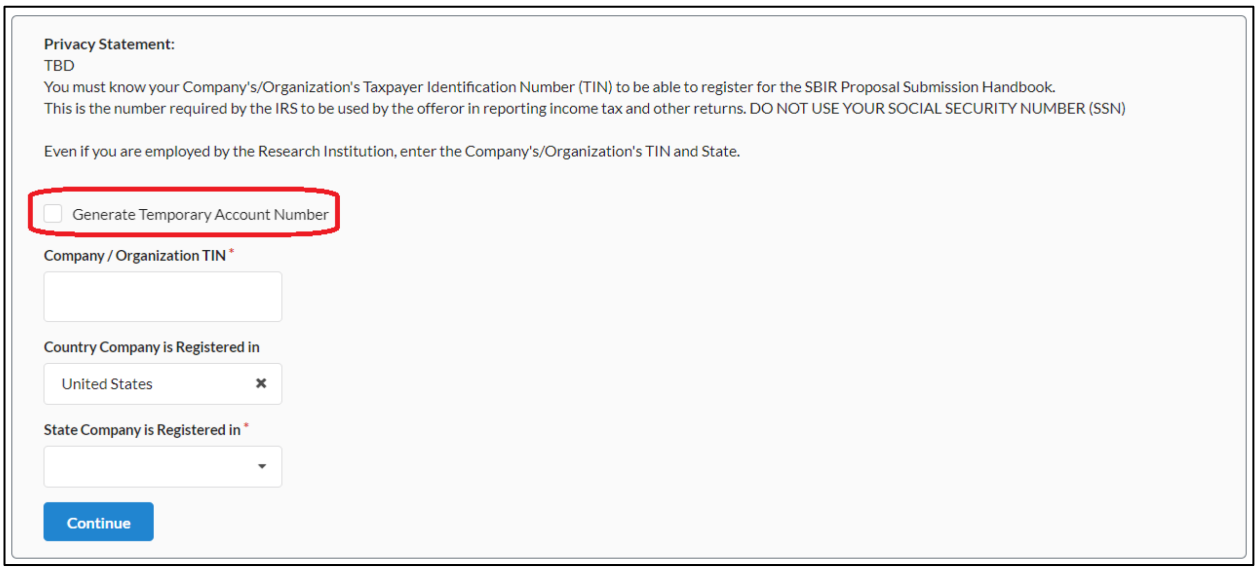


Figure 4 - Generate Temporary Account Number Checkbox

2. Review the message that displays, and then click on Confirm.

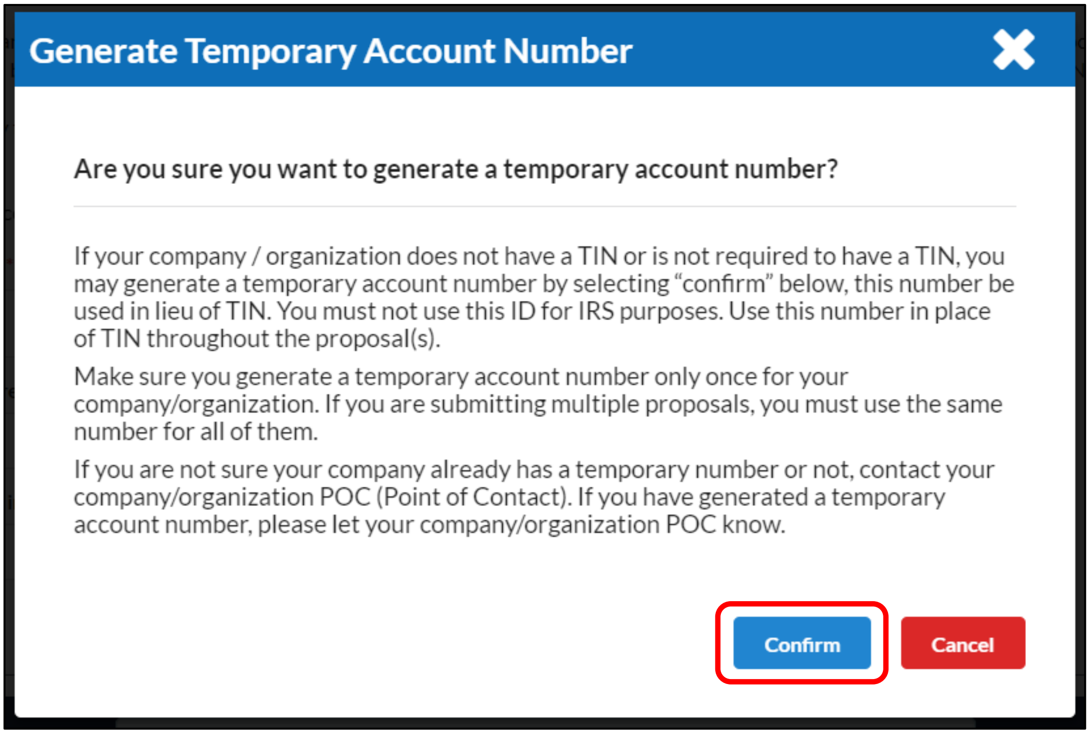


Figure 5 - Generate Temporary Account Number

3. The page will display a system-generated unique ID, as shown in the example below (Figure 7). Make note of this ID
4. Enter the Country and State where the Company is located and click on Continue.

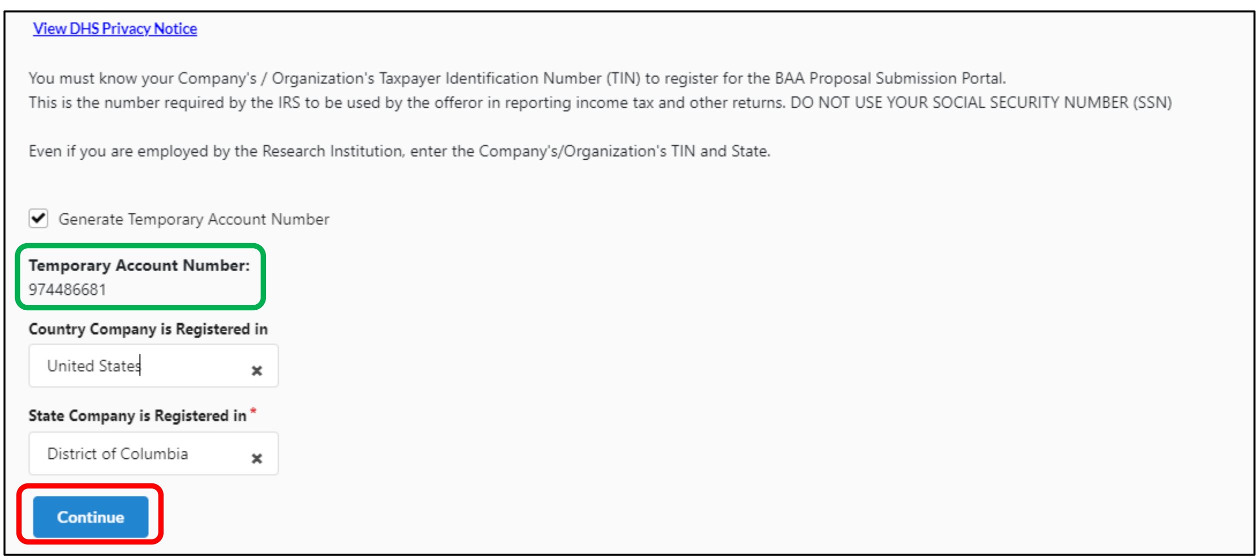


Figure 6 – Temporary Account Number is populated

5. The system will confirm the TAN is a new ID, click Proceed to Registration

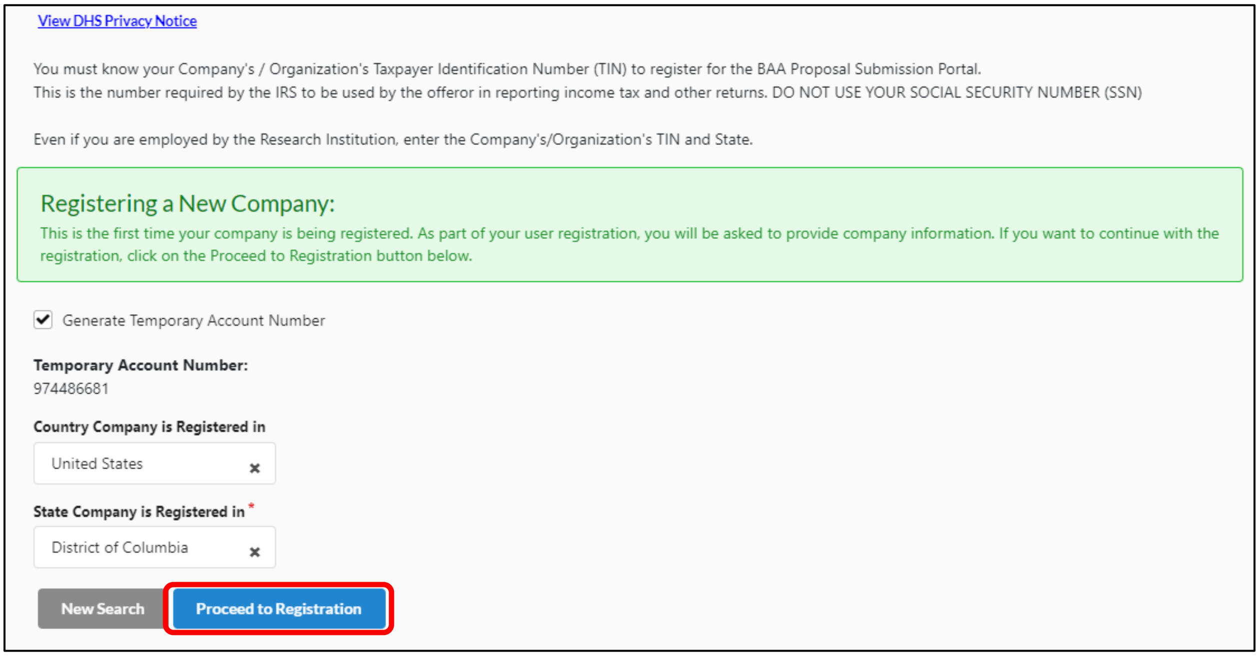


Figure 7 - Proceed to Registration

6. Continue to 2.1.4. Registration Form.

2.1.4 Registration Form

As a new registrant, a user will need to provide basic details and contact information about themselves. If this is the first time the company is being registered, the user will also be required to provide information about the company and the company point of contact.

Important Note: The information for Passwords and Secret Questions will be used to retrieve lost or forgotten passwords. If you forget your password, you will be prompted with the question you selected. If you answer it correctly, a new password temporary will be issued automatically and sent to the email on file.

2.1.4.1 User Information

This is the information that will be utilized to contact you as the offeror and submitter of a proposal. It is critical that this information be entered correctly in order for communication to be effective.

Note: Required fields are marked with an asterisk.

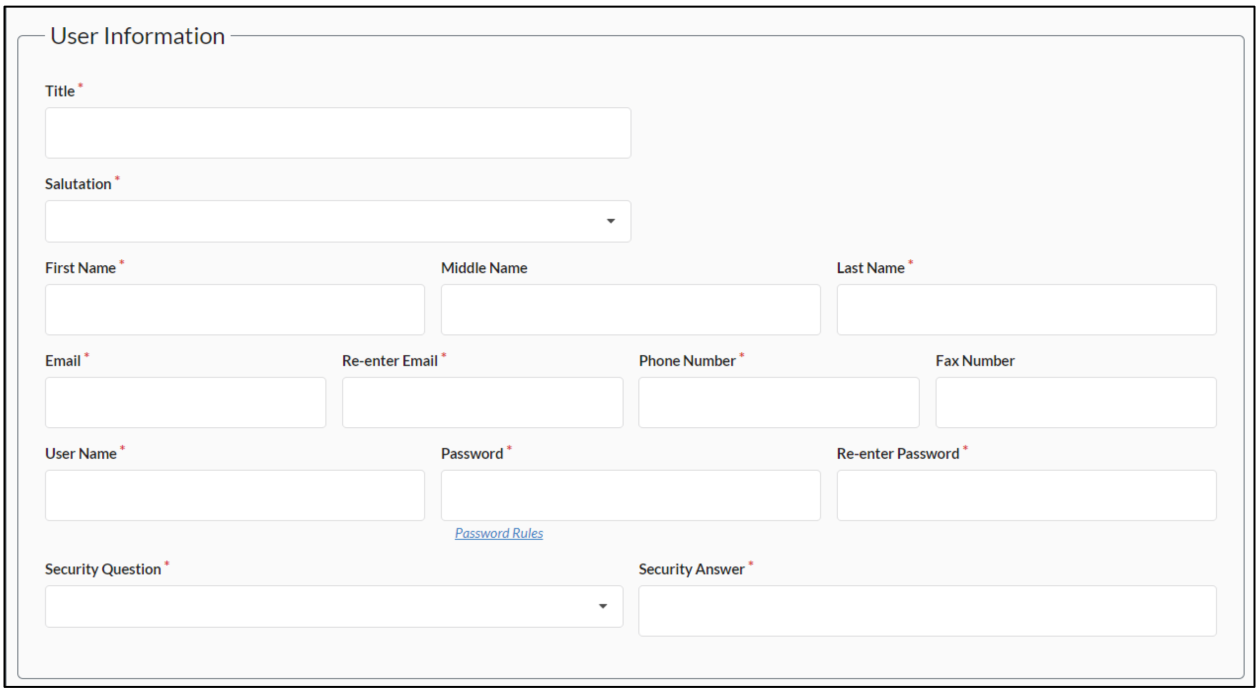


Figure 8 - User Information

Below is a description of each field in the Company Information section.

Field	Description
Title	This is a required field. This is a required field. Enter the title of the POC, e.g., Security Chief, Director, etc.
Salutation	This is a required field. Select the proper choice from the drop-down menu.
First Name	This field is required. Enter the POC's first name.
Middle Name	Enter the POC's middle name.
Last Name	This is a required field. Enter the POC's last name.
Email Re-enter e- mail address	This is a required field. The fields must be in the correct format, e.g. smith@acme.com. The Password must be entered a second time to ensure accuracy
Phone/Ext	Phone is a required field, but the extension is not. Enter only numbers in each field (no symbols, such as dashes).
Fax Number	Enter only numbers in this field.
User Name	This is a required field. Only alphanumeric characters and underscores are allowed. Username must be at least 8 characters.
Password Re-enter Password	These are required fields. The Passwords must be entered twice to confirm the accuracy. Your password must be: • Have at least 12 characters • Have at least one upper case • Have at least one lower case • Have at least one number • Have at least one special character
Security Question	This is a required field. Select a question from the drop-down menu. The options are: • What is your mother's maiden name? • What is your pet's name? • What city were you born in? • Who is your favorite person?
Security Answer	This is a required field. Enter the answer to the question you selected in the previous step.

2.1.4.2 Company Information

Users registering their company for the first time will need to enter the pertinent company information. Users who are registering with an existing company will be able to view these details, but not edit them.

Note: Required fields are marked with an asterisk.

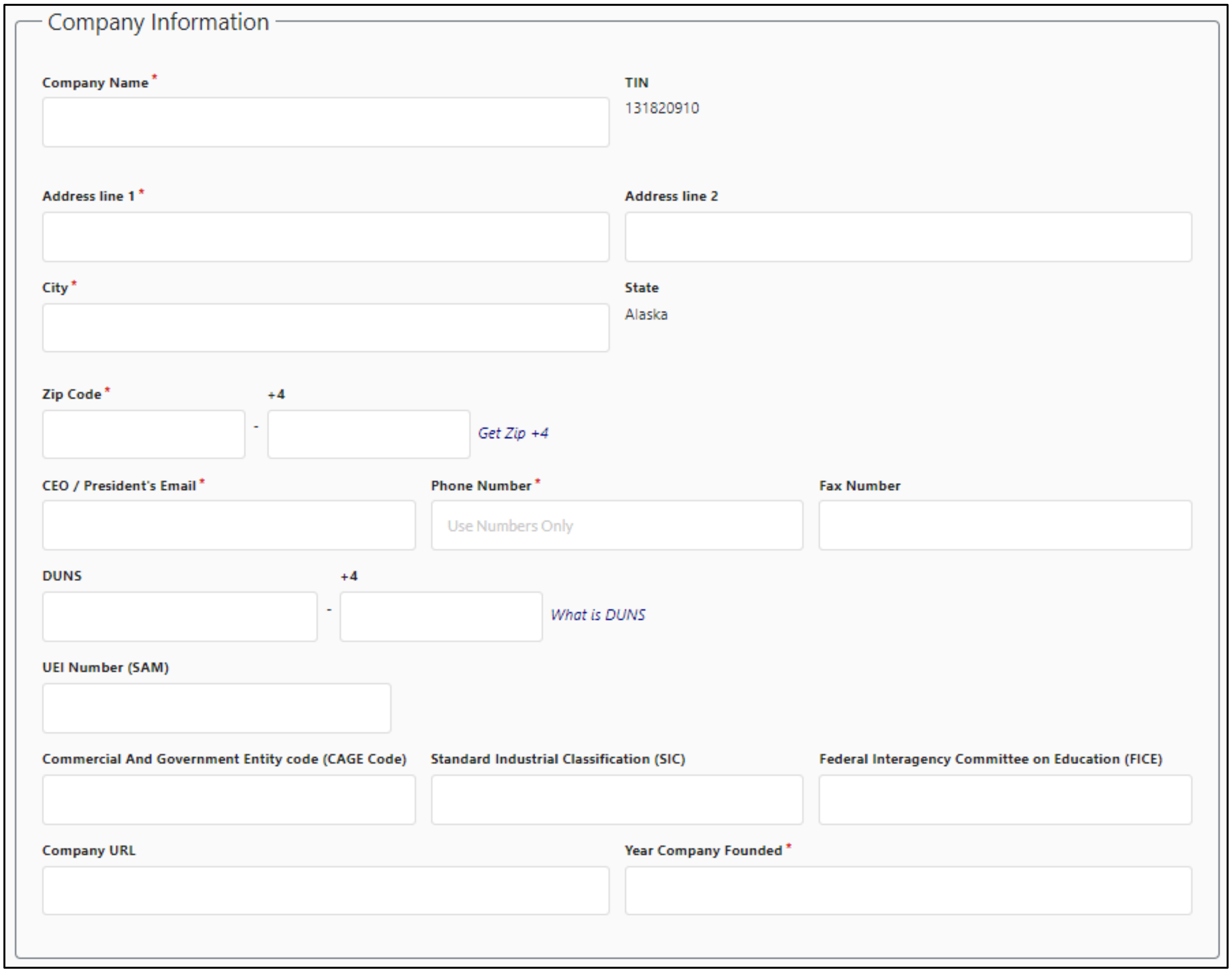


Figure 9 - Company Information

Below is a description of each field in the Company Information section.

Field	Description
Company Name	This is a required field and may contain numbers and characters.
TIN	This field is automatically populated with the TIN (or TAN) and cannot be edited.
Address (Line1)	This is a required field. Enter the street number and name.
Address (Line 2)	Enter additional address information, such as apartment, floor, or suite numbers.
City	This is a required field. Enter the city.
State	This field will be automatically populated with the information from the TIN
ZIP+4	The Zip Code is a required field, supported with a 4-digit suffix. If you do not know the 4-digit suffix, click the *Need Help for ZIP + 4* link. This will open the United States Postal Service website's ZIP Code Lookup page to search for the four-digit suffix.
CEO/ President's E- mail	This field is required. Enter the e-mail address in the proper format, e.g., president@acme.com.
UEI Number (SAM)	The Unique Entity ID (UEI) is the authoritative unique entity identifier used by the government. It is a12-character alphanumeric value. Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System (DUNS) number, to the UEI. For entities that had an active registration in SAM.gov prior to April 4, 2022, the UEI has automatically been assigned and no action is necessary. For all entities now filing a new registration in SAM.gov, the UEI will be assigned to that entity as part of the SAM.gov registration process. To register please visit SAM.gov: SAM.gov | Entity Registrations.
Phone Number	This is a required field. Enter numbers only.
Fax Number	Enter numbers only in this field.
DUNS + 4	The Data Universal Number System is a nine-digit number supported by a four-digit suffix. If you do not know your DUNS+4 number or would like to register for a DUNS, click the *What is DUNS?* link. You will be brought to

Field	Description
	a useful website to learn more about the DUNS or register a DUNS for your company. The DUNS Number is no longer required to conduct business with the government as of April 4, 2022.
CAGE Code	The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government. Enter your CAGE code. If you do not know the CAGE code, click the *How do I get a Cage?* link. You will be brought to a useful website containing more information on the CAGE Code
SIC	The Standard Industrial Classification (SIC) classifies establishments by the primary type of activity.
FICE	The Federal Interagency Committee on Education (FICE) is a six-digit identifier for higher education institutions.
Company URL	Enter the full web address/URL for your company, e.g., http://www.google.com.
Company Year Founded	This is a required field. Enter the date with four numerical characters, e.g., 2010.

2.1.4.3 Company Point of Contact Information (POC)

Users registering a company/organization will be required to enter information related to the Point of Contact (POC). Users who are registering with an existing company will be able to view these details, but not edit them.

Note: Required fields are marked with an asterisk.

1. Select the I am the POC checkbox if you would like the form to be pre-populated from the User Information entered previously.

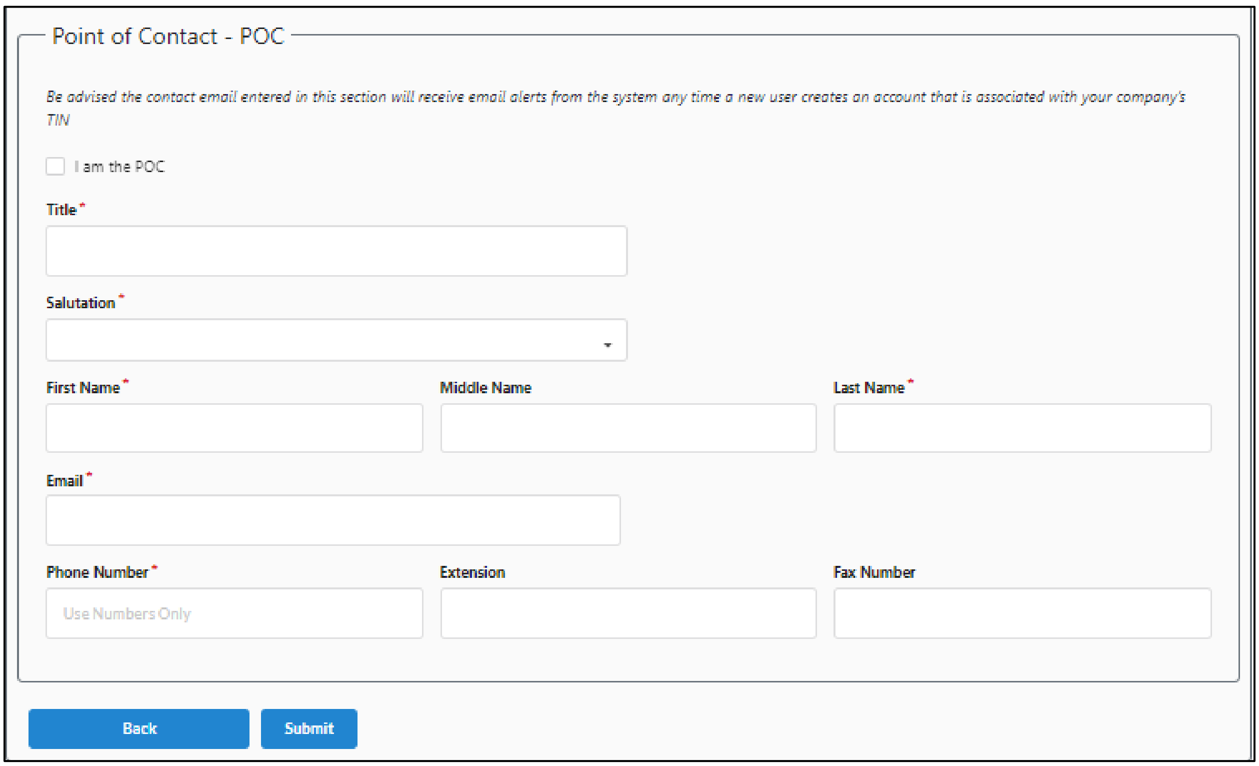
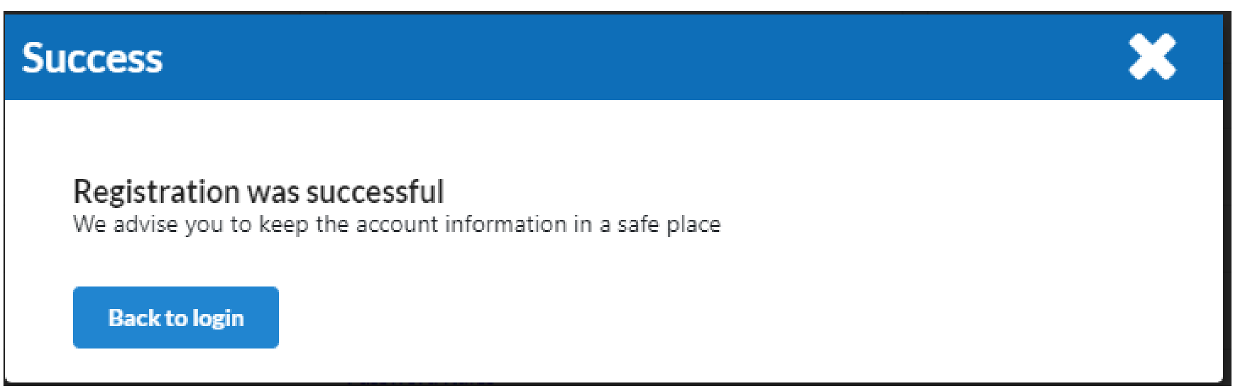


Figure 10 - Company Point of Contact (POC) Section

Below is a description of each field in the Company Point of Contact section.

Field	**Description**
Title	This is a required field. Enter the title of the POC, e.g., Security Chief, Director, etc.
First Name	This field is required. Enter the POC's first name.
Middle Name	Optional field. Enter the POC's middle name.
Last Name	This is a required field. Enter the POC's last name.
E-mail address	These are required fields. The fields must be in the correct format, e.g., smith@acme.com.
Phone Number Ext	Phone is a required field, but the extension is not. Enter only numbers in each field (no symbols, such as dashes).
Fax	Optional field. Enter numbers only in this field.

2. Enter in all required (asterisked) information and select Submit. A pop-up will appear and Select Back to login . This will return you to the login page and you can proceed to 2.2 Login with an Existing Account step 2.



2.2 Login With Existing Account

The Portal uses a combination of Username and Password, that were established during account creation, and an additional required unique PIN entry which will be used each time you login. Please ensure you have access to the email account that was provided when the account was created.

1. Navigate to the SBIR Public Portal at https://sbir.dhs.gov/sbir/public. To login, click on the Profile Login button located at top-right corner of the page.

Figure 11 - Login and Registration Page

2. Acknowledge you have read the Terms of Use and Privacy Statement by selecting the Click here to agree check box, Enter your Username and Password and Select the Login button.

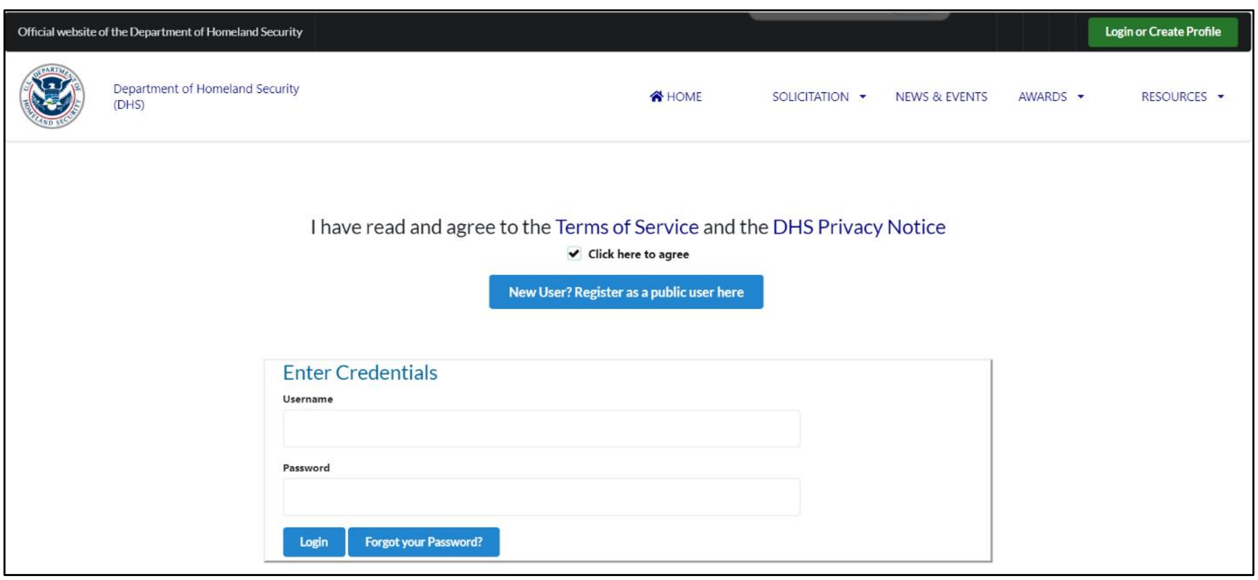


Figure 12 - Login Page

3. An email with a one-time PIN will be sent to the email associated with your account. Enter the PIN in the field and select Submit. You may send a new PIN by selecting Resend PIN. If you never receive the PIN, please contact the help desk.

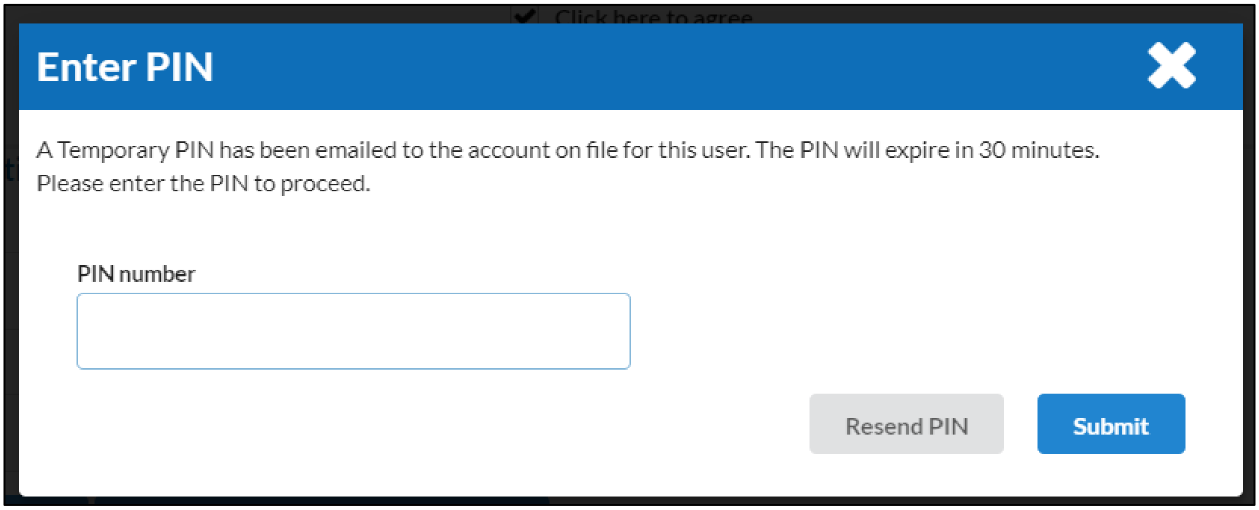


Figure 13 - One Time PIN

4. Upon successful entry of a PIN you will be logged into the system and will see your dashboard.

You have 5 attempts to enter the correct PIN, if you fail to enter the correct PIN your account will be locked for 15 minutes. After the 15 minutes, you will be able to attempt again. Please note that the PIN is only active for 30 minutes. After 30 minutes, you will need to request a new PIN.

2.3 My Account

Once a user has logged onto the portal with their login credentials, they have the capability to update their account details profile at any time by following these steps.

1. From the main menu, click the My Account icon. A dropdown menu will appear.

Figure 14 - Access and Update User Information

2. From the 'My Account' page (shown above), select Edit Profile. A user can update the following information:
    a. User information: Title, Salutation, First Name, Middle Name, Last Name, Email, Phone Number Fax Number, Security Question, Security Answer.
    b. The following sections are not available for edit:
        i. Company Information
        ii. Point of Contact (POC)
3. Upon updating any field(s) and clicking 'Submit', all information will be saved and updated in their profile.

3 Finding an Opportunity

There is no requirement to create an account or register to view current or past opportunities.

3.1 Current Solicitations

Current Solicitations will show on the SBIR Home page (https://sbir.dhs.gov/sbir/public) in addition to the Solicitations menu.

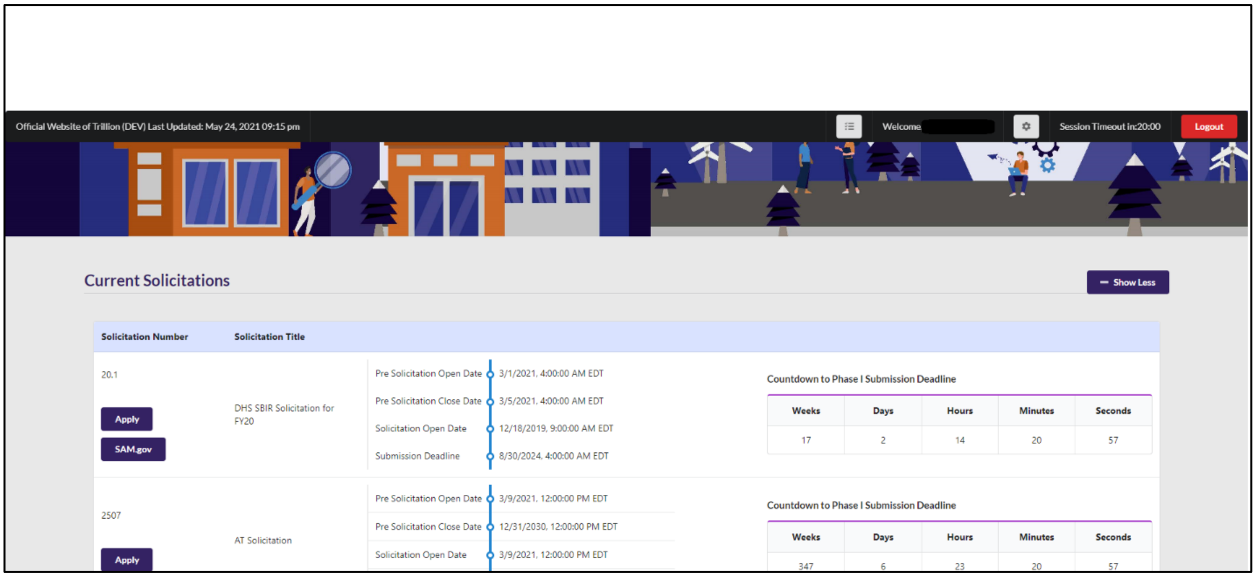


Figure 15: Current SBIR Solicitation from homepage

To access the Current or Past Solicitations from the Solicitations menu, select the menu and then the desired sub menu.

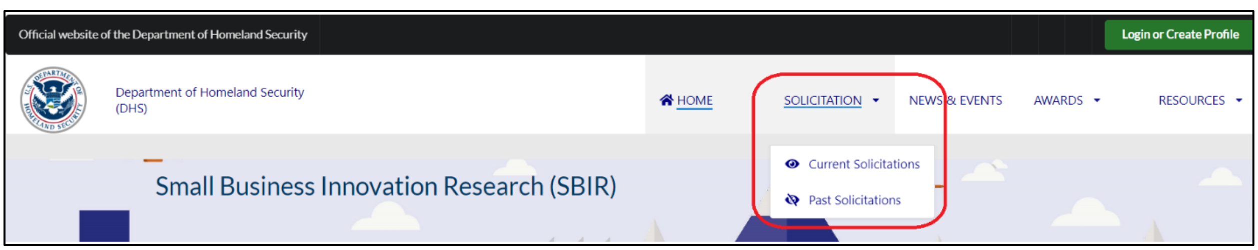


Figure 16 - Current Solicitation Menu

The page will display a list of solicitations and the key milestones provided by the S&T SBIR Program Office.

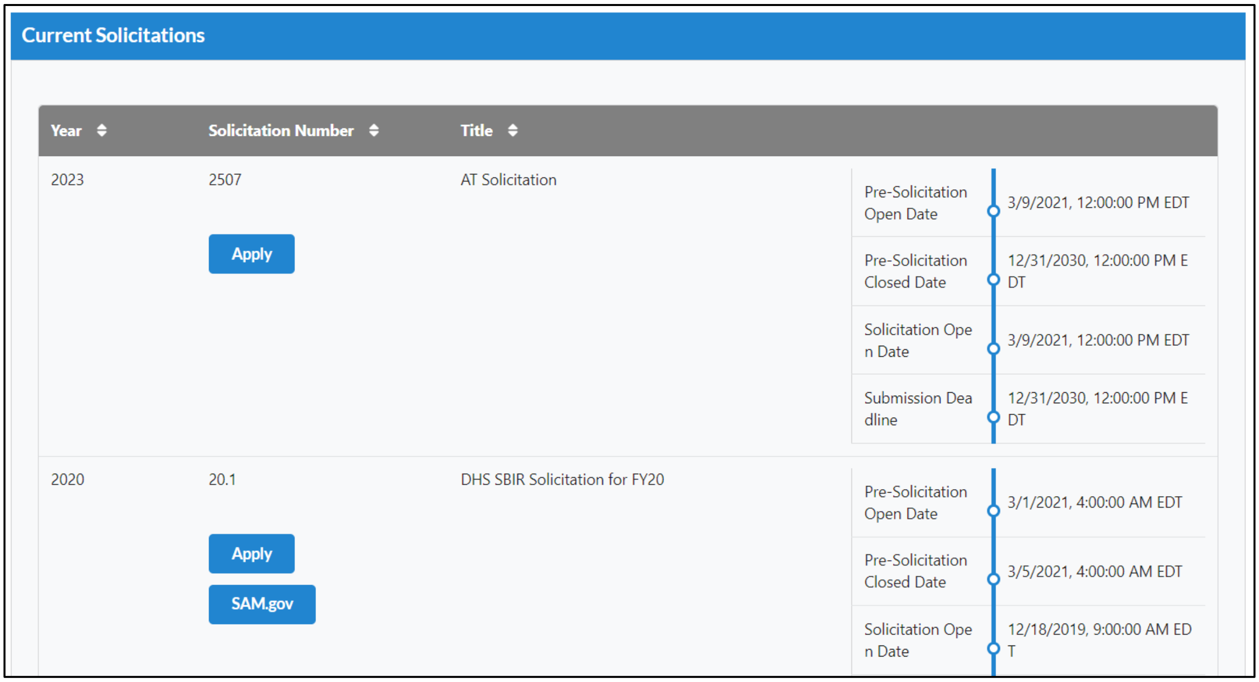


Figure 17 - Current Solicitations List

Selecting the Apply button will open the details for that Solicitation. And include a link to the SAM.gov posting. The second half of the screen will contain information about each of the topics. You may expand each topic by selecting the arrow on the left of the row. You may also start a proposal from this screen by selecting the- Apply button listed in the topic, you will be prompted to login if you have not done so already.

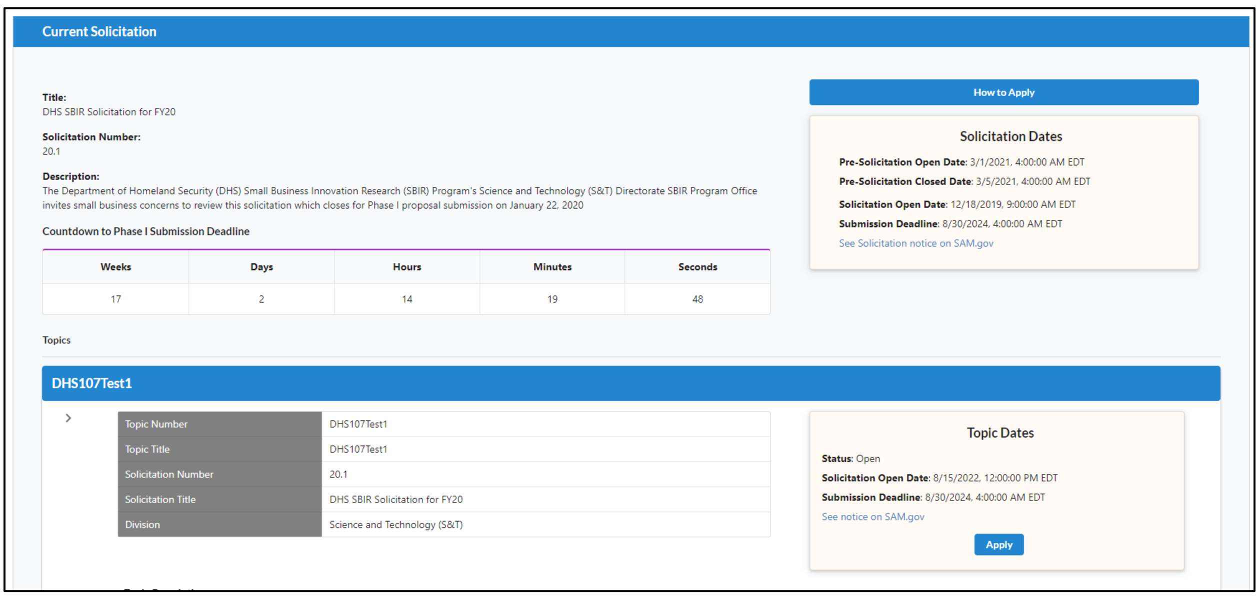


Figure 18 - Solicitation Details

3.2 Mailing List

The DHS S&T SBIR Program Office maintains and communicates through a mailing list. Any visitor to the site can join the list to be kept up to date on SBIR program updates by filling out the mailing list form at the bottom of the page. Visitors do not have to create an account to join the mailing list.

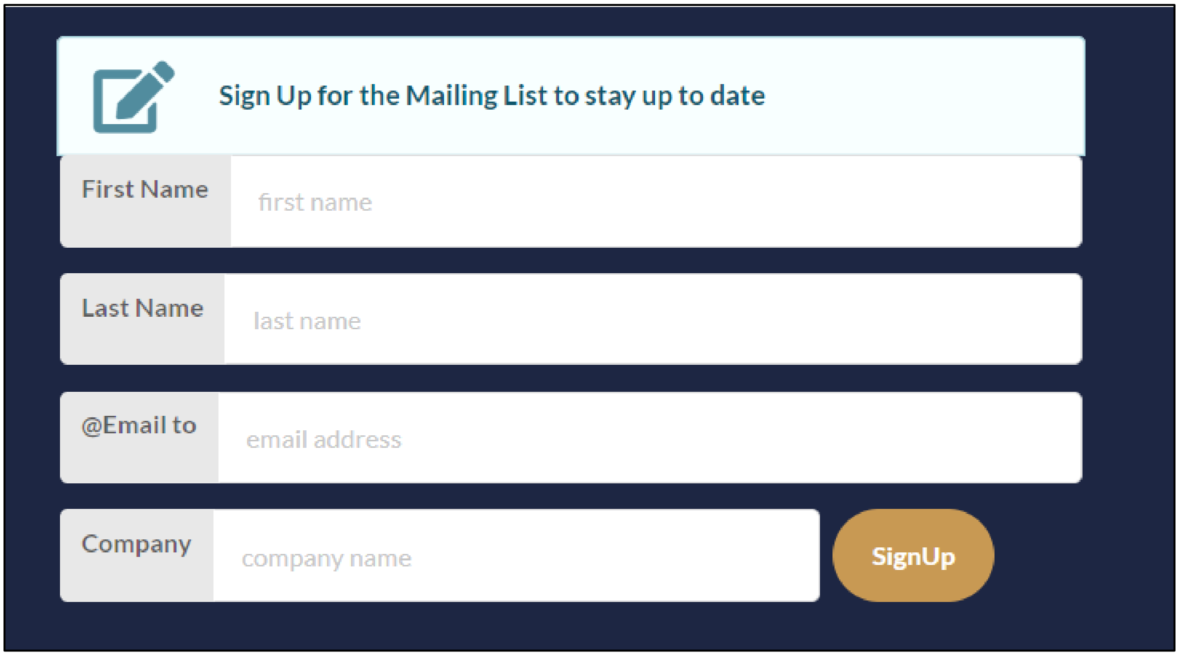


Figure 19 - Mailing List

4 Proposal Intake

4.1 Overview

The DHS S&T SBIR Proposal Submission Process is laid out in the DHS S&T solicitation announcement posted on https://SAM.gov. For any questions regarding the process, contact STSBIR.PROGRAM@HQ.DHS.GOV.

4.2 User Dashboard

By default, the User Dashboard is the homepage for users once they login to the system and can be accessed at any time by selecting the "Dashboard" button.

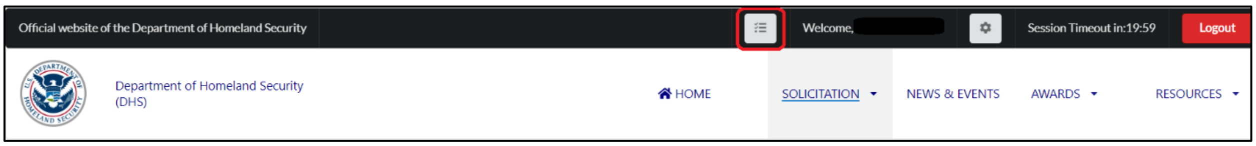


Figure 20 - User Dashboard

4.3 Phase I

The Phase I Proposal has the potential for 6 different statuses, described below:

Status	Description
Not Yet Started	Proposal was created but no work has been started by the user
In Progress	Proposal materials are currently being worked on by the user but have not been submitted for DHS S&T review
Submitted	Proposal materials have been submitted by the user to DHS S&T for review
Not Selected	Proposal that S&T had determined not to select
Selected for Funding	Proposal that DHS S&T has determined should be funded
Late	Proposal was created but was not submitted before the due date

To start the process, a user will locate a topic and have already created an account.

1. Log into the Public Portal (See Section 2)

Note: If you had selected "Apply" from the Open Solicitation Page, skip to step 3.

2. After successfully login in, while on the “All” or “Phase I” tab click on ***Add New*** to start a New Proposal

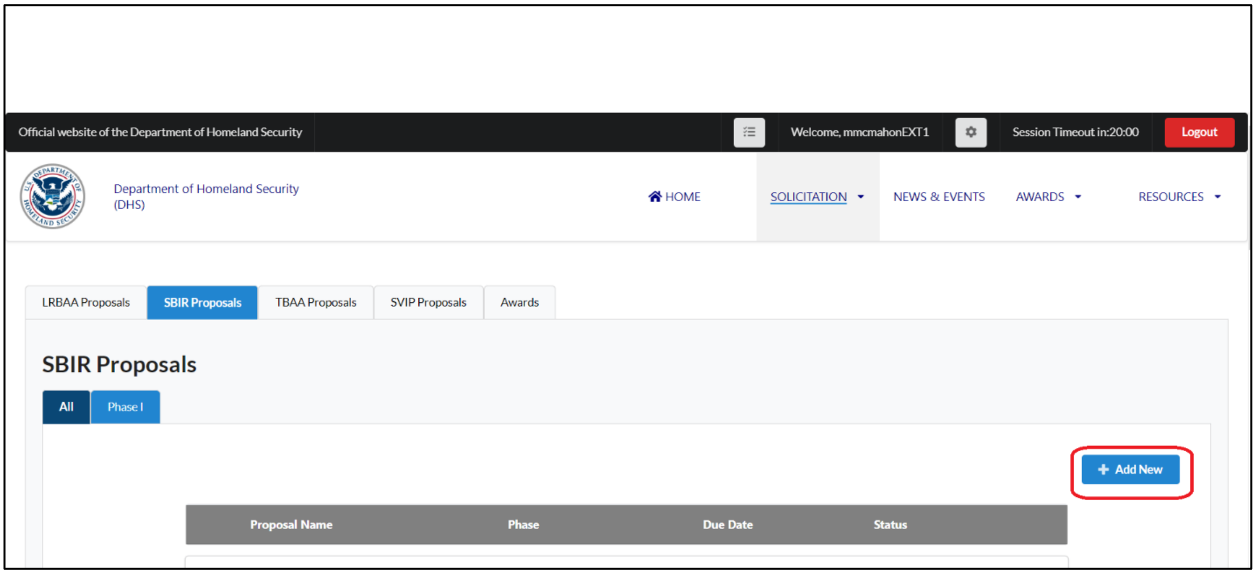


Figure 21 - Add New Proposal from User Dashboard

3. Select the desired solicitation, topic, and provide a name for the proposal, you **will not** have an opportunity to update the proposal name. click “Save Proposal”
   Note: If you had selected “Apply” from the Open Solicitation Page this will be pre-populated with the data you had selected

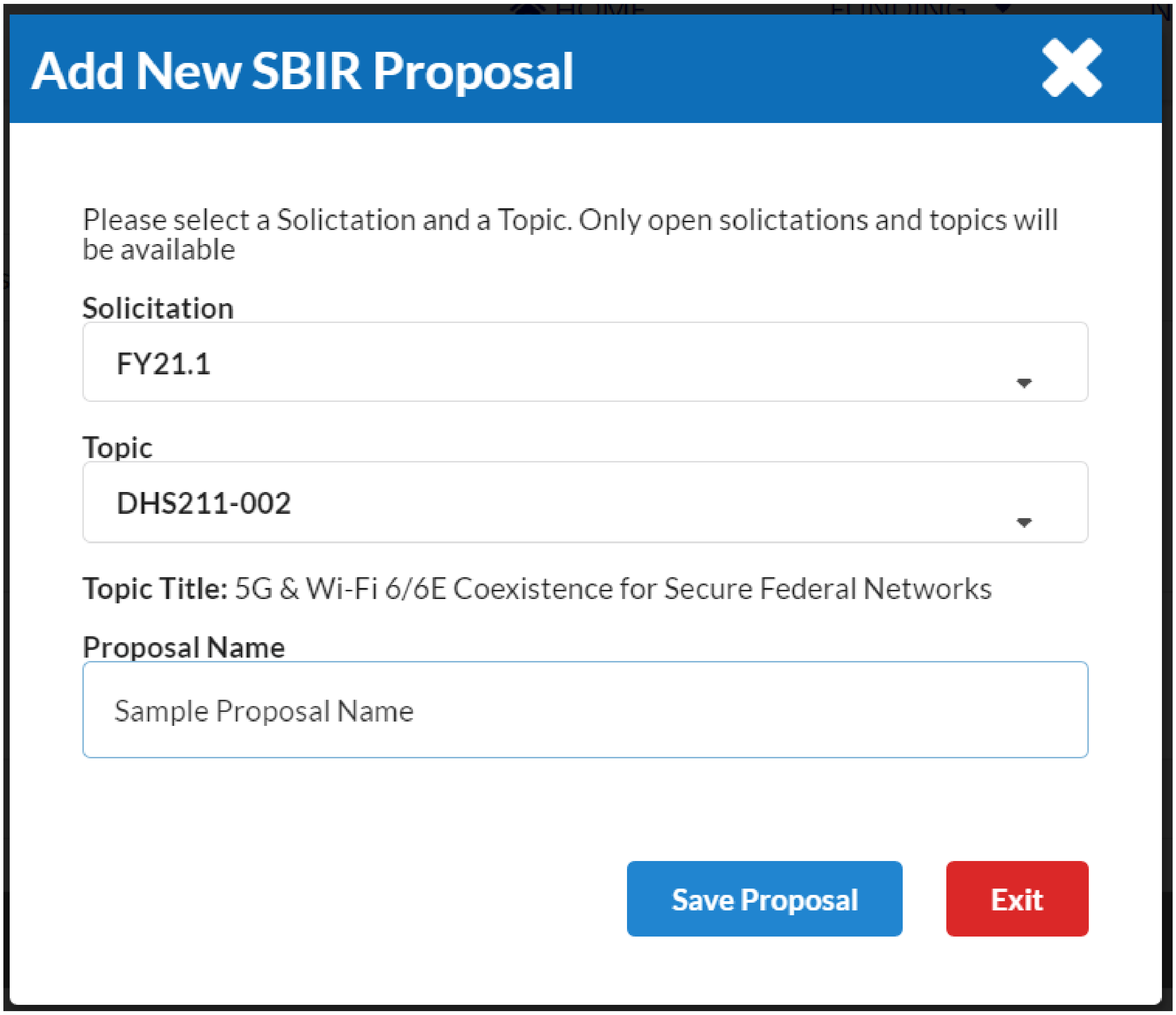


Figure 22 - Add New Proposal

4. To start working on the Proposal submission, select the expand arrow on the left of the Proposal in the User Dashboard. There may be a variety of tasks associated with completing the proposal, including but not limited to Tech Proposal, Cost Proposal, Project Plan, Foreign Affiliation Disclosure, etc. Each section must be completed and is tracked individually before the green Submit Proposal button is displayed. See Figures 25 and 26.

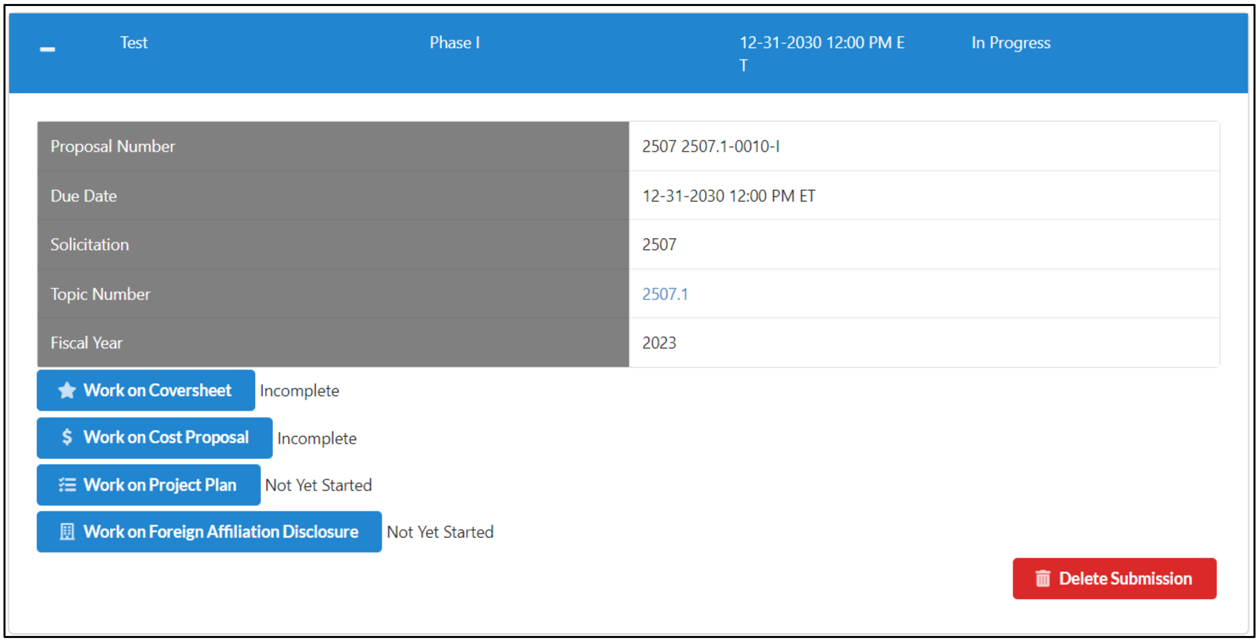


Figure 23 – Example of Incomplete Proposal submission task

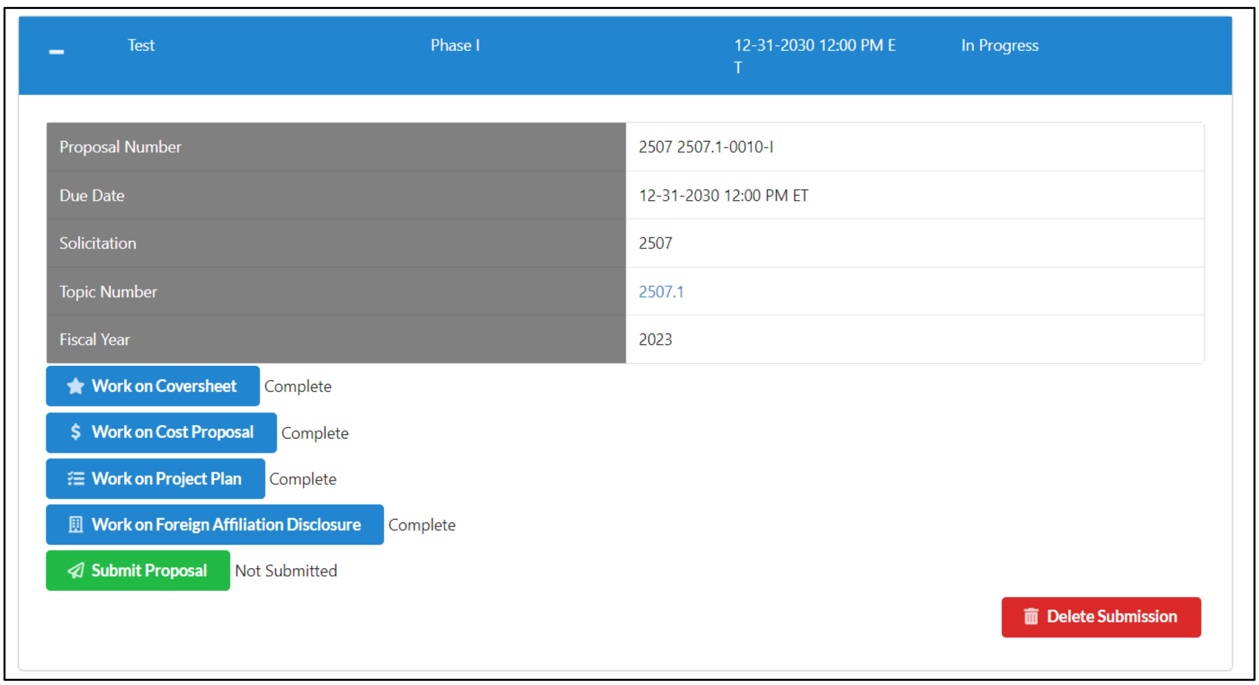


Figure 24: Example of Proposal Ready for submission

Important Note: Each Proposal task must be completed before the full package can be successfully submitted. The User may complete the tasks in whichever order best suits them. Each Proposal task must be saved and completed for the "Submit Proposal" icon to display. The dashboard tracks and displays the status beside each proposal task.

You will receive an email notification of successful submission and a pop up in the portal alerting you that submission has occurred.

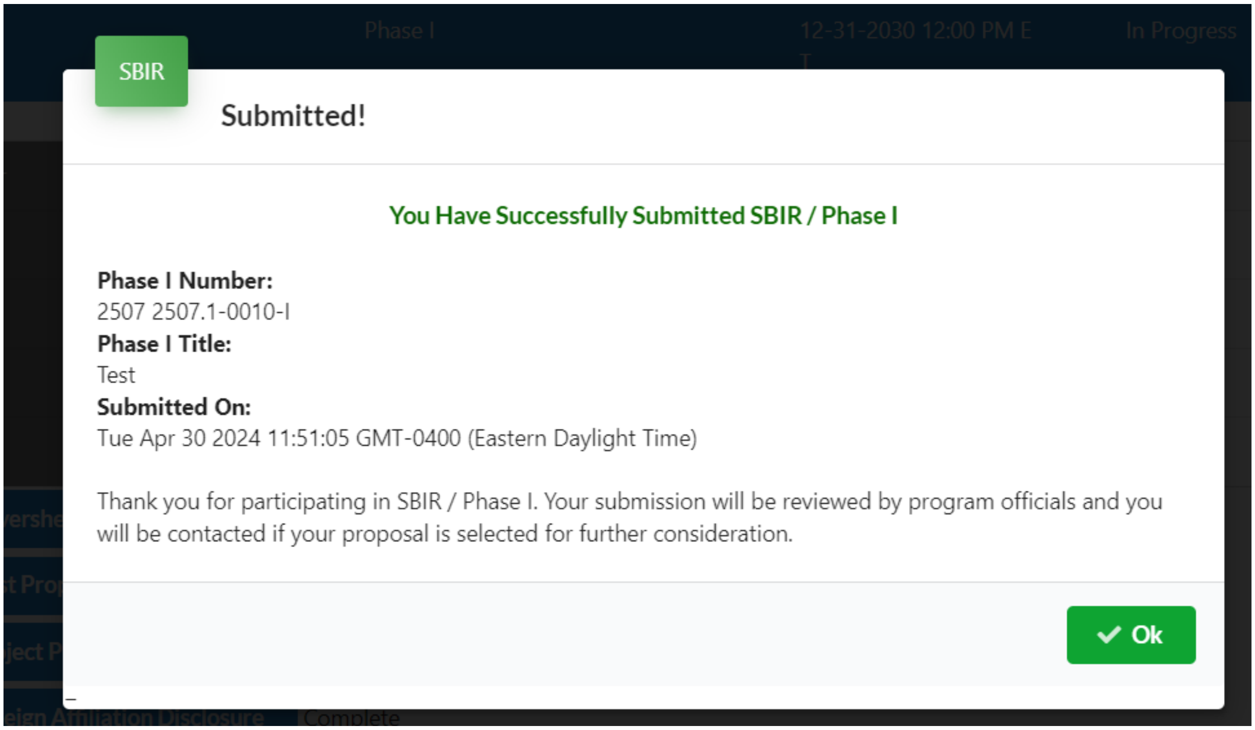


Figure 25: Example successful submission notification

4.4 Proposal Coversheet Submission Form

The proposal coversheet submission form is separated into 9 pages. Each page will denote required fields using asterisks (*).

Below is a list of buttons and actions expected throughout on the different form pages:

Button Name	Description
Upload	Will upload a selected document and attach it to the proposal (PDF Only)
Add	Allows a user to enter multiple entries (i.e. Add Participant) on the same page of the form.
Back to Dashboard	Will navigate a user back to the User Dashboard
Back	Will return the user to previous page in the form.
Save	The system will save current entered work, but will not redirect the user to another page
Save and Continue	The system will save current entered work, and will redirect the user to next page of the form
Save and Complete	The system will save current entered work, validate that all required information is entered, and will flag the Proposal submission as being completed and enabling the “Submit Proposal” icon to display if the Cost Proposal has also been completed

1. Select the Work on Coversheet button.

2. The Company Information page is where high level information about the proposal and the company will be entered.

3. Enter the requested information and select Save and Continue.

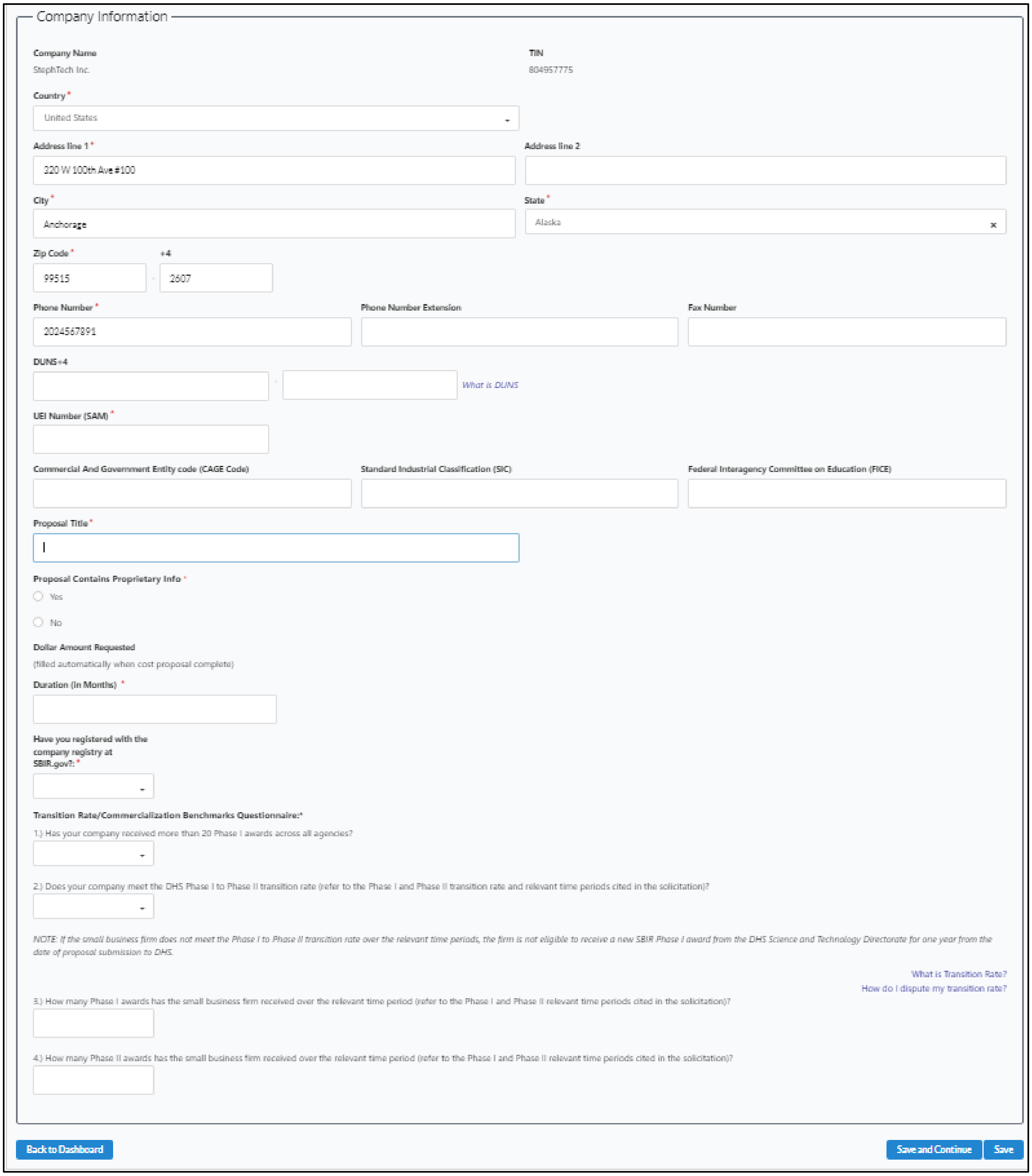


Figure 26 - Company Information

4. The POC (Point of Contact) page allows the user to include POC contact information for the specific proposal. The page will first be pre-populated with the user account profile information and can be changed if needed.

5. Review/enter the requested information and select Save and Continue.

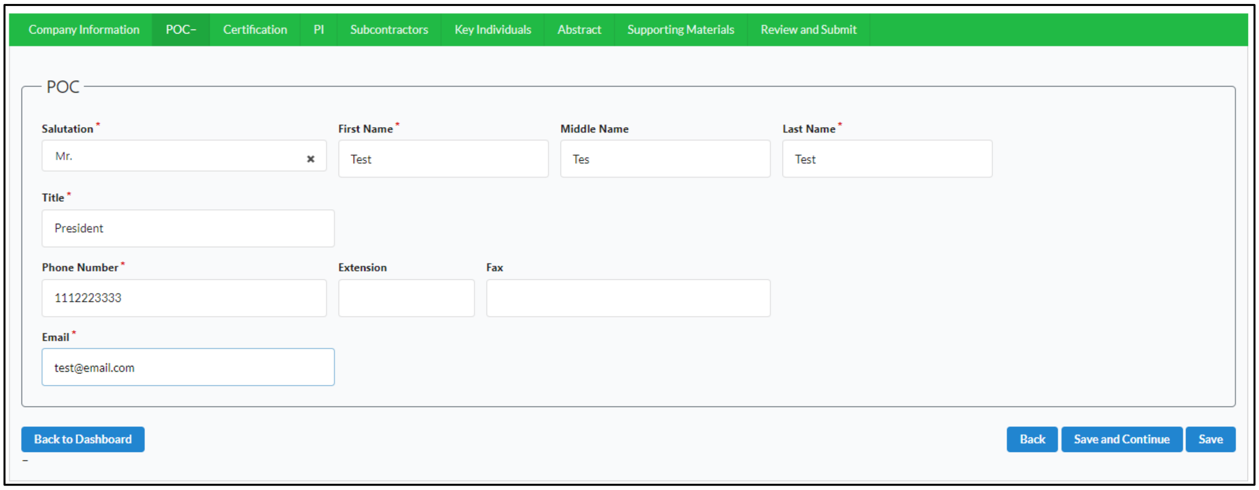


Figure 27 - Point of Contact (POC)

6. The Certification page requires the user to answer SBIR Certification questions. The screenshot below is an example, as the list of questions may be different.
7. Enter the requested information and select Save and Continue.

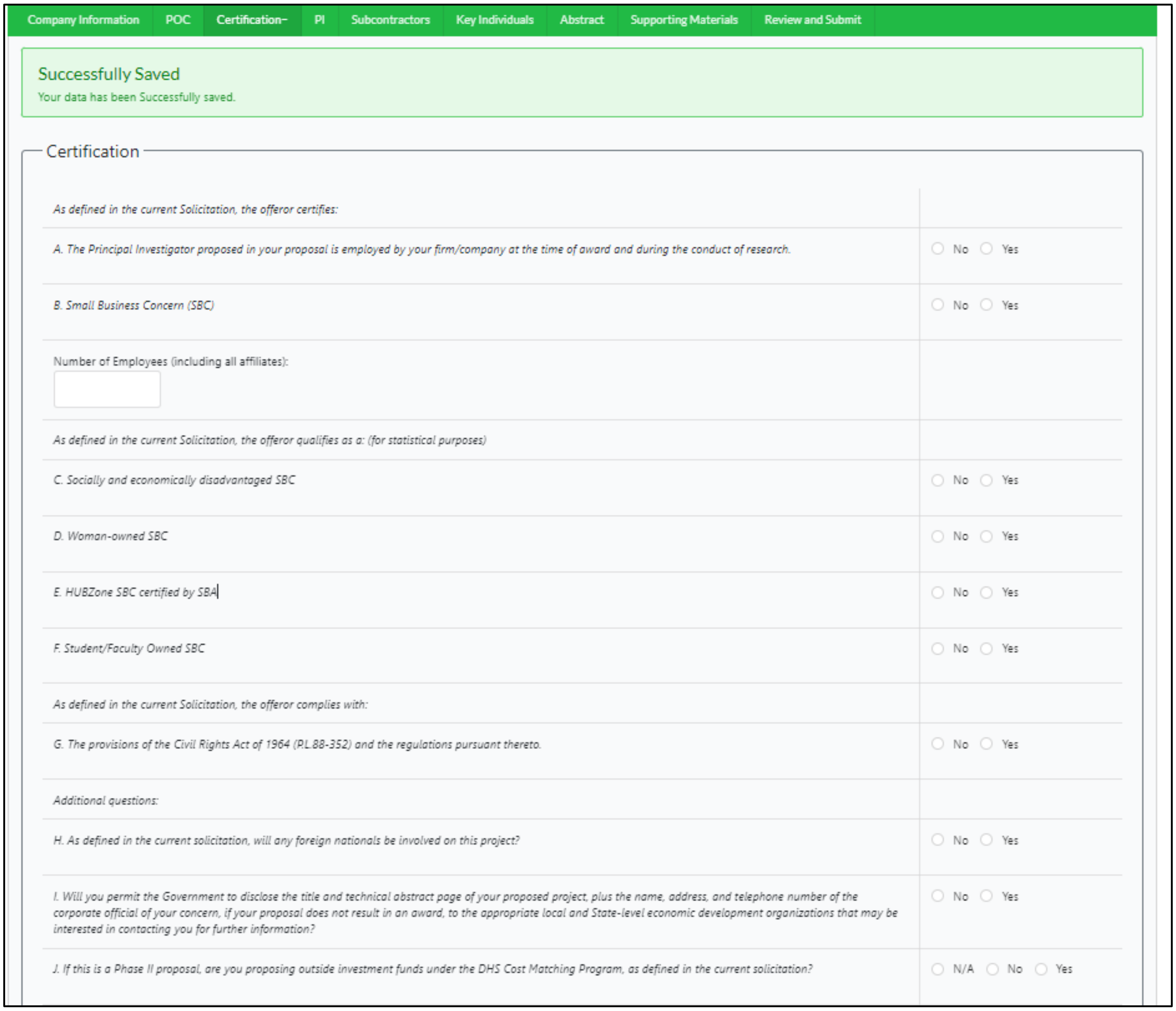
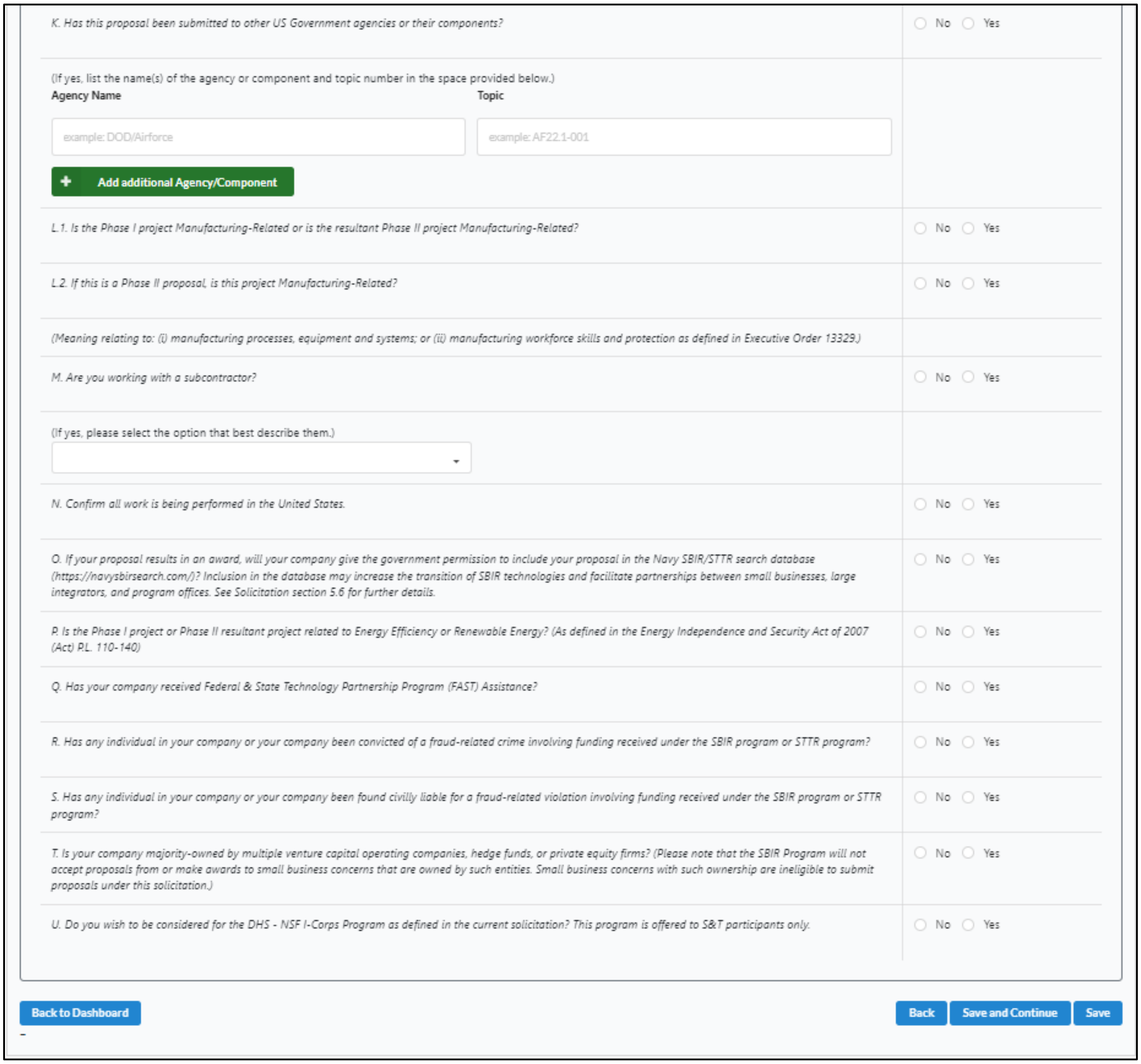


Figure 28 – Certification (Continued on next Page)



K. Has this proposal been submitted to other US Government agencies or their components? No Yes

(If yes, list the name(s) of the agency or component and topic number in the space provided below.)

Agency Name | **Topic**

example: DOD/Airforce | example: AF22.1-001

Add additional Agency/Component

L.1. Is the Phase I project Manufacturing-Related or is the resultant Phase II project Manufacturing-Related? No Yes

L.2. If this is a Phase II proposal, is this project Manufacturing-Related? No Yes

(Meaning relating to: (i) manufacturing processes, equipment and systems; or (ii) manufacturing workforce skills and protection as defined in Executive Order 13329.)

M. Are you working with a subcontractor? No Yes

(If yes, please select the option that best describe them.)

N. Confirm all work is being performed in the United States. No Yes

O. If your proposal results in an award, will your company give the government permission to include your proposal in the Navy SBIR/STTR search database (https://navysbirsearch.com/)? Inclusion in the database may increase the transition of SBIR technologies and facilitate partnerships between small businesses, large integrators, and program offices. See Solicitation section 5.6 for further details. No Yes

P. Is the Phase I project or Phase II resultant project related to Energy Efficiency or Renewable Energy? (As defined in the Energy Independence and Security Act of 2007 (Act) P.L. 110-140) No Yes

Q. Has your company received Federal & State Technology Partnership Program (FAST) Assistance? No Yes

R. Has any individual in your company or your company been convicted of a fraud-related crime involving funding received under the SBIR program or STTR program? No Yes

S. Has any individual in your company or your company been found civilly liable for a fraud-related violation involving funding received under the SBIR program or STTR program? No Yes

T. Is your company majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms? (Please note that the SBIR Program will not accept proposals from or make awards to small business concerns that are owned by such entities. Small business concerns with such ownership are ineligible to submit proposals under this solicitation.) No Yes

U. Do you wish to be considered for the DHS - NSF I-Corps Program as defined in the current solicitation? This program is offered to S&T participants only. No Yes

Back to Dashboard | Back | Save and Continue | Save

Figure 29 – Certification (Continued)

8. The Principal Investigator page allows the user to enter details regarding the Principal Investigator for the specific proposal.
9. Enter the requested information and select Save and Continue.

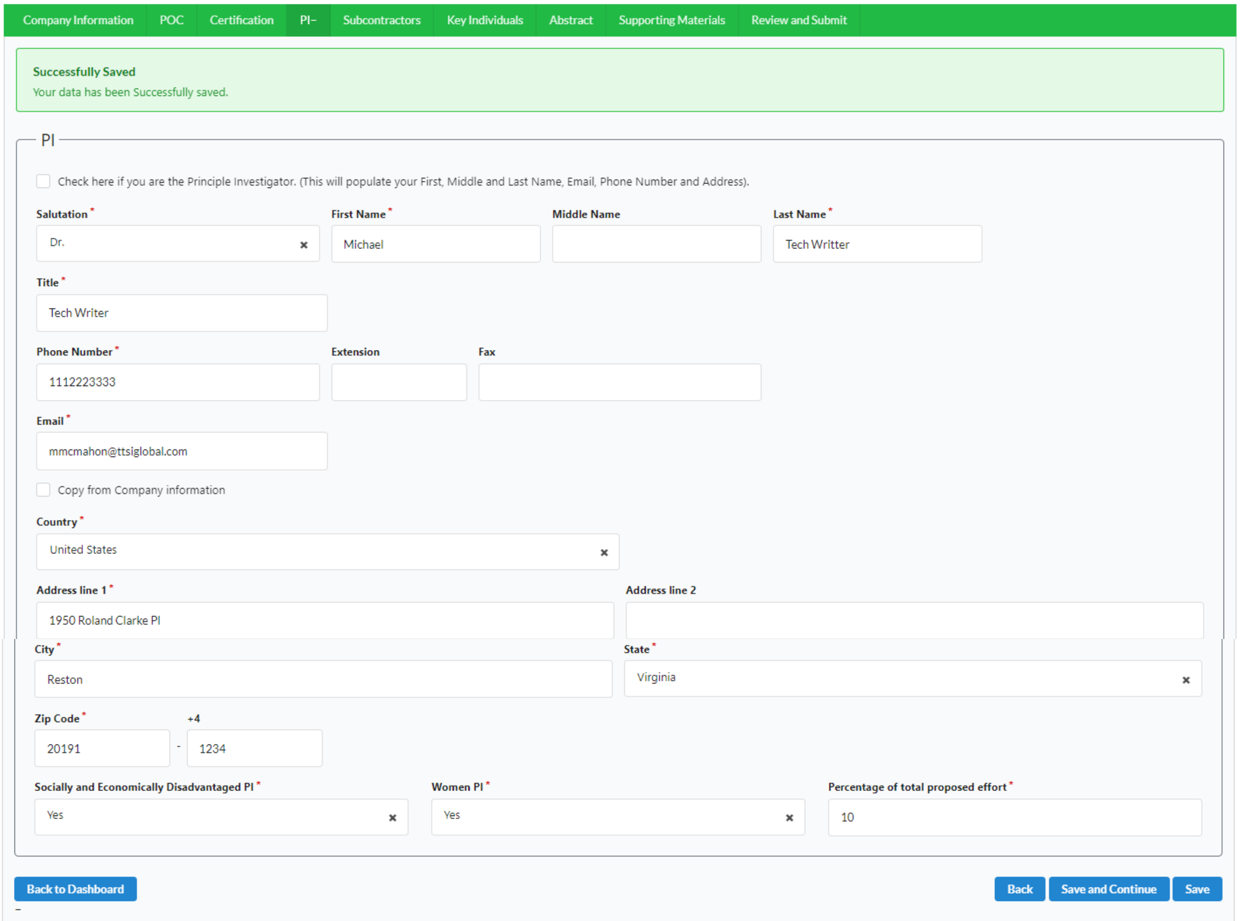


Figure 30 - Principal Investigator

10. The Subcontractor page allows the user to specify other entities involved in the proposal. This page will appear empty until at least 1 participant is added by selecting the "Add new Subcontractor" button and proceed to step 12. If no Subcontractors are used, select Save and Continue.

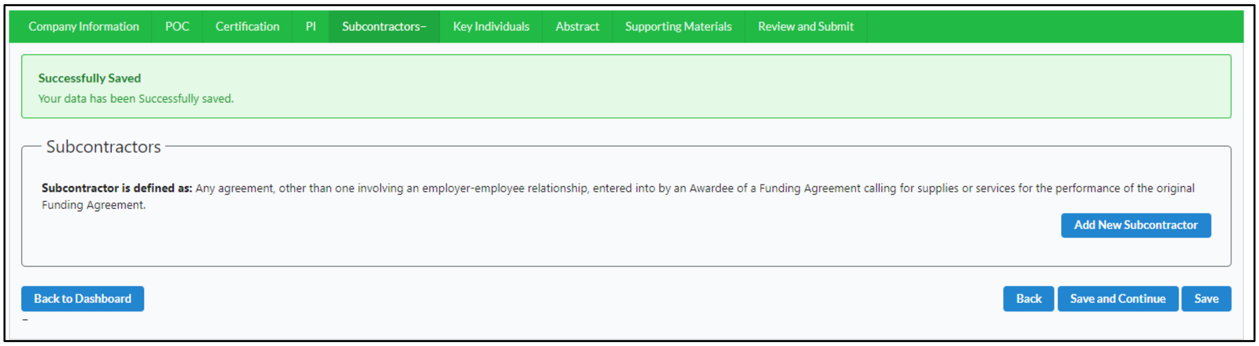


Figure 31 - Participants Section with no participants added

11. Provide the requested information for the subcontractor and repeat the process for each proposed subcontractor.

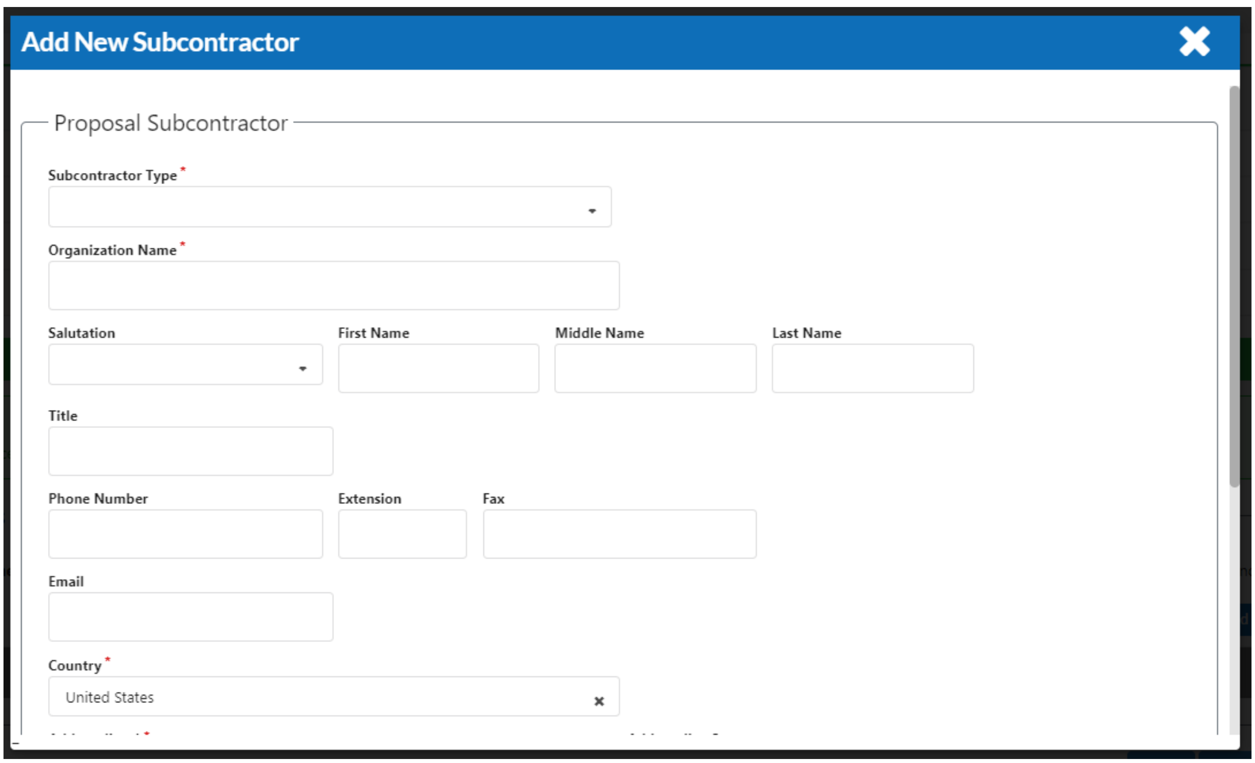


Figure 32 - Participant Entry

Participant details can be edited by selecting the organization name. A subcontractor can also be removed by selecting the "trash" icon.

12. When all individuals have been added, select Save and Continue.

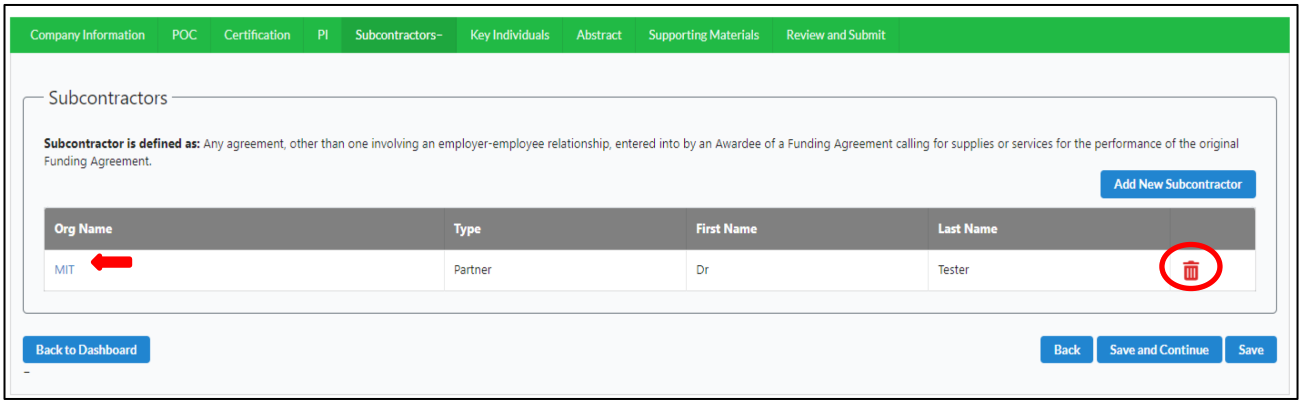


Figure 33 - Participants Section with one subcontractor added

13. The Key Individual page allows the user to specify others who should be denoted as Key Individuals involved in the proposal. This page will appear empty until at least 1 Key Individual is added by selecting the "Add new key individual" button. NOTE: at least one key individual is required.

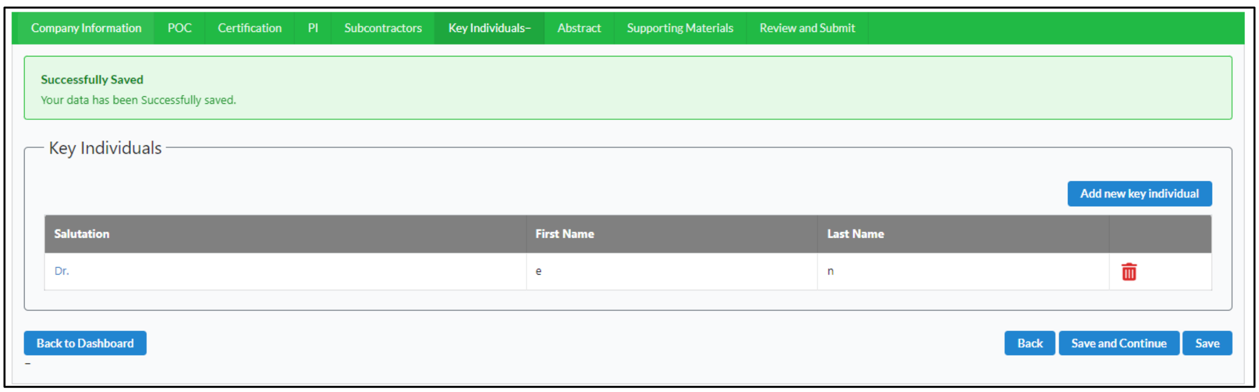


Figure 34 - Key Individual with no individuals entered

14. Provide the requested information and select confirm. Repeat the process for each key individual.

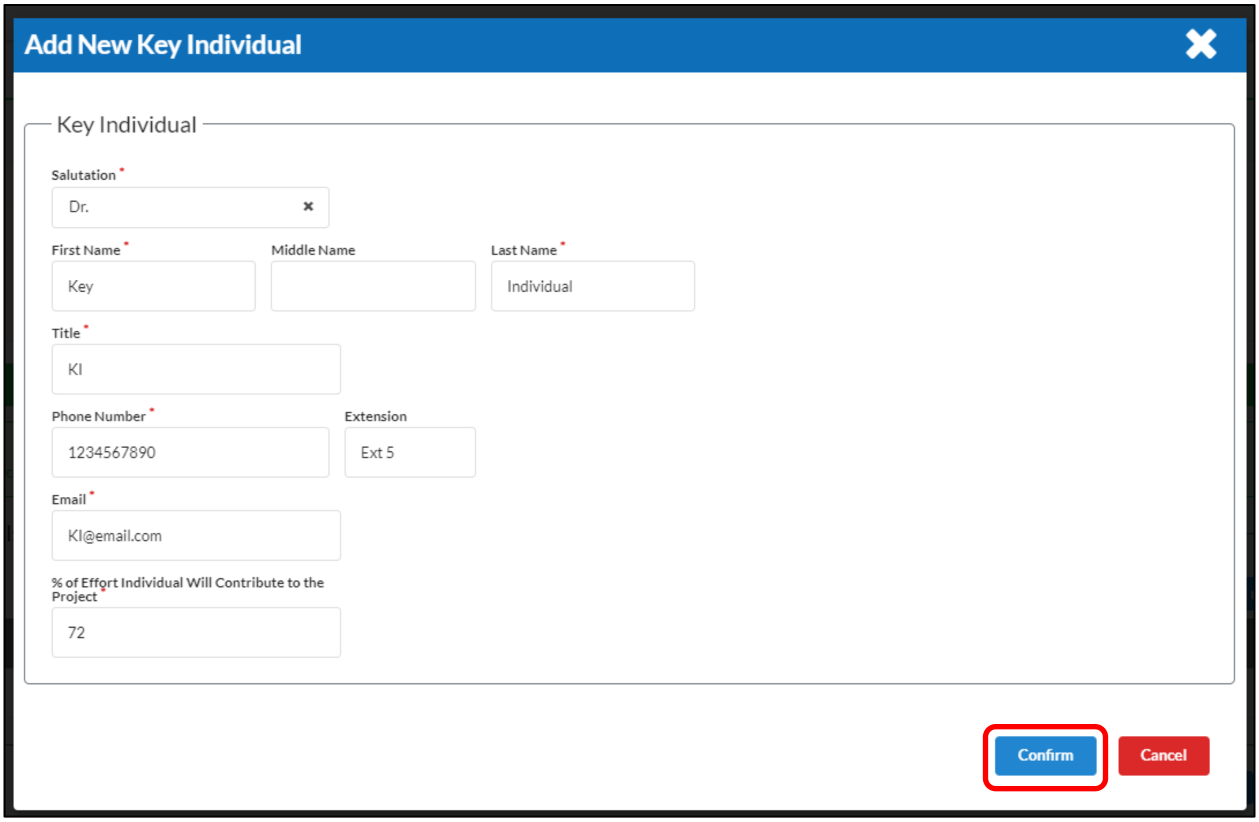


Figure 35 - Add Key Individual

Key Individual Details can be edited by selecting the Salutation or removed by selecting the "trash" icon.

15. When all individuals have been added, <u>select Save and Continue.</u>

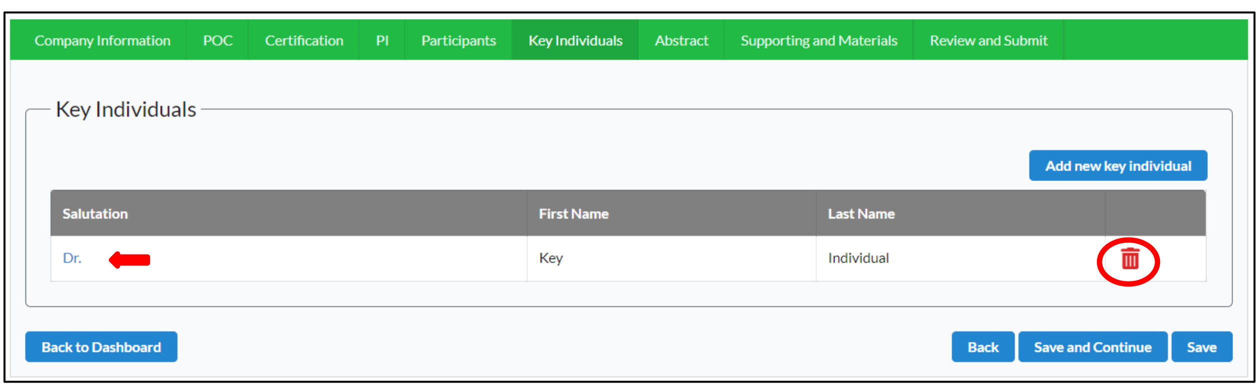


Figure 36 - Key Individual list populated

16. The Abstract page allows the user to enter Technical Abstract, Project Aims, Results and Keywords.

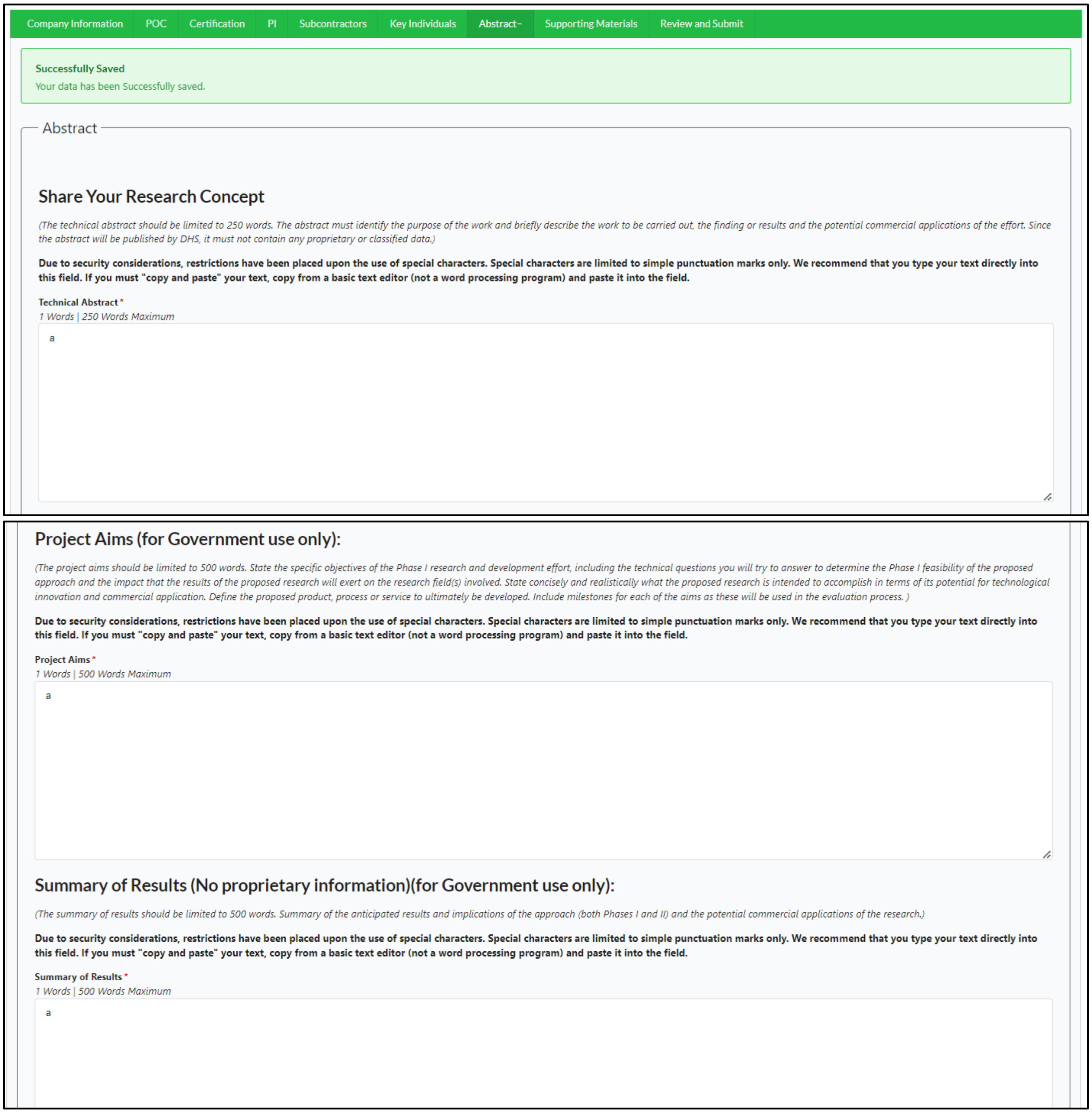


Figure 37 – Abstract, Aims, Results and Keywords

17. The Supporting Materials page allows the user to upload any required document materials for the proposal. Uploads are required to be PDF.
18. Select Choose File to select the file from your File Explorer. Select the file you would like to upload and select Open. This will place the name of the file in the white box.
19. Select Upload to upload the file. To delete a file, select the red trash can.

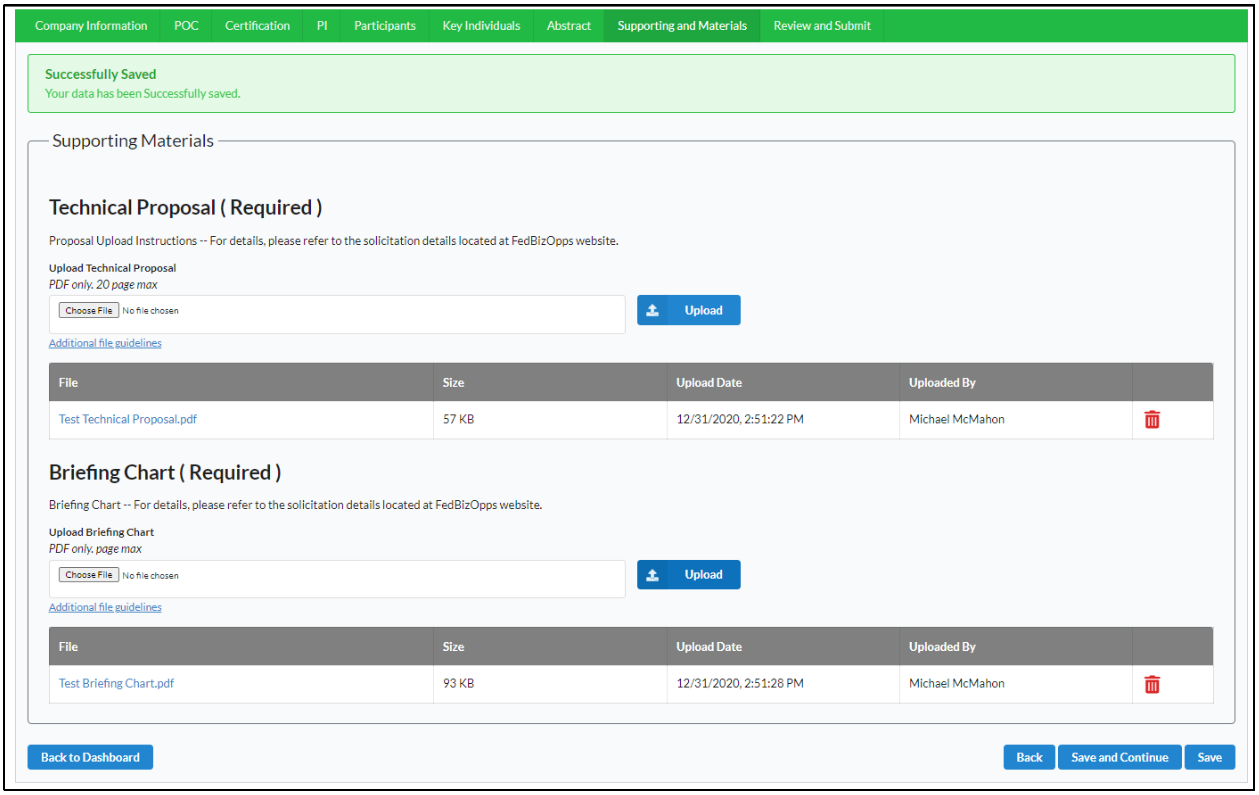


Figure 38 - Supporting Material

20. The Review & Submit section displays an overview of the Proposal Coversheet submission. If there are required fields that have not been filled out, the system will highlight the missing field(s) in red. To review the draft coversheet, select Download Coversheet.

Note: You must select the "Save and Complete" to save the Proposal Coversheet submission. You can return and edit the Proposal submission at any time before the Proposal is submitted (from the dashboard) or is past the Due Date.

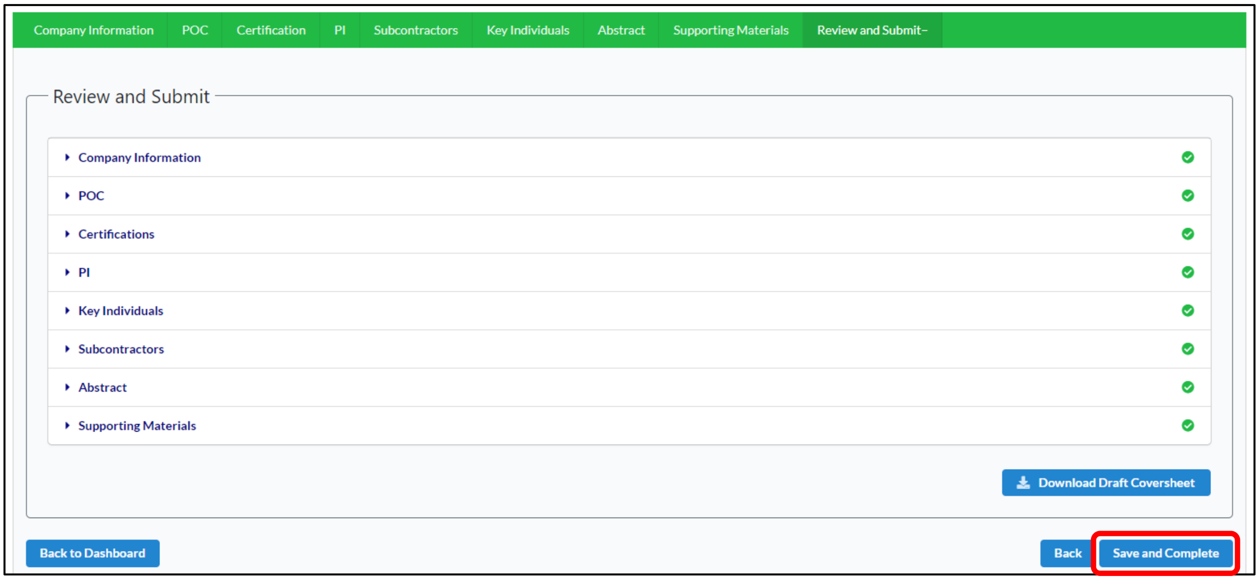


Figure 39 - Review and Submit Actions

4.5 Cost Proposal Submission Form

The Cost Proposal allows the user to create a cost proposal, the form is made up of 8 pages for each year of the proposal and 1 page for additional details.

Below is a list of buttons and actions expected throughout the different form pages:

Button Name	Description
Add Category	Will allow the user to add a row in the section
Remove	Will allow the user to remove a row entry
Year 1 / Year 2	Will allow the user to enter cost proposals for multiple years (Not Applicable to Phase I)
Back to Dashboard	Will navigate the user back to the User Dashboard
Save	Will save the current work
Save and Continue	Will save the current work and continue to the next section
Save and Complete	Will save current entered work, validate that all required information is entered, and will flag the Cost Proposal as being completed and enabling the "Submit Proposal" icon to display if the other components of the proposal submission package are also flagged as complete

1. Section A is provided so the user may detail Direct Labor Cost or indicate that there are "No Cost". For each Category add you will be required to enter hours and rate in dollars. The system will calculate and each category and the total cost and hours.

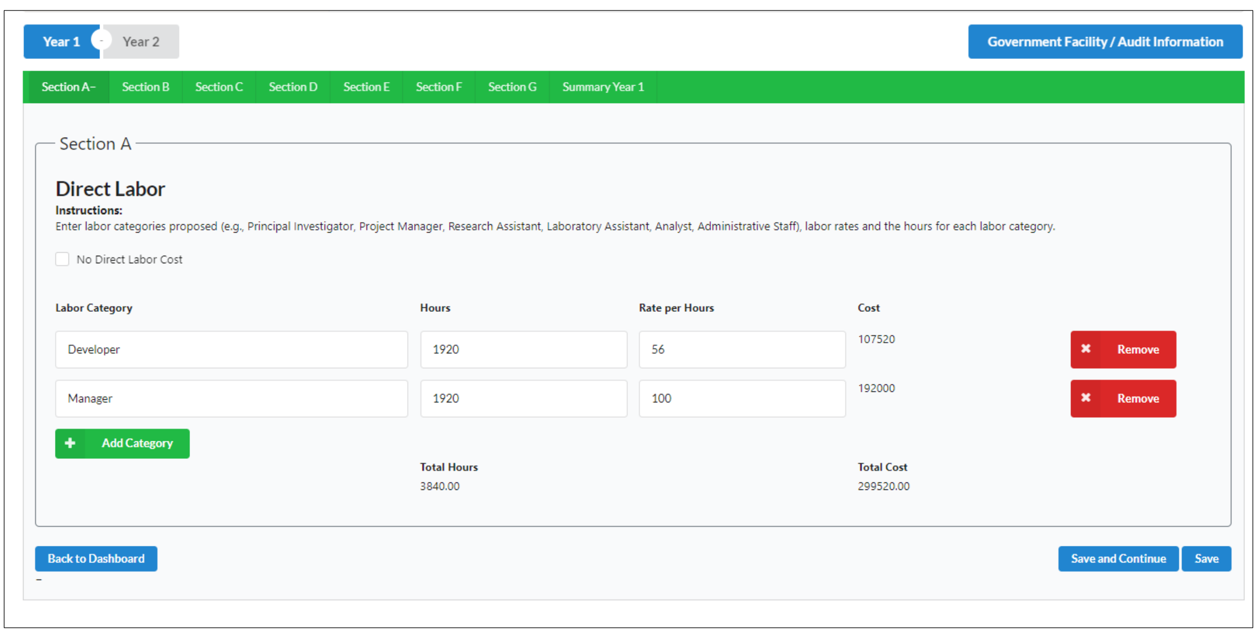


Figure 40 - Section A: Direct Labor

2. Section B is provided so the user may detail Fringe and or Overhead cost. These can either be entered as a percentage of the Section A or as a Cost amount, if you enter as a Cost you will have to provide an explanation. If there are no Fringe and or Overhead cost enter 0%.

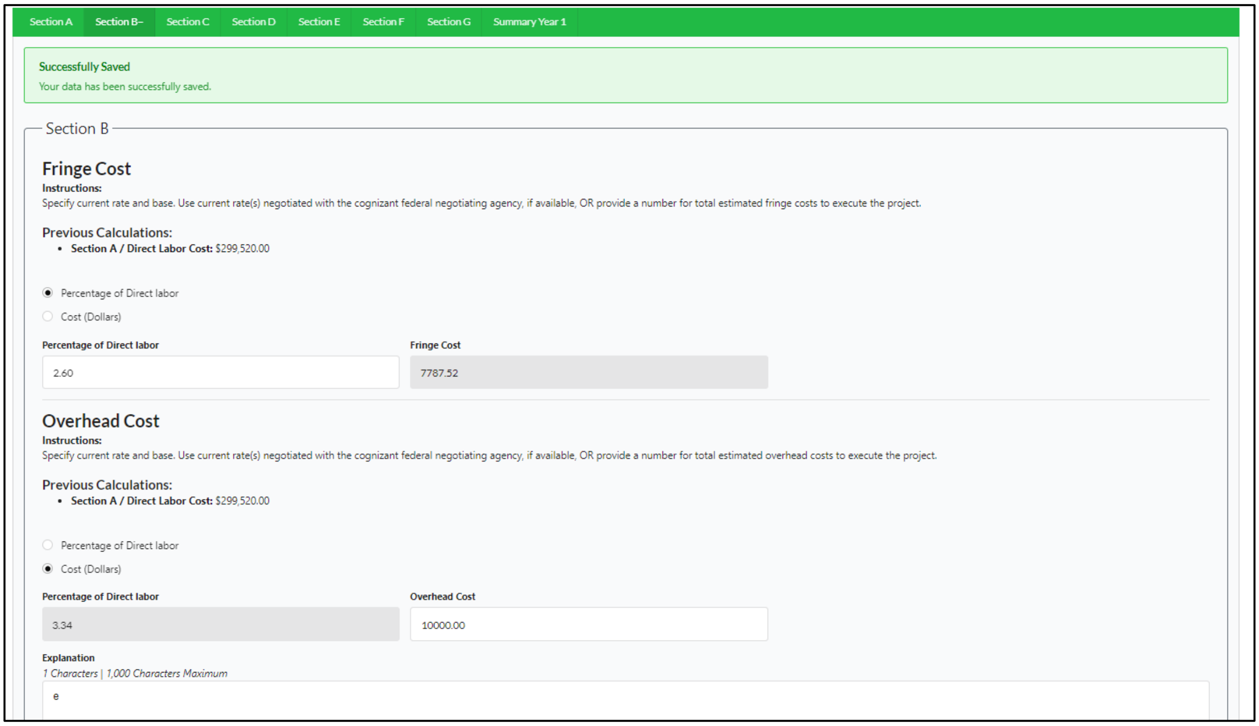


Figure 41 - Section B: Overhead Cost

3. Section C is provided so the user may detail Other Direct Cost (ODCs). For each category added the name and cost will be required If any ODC are entered, then an explanation at the end of the section will be required. If there are no costs for that section then select the “No Cost” Checkbox.

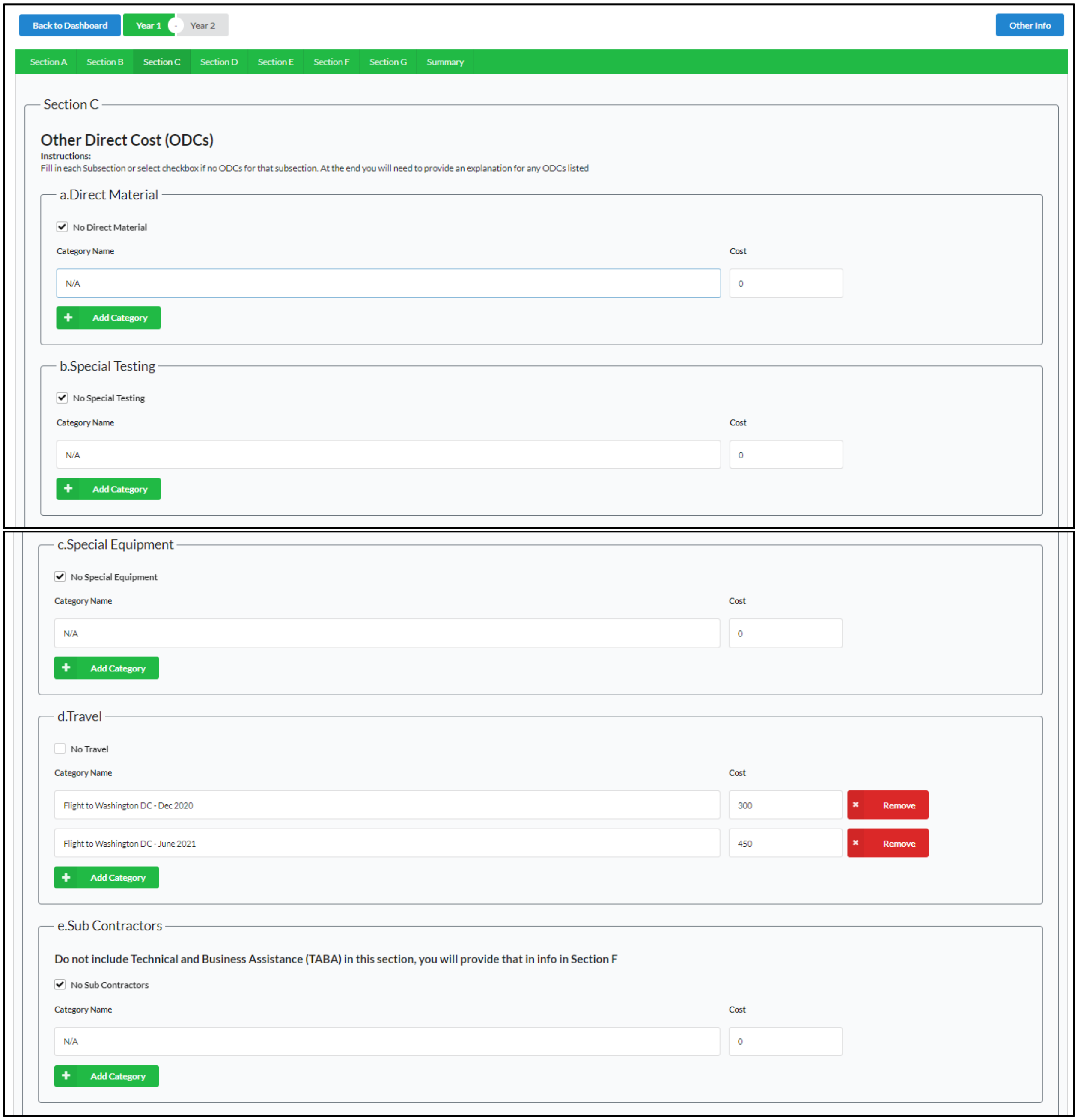


Figure 42 - Section C: Other Direct Cost (Continued on next page)

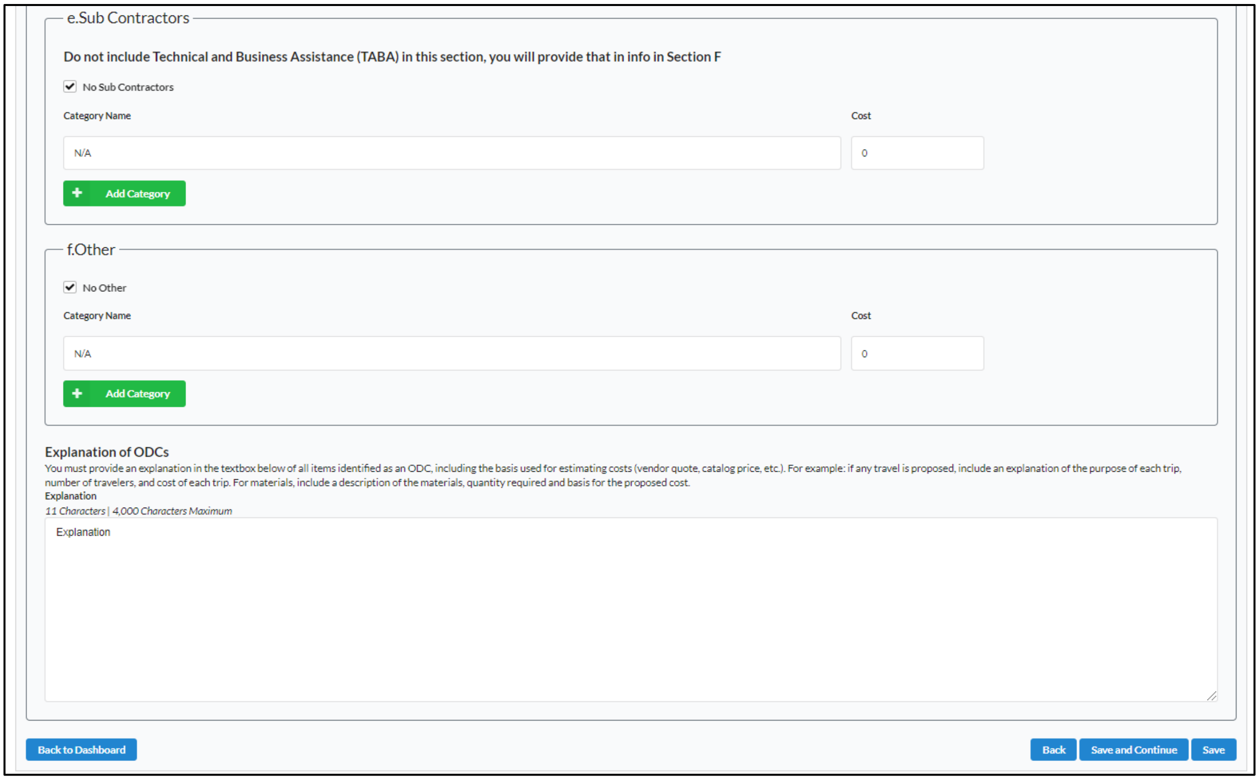


Figure 43 - Section C: Other Direct Cost (Continued)

4. Section D is provided so the user may detail General and Administrative (G&A) Cost. This can either be entered as a percentage of the Total Section A-C or as a Flat Cost amount, if you enter as a Cost you will have to provide an explanation. If there are no G&A enter 0%.

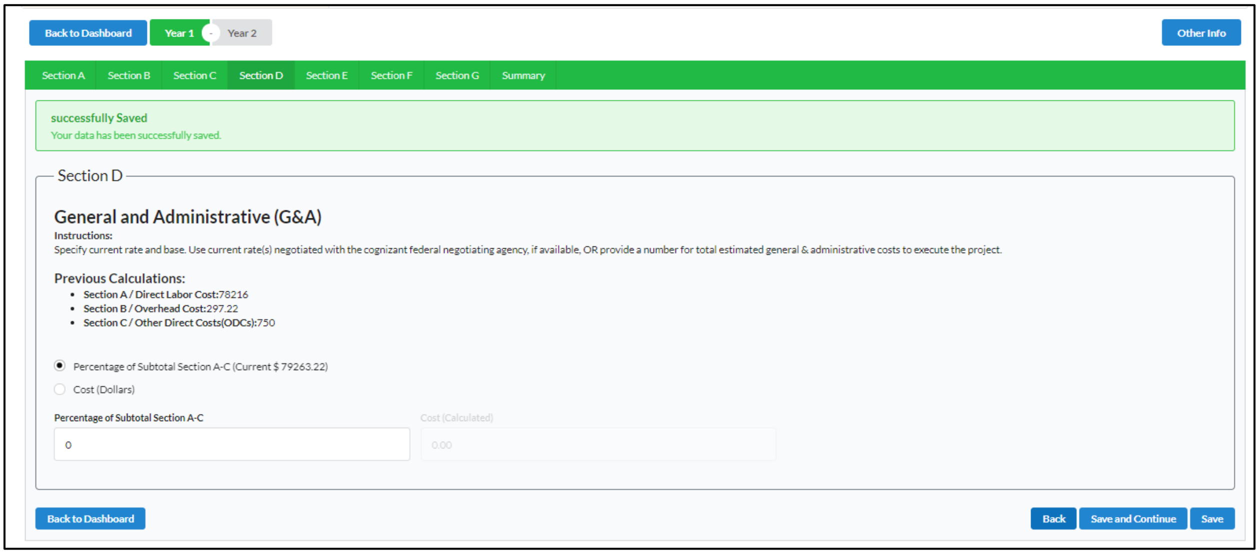


Figure 44 - Section D: G&A Cost

5. Section E is provided so the user may detail Profit and Cost Sharing Cost.
   a. Profit can either be entered as a percentage of the Total Section A-D or as a Flat Cost amount, if you enter as a Cost you will have to provide an explanation. If there are no G&A enter 0%.
   b. Cost sharing must be entered as a flat cost and if entered an explanation provided. If there are no cost, then select the “No Cost” Checkbox.

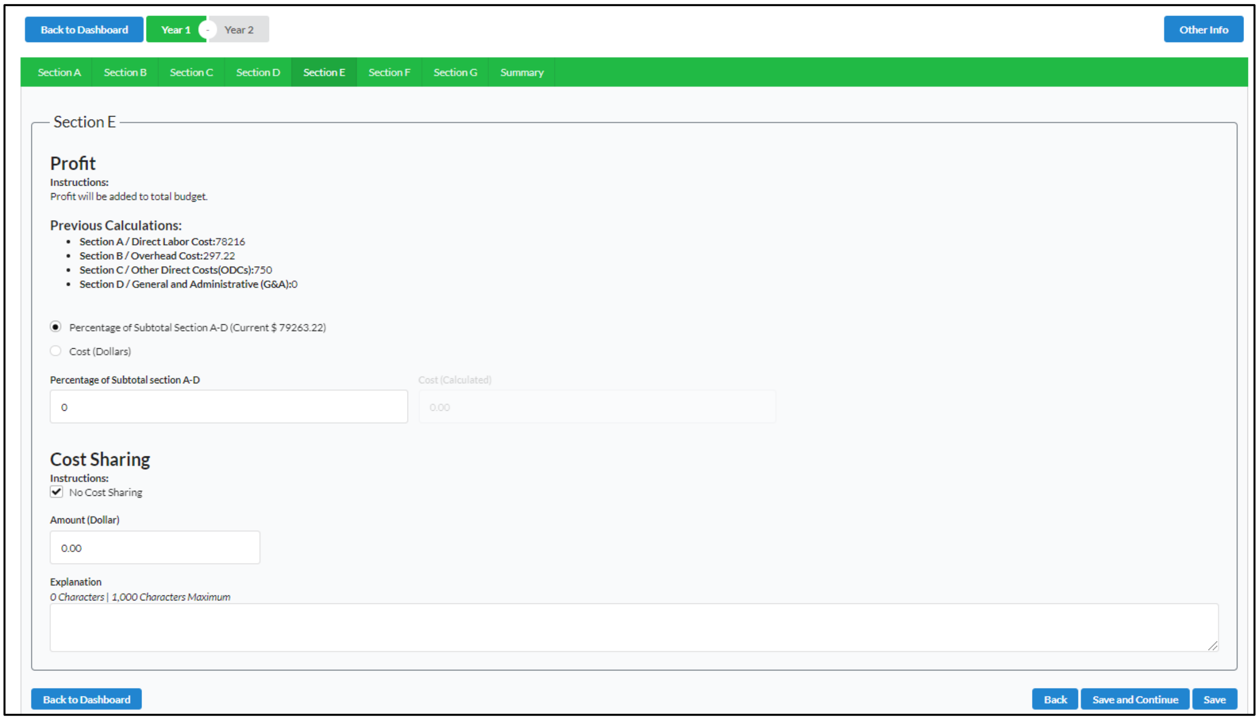


Figure 45 - Section E: Profit and Cost Sharing

6. Section F is provided so the user may detail Technical and Business Assistance Cost. For each category added the name and cost will be required. If there are no cost for then select the “No Cost” Checkbox.

   Please refer to solicitation information regarding limitations on TABA, the system may warn you if you violate any of the limitations.

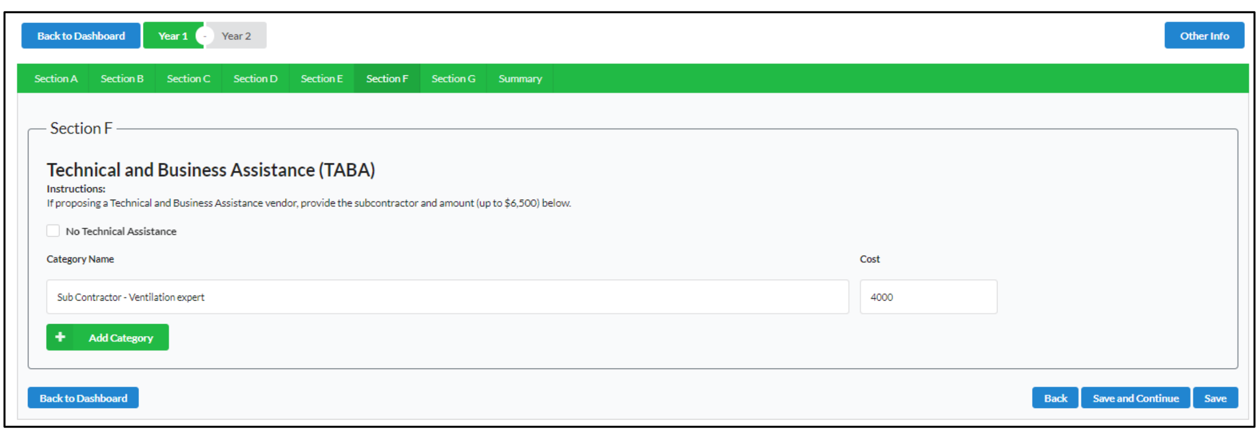


Figure 46 - Section F: TABA Cost

Section G is provided so the user may detail Deliverables. For each category added the name, quantity and milestone will be required. If no deliverables are proposed, leave the section empty.

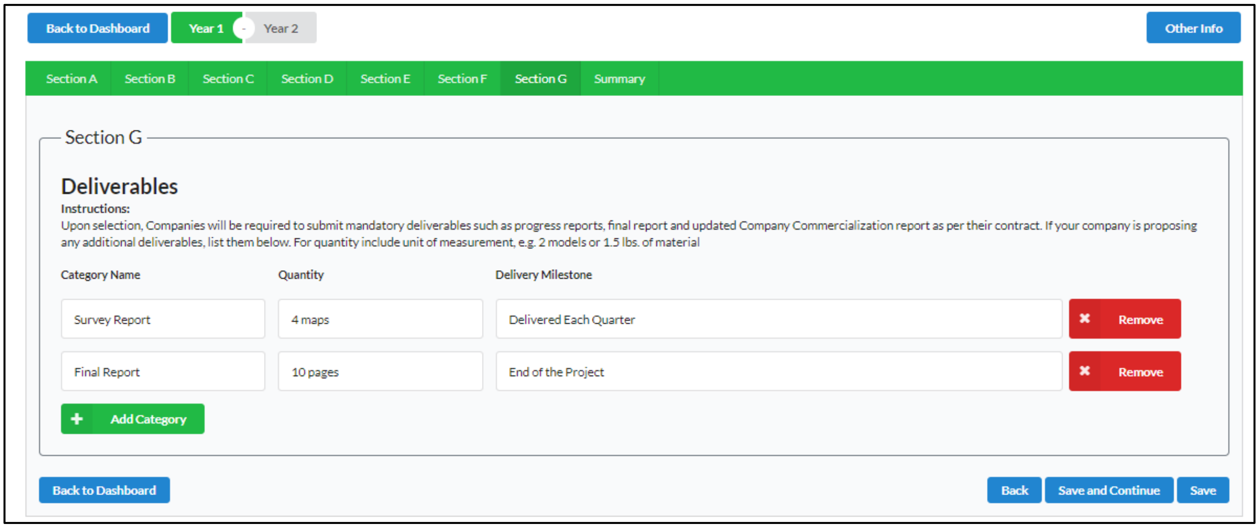


Figure 47 - Section G: Deliverables

7. Other Information is provided so the user may detail Agency and Audit Information. This form does not exist for each year independently and only needs to be populated once.

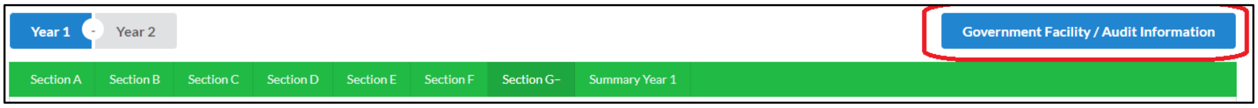


Figure 48 - Other Information Button

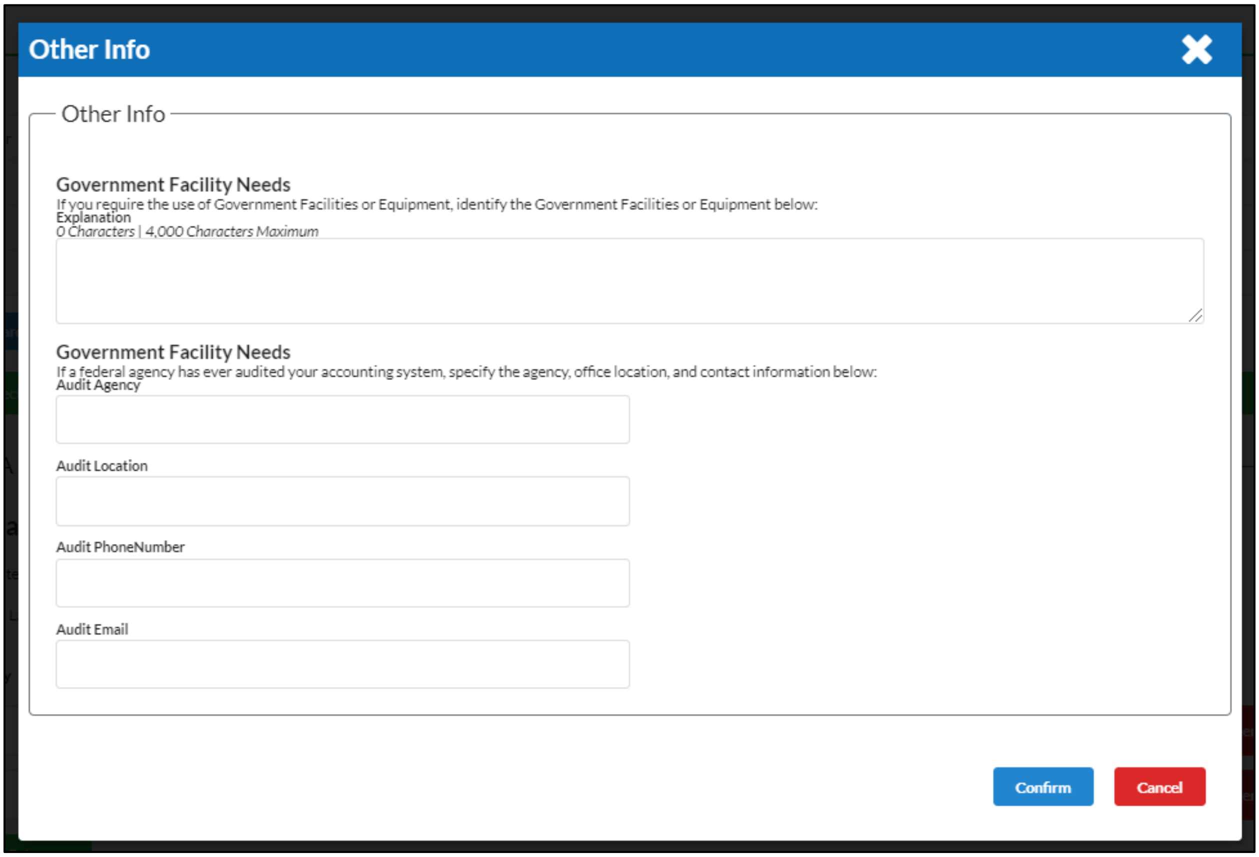


Figure 49 - Other Information

8. Summary provides an overview of the entire cost proposal including the final calculation. When done reviewing the cost proposal Select the Save and Complete button to complete the cost proposal section.

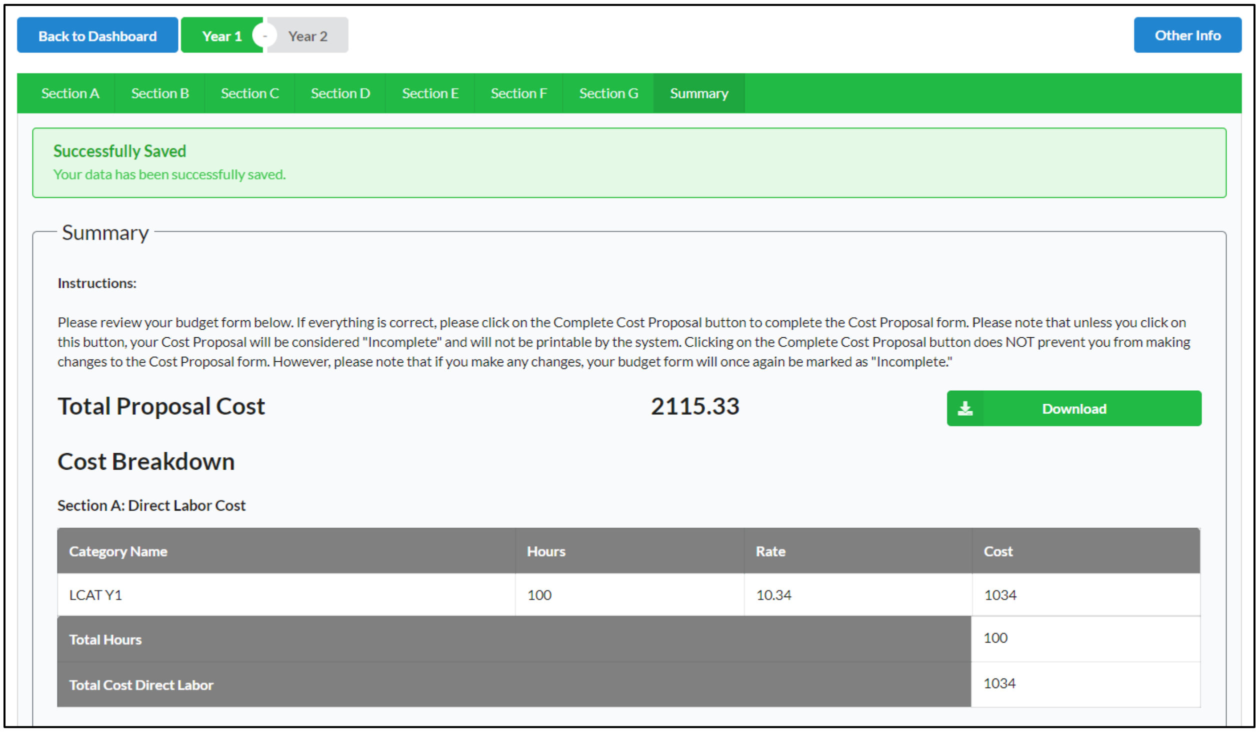


Figure 50 - Top of Summary Form

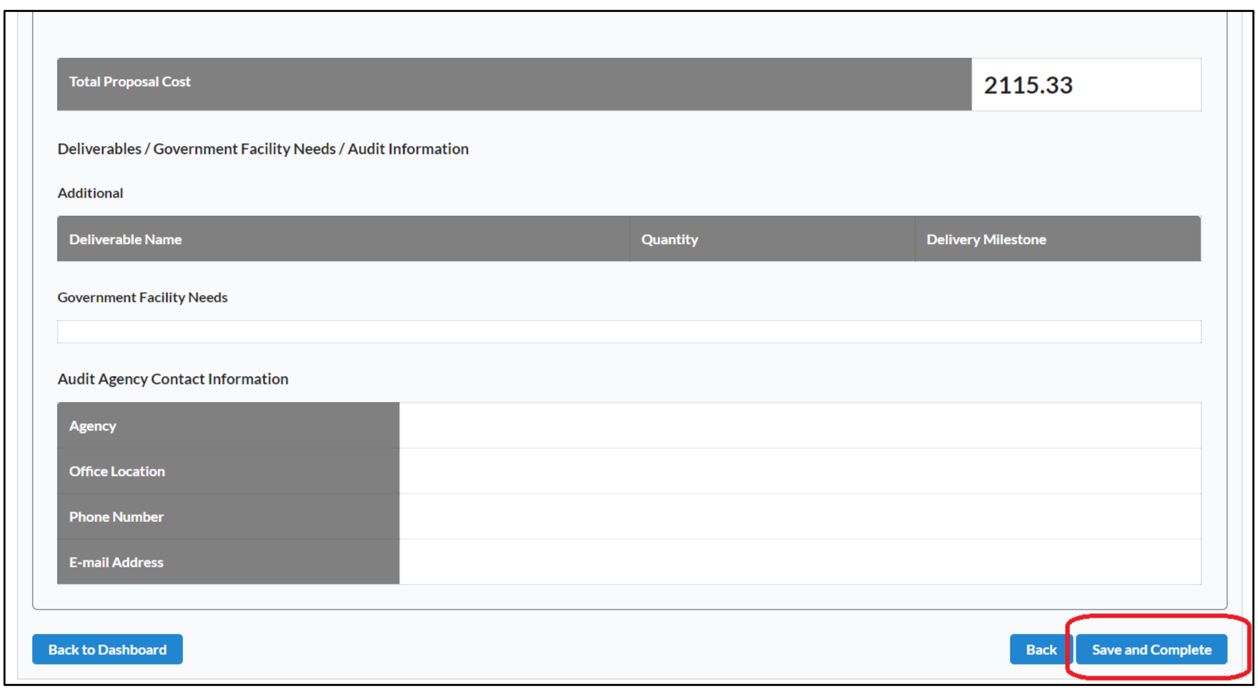
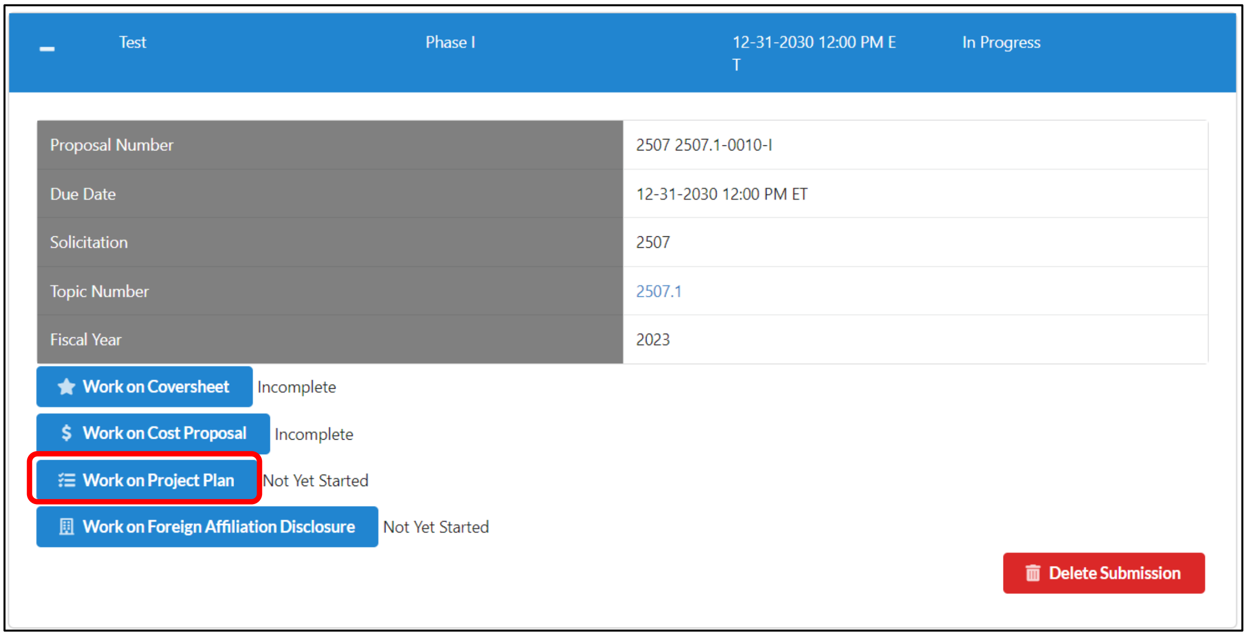


Figure 51 - End of Summary form

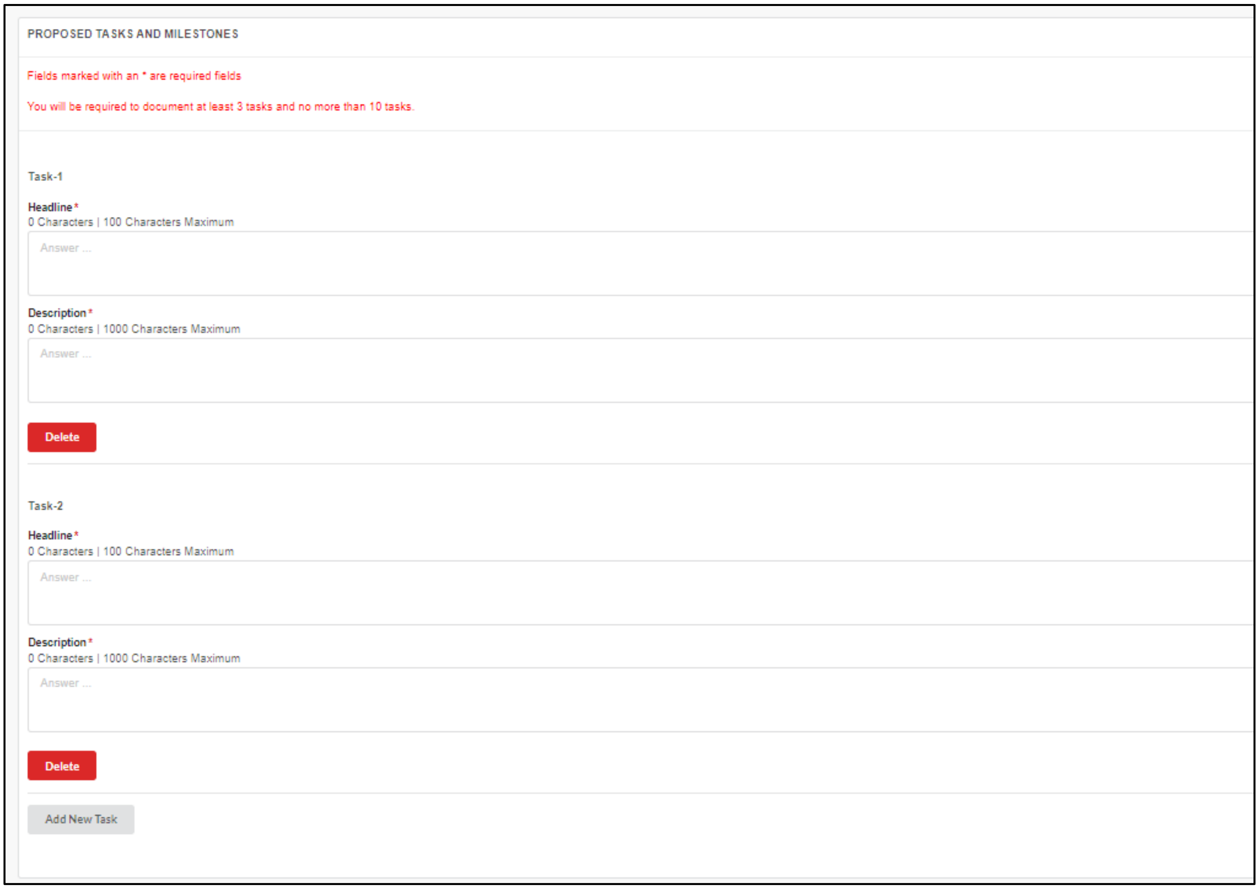
4.6 Project Plan Submission Form

1. Select the Work on Project Plan button.



The Project plan section requires the user to provide tasks and descriptions of the tasks. The User is also able to review the milestone deliverable table.

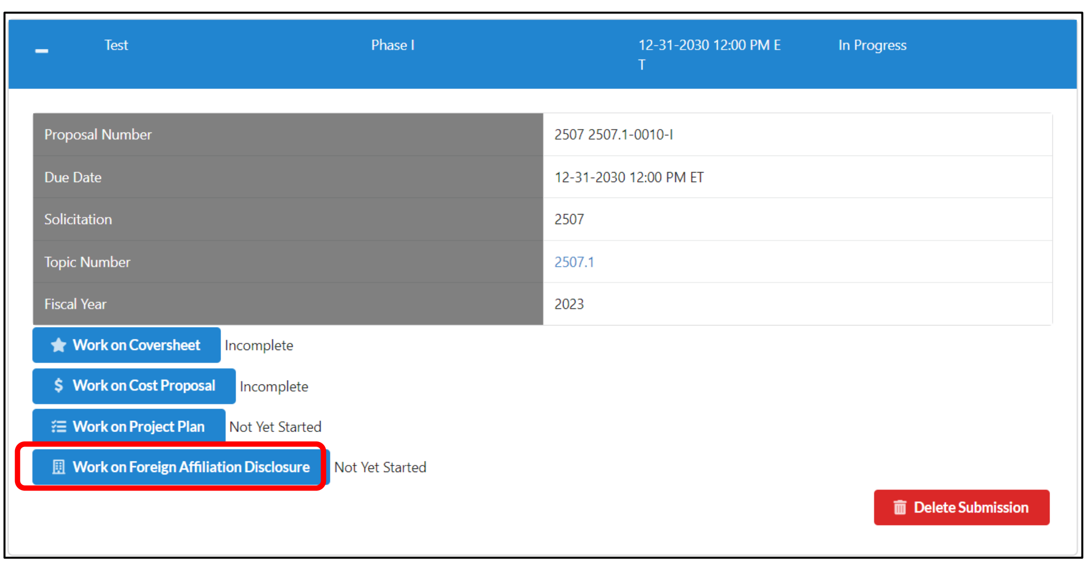
2. Input the task information into the fields.
3. Select the Add New Task button to input additional tasks.



4. After task entry, please select <u>Save and Continue</u>.

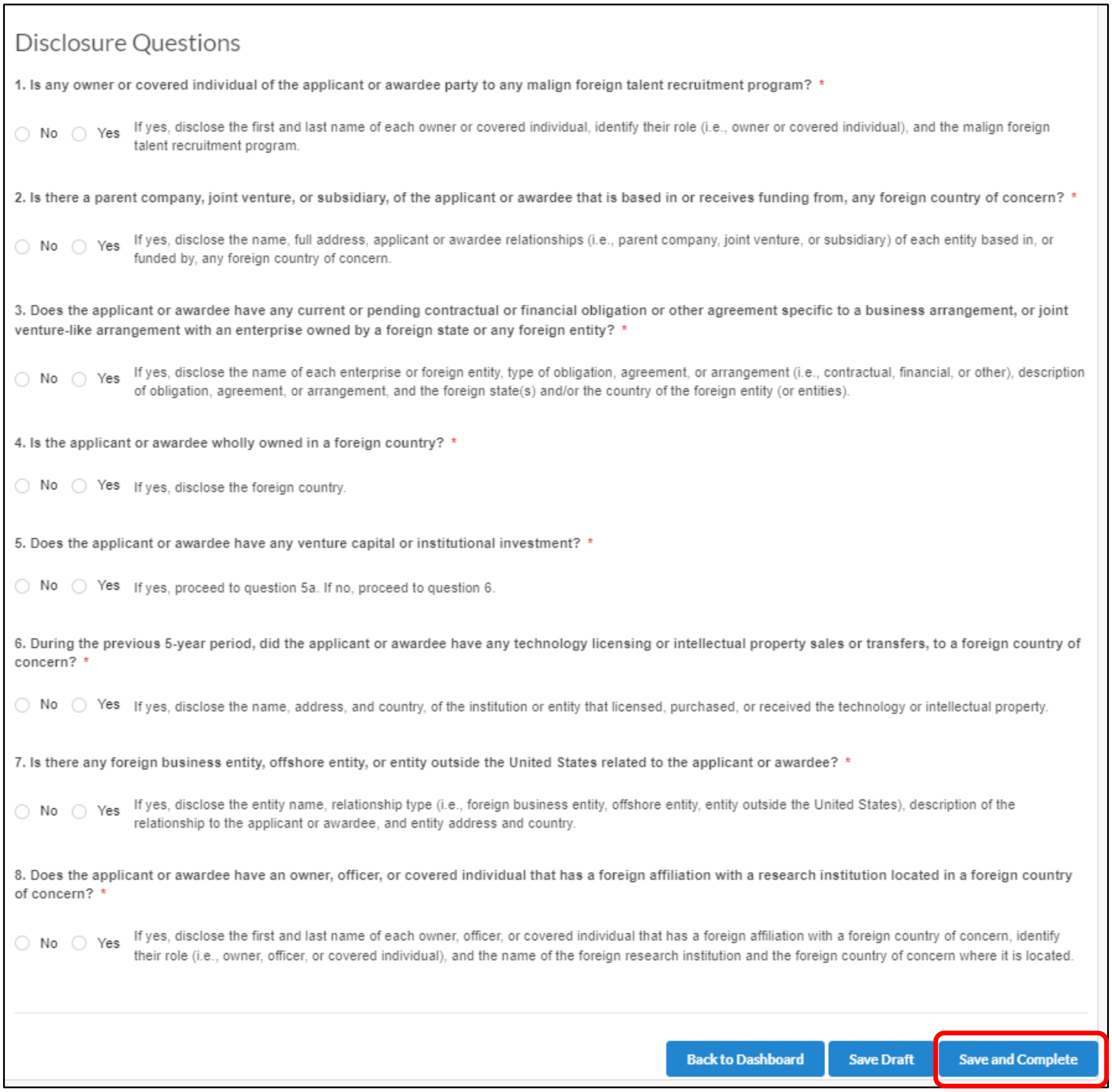
4.7 Submit Foreign Affiliation Disclosure

1. Select the <u>Work on Foreign Affiliation Disclosure</u> button.



This section allows the user to disclose their foreign relationships as required by Section 4(c) of the SBIR and STTR Extension Act of 2022 (P.L. 117-183). Details on the requirements of the act can be found at https://www.congress.gov/bill/117th-congress/senate-bill/4900/text.

2. Review the Relevant Definitions section and then Fill out the Disclosure Questions.
3. Select Save and Complete.



Disclosure Questions

1. Is any owner or covered individual of the applicant or awardee party to any malign foreign talent recruitment program? *

No Yes If yes, disclose the first and last name of each owner or covered individual, identify their role (i.e., owner or covered individual), and the malign foreign talent recruitment program.

2. Is there a parent company, joint venture, or subsidiary, of the applicant or awardee that is based in or receives funding from, any foreign country of concern? *

No Yes If yes, disclose the name, full address, applicant or awardee relationships (i.e., parent company, joint venture, or subsidiary) of each entity based in, or funded by, any foreign country of concern.

3. Does the applicant or awardee have any current or pending contractual or financial obligation or other agreement specific to a business arrangement, or joint venture-like arrangement with an enterprise owned by a foreign state or any foreign entity? *

No Yes If yes, disclose the name of each enterprise or foreign entity, type of obligation, agreement, or arrangement (i.e., contractual, financial, or other), description of obligation, agreement, or arrangement, and the foreign state(s) and/or the country of the foreign entity (or entities).

4. Is the applicant or awardee wholly owned in a foreign country? *

No Yes If yes, disclose the foreign country.

5. Does the applicant or awardee have any venture capital or institutional investment? *

No Yes If yes, proceed to question 5a. If no, proceed to question 6.

6. During the previous 5-year period, did the applicant or awardee have any technology licensing or intellectual property sales or transfers, to a foreign country of concern? *

No Yes If yes, disclose the name, address, and country, of the institution or entity that licensed, purchased, or received the technology or intellectual property.

7. Is there any foreign business entity, offshore entity, or entity outside the United States related to the applicant or awardee? *

No Yes If yes, disclose the entity name, relationship type (i.e., foreign business entity, offshore entity, entity outside the United States), description of the relationship to the applicant or awardee, and entity address and country.

8. Does the applicant or awardee have an owner, officer, or covered individual that has a foreign affiliation with a research institution located in a foreign country of concern? *

No Yes If yes, disclose the first and last name of each owner, officer, or covered individual that has a foreign affiliation with a foreign country of concern, identify their role (i.e., owner, officer, or covered individual), and the name of the foreign research institution and the foreign country of concern where it is located.

Back to Dashboard | Save Draft | Save and Complete

4.8 Submit a Proposal

1. When all the Sections are complete, there will be a "Submit Proposal" icon on the dashboard.

Note: If any proposal task's status is displayed as Incomplete, this indicates that the component has yet to be completed. To complete that proposal task, go in and select the Save and Complete button on the last page.

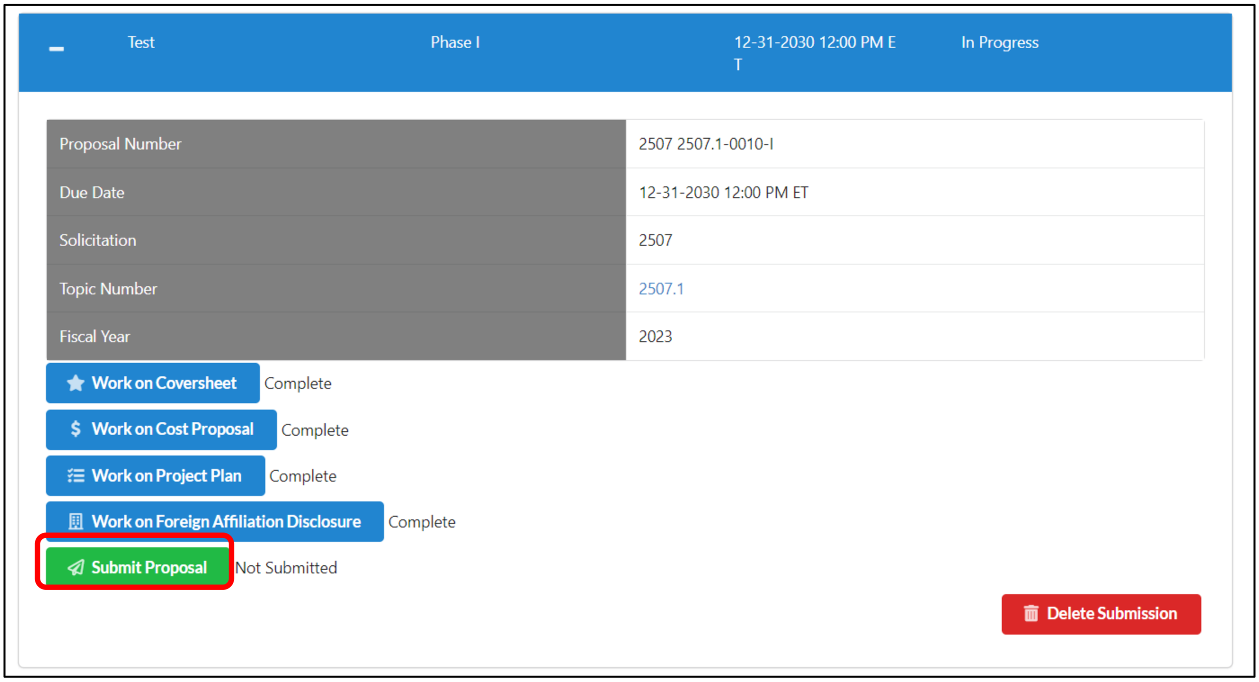


Figure 52 - Submit Phase I Proposal

2. The system will send the user a submission confirmation e-mail. If this confirmation e-mail is not received in the users' inbox, check for it in the users' Spam/Junk folder.

3. A user will not be able to make any changes to the proposal after it has been submitted. The "Submit Proposal" button will no longer be available (See Figure 53). Selecting the Proposal after submission will provide a read-only view of the summary page.

If you need to make a correction to your submission, please reach out to the DHS S&T SBIR Program Office.

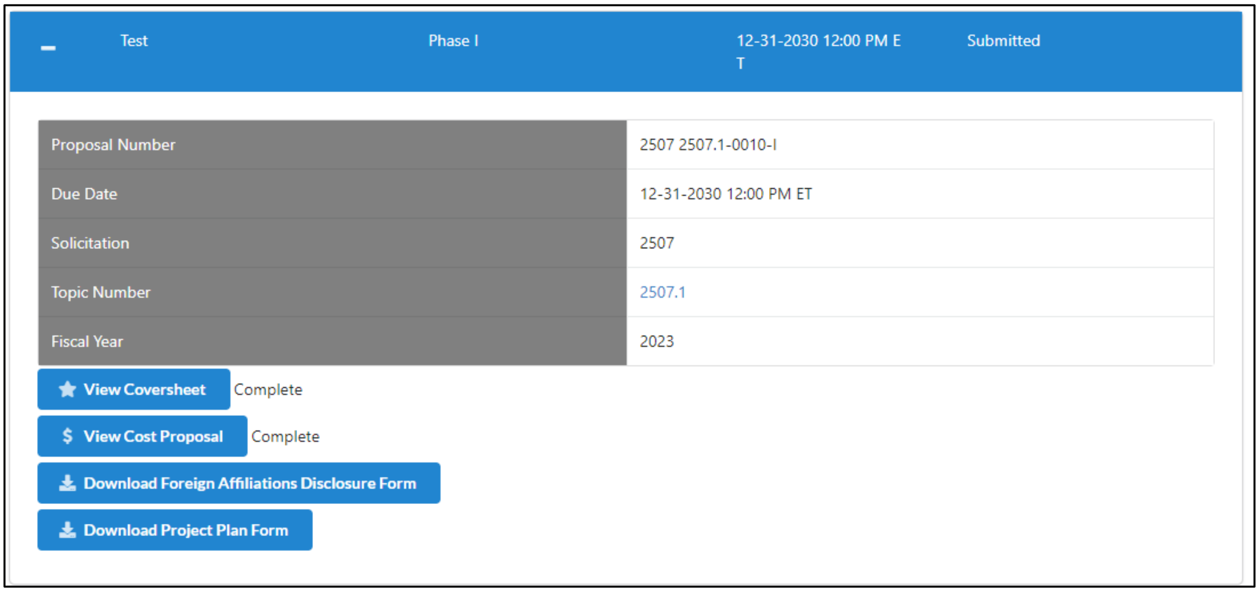


Figure 53 - Submitted Proposal

5 Award Module

The OIP Portal has a section dedicated to proposals which have been awarded. The section will appear as an Award Tab on the user's dashboard. Each award will be listed and selected the "+" symbol will expand the award to provide the actions view and manage deliverables and to assign Users to the award.

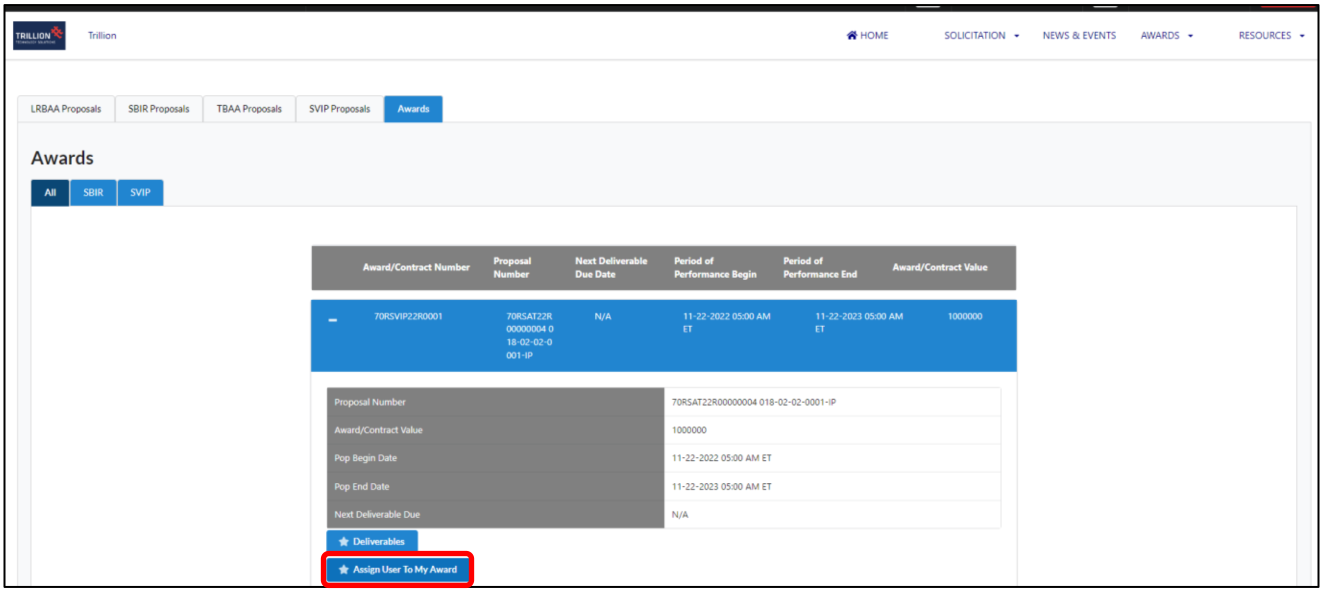


Figure 54: Award Dashboard

5.1 Assign User to My Awards

The Award must be managed by the awardee once initially awarded. The Awardee is the user account that submitted the proposal that was awarded. In the event that account has been lost or the individual is no longer with the company please contact the SBIR Program Office for Guidance. The portal will alert you to this if you attempt to access an award and you are not listed as the awardee.

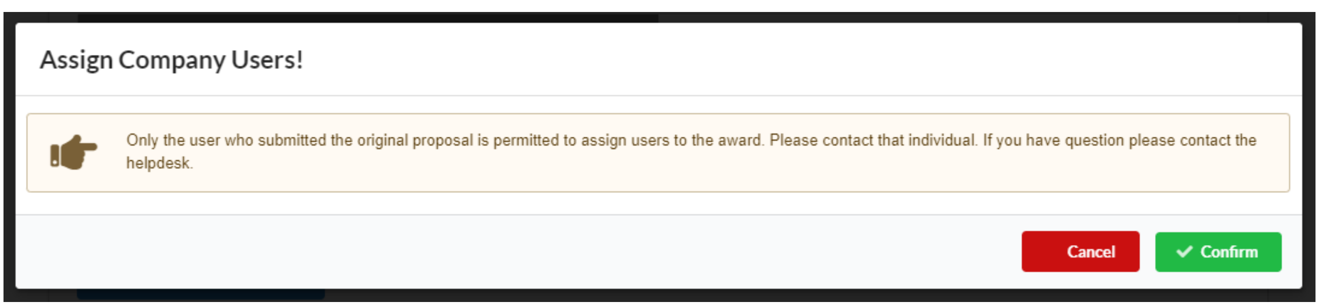


Figure 55: Warning that user is not the Awardee

Selecting the Assign Users to My Award button will open a list of all users associated with your company and show status on if that user has been given access to the award.

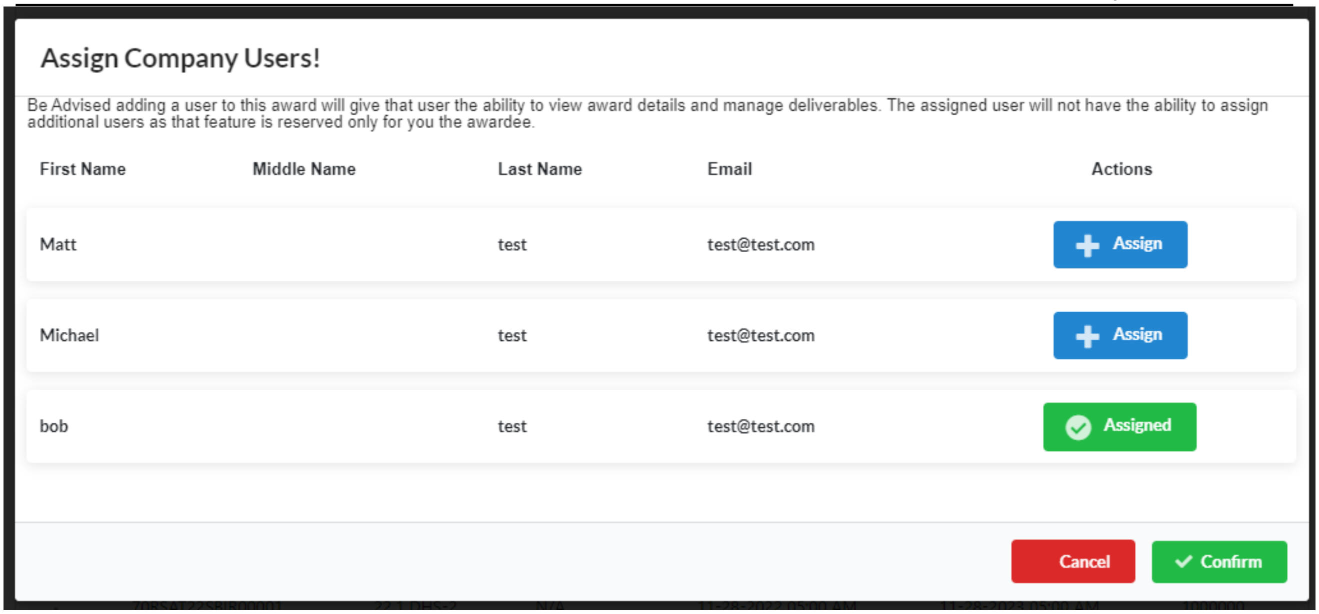


Figure 56: Awardee Assign Users to My Award

You may assign users by selecting the Assign button and Unassign users by selecting the Assigned button. You must select Confirm to save the changes.

5.2 Deliverables

All users assigned to the award have access to the list of deliverables. For the list of deliverables users can download any previously submitted deliverables or upload deliverables.

If the Deliverable List has an update date listed that indicates that a deliverable has been uploaded and the Government team has access to the document. If the document has a Received that indicates that the Government team has Reviewed the document.

Once a Deliverable has been marked as Received you no longer have access to change the deliverable.

To upload the deliverable, select the Blue Upload button.

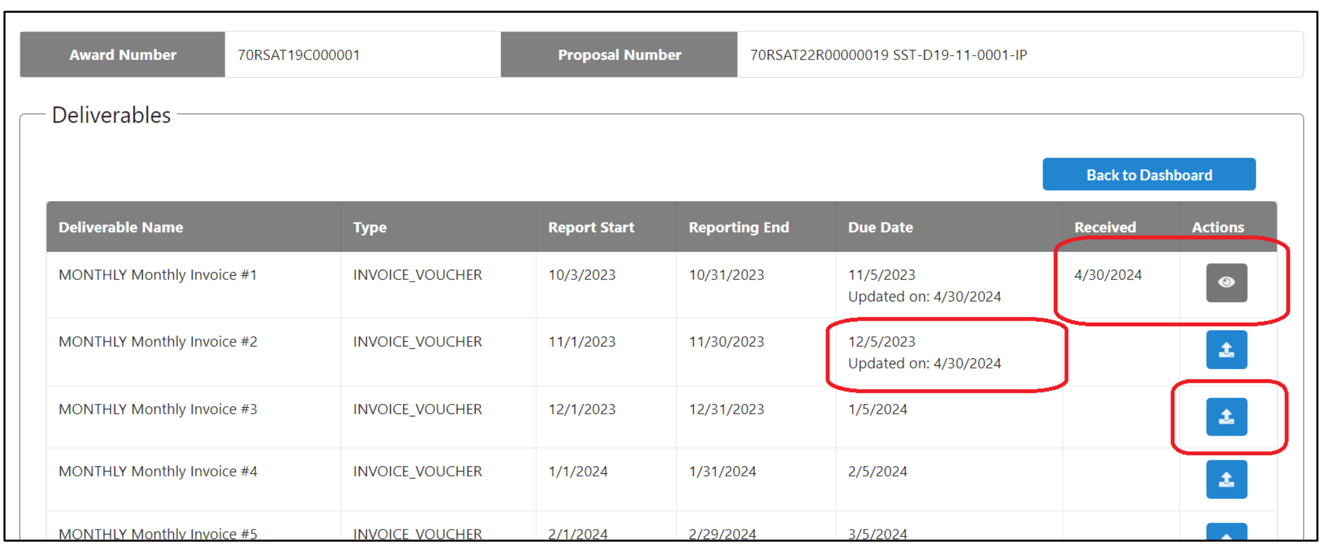


Figure 57: Deliverable Overview

The Deliverable upload allows for multiple PDF document uploads.

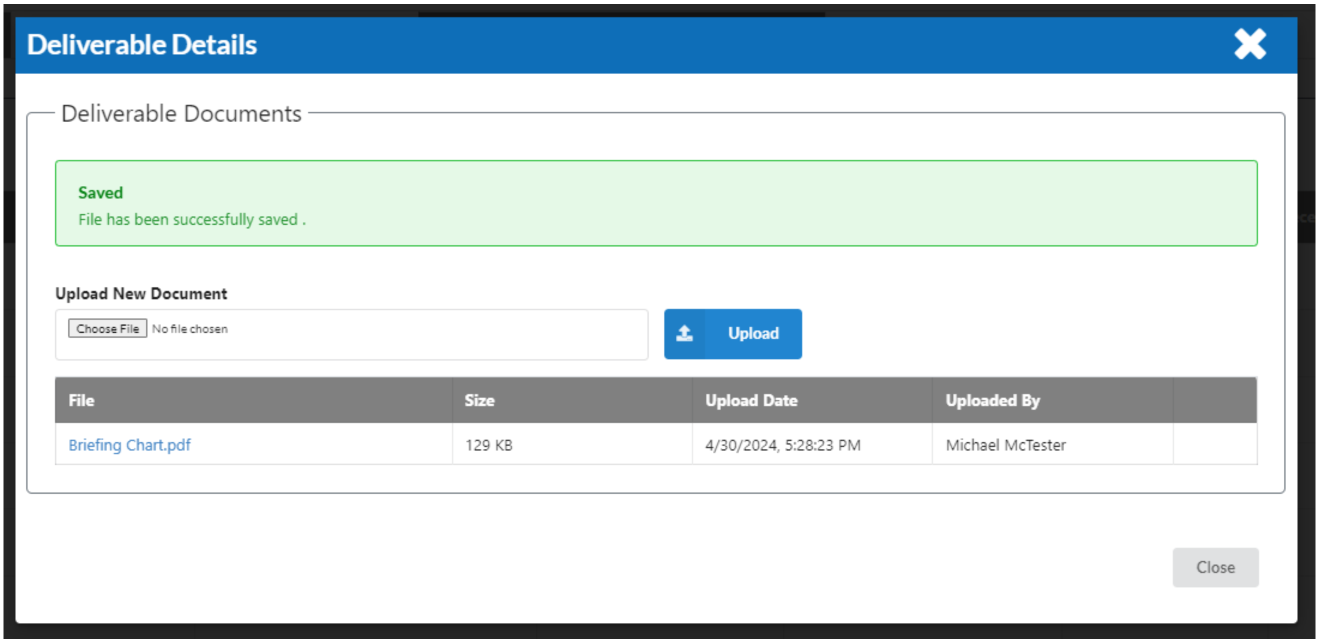


Figure 58: Deliverable Upload Modal

6 Additional Questions

For any questions about the proposal and selection process, please reach out to the DHS S&T SBIR Program Office at: STSBIR.PROGRAM@HQ.DHS.GOV.

For technical difficulties with the SBIR portal, please contact the helpdesk:

Monday - Friday
9:00 am - 5:00 pm ET
(571) 446-4869
OIPPortalHelpDesk@hq.dhs.gov