

The DHs Proposal Submission Process



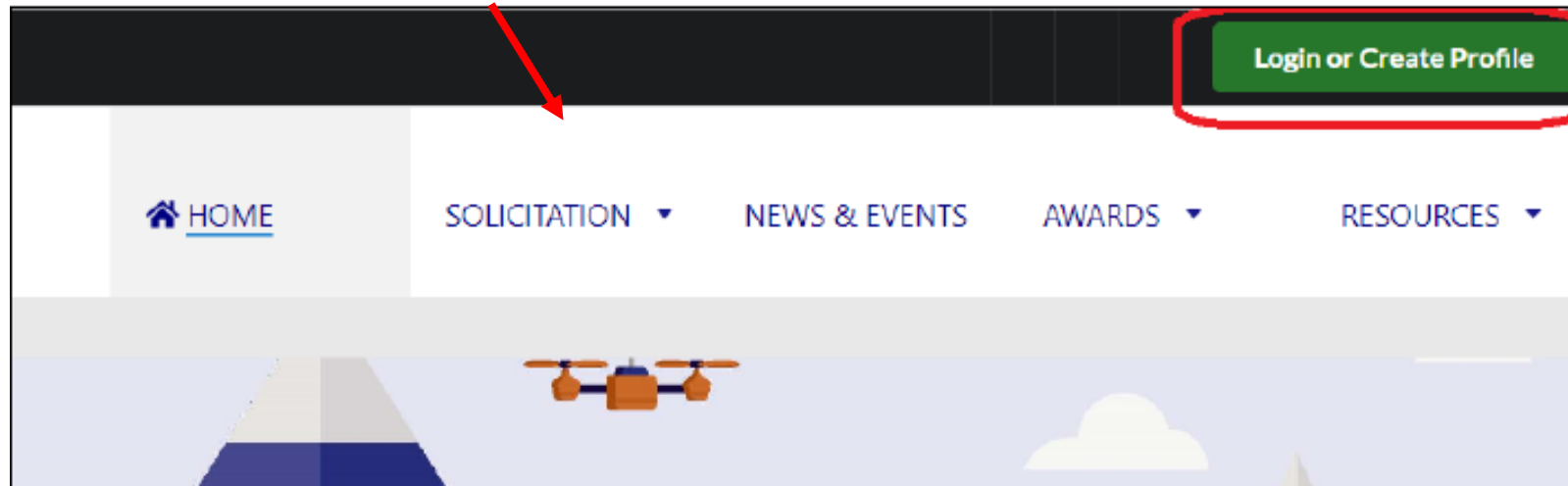
Topics Discussed

- Getting started
- Proposal cover sheet
- Cost proposal
- Project Plan
- Foreign affiliation
- Package submission



Getting Started

<https://sbir.dhs.gov/sbir/public>



Only one person can complete the submission, but others can be added later for uploads/reviews of deliverables.

Unlike some other agencies, the entire process for an SBIR (input and outputs) are all included in the application records.

There is a 20-minute timer on each page so one should save often to be sure that information previously entered is not lost.

Select Solicitation

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

Select desired solicitation, topic, and provide a name for the proposal

You **will not** have an opportunity to update the proposal name

Click “Save Proposal”

Select Topic

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](#)

Second half of screen will contain information about each topic

Expand each topic by selecting arrow on left

May start proposal from this screen by selecting "Apply" button listed in topic

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

Start Proposal

Add name of your proposal

This cannot be changed after “saving proposal” has been checked.

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

Proposal Submission Task List

— Test Phase I 12-31-2030 12:00 PM E In Progress
T

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

Task list can be completed in any order but must be fully complete before package submission can occur.

- ★ 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

Proposal Cover Sheet Submission

— Test Phase I 12-31-2030 12:00 PM E In Progress
T

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

Banner for Cover Sheet Completion

Company Information

POC-

Certification

PI

Subcontractors

Key Individuals

Abstract

Supporting Materials

Review and Submit

Add Company Information

Includes some high-level commercialization history information

Be sure to save and continue

Company Information

Company Name StephTech Inc.	TIN 804961776	
Country United States		
Address line 1 320 W 100th Ave #100	Address line 2	
City Anchorage	State Alaska	
Zip Code 99515	+4 2907	
Phone Number 204567891	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 Commit
Proposal Title		
Proposal Contains Proprietary Info		

Yes

No

Add Company Information (Cont'd)

Dollar Amount Requested
(filed automatically when cost proposal completes)

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 30 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 period, 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)?

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)?

[What is Transition Rate?](#)
[How do I dispute my transition rate?](#)

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

POC Information

Will be pre-populated with the user account profile information and can be changed if needed

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

POC

Salutation * ✕

First Name *

Middle Name

Last Name *

Title *

Phone Number *

Extension

Fax

Email *

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

Successfully Saved
Your data has been Successfully saved.

Certification

Certification

As defined in the current Solicitation, the offeror certifies:

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.* No Yes

B. *Small Business Concern (SBC)* No Yes

Number of Employees (including all affiliates):

As defined in the current Solicitation, the offeror qualifies as a: (for statistical purposes)

C. *Socially and economically disadvantaged SBC* No Yes

D. *Woman-owned SBC* No Yes

E. *HUBZone SBC certified by SBA* No Yes

F. *Student/Faculty Owned SBC* No Yes

As defined in the current Solicitation, the offeror complies with:

G. *The provisions of the Civil Rights Act of 1964 (PL 88-352) and the regulations pursuant thereto.* No Yes

Additional questions:

H. *As defined in the current solicitation, will any foreign nationals be involved on this project?* No 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?* No 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?* N/A No Yes

See question H for foreign national info



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

Certification

DHS will disqualify an applicant if certification items are incorrect.

The Certification session is VERY important to complete and review carefully.

[Back to Dashboard](#)

[Back](#)

[Save and Continue](#)

[Save](#)

Principal Investigator

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 *

Dr. * Michael Tech Writer

Title *

Tech Writer

Phone Number * Extension Fax

1112223333

Email *

mimcrahon@ttsiglobal.com

Copy from Company information

Country *

United States *

Address line 1 * Address line 2

1950 Roland Clarke Pl

City * State *

Reston Virginia *

Zip Code * +4

20191 - 1234

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

Yes * Yes * 10

Back to Dashboard Back Save and Continue Save

Subcontractors

Add New Subcontractor ✕

Proposal Subcontractor

Subcontractor Type*

Organization Name*

Salutation First Name Middle Name Last Name

Title

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

Successfully Saved

Your data has been Successfully saved.

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](#)

[Back to Dashboard](#)

[Back](#)

[Save and Continue](#)

[Save](#)



Subcontractor Submission

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

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](#)

Key individuals

At least one is required

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

Key Individuals

Salutation	First Name
Dr.	Key

[Back to Dashboard](#)

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](#)

Abstract

Enter

- Technical Abstract
- Project Aims
- Summary of Results
- Keywords

Note: No proprietary information

Keywords are entered separately so one must enter keyword and then hit enter as many times as necessary to complete all keyword entries.

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 *
7 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

Supporting Material

Upload any required document materials for proposal

Uploads are required to be PDF

Technical proposal

Briefing chart - Quad chart that is part of solicitation information

SBA Company registration

CWMD Non-disclosure agreement

Supporting Materials

Technical Proposal (Required)
For details, please refer to the solicitation located on SAM.gov.

Upload Technical Proposal
PDF only: 15 page max.

No file chosen

Briefing Chart (Required)
For details, please refer to the solicitation located on SAM.gov.

Upload Briefing Chart
PDF only: 1 page max.

No file chosen

SBA Company Registration (Required)
For details, please refer to the solicitation located on SAM.gov.

[Test_Company_Registration_SBC_001875183.pdf](#)

Upload SBA Company Registration
PDF only: 1 page max.

No file chosen

CWMD Non-Disclosure Agreement (Required)

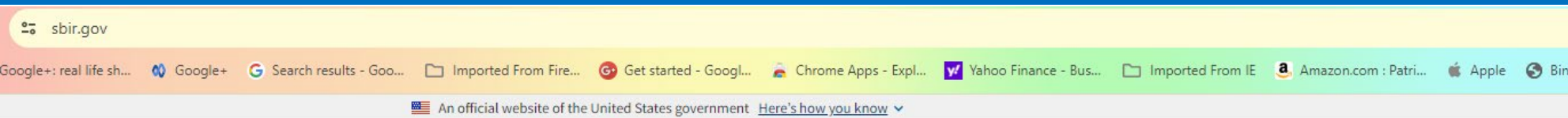
Upload CWMD Non-Disclosure Agreement
PDF only:




No file chosen

Please note: Make sure that the SBA company certificate is uploaded.

PDF is provided as an example to assure that the correct document is uploaded.

SBA Certificate



Contact Us  **Login**  Register 

About Impact Portfolio Apply Community

Welcome to the new SBIR.gov, to assist in getting you situated with the system, a preview of the new login and registration process is available [here](#). Please reach out to the website support team with any questions at (571) 306-5201 or via sba.sbir.support@reisystems.com

My Documents

SBC Registration (Proof of Registration/Certification)

SBC Control ID: SBC_002451567

[Download PDF](#)

Company Commercialization Report

[Download PDF](#)

CWMD Non-Disclosure Agreement

ATTACHMENT 4: CWMD NON-DISCLOSURE AGREEMENT

NON-DISCLOSURE AGREEMENT
TOPIC SOLICITATION <Insert Topic Solicitation Number>

The Parties to this Agreement agree that Mayvin Inc. and its supporting consultants and subcontractors also under non-disclosure agreement, may have access to proprietary information of Offeror contained within the technical and cost proposals, solely to perform technical advisory services for the Government, in evaluating proposals submitted in response to this Solicitation.

The Parties agree to protect the proprietary information from unauthorized use or disclosure for as long as it remains proprietary, and to refrain from using the information for any purpose other than that for which it was furnished.

<https://sam.gov/opp/65f9c71cbc2047b29721db70db2e34d9/view>

Company Name (Offeror)

Name of Company Official (Offeror), Printed

Signed

Dated

Pat McGovern
Mayvin, Inc.

Signed

Dated

Review Cover Sheet and Submit

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

Review and Submit

▶ Company Information	A thorough review of the cover sheet should be made before moving to the next section.	✔
▶ POC		✔
▶ Certifications		✔
▶ PI	Be sure that all supporting materials have been entered.	✔
▶ Key Individuals		✔
▶ Subcontractors		✔
▶ Abstract		✔
▶ Supporting Materials		✔

[Download Draft Coversheet](#)

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

Cost Proposal Submission Form

Section A -

Section B

Section C

Section D

Section E

Section F

Section G

Summary Year 1

Section A – Direct Labor

Detail direct labor cost or indicate “no cost”

Enter hours and rate in \$

System will calculate each category

Can add audit information if DCAA is available

Year 1 Year 2 Government Facility / Audit Information

Section A- Section B Section C Section D Section E Section F Section G Summary Year 1

Section A

Direct Labor

Instructions:
Enter labor categories proposed (e.g., Principal Investigator, Project Manager, Research Assistant, Laboratory Assistant, Analyst, Administrative Staff), labor rates and the hours for each labor category.

No Direct Labor Cost

Labor Category	Hours	Rate per Hour	Cost	
<input type="text" value="Developer"/>	<input type="text" value="1920"/>	<input type="text" value="56"/>	107520	<input type="button" value="✕ Remove"/>
<input type="text" value="Manager"/>	<input type="text" value="1920"/>	<input type="text" value="100"/>	192000	<input type="button" value="✕ Remove"/>
<input type="button" value="+ Add Category"/>				
Total Hours			Total Cost	
3840.00			299520.00	

Section B – Fringe and Overhead

Section A Section B Section C Section D Section E Section F Section G Summary Year 1

Successfully Saved
Your data has been successfully saved.

Section B

Fringe Cost

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

Percentage of Direct labor
 Cost (Dollars)

Percentage of Direct labor: Fringe Cost:

Overhead Cost

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

Percentage of Direct labor
 Cost (Dollars)

Percentage of Direct labor: Overhead Cost:

Explanation
7 Characters | 1,000 Characters Maximum

Can be entered as % of Section A or as a cost amount

If entering as cost, explanation is required.

If no fringe or overhead, 0% is added as cost

Section C – Other Direct Cost

Categories

- Direct Material
- Special testing
- Special equipment
- Travel – include post award meeting
- Subcontractors
- Other – explain, if entered

Add name and cost for each category

Explanation is needed at end of section

If no costs for a category, add N/A and 0 cost

Do not add TABA here

Section C –
Other Direct Cost (ODCs)

Instructions:
Fill in each subsection or select 'No ODCs' for the subsection. At the end you will need to provide an explanation for any ODCs listed.

a. Direct Material

No Direct Material

Category Name: N/A Cost: 0

+ Add Category

b. Special Testing

No Special Testing

Category Name: N/A Cost: 0

+ Add Category

c. Special Equipment

No Special Equipment

Category Name: N/A Cost: 0

+ Add Category

d. Travel

No Travel

Category Name	Cost	Buttons
Flight to Washington DC - Dec 2022	300	Approve
Flight to Washington DC - June 2021	450	Approve

+ Add Category

e. Sub Contractors

Do not include Technical and Business Assistance (TABAs) in this section; you will provide that info in Section F.

No Sub Contractors

Category Name: N/A Cost: 0

+ Add Category

f. Other

No Other

Category Name: N/A Cost: 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 Max/line

Explanation:

Back to Dashboard Back Save and Continue Save

Section D – General and Administrative

Can be entered as % of total Sections A-C or as a flat cost amount

If entered as cost, explanation is required

If no G&A, enter 0%

Back to the Menu Year 1 Year 2 Continue

Successfully Saved
Your data has been successfully saved.

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

Section D

General and Administrative (G&A)

Instructions:
Specify current rates and basis. Use current rates regulated with the regulator/medical regulating agency. If available, use provided number for total estimated general administrative costs to execute the project.

Previous Calculations:

- Section A / Direct Labor Cost / 10.1%
- Section B / Overhead / Cost / 17.2%
- Section C / Other Direct Costs / 100%

Percentage of Subtotal Section A-C (Current) / 10.1%

Cost (Dollar)

Percentage of Subtotal Section A-C: Cost (Dollar):

Back to the Menu Back Save and Continue Done

Section E – Profit and Cost Sharing

Profit can either be entered as % of Total Section A-D or as a Flat Cost amount

- If enter as Cost, an explanation is required
- If there are no Profits, enter 0%

Cost sharing must be entered as a flat cost

- If entered an explanation is required
- If there are no cost, then enter 0%

The screenshot shows a web-based form for 'Section E' with the following elements:

- Navigation:** 'Back to Dashboard' button, 'Year 1' and 'Year 2' tabs, and 'Other Info' button.
- Section Navigation:** A green bar with tabs for Section A, B, C, D, E (selected), F, G, and Summary.
- Section E Header:** 'Section E' title.
- Profit Section:**
 - Profit:** Title.
 - Instructions:** 'Profit will be added to total budget.'
 - Previous Calculations:**
 - Section A / Direct Labor Cost: 78216
 - Section B / Overhead Cost: 297.22
 - Section C / Other Direct Costs (ODCs): 7310
 - Section D / General and Administrative (G&A): 0
 - Options:** Radio buttons for 'Percentage of Subtotal Section A-D (Current \$ 79263.22)' (selected) and 'Cost (Dollar)'. The 'Cost (Dollar)' option has a text input field with '0'.
 - Percentage of Subtotal section A-D:** Text input field with '0'.
 - Cost (Calculated):** Text input field with '0.00'.
- Cost Sharing Section:**
 - Cost Sharing:** Title.
 - Instructions:** 'No Cost Sharing' checkbox is checked.
 - Amount (Dollar):** Text input field with '0.00'.
 - Explanation:** Text area with '0 Characters | 1,000 Characters Maximum'.
- Footer:** 'Back to Dashboard' button, 'Back', 'Save and Continue', and 'Save' buttons.

Section F – Technical and Business Assistance (TABA)

For each category added, name and cost will be required

If there are no costs, then enter 0

System may warn you if you violate any TABA limitations

TABA, if selected, must be explained in proposal or will be denied.

The screenshot shows a web application interface for Section F - Technical and Business Assistance (TABA). At the top, there are navigation buttons: "Back to Dashboard", "Tab 1", and "Next". A "Offer Info" button is in the top right. Below this is a green navigation bar with tabs for Section A through Section G and "Summary". The main content area is titled "Section F - Technical and Business Assistance (TABA)". It includes instructions: "Instructions: If providing Technical and Business Assistance vendor, provide the subcontractor and amount (up to \$4,000) below." There is a checkbox for "Use Technical Assistance" which is currently unchecked. Below this is a table with two columns: "Category Name" and "Cost". One row is visible with "Subcontractor - mediator expert" in the first column and "4000" in the second. A green "+ Add Category" button is located below the table. At the bottom of the form, there are three buttons: "Back to Dashboard", "Back", "Save and Continue", and "Next".

Category Name	Cost
Subcontractor - mediator expert	4000

Section G - Deliverables

For each category added, name, quantity and milestone will be required

If no deliverables are proposed, leave section empty

Back to Dashboard Year 1 Year 2 Other tabs

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 Commercialisation 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 ltr. of material

Category Name	Quantity	Delivery Milestone	
Survey Report	4 reports	Delivered Each Quarter	<input type="checkbox"/> <input type="button" value="Remove"/>
Final Report	11 reports	End of the Project	<input type="checkbox"/> <input type="button" value="Remove"/>

Back to Dashboard

Government facility/Audit information

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.

The screenshot displays a software interface with a navigation bar at the top. The navigation bar includes tabs for 'Year 1' and 'Year 2', and a dropdown menu with options 'Section A', 'Section B', 'Section C', 'Section D', 'Section E', 'Section F', 'Section G', and 'Summary Year 1'. The 'Government Facility / Audit Information' option is highlighted in a red box. Below the navigation bar, a modal window titled 'Other Info' is open. The modal window contains the following fields:

- Other Info** (text area)
- Government Facility Needs** (text area)
If you require the use of Government Facilities or Equipment, identify the Government Facilities or Equipment below:
Explanation
0 Characters | 4,000 Characters Maximum
- Government Facility Needs** (text area)
If a federal agency has ever audited your accounting system, specify the agency, office location, and contact information below:
- Audit Agency** (text input)
- Audit Location** (text input)
- Audit PhoneNumber** (text input)
- Audit Email** (text input)

At the bottom right of the modal window, there are two buttons: 'Confirm' (blue) and 'Cancel' (red).

Summary

Provides overview of entire cost proposal including final calculation

Save and complete when finished

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	10.04	1004
Total Hours	100		
Total Cost Direct Labor			1004

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](#)

Project plan submission form

Proposed tasks and milestones

Provide tasks and associated descriptions

Must have at least 3 tasks but no more than 10

After task entry, please select Save and Continue

This is used by DHS to generate the SOW and sent to contracts.

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

Foreign Affiliation Disclosure

Foreign Affiliation Disclosure

Allows user to disclose 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>.

The screenshot displays a web application interface for a proposal. At the top, a blue header bar contains the text: "Test", "Phase I", "12-31-2030 12:00 PM E", and "In Progress". Below the header, a table lists proposal details:

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

Below the table, there are four task status indicators, each with a blue button and a status label:

- ★ Work on Coversheet Incomplete
- \$ Work on Cost Proposal Incomplete
- ☰ Work on Project Plan Not Yet Started
- 📄 Work on Foreign Affiliation Disclosure Not Yet Started

The "Work on Foreign Affiliation Disclosure" button is highlighted with a red border. In the bottom right corner, there is a red button labeled "Delete Submission".

Foreign Affiliation Disclosure

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](#)

DHS Foreign Access Management Screening, Form 11055

- Foreign nationals are eligible but must work in the U.S.
- Form 11055
 - Information in form is considered personal identification information and is redacted with each departure from screen and must be reentered upon return
 - None of the fields are defined and can be entered with any information (numbers, letters, etc.)
 - Form must be completed for all dual citizens and permanent residents
 - If a field doesn't apply, leave blank
 - User only required to submit info once
- Must enter:
 - Passport/Visa
 - Employer info
 - Sponsor and Host Info

Submission package complete

Test Phase I 12-31-2030 12:00 PM E In Progress
T

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

SBIR

Submitted!

You Have Successfully Submitted SBIR / Phase I

Phase I Number:

2507 2507.1-0010-I

Phase I Title:

Test

Submitted On:

Tue Apr 30 2024 11:51:05 GMT-0400 (Eastern Daylight Time)

Thank you for participating in SBIR / Phase I. Your submission will be reviewed by program officials and you will be contacted if your proposal is selected for further consideration.

✓ Ok

After Proposal Submission

System will send user a submission confirmation e-mail

If confirmation e-mail is not received, check Spam/Junk folder

No changes allowed after submission

- “Submit Proposal” button will no longer be available
- Selecting Proposal after submission will provide read-only view of summary page

If correction is needed after 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-I			
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

SBIR Submission Guide

<https://oip.dhs.gov/sbir/public/resources>

Reference Materials

- Fraud Brochure
- Portal Registration and SBIR Submission Guide
- SBIR/STTR Funding Agreement Certification - Life Cycle Certification

Thanks for Joining Us Today!

Lyn Barnett

lbarnett@dawnbreaker.com

Please take a moment to provide your feedback on today's webinar <https://forms.office.com/r/uvHuZWS5x4>

See the website for [Phase 0 SBIR program for DHS!](#)