



**Homeland
Security**

Science and Technology

**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

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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.

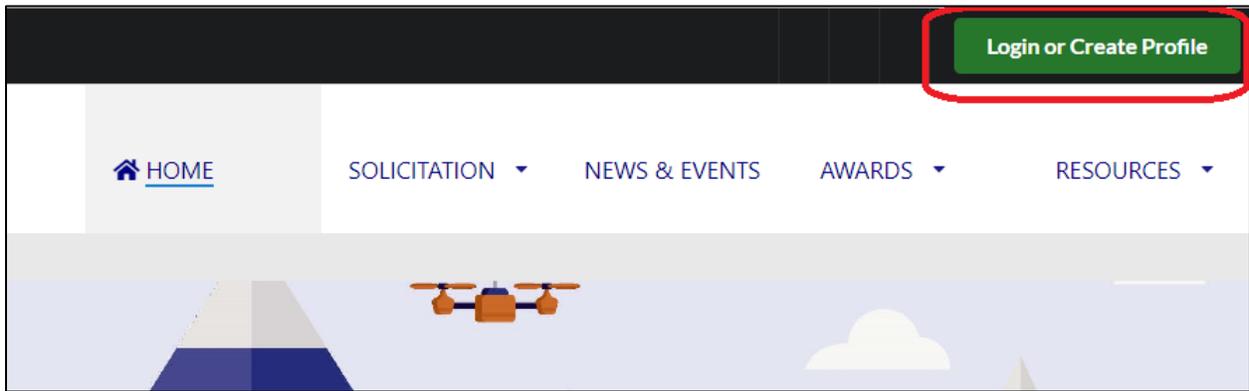


Figure 1 - Login or Create Profile

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.

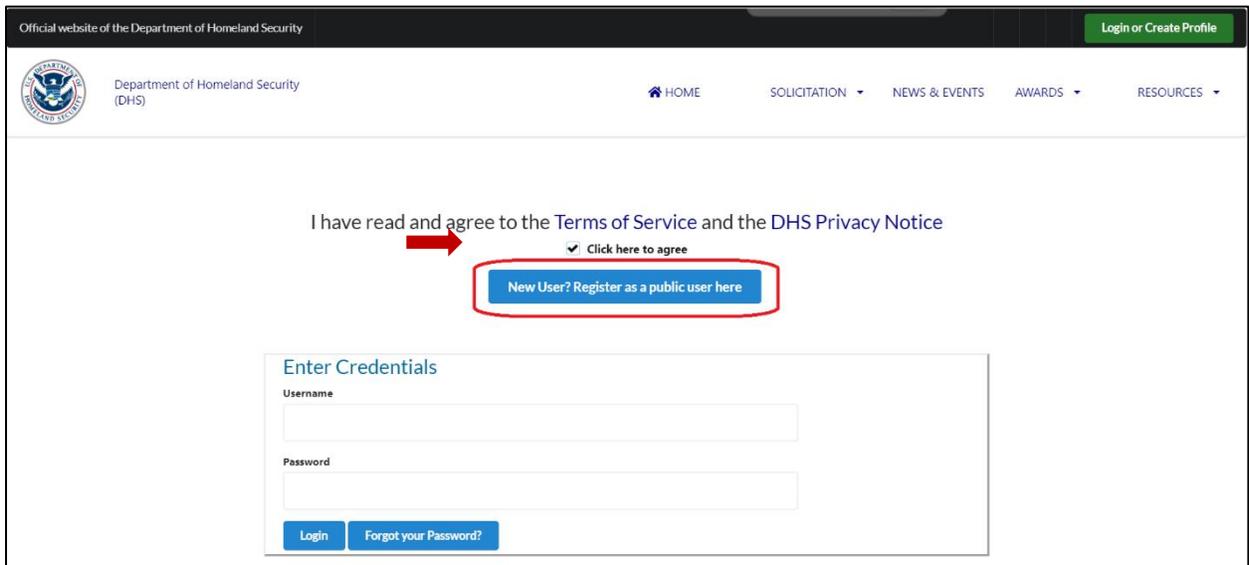


Figure 2 - New User Registration Link

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.**

[View DHS Privacy Notice](#)

You must know your Company's / Organization's Taxpayer Identification Number (TIN) to register for the SBIR Proposal Submission Portal. This is the number required by the IRS to be used by the offeror in reporting income tax and other returns. **DO NOT USE YOUR SOCIAL SECURITY NUMBER (SSN)**

Even if you are employed by the Research Institution, enter the Company's/Organization's TIN and State.

Generate Temporary Account Number

Company / Organization TIN *

Use Numbers Only

Country Company is Registered in

United States

State Company is Registered in *

Continue

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](#).

Registering a New Company:

This is the first time your company is being registered. As part of your user registration, you will be asked to provide company information. If you want to continue with the registration, click on the Proceed to Registration button below.

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).

[View DHS Privacy Notice](#)

You must know your Company's / Organization's Taxpayer Identification Number (TIN) to register for the BAA Proposal Submission Portal. This is the number required by the IRS to be used by the offeror in reporting income tax and other returns. DO NOT USE YOUR SOCIAL SECURITY NUMBER (SSN)

Even if you are employed by the Research Institution, enter the Company's/Organization's TIN and State.

Registering to join an existing company:
Be advised that the company primary point of contact will be alerted at the end of the registration process that this account has been created and is associated with their company.

If the company information displayed below is inaccurate and you have ensured you entered the correct TIN and State contact the helpdesk at OIPPortalHelpdesk@hq.dhs.gov for assistance updating the company details.

If the company information is correct, click on the Proceed to Registration button below.

Generate Temporary Account Number

Company / Organization TIN *

Country Company is Registered in

State Company is Registered in *

Name : Trillion01

Address :
 1950 Roland Clarke Pl
 Reston 20190

TIN : 678912345

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.

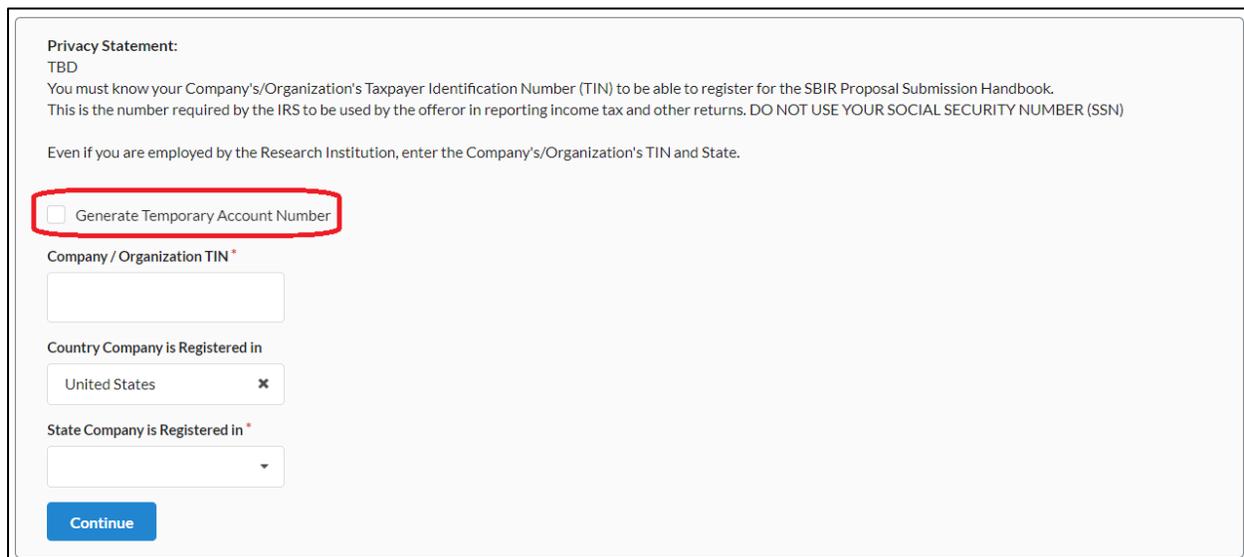
2.1.3 Generate a Temporary Account Number

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).



Privacy Statement:
TBD
You must know your Company's/Organization's Taxpayer Identification Number (TIN) to be able to register for the SBIR Proposal Submission Handbook.
This is the number required by the IRS to be used by the offeror in reporting income tax and other returns. DO NOT USE YOUR SOCIAL SECURITY NUMBER (SSN)
Even if you are employed by the Research Institution, enter the Company's/Organization's TIN and State.

Generate Temporary Account Number

Company / Organization TIN *

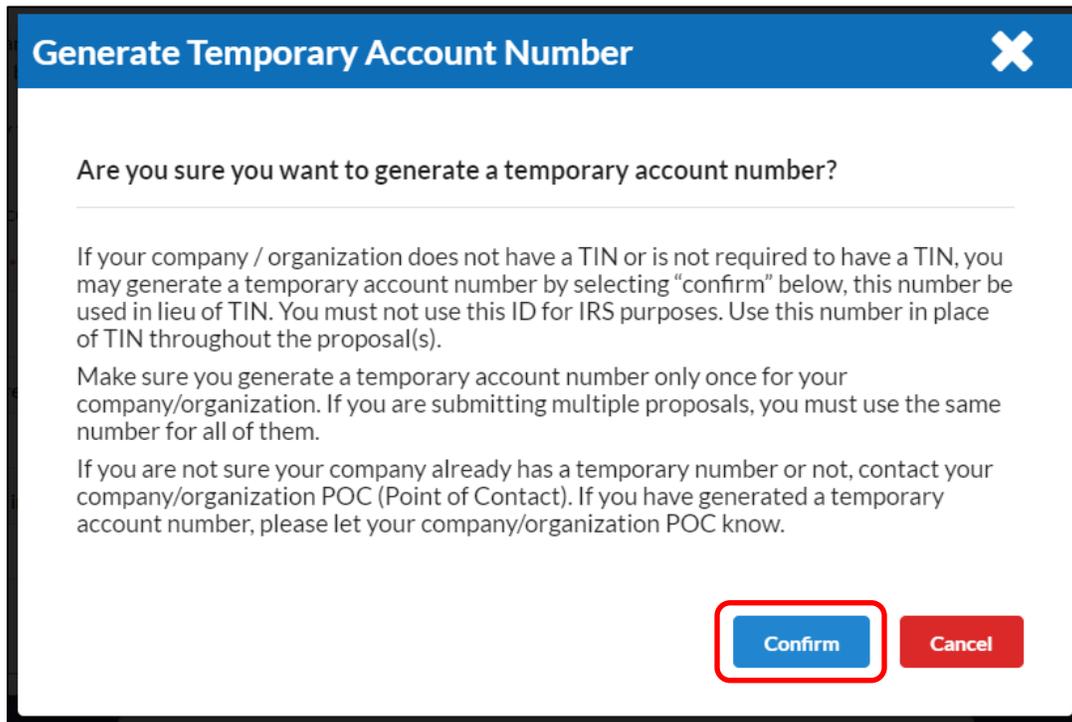
Country Company is Registered in
United States ✕

State Company is Registered in *

Continue

Figure 4 - Generate Temporary Account Number Checkbox

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



Generate Temporary Account Number ✕

Are you sure you want to generate a temporary account number?

If your company / organization does not have a TIN or is not required to have a TIN, you may generate a temporary account number by selecting “confirm” below, this number be used in lieu of TIN. You must not use this ID for IRS purposes. Use this number in place of TIN throughout the proposal(s).

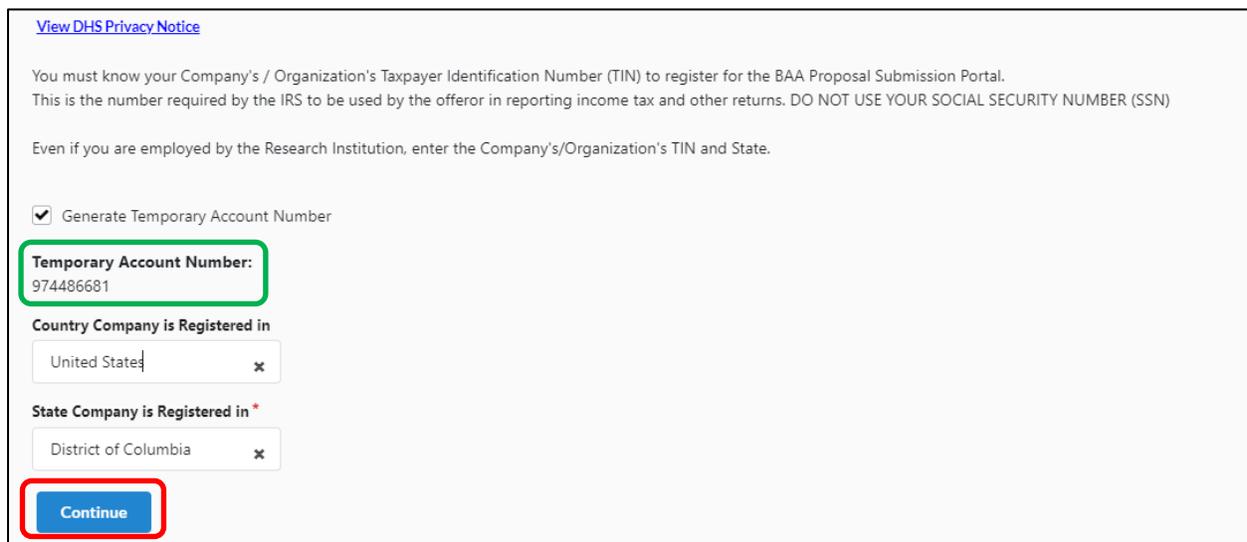
Make sure you generate a temporary account number only once for your company/organization. If you are submitting multiple proposals, you must use the same number for all of them.

If you are not sure your company already has a temporary number or not, contact your company/organization POC (Point of Contact). If you have generated a temporary account number, please let your company/organization POC know.

Confirm **Cancel**

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.



[View DHS Privacy Notice](#)

You must know your Company's / Organization's Taxpayer Identification Number (TIN) to register for the BAA Proposal Submission Portal. This is the number required by the IRS to be used by the offeror in reporting income tax and other returns. DO NOT USE YOUR SOCIAL SECURITY NUMBER (SSN)

Even if you are employed by the Research Institution, enter the Company's/Organization's TIN and State.

Generate Temporary Account Number

Temporary Account Number:
974486681

Country Company is Registered in
United States ✕

State Company is Registered in *
District of Columbia ✕

Continue

Figure 6 – Temporary Account Number is populated

5. The system will confirm the TAN is a new ID, click [Proceed to Registration](#)

[View DHS Privacy Notice](#)

You must know your Company's / Organization's Taxpayer Identification Number (TIN) to register for the BAA Proposal Submission Portal. This is the number required by the IRS to be used by the offeror in reporting income tax and other returns. DO NOT USE YOUR SOCIAL SECURITY NUMBER (SSN)

Even if you are employed by the Research Institution, enter the Company's/Organization's TIN and State.

Registering a New Company:
This is the first time your company is being registered. As part of your user registration, you will be asked to provide company information. If you want to continue with the registration, click on the Proceed to Registration button below.

Generate Temporary Account Number

Temporary Account Number:
974486681

Country Company is Registered in
United States x

State Company is Registered in *
District of Columbia x

Figure 7 - Proceed to Registration

6. Continue to [2.1.4. Registration Form](#).

2.1.4 Registration Form

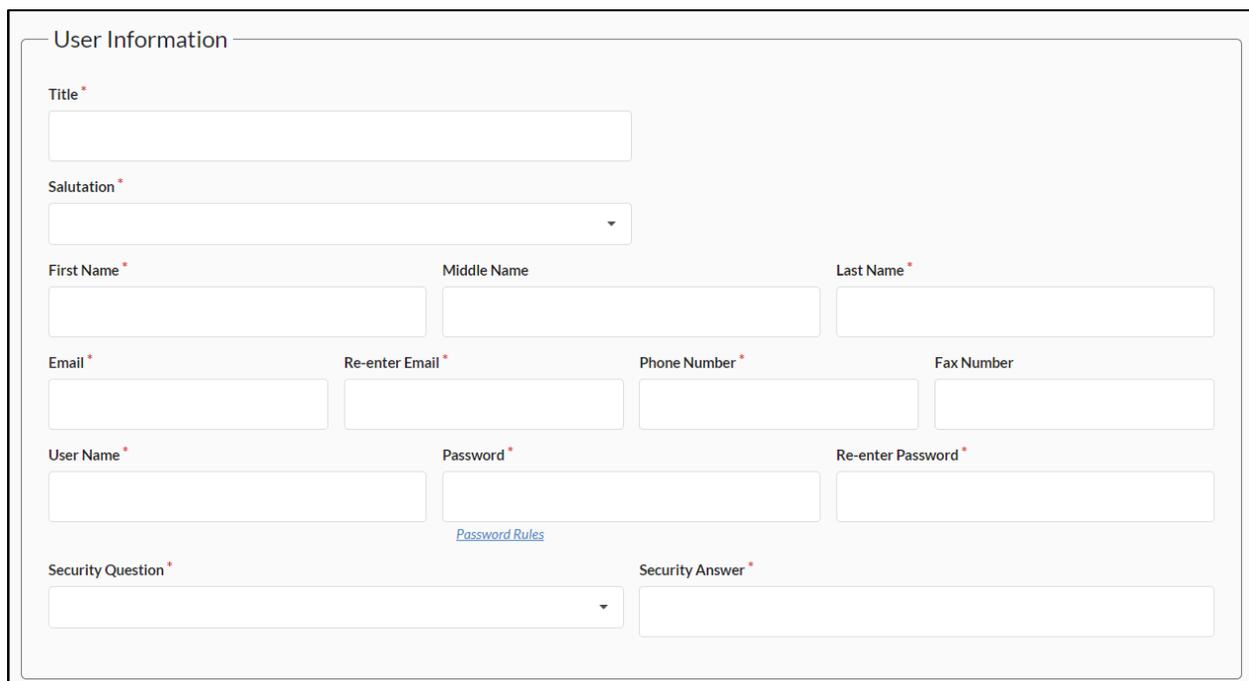
As a new registrant, a user will need to provide basic details and contact information about themselves. If this is the first time the company is being registered, the user will also be required to provide information about the company and the company point of contact.

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.



The screenshot displays a registration form titled "User Information". The form contains the following fields and sections:

- Title ***: A text input field.
- Salutation ***: A dropdown menu.
- First Name ***, **Middle Name**, and **Last Name ***: Three text input fields.
- Email ***, **Re-enter Email ***, **Phone Number ***, and **Fax Number**: Four text input fields.
- User Name ***, **Password ***, and **Re-enter Password ***: Three text input fields. A link for [Password Rules](#) is located below the Password field.
- Security Question ***: A dropdown menu.
- Security Answer ***: A text input field.

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.

Company Information

| | | |
|--|---|--|
| Company Name * | | TIN |
| <input type="text"/> | | 131820910 |
| Address line 1 * | Address line 2 | |
| <input type="text"/> | <input type="text"/> | |
| City * | State | |
| <input type="text"/> | Alaska | |
| Zip Code * | +4 | |
| <input type="text"/> | - | <input type="text"/> Get Zip +4 |
| CEO / President's Email * | Phone Number * | Fax Number |
| <input type="text"/> | <input type="text" value="Use Numbers Only"/> | <input type="text"/> |
| DUNS | +4 | |
| <input type="text"/> | - | <input type="text"/> What is DUNS |
| UEI Number (SAM) | | |
| <input type="text"/> | | |
| Commercial And Government Entity code (CAGE Code) | Standard Industrial Classification (SIC) | Federal Interagency Committee on Education (FICE) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Company URL | Year Company Founded * | |
| <input type="text"/> | <input type="text"/> | |

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 <i>Need Help for ZIP + 4</i> 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) | <p>The Unique Entity ID (UEI) is the authoritative unique entity identifier used by the government. It is a 12-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.</p> <p>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.</p> |
| 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 <i>What is DUNS?</i> 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 | <p>The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government.</p> <p>Enter your CAGE code. If you do not know the CAGE code, click the <i>How do I get a Cage?</i> link. You will be brought to a useful website containing more information on the CAGE Code</p> |
| 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.

Point of Contact - POC

Be advised the contact email entered in this section will receive email alerts from the system any time a new user creates an account that is associated with your company's TIN

I am the POC

Title *

Salutation *

First Name * **Middle Name** **Last Name ***

Email *

Phone Number * **Extension** **Fax Number**

 Use Numbers Only

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.

Success
✕

Registration was successful

We advise you to keep the account information in a safe place

[Back to login](#)

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.

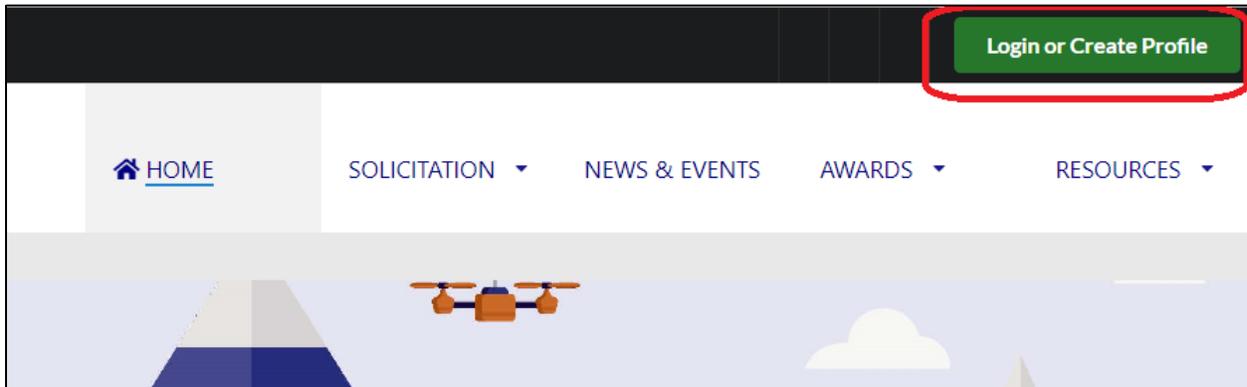


Figure 11 - Login and Registration Page

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.

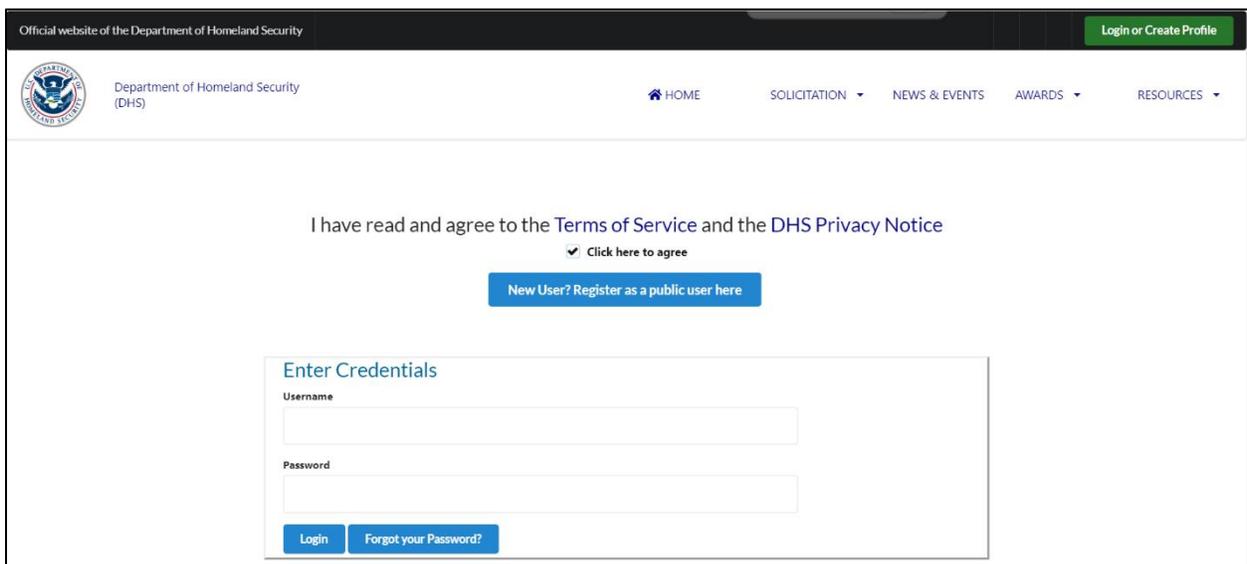
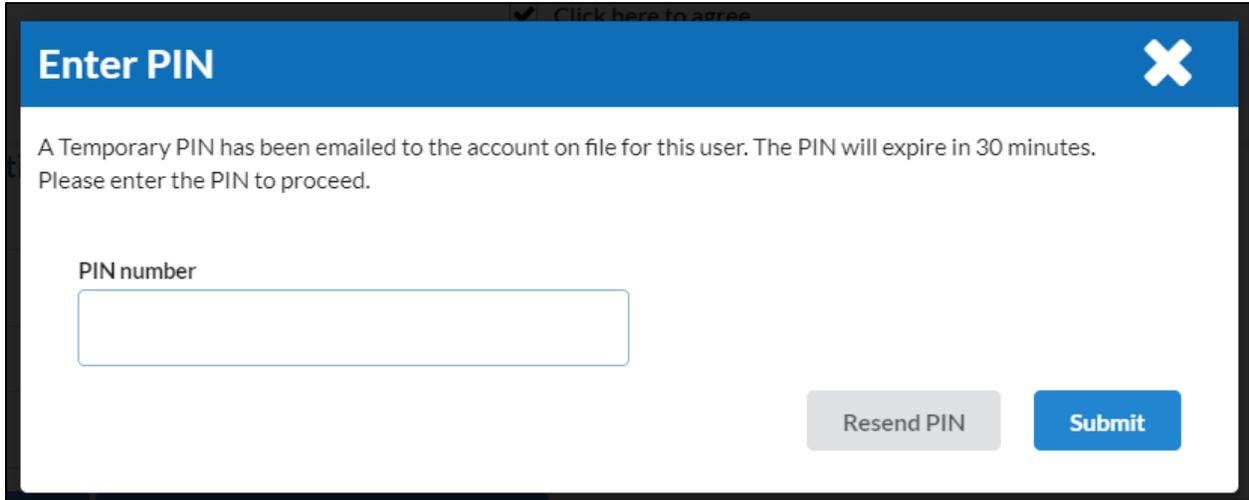
A screenshot of the SBIR Public Portal login page. The page header includes the text "Official website of the Department of Homeland Security" and a green "Login or Create Profile" button. The main content area features the DHS logo and the text "Department of Homeland Security (DHS)". Below this, there are navigation links: "HOME", "SOLICITATION", "NEWS & EVENTS", "AWARDS", and "RESOURCES". The central part of the page contains a statement: "I have read and agree to the Terms of Service and the DHS Privacy Notice" with a checked checkbox and a link "Click here to agree". Below this is a blue button labeled "New User? Register as a public user here". At the bottom, there is a "Enter Credentials" form with fields for "Username" and "Password", and buttons for "Login" and "Forgot your Password?".

Figure 12 - Login Page

- 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](#).



Enter PIN

A Temporary PIN has been emailed to the account on file for this user. The PIN will expire in 30 minutes. Please enter the PIN to proceed.

PIN number

Resend PIN Submit

Figure 13 - One Time PIN

- 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.

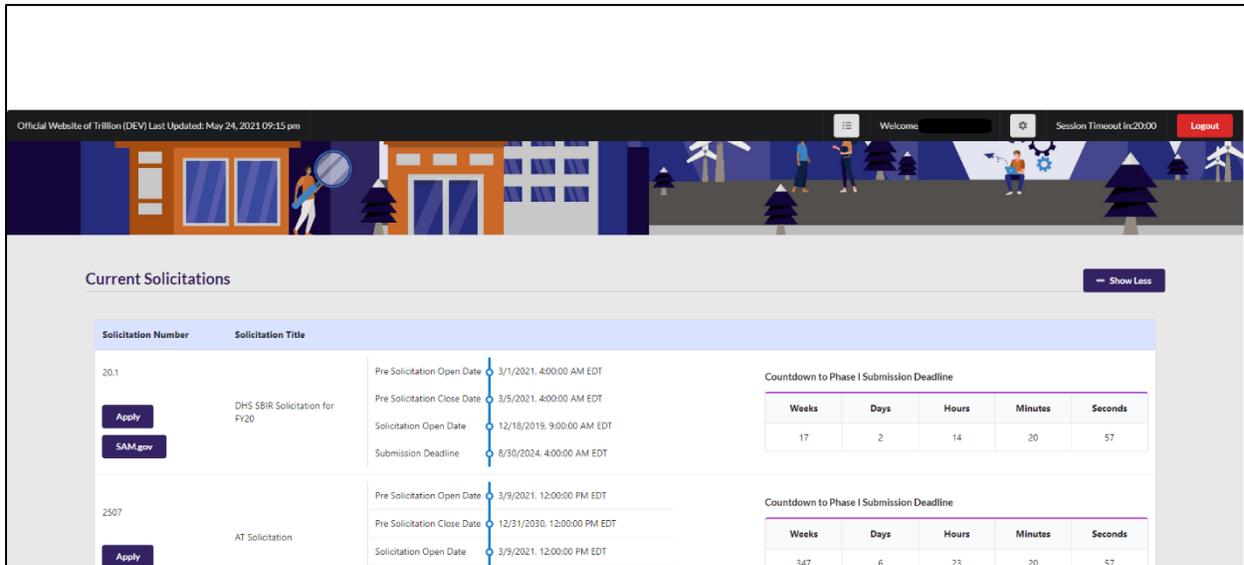


Figure 15: Current SBIR Solicitation from homepage

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

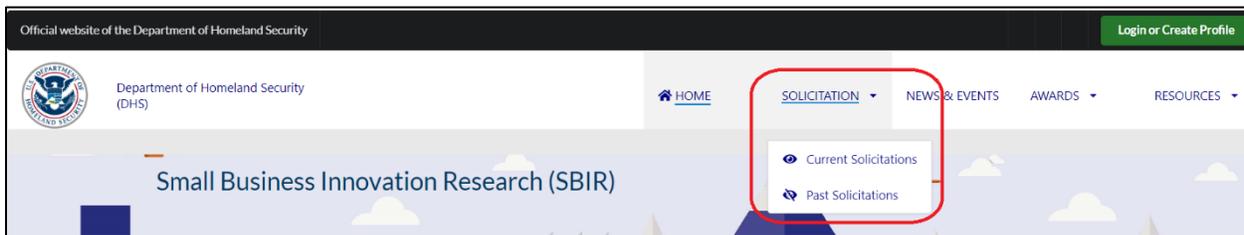


Figure 16 - Current Solicitation Menu

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

| Current Solicitations | | | | | | | | | | | | |
|------------------------------|-----------------------------|--------------------------------|--|--|----------------------------|---------------------------|------------------------------|-----------------------------|------------------------|----------------------------|---------------------|-----------------------------|
| Year | Solicitation Number | Title | | | | | | | | | | |
| 2023 | 2507 | AT Solicitation | Apply | <table border="1"> <tr> <td>Pre-Solicitation Open Date</td> <td>3/9/2021, 12:00:00 PM EDT</td> </tr> <tr> <td>Pre-Solicitation Closed Date</td> <td>12/31/2030, 12:00:00 PM EDT</td> </tr> <tr> <td>Solicitation Open Date</td> <td>3/9/2021, 12:00:00 PM EDT</td> </tr> <tr> <td>Submission Deadline</td> <td>12/31/2030, 12:00:00 PM EDT</td> </tr> </table> | Pre-Solicitation Open Date | 3/9/2021, 12:00:00 PM EDT | Pre-Solicitation Closed Date | 12/31/2030, 12:00:00 PM EDT | Solicitation Open Date | 3/9/2021, 12:00:00 PM EDT | Submission Deadline | 12/31/2030, 12:00:00 PM EDT |
| Pre-Solicitation Open Date | 3/9/2021, 12:00:00 PM EDT | | | | | | | | | | | |
| Pre-Solicitation Closed Date | 12/31/2030, 12:00:00 PM EDT | | | | | | | | | | | |
| Solicitation Open Date | 3/9/2021, 12:00:00 PM EDT | | | | | | | | | | | |
| Submission Deadline | 12/31/2030, 12:00:00 PM EDT | | | | | | | | | | | |
| 2020 | 20.1 | DHS SBIR Solicitation for FY20 | Apply SAM.gov | <table border="1"> <tr> <td>Pre-Solicitation Open Date</td> <td>3/1/2021, 4:00:00 AM EDT</td> </tr> <tr> <td>Pre-Solicitation Closed Date</td> <td>3/5/2021, 4:00:00 AM EDT</td> </tr> <tr> <td>Solicitation Open Date</td> <td>12/18/2019, 9:00:00 AM EDT</td> </tr> </table> | Pre-Solicitation Open Date | 3/1/2021, 4:00:00 AM EDT | Pre-Solicitation Closed Date | 3/5/2021, 4:00:00 AM EDT | Solicitation Open Date | 12/18/2019, 9:00:00 AM EDT | | |
| Pre-Solicitation Open Date | 3/1/2021, 4:00:00 AM EDT | | | | | | | | | | | |
| Pre-Solicitation Closed Date | 3/5/2021, 4:00:00 AM EDT | | | | | | | | | | | |
| Solicitation Open Date | 12/18/2019, 9:00:00 AM EDT | | | | | | | | | | | |

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.

Current Solicitation

Title:
DHS SBIR Solicitation for FY20

Solicitation Number:
20.1

Description:
The Department of Homeland Security (DHS) Small Business Innovation Research (SBIR) Program's Science and Technology (S&T) Directorate SBIR Program Office invites small business concerns to review this solicitation which closes for Phase I proposal submission on January 22, 2020

Countdown to Phase I Submission Deadline

| Weeks | Days | Hours | Minutes | Seconds |
|-------|------|-------|---------|---------|
| 17 | 2 | 14 | 19 | 48 |

Topics

DHS107Test1

| | |
|---------------------|--------------------------------|
| Topic Number | DHS107Test1 |
| Topic Title | DHS107Test1 |
| Solicitation Number | 20.1 |
| Solicitation Title | DHS SBIR Solicitation for FY20 |
| Division | Science and Technology (S&T) |

How to Apply

Solicitation Dates

Pre-Solicitation Open Date: 3/1/2021, 4:00:00 AM EDT

Pre-Solicitation Closed Date: 3/5/2021, 4:00:00 AM EDT

Solicitation Open Date: 12/18/2019, 9:00:00 AM EDT

Submission Deadline: 8/30/2024, 4:00:00 AM EDT

See Solicitation notice on SAM.gov

| | |
|---------------------|--------------------------------|
| Topic Number | DHS107Test1 |
| Topic Title | DHS107Test1 |
| Solicitation Number | 20.1 |
| Solicitation Title | DHS SBIR Solicitation for FY20 |
| Division | Science and Technology (S&T) |

Topic Dates

Status: Open

Solicitation Open Date: 8/15/2022, 12:00:00 PM EDT

Submission Deadline: 8/30/2024, 4:00:00 AM EDT

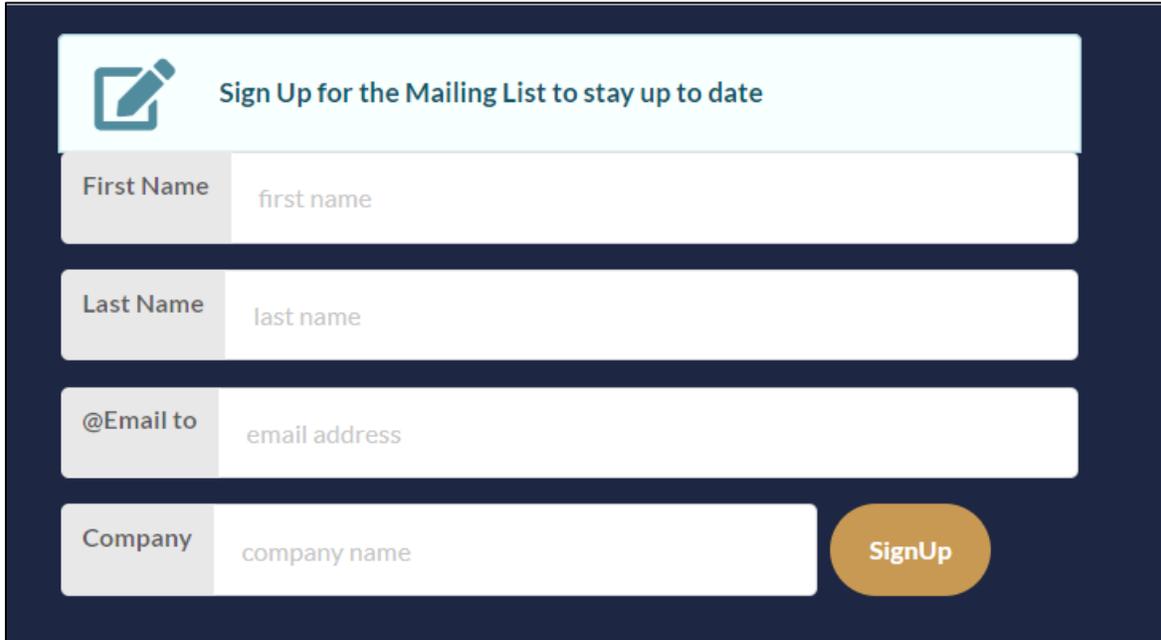
See notice on SAM.gov

[Apply](#)

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.



The image shows a sign-up form for a mailing list. At the top, there is a light blue header with a pencil icon and the text "Sign Up for the Mailing List to stay up to date". Below this are four input fields: "First Name" with placeholder "first name", "Last Name" with placeholder "last name", "@Email to" with placeholder "email address", and "Company" with placeholder "company name". To the right of the "Company" field is a brown "SignUp" button.

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.

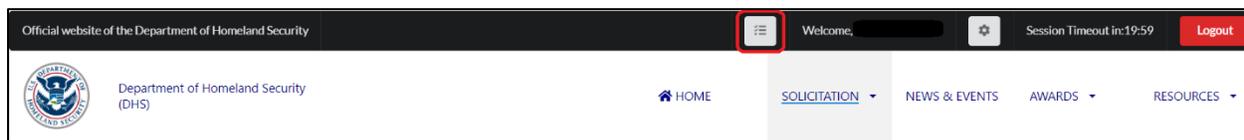


Figure 20 - User Dashboard

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

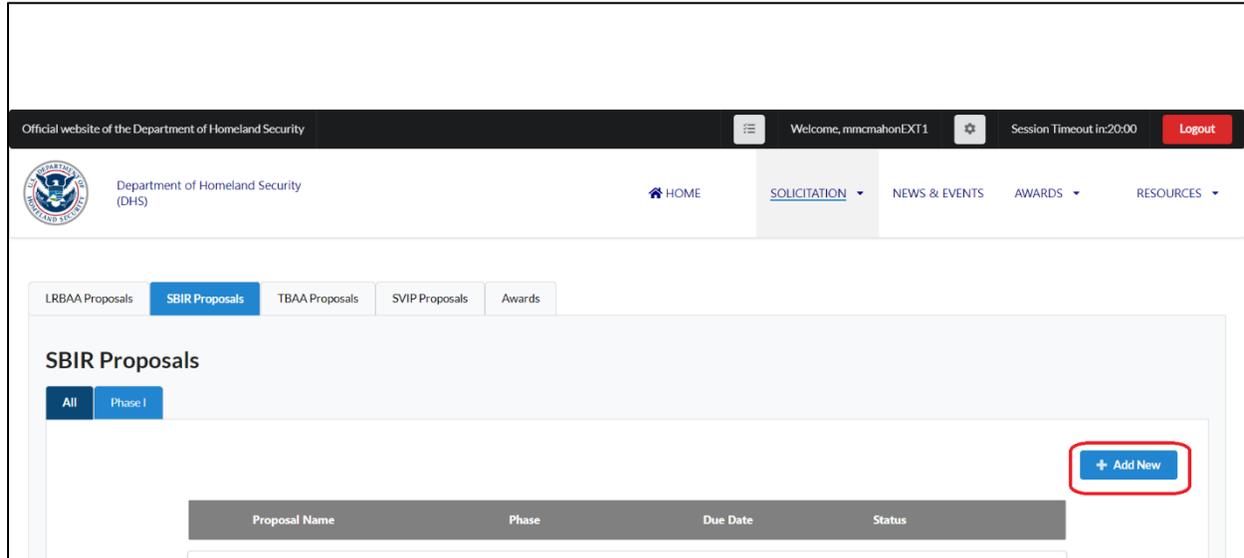
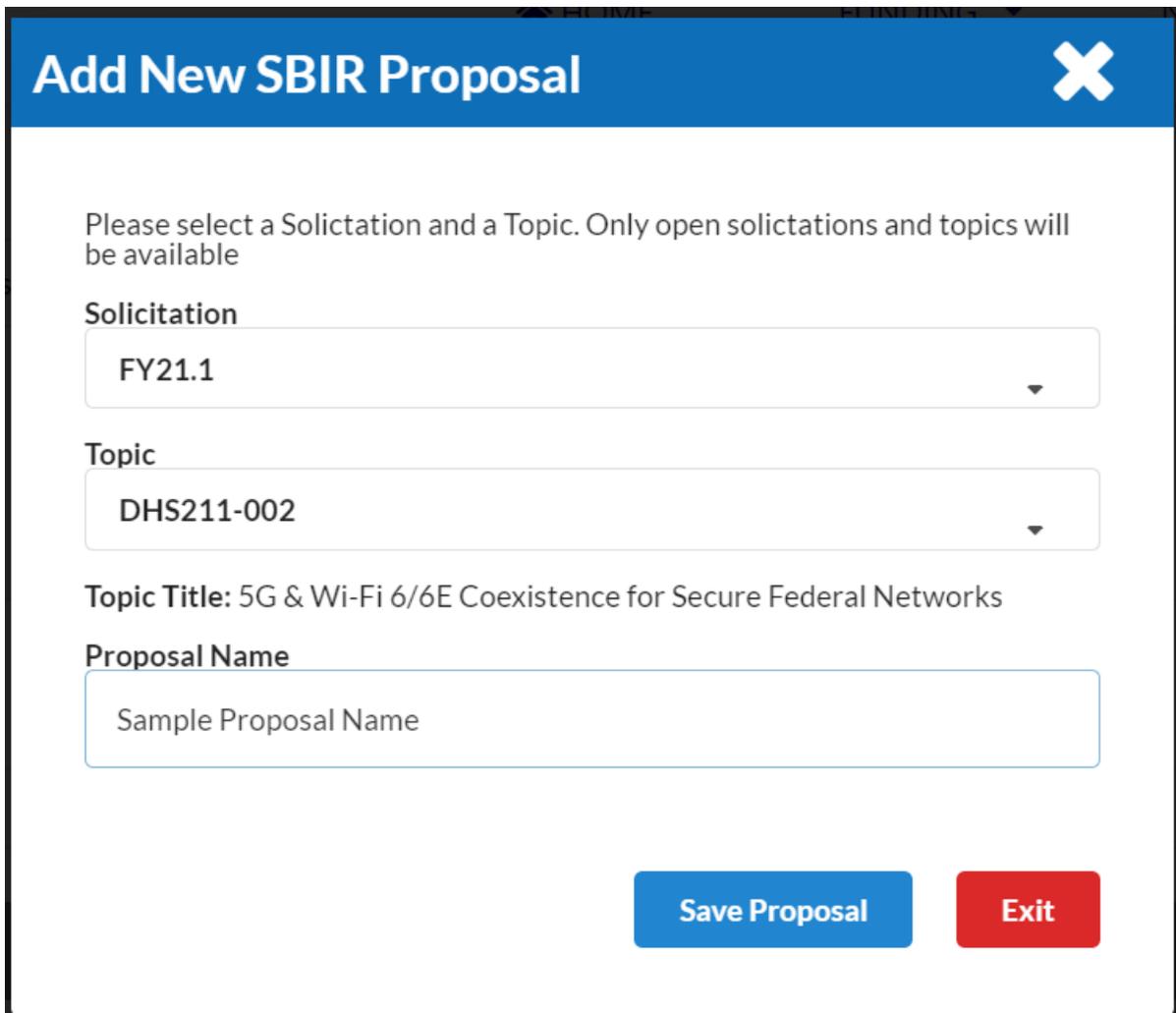


Figure 21 - Add New Proposal from User Dashboard

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



Add New SBIR Proposal ✕

Please select a Solicitation and a Topic. Only open solicitations and topics will be available

Solicitation
FY21.1

Topic
DHS211-002

Topic Title: 5G & Wi-Fi 6/6E Coexistence for Secure Federal Networks

Proposal Name
Sample Proposal Name

Save Proposal **Exit**

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.

| Test | | Phase I | 12-31-2030 12:00 PM E T | In Progress |
|--|------------------------|---------|----------------------------|---------------------|
| Proposal Number | 2507 2507.1-0010-I | | | |
| Due Date | 12-31-2030 12:00 PM ET | | | |
| Solicitation | 2507 | | | |
| Topic Number | 2507.1 | | | |
| Fiscal Year | 2023 | | | |
| ★ Work on Coversheet | Incomplete | | | |
| \$ Work on Cost Proposal | Incomplete | | | |
| ☰ Work on Project Plan | Not Yet Started | | | |
| 📄 Work on Foreign Affiliation Disclosure | Not Yet Started | | | |
| | | | | 🗑 Delete Submission |

Figure 23 – Example of Incomplete Proposal submission task

| Test | | Phase I | 12-31-2030 12:00 PM E T | In Progress |
|--|------------------------|---------|----------------------------|---------------------|
| Proposal Number | 2507 2507.1-0010-I | | | |
| Due Date | 12-31-2030 12:00 PM ET | | | |
| Solicitation | 2507 | | | |
| Topic Number | 2507.1 | | | |
| Fiscal Year | 2023 | | | |
| ★ Work on Coversheet | Complete | | | |
| \$ Work on Cost Proposal | Complete | | | |
| ☰ Work on Project Plan | Complete | | | |
| 📄 Work on Foreign Affiliation Disclosure | Complete | | | |
| 📄 Submit Proposal | Not Submitted | | | |
| | | | | 🗑 Delete Submission |

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.

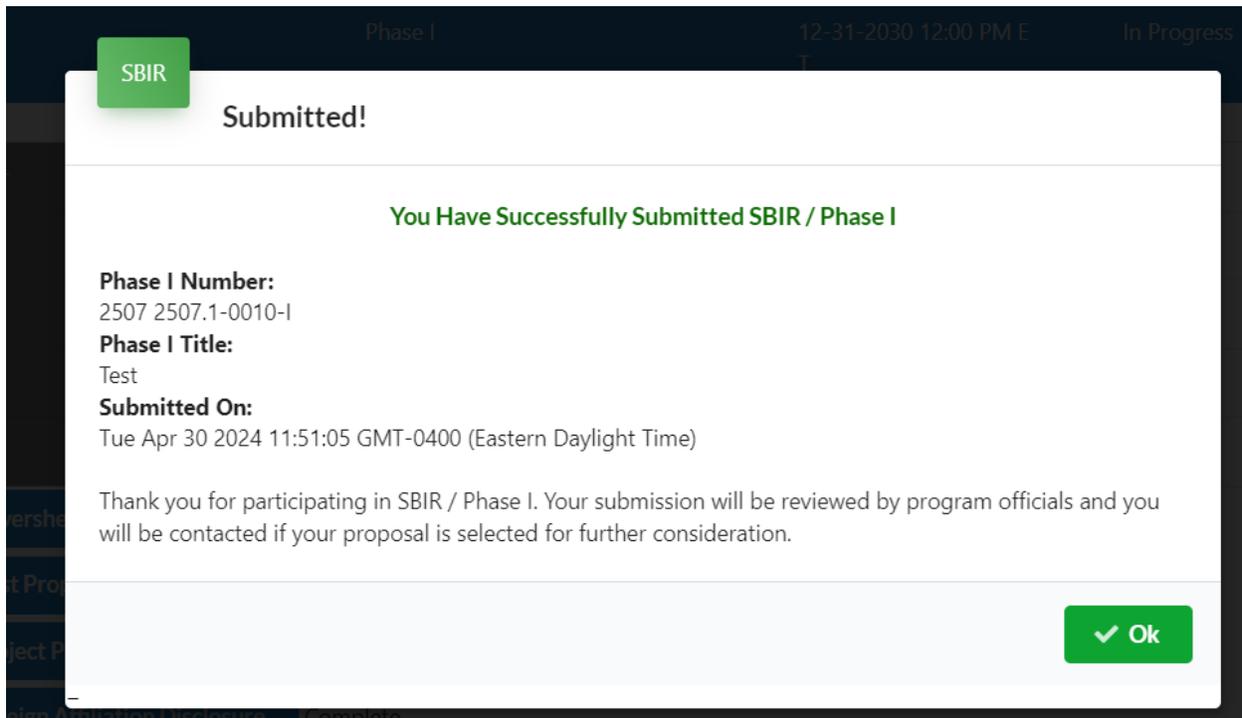


Figure 25: Example successful submission notification

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.

The screenshot shows a user interface for a proposal submission. At the top, there is a blue header bar with the text "Test", "Phase I", "12-31-2030 12:00 PM E", and "In Progress". Below the header is a table with the following details:

| | |
|-----------------|------------------------|
| Proposal Number | 2507 2507.1-0010-I |
| Due Date | 12-31-2030 12:00 PM ET |
| Solicitation | 2507 |
| Topic Number | 2507.1 |
| Fiscal Year | 2023 |

Below the table is a list of action buttons:

- ★ Work on Coversheet** Incomplete (This button is highlighted with a red box in the image)
- \$ Work on Cost Proposal** Incomplete
- ☰ Work on Project Plan** Not Yet Started
- 📄 Work on Foreign Affiliation Disclosure** Not Yet Started

In the bottom right corner, there is a red button labeled **Delete Submission**.

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.

Company Information

Company Name: StephTech Inc. TIN: 804957775

Country:

Address line 1: Address line 2:

City: State:

Zip Code: +4

Phone Number: Phone Number Extension: Fax Number:

DUNS+4: [What is DUNS](#)

UEI Number (SAM):

Commercial And Government Entity code (CAGE Code): Standard Industrial Classification (SIC): Federal Interagency Committee on Education (FICE):

Proposal Title:

Proposal Contains Proprietary Info: Yes No

Dollar Amount Requested: (filled automatically when cost proposal complete)

Duration (in Months):

Have you registered with the company registry at SBIR.gov?:

Transition Rate/Commercialization Benchmarks Questionnaire:

1.) Has your company received more than 20 Phase I awards across all agencies?

2.) Does your company meet the DHS Phase I to Phase II transition rate (refer to the Phase I and Phase II transition rate and relevant time periods cited in the solicitation)?

NOTE: If the small business firm does not meet the Phase I to Phase II transition rate over the relevant time periods, the firm is not eligible to receive a new SBIR Phase I award from the DHS Science and Technology Directorate for one year from the date of proposal submission to DHS.

3.) How many Phase I awards has the small business firm received over the relevant time period (refer to the Phase I and Phase II relevant time periods cited in the solicitation)? What is Transition Rate? How do I dispute my transition rate?

4.) How many Phase II awards has the small business firm received over the relevant time period (refer to the Phase I and Phase II relevant time periods cited in the solicitation)?

[Back to Dashboard](#) [Save and Continue](#) [Save](#)

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.

The screenshot shows a web application interface with a green navigation bar at the top containing the following tabs: Company Information, POC-, Certification, PI, Subcontractors, Key Individuals, Abstract, Supporting Materials, and Review and Submit. The 'POC-' tab is currently selected. Below the navigation bar is a form titled 'POC'. The form contains the following fields:

- Salutation ***: A dropdown menu with 'Mr.' selected and a close button (x).
- First Name ***: A text input field containing 'Test'.
- Middle Name**: A text input field containing 'Tes'.
- Last Name ***: A text input field containing 'Test'.
- Title ***: A text input field containing 'President'.
- Phone Number ***: A text input field containing '1112223333'.
- Extension**: An empty text input field.
- Fax**: An empty text input field.
- Email ***: A text input field containing 'test@email.com'.

At the bottom of the form, there are four buttons: 'Back to Dashboard' (on the left), and 'Back', 'Save and Continue', and 'Save' (on the right).

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.

| Company Information | POC | Certification | PI | Subcontractors | Key Individuals | Abstract | Supporting Materials | Review and Submit | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---------------|----|----------------|-----------------|----------|----------------------|-------------------|---|--|---------------------------------|--|--|--|---|--|--|--|--------------------|--|---------------------------------|--|------------------------------|--|---|--|--|--|------------------------------|--|--|--|---|--|--|--|
| <p>Successfully Saved Your data has been Successfully saved.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Certification</p> <p><i>As defined in the current Solicitation, the offeror certifies:</i></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">A. The Principal Investigator proposed in your proposal is employed by your firm/company at the time of award and during the conduct of research.</td> <td style="text-align: right; padding: 5px;"><input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td style="padding: 5px;">B. Small Business Concern (SBC)</td> <td style="text-align: right; padding: 5px;"><input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td style="padding: 5px;">Number of Employees (including all affiliates): <input style="width: 50px; height: 20px;" type="text"/></td> <td></td> </tr> <tr> <td colspan="2" style="padding: 5px;"><i>As defined in the current Solicitation, the offeror qualifies as a: (for statistical purposes)</i></td> </tr> <tr> <td style="padding: 5px;">C. Socially and economically disadvantaged SBC</td> <td style="text-align: right; padding: 5px;"><input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td style="padding: 5px;">D. Woman-owned SBC</td> <td style="text-align: right; padding: 5px;"><input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td style="padding: 5px;">E. HUBZone SBC certified by SBA</td> <td style="text-align: right; padding: 5px;"><input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td style="padding: 5px;">F. Student/Faculty Owned SBC</td> <td style="text-align: right; padding: 5px;"><input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td colspan="2" style="padding: 5px;"><i>As defined in the current Solicitation, the offeror complies with:</i></td> </tr> <tr> <td style="padding: 5px;">G. The provisions of the Civil Rights Act of 1964 (RL88-352) and the regulations pursuant thereto.</td> <td style="text-align: right; padding: 5px;"><input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td colspan="2" style="padding: 5px;"><i>Additional questions:</i></td> </tr> <tr> <td style="padding: 5px;">H. As defined in the current solicitation, will any foreign nationals be involved on this project?</td> <td style="text-align: right; padding: 5px;"><input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td style="padding: 5px;">I. Will you permit the Government to disclose the title and technical abstract page of your proposed project, plus the name, address, and telephone number of the corporate official of your concern, if your proposal does not result in an award, to the appropriate local and State-level economic development organizations that may be interested in contacting you for further information?</td> <td style="text-align: right; padding: 5px;"><input type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td style="padding: 5px;">J. If this is a Phase II proposal, are you proposing outside investment funds under the DHS Cost Matching Program, as defined in the current solicitation?</td> <td style="text-align: right; padding: 5px;"><input type="radio"/> N/A <input type="radio"/> No <input type="radio"/> Yes</td> </tr> </table> | | | | | | | | | A. The Principal Investigator proposed in your proposal is employed by your firm/company at the time of award and during the conduct of research. | <input type="radio"/> No <input type="radio"/> Yes | B. Small Business Concern (SBC) | <input type="radio"/> No <input type="radio"/> Yes | Number of Employees (including all affiliates): <input style="width: 50px; height: 20px;" type="text"/> | | <i>As defined in the current Solicitation, the offeror qualifies as a: (for statistical purposes)</i> | | C. Socially and economically disadvantaged SBC | <input type="radio"/> No <input type="radio"/> Yes | D. Woman-owned SBC | <input type="radio"/> No <input type="radio"/> Yes | E. HUBZone SBC certified by SBA | <input type="radio"/> No <input type="radio"/> Yes | F. Student/Faculty Owned SBC | <input type="radio"/> No <input type="radio"/> Yes | <i>As defined in the current Solicitation, the offeror complies with:</i> | | G. The provisions of the Civil Rights Act of 1964 (RL88-352) and the regulations pursuant thereto. | <input type="radio"/> No <input type="radio"/> Yes | <i>Additional questions:</i> | | H. As defined in the current solicitation, will any foreign nationals be involved on this project? | <input type="radio"/> No <input type="radio"/> Yes | I. Will you permit the Government to disclose the title and technical abstract page of your proposed project, plus the name, address, and telephone number of the corporate official of your concern, if your proposal does not result in an award, to the appropriate local and State-level economic development organizations that may be interested in contacting you for further information? | <input type="radio"/> No <input type="radio"/> Yes | J. If this is a Phase II proposal, are you proposing outside investment funds under the DHS Cost Matching Program, as defined in the current solicitation? | <input type="radio"/> N/A <input type="radio"/> No <input type="radio"/> Yes |
| A. The Principal Investigator proposed in your proposal is employed by your firm/company at the time of award and during the conduct of research. | <input type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. Small Business Concern (SBC) | <input type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of Employees (including all affiliates): <input style="width: 50px; height: 20px;" type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>As defined in the current Solicitation, the offeror qualifies as a: (for statistical purposes)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. Socially and economically disadvantaged SBC | <input type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Woman-owned SBC | <input type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E. HUBZone SBC certified by SBA | <input type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F. Student/Faculty Owned SBC | <input type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>As defined in the current Solicitation, the offeror complies with:</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G. The provisions of the Civil Rights Act of 1964 (RL88-352) and the regulations pursuant thereto. | <input type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>Additional questions:</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| H. As defined in the current solicitation, will any foreign nationals be involved on this project? | <input type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I. Will you permit the Government to disclose the title and technical abstract page of your proposed project, plus the name, address, and telephone number of the corporate official of your concern, if your proposal does not result in an award, to the appropriate local and State-level economic development organizations that may be interested in contacting you for further information? | <input type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J. If this is a Phase II proposal, are you proposing outside investment funds under the DHS Cost Matching Program, as defined in the current solicitation? | <input type="radio"/> N/A <input type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 28 – Certification (Continued on next Page)

| | |
|---|--|
| <p>K. Has this proposal been submitted to other US Government agencies or their components?</p> | <p><input type="radio"/> No <input type="radio"/> Yes</p> |
| <p>(If yes, list the name(s) of the agency or component and topic number in the space provided below.)</p> | |
| <p>Agency Name</p> | <p>Topic</p> |
| <p>example: DOD/Airforce</p> | <p>example: AF22.1-001</p> |
| <p>+ Add additional Agency/Component</p> | |
| <p>L.1. Is the Phase I project Manufacturing-Related or is the resultant Phase II project Manufacturing-Related?</p> | <p><input type="radio"/> No <input type="radio"/> Yes</p> |
| <p>L.2. If this is a Phase II proposal, is this project Manufacturing-Related?</p> | <p><input type="radio"/> No <input type="radio"/> Yes</p> |
| <p>(Meaning relating to: (i) manufacturing processes, equipment and systems; or (ii) manufacturing workforce skills and protection as defined in Executive Order 13329.)</p> | |
| <p>M. Are you working with a subcontractor?</p> | <p><input type="radio"/> No <input type="radio"/> Yes</p> |
| <p>(If yes, please select the option that best describe them.)</p> | |
| <p><input type="text"/></p> | |
| <p>N. Confirm all work is being performed in the United States.</p> | <p><input type="radio"/> No <input type="radio"/> Yes</p> |
| <p>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.</p> | <p><input type="radio"/> No <input type="radio"/> Yes</p> |
| <p>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)</p> | <p><input type="radio"/> No <input type="radio"/> Yes</p> |
| <p>Q. Has your company received Federal & State Technology Partnership Program (FAST) Assistance?</p> | <p><input type="radio"/> No <input type="radio"/> Yes</p> |
| <p>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?</p> | <p><input type="radio"/> No <input type="radio"/> Yes</p> |
| <p>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?</p> | <p><input type="radio"/> No <input type="radio"/> Yes</p> |
| <p>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.)</p> | <p><input type="radio"/> No <input type="radio"/> Yes</p> |
| <p>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.</p> | <p><input type="radio"/> No <input type="radio"/> Yes</p> |
| <p>Back to Dashboard</p> | <p>Back Save and Continue Save</p> |

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.

Company Information
POC
Certification
PI
Subcontractors
Key Individuals
Abstract
Supporting Materials
Review and Submit

Successfully Saved
Your data has been Successfully saved.

PI

Check here if you are the Principle Investigator. (This will populate your First, Middle and Last Name, Email, Phone Number and Address).

Salutation * **First Name *** **Middle Name** **Last Name ***

Title *

Phone Number * **Extension** **Fax**

Email *

Copy from Company information

Country *

Address line 1 * **Address line 2**

City * **State ***

Zip Code * -

Socially and Economically Disadvantaged PI * **Women PI *** **Percentage of total proposed effort ***

[Back to Dashboard](#)
[Back](#)
[Save and Continue](#)
[Save](#)

Figure 30 - Principal Investigator

- 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

- 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.

Subcontractors

Subcontractor is defined as: Any agreement, other than one involving an employer-employee relationship, entered into by an Awardee of a Funding Agreement calling for supplies or services for the performance of the original Funding Agreement.

[Add New Subcontractor](#)

| Org Name | Type | First Name | Last Name |
|----------|---------|------------|-----------|
| MIT | Partner | Dr | Tester |

[Back to Dashboard](#) [Back](#) [Save and Continue](#) [Save](#)

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.

Successfully Saved
Your data has been Successfully saved.

Key Individuals

[Add new key individual](#)

| Salutation | First Name | Last Name |
|------------|------------|-----------|
| Dr. | e | n |

[Back to Dashboard](#) [Back](#) [Save and Continue](#) [Save](#)

Figure 34 - Key Individual with no individuals entered

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

Add New Key Individual

Key Individual

Salutation *
Dr. ✕

First Name * Middle Name Last Name *
Key Middle Name Individual

Title *
KI

Phone Number * Extension
1234567890 Ext 5

Email *
KI@email.com

% of Effort Individual Will Contribute to the Project
72

Confirm Cancel

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, select Save and Continue.

Company Information POC Certification PI Participants Key Individuals Abstract Supporting and Materials Review and Submit

Key Individuals

Add new key individual

| Salutation | First Name | Last Name |
|------------|------------|------------|
| Dr. ← | Key | Individual |

Back to Dashboard Back Save and Continue Save

Figure 36 - Key Individual list populated

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

Company Information
POC
Certification
PI
Subcontractors
Key Individuals
Abstract-
Supporting Materials
Review and Submit

Successfully Saved
Your data has been Successfully saved.

Abstract

Share Your Research Concept

(The technical abstract should be limited to 250 words. The abstract must identify the purpose of the work and briefly describe the work to be carried out, the finding or results and the potential commercial applications of the effort. Since the abstract will be published by DHS, it must not contain any proprietary or classified data.)

Due to security considerations, restrictions have been placed upon the use of special characters. Special characters are limited to simple punctuation marks only. We recommend that you type your text directly into this field. If you must "copy and paste" your text, copy from a basic text editor (not a word processing program) and paste it into the field.

Technical Abstract *
1 Words | 250 Words Maximum

a

Project Aims (for Government use only):

(The project aims should be limited to 500 words. State the specific objectives of the Phase I research and development effort, including the technical questions you will try to answer to determine the Phase I feasibility of the proposed approach and the impact that the results of the proposed research will exert on the research field(s) involved. State concisely and realistically what the proposed research is intended to accomplish in terms of its potential for technological innovation and commercial application. Define the proposed product, process or service to ultimately be developed. Include milestones for each of the aims as these will be used in the evaluation process.)

Due to security considerations, restrictions have been placed upon the use of special characters. Special characters are limited to simple punctuation marks only. We recommend that you type your text directly into this field. If you must "copy and paste" your text, copy from a basic text editor (not a word processing program) and paste it into the field.

Project Aims *
1 Words | 500 Words Maximum

a

Summary of Results (No proprietary information)(for Government use only):

(The summary of results should be limited to 500 words. Summary of the anticipated results and implications of the approach (both Phases I and II) and the potential commercial applications of the research.)

Due to security considerations, restrictions have been placed upon the use of special characters. Special characters are limited to simple punctuation marks only. We recommend that you type your text directly into this field. If you must "copy and paste" your text, copy from a basic text editor (not a word processing program) and paste it into the field.

Summary of Results *
1 Words | 500 Words Maximum

a

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.

Company Information
POC
Certification
PI
Participants
Key Individuals
Abstract
Supporting and Materials
Review and Submit

Successfully Saved
Your data has been Successfully saved.

Supporting Materials

Technical Proposal (Required)

Proposal Upload Instructions -- For details, please refer to the solicitation details located at FedBizOpps website.

Upload Technical Proposal
PDF only, 20 page max

Upload

[Additional file guidelines](#)

| File | Size | Upload Date | Uploaded By | |
|-----------------------------|-------|------------------------|-----------------|--|
| Test Technical Proposal.pdf | 57 KB | 12/31/2020, 2:51:22 PM | Michael McMahon | |

Briefing Chart (Required)

Briefing Chart -- For details, please refer to the solicitation details located at FedBizOpps website.

Upload Briefing Chart
PDF only, page max

Upload

[Additional file guidelines](#)

| File | Size | Upload Date | Uploaded By | |
|-------------------------|-------|------------------------|-----------------|--|
| Test Briefing Chart.pdf | 93 KB | 12/31/2020, 2:51:28 PM | Michael McMahon | |

Back to Dashboard
Back
Save and Continue
Save

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.

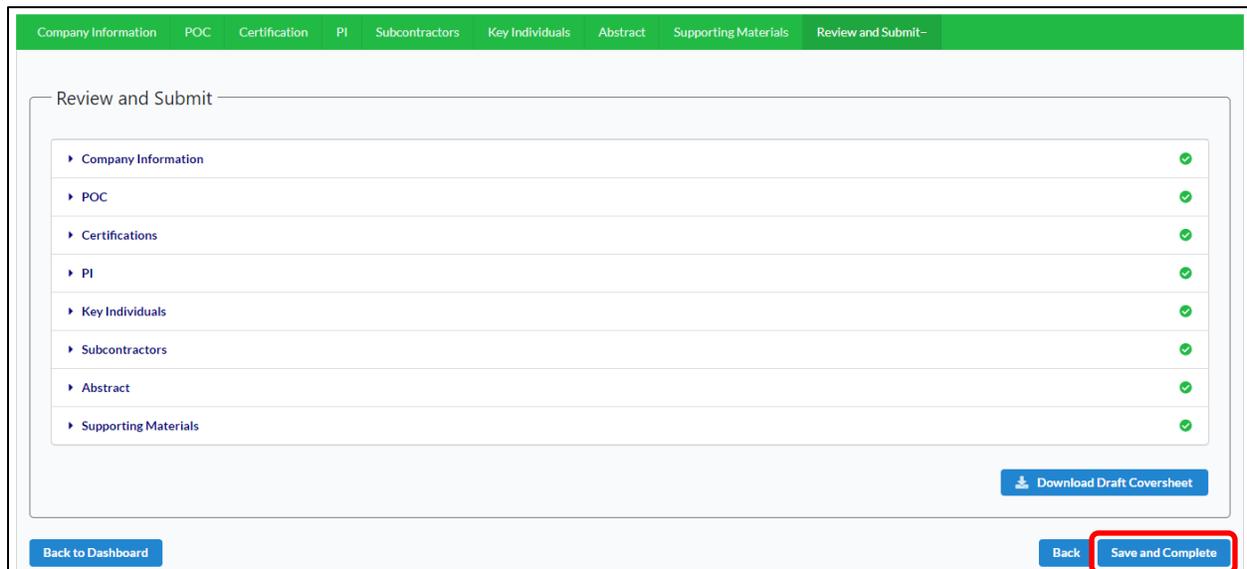


Figure 39 - Review and Submit Actions

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 each category and the total cost and hours.

Figure 40 - Section A: Direct Labor

- 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%.

The screenshot shows a web application interface for Section B. At the top, a green navigation bar contains links for Section A, Section B (selected), Section C, Section D, Section E, Section F, Section G, and Summary Year 1. Below the navigation bar is a green success message: "Successfully Saved. Your data has been successfully saved." The main content area is titled "Section B" and contains two sections: "Fringe Cost" and "Overhead Cost".

Fringe Cost Section:

- Instructions:** Specify current rate and base. Use current rate(s) negotiated with the cognizant federal negotiating agency, if available, OR provide a number for total estimated fringe costs to execute the project.
- Previous Calculations:**
 - Section A / Direct Labor Cost: \$299,520.00
- Radio buttons for selection:
 - Percentage of Direct labor
 - Cost (Dollars)
- Input fields:
 - Percentage of Direct labor: 2.60
 - Fringe Cost: 7787.52

Overhead Cost Section:

- Instructions:** Specify current rate and base. Use current rate(s) negotiated with the cognizant federal negotiating agency, if available, OR provide a number for total estimated overhead costs to execute the project.
- Previous Calculations:**
 - Section A / Direct Labor Cost: \$299,520.00
- Radio buttons for selection:
 - Percentage of Direct labor
 - Cost (Dollars)
- Input fields:
 - Percentage of Direct labor: 3.34
 - Overhead Cost: 10000.00
- Explanation:** 1 Characters | 1,000 Characters Maximum. The input field contains the character "e".

Figure 41 - Section B: Overhead Cost

- 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.

Back to Dashboard
Year 1 1 Year 2
Other Info

Section A
Section B
Section C
Section D
Section E
Section F
Section G
Summary

Section C

Other Direct Cost (ODCs)

Instructions:
Fill in each Subsection or select checkbox if no ODCs for that subsection. At the end you will need to provide an explanation for any ODCs listed

a.Direct Material

No Direct Material

| Category Name | | Cost |
|--|--|--------------------------------|
| <input type="text" value="N/A"/> | | <input type="text" value="0"/> |
| + Add Category | | |

b.Special Testing

No Special Testing

| Category Name | | Cost |
|--|--|--------------------------------|
| <input type="text" value="N/A"/> | | <input type="text" value="0"/> |
| + Add Category | | |

c.Special Equipment

No Special Equipment

| Category Name | | Cost |
|--|--|--------------------------------|
| <input type="text" value="N/A"/> | | <input type="text" value="0"/> |
| + Add Category | | |

d.Travel

No Travel

| Category Name | | Cost |
|--|-----|--|
| <input type="text" value="Flight to Washington DC - Dec 2020"/> | 300 | ✖ Remove |
| <input type="text" value="Flight to Washington DC - June 2021"/> | 450 | ✖ Remove |
| + Add Category | | |

e.Sub Contractors

Do not include Technical and Business Assistance (TABA) in this section, you will provide that in info in Section F

No Sub Contractors

| Category Name | | Cost |
|--|--|--------------------------------|
| <input type="text" value="N/A"/> | | <input type="text" value="0"/> |
| + Add Category | | |

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

SBIR - Public Portal: Registration and Submissions Training Guide

Page | 41

e.Sub Contractors

Do not include Technical and Business Assistance (TABA) in this section, you will provide that info in Section F

No Sub Contractors

Category Name Cost

N/A 0

[+ Add Category](#)

f.Other

No Other

Category Name Cost

N/A 0

[+ Add Category](#)

Explanation of ODCs
You must provide an explanation in the textbox below of all items identified as an ODC, including the basis used for estimating costs (vendor quote, catalog price, etc.). For example: if any travel is proposed, include an explanation of the purpose of each trip, number of travelers, and cost of each trip. For materials, include a description of the materials, quantity required and basis for the proposed cost.

Explanation

11 Characters | 4,000 Characters Maximum

Explanation

[Back to Dashboard](#) [Back](#) [Save and Continue](#) [Save](#)

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%.

The screenshot displays a web application interface for entering Section D: General and Administrative (G&A) Cost. At the top, there is a navigation bar with 'Back to Dashboard', 'Year 1', and 'Year 2' (selected), and an 'Other Info' button. Below the navigation bar is a green header with tabs for Section A, Section B, Section C, Section D (selected), Section E, Section F, Section G, and Summary. A green success message reads 'successfully Saved' and 'Your data has been successfully saved.' The main content area is titled 'Section D' and contains the following elements:

- General and Administrative (G&A)**
- Instructions:** Specify current rate and base. Use current rate(s) negotiated with the cognizant federal negotiating agency, if available. OR provide a number for total estimated general & administrative costs to execute the project.
- Previous Calculations:**
 - Section A / Direct Labor Cost: 78216
 - Section B / Overhead Cost: 297.22
 - Section C / Other Direct Costs (ODCs): 750
- Input Options:**
 - Percentage of Subtotal Section A-C (Current \$ 79263.22)
 - Cost (Dollars)
- Input Fields:**
 - Percentage of Subtotal Section A-C:
 - Cost (Calculated):
- Buttons:** 'Back to Dashboard', 'Back', 'Save and Continue', and 'Save'.

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.

Back to Dashboard Year 1 Year 2 Other Info

Section A Section B Section C Section D Section E Section F Section G Summary

Section G

Deliverables

Instructions:
Upon selection, Companies will be required to submit mandatory deliverables such as progress reports, final report and updated Company Commercialization report as per their contract. If your company is proposing any additional deliverables, list them below. For quantity include unit of measurement, e.g. 2 models or 1.5 lbs. of material

| Category Name | Quantity | Delivery Milestone | |
|---------------|----------|------------------------|-----------------------|
| Survey Report | 4 maps | Delivered Each Quarter | ✖ Remove |
| Final Report | 10 pages | End of the Project | ✖ Remove |

+ Add Category

Back to Dashboard Back Save and Continue Save

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

A screenshot of a web form titled 'Other Info' with a blue header and a close button (X) in the top right corner. The form contains two main sections. The first section is titled 'Government Facility Needs' and includes the instruction: 'If you require the use of Government Facilities or Equipment, identify the Government Facilities or Equipment below:'. Below this is a text area labeled 'Explanation' with a character count '0 Characters | 4,000 Characters Maximum'. The second section is also titled 'Government Facility Needs' and includes the instruction: 'If a federal agency has ever audited your accounting system, specify the agency, office location, and contact information below:'. This section contains four input fields: 'Audit Agency', 'Audit Location', 'Audit PhoneNumber', and 'Audit Email'. At the bottom right of the form, there are two buttons: 'Confirm' (blue) and 'Cancel' (red).

Figure 49 - Other Information

- 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.

Back to Dashboard Year 1 Year 2 Other Info

Section A Section B Section C Section D Section E Section F Section G Summary

Successfully Saved
Your data has been successfully saved.

Summary

Instructions:
Please review your budget form below. If everything is correct, please click on the Complete Cost Proposal button to complete the Cost Proposal form. Please note that unless you click on this button, your Cost Proposal will be considered "Incomplete" and will not be printable by the system. Clicking on the Complete Cost Proposal button does NOT prevent you from making changes to the Cost Proposal form. However, please note that if you make any changes, your budget form will once again be marked as "Incomplete."

Total Proposal Cost 2115.33 [Download](#)

Cost Breakdown

Section A: Direct Labor Cost

| Category Name | Hours | Rate | Cost |
|--------------------------------|-------|-------|------|
| LCAT Y1 | 100 | 10.34 | 1034 |
| Total Hours | | | 100 |
| Total Cost Direct Labor | | | 1034 |

Figure 50 - Top of Summary Form

Total Proposal Cost 2115.33

Deliverables / Government Facility Needs / Audit Information

Additional

| Deliverable Name | Quantity | Delivery Milestone |
|------------------|----------|--------------------|
| | | |

Government Facility Needs

Audit Agency Contact Information

| | |
|-----------------|--|
| Agency | |
| Office Location | |
| Phone Number | |
| E-mail Address | |

Back to Dashboard [Back](#) [Save and Complete](#)

Figure 51 - End of Summary form

4.6 Project Plan Submission Form

1. Select the Work on Project Plan button.

| Test | | Phase I | 12-31-2030 12:00 PM E T | In Progress |
|-----------------|------------------------|---------|----------------------------|-------------|
| Proposal Number | 2507 2507.1-0010-1 | | | |
| Due Date | 12-31-2030 12:00 PM ET | | | |
| Solicitation | 2507 | | | |
| Topic Number | 2507.1 | | | |
| Fiscal Year | 2023 | | | |

★ Work on Coversheet Incomplete

\$ Work on Cost Proposal Incomplete

☰ **Work on Project Plan** Not Yet Started

📄 Work on Foreign Affiliation Disclosure Not Yet Started

🗑 Delete Submission

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.

PROPOSED TASKS AND MILESTONES

Fields marked with an * are required fields

You will be required to document at least 3 tasks and no more than 10 tasks.

Task-1

Headline*
0 Characters | 100 Characters Maximum

Answer ...

Description*
0 Characters | 1000 Characters Maximum

Answer ...

Delete

Task-2

Headline*
0 Characters | 100 Characters Maximum

Answer ...

Description*
0 Characters | 1000 Characters Maximum

Answer ...

Delete

Add New Task

4. After task entry, please select Save and Continue.

4.7 Submit Foreign Affiliation Disclosure

1. Select the Work on Foreign Affiliation Disclosure button.

| Test | | Phase I | 12-31-2030 12:00 PM E T | In Progress |
|---|------------------------|---------|----------------------------|-------------------|
| Proposal Number | 2507 2507.1-0010-1 | | | |
| Due Date | 12-31-2030 12:00 PM ET | | | |
| Solicitation | 2507 | | | |
| Topic Number | 2507.1 | | | |
| Fiscal Year | 2023 | | | |
| ★ Work on Coversheet | Incomplete | | | |
| \$ Work on Cost Proposal | Incomplete | | | |
| ☰ Work on Project Plan | Not Yet Started | | | |
| 📄 Work on Foreign Affiliation Disclosure | Not Yet Started | | | |
| | | | | Delete Submission |

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.

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.

| Test | | Phase I | 12-31-2030 12:00 PM E | In Progress |
|--|------------------------|---------|-----------------------|---------------------|
| Proposal Number | 2507 2507.1-0010-I | | | |
| Due Date | 12-31-2030 12:00 PM ET | | | |
| Solicitation | 2507 | | | |
| Topic Number | 2507.1 | | | |
| Fiscal Year | 2023 | | | |
| ★ Work on Coversheet | Complete | | | |
| \$ Work on Cost Proposal | Complete | | | |
| ☰ Work on Project Plan | Complete | | | |
| 📄 Work on Foreign Affiliation Disclosure | Complete | | | |
| 📄 Submit Proposal | Not Submitted | | | |
| | | | | 🗑 Delete Submission |

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](#).

| Test | | Phase I | 12-31-2030 12:00 PM E T | Submitted |
|---|------------------------|---------|----------------------------|-----------|
| Proposal Number | 2507 2507.1-0010-1 | | | |
| Due Date | 12-31-2030 12:00 PM ET | | | |
| Solicitation | 2507 | | | |
| Topic Number | 2507.1 | | | |
| Fiscal Year | 2023 | | | |
| ★ View Coversheet | Complete | | | |
| \$ View Cost Proposal | Complete | | | |
| Download Foreign Affiliations Disclosure Form | | | | |
| Download Project Plan Form | | | | |

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.

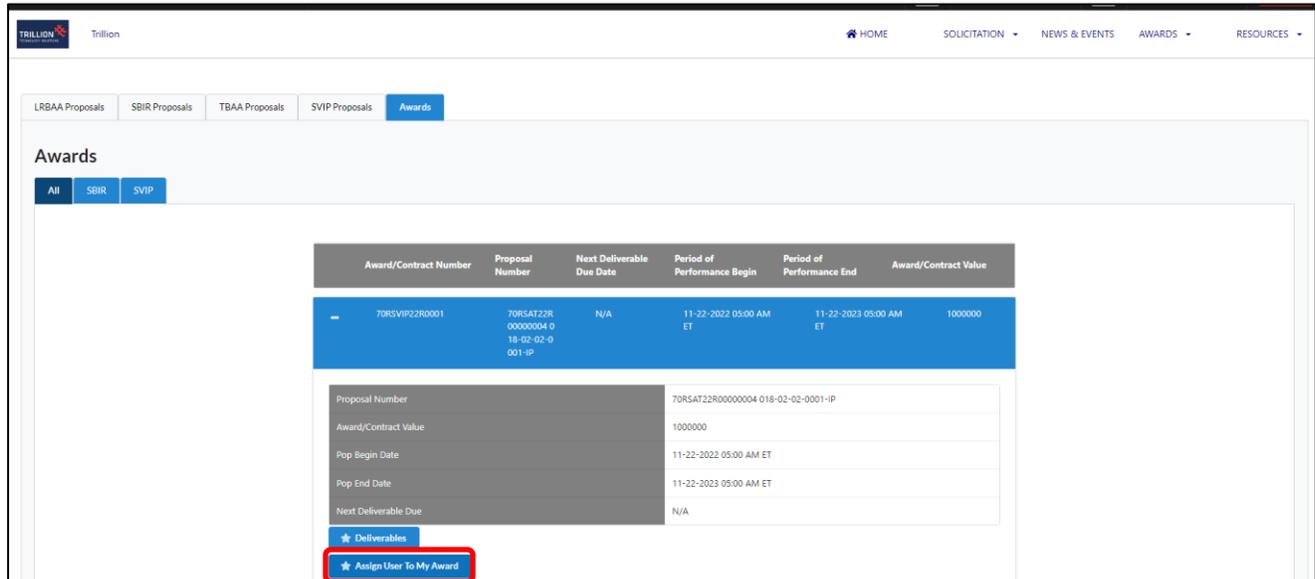


Figure 54: Award Dashboard

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.

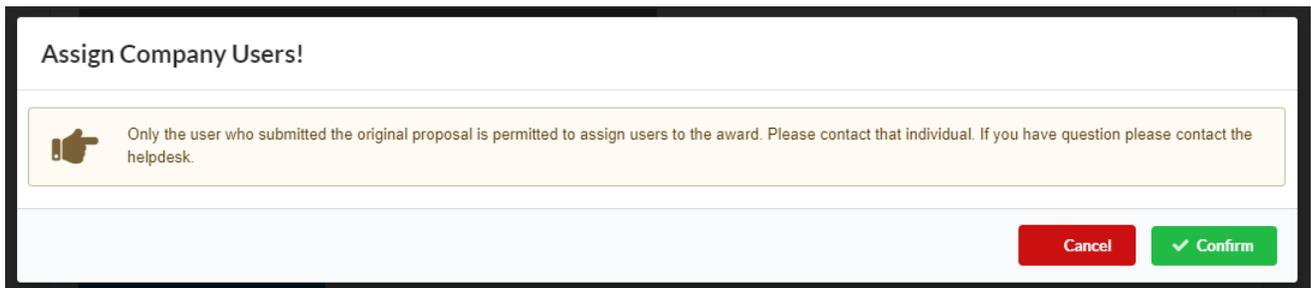


Figure 55: Warning that user is not the Awardee

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.

Assign Company Users!

Be Advised adding a user to this award will give that user the ability to view award details and manage deliverables. The assigned user will not have the ability to assign additional users as that feature is reserved only for you the awardee.

| First Name | Middle Name | Last Name | Email | Actions |
|------------|-------------|-----------|---------------|----------------------------|
| Matt | | test | test@test.com | + Assign |
| Michael | | test | test@test.com | + Assign |
| bob | | test | test@test.com | ✔ Assigned |

[Cancel](#)
[✔ Confirm](#)

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.

Award Number: 70RSAT19C000001 Proposal Number: 70RSAT22R00000019 SST-D19-11-0001-IP

Deliverables

[Back to Dashboard](#)

| Deliverable Name | Type | Report Start | Reporting End | Due Date | Received | Actions |
|----------------------------|-----------------|--------------|---------------|------------------------------------|-----------|---------|
| MONTHLY Monthly Invoice #1 | INVOICE_VOUCHER | 10/3/2023 | 10/31/2023 | 11/5/2023 Updated on: 4/30/2024 | 4/30/2024 | |
| MONTHLY Monthly Invoice #2 | INVOICE_VOUCHER | 11/1/2023 | 11/30/2023 | 12/5/2023 Updated on: 4/30/2024 | | |
| MONTHLY Monthly Invoice #3 | INVOICE_VOUCHER | 12/1/2023 | 12/31/2023 | 1/5/2024 | | |
| MONTHLY Monthly Invoice #4 | INVOICE_VOUCHER | 1/1/2024 | 1/31/2024 | 2/5/2024 | | |
| MONTHLY Monthly Invoice #5 | INVOICE_VOUCHER | 2/1/2024 | 2/29/2024 | 3/5/2024 | | |

Figure 57: Deliverable Overview

The Deliverable upload allows for multiple PDF document uploads.

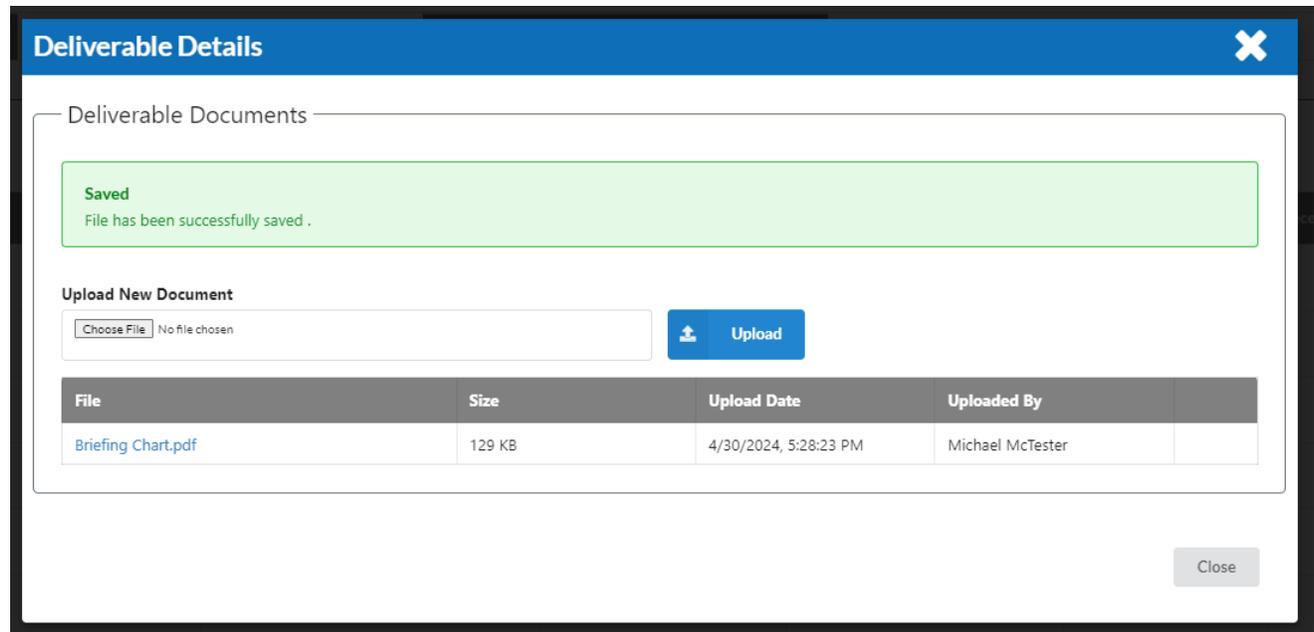


Figure 58: Deliverable Upload Modal

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