**Solicitation Name:** DOD STTR Phase l

**Solicitation Number:** DOD 2019.B

**Submission Date:** 8 PM ET on July 1, 2019

**Proposal Development Checklist**

**Formatting:**

* Proposal pages are set at standard 8.5 x 11
* Proposal pages have 1 inch margins at top, bottom, and both sides
* Font in proposal is at least 12 point
* Font color in proposal is set to only black text
* All text is single spaced

**Cover Sheet**

* **Basic Information** 
  + Information in this section is accurate, and if available/known, CAGE code is input
* **Certification**
  + Information in this section is accurate based on Firm and PI information for the project
* **Business Information** 
  + Information in this section is accurate and complete
* **Proposal Information**
  + Proposed Cost and Duration have been input and are within the maximum allowable amounts based on information found in the BAA
  + If applicable, Option period has been bid within the maximum allowable amounts based on information found in the BAA
  + Technical Abstract is less than 200 words and contains no classified or proprietary information
  + Anticipated Benefits/Potential Commercial Applications of the Research or Development have been listed
  + A list of Key Words for the project have been added and there are less than or equal to 8 Key Words or phrases
* **Contact Information** 
  + Information in this section is accurate and complete

**Technical Volume**

* **Formatting**
  + Technical Volume is one single PDF file, including graphics
  + Technical Volume is a maximum of 20 pages
  + Font is not less than 10 point
  + Pages are numbered consecutively
  + Header appears on each page and contains your company name, topic number, and proposal number assigned by the DoD SBIR/STTR Submission Web site
  + All sections appear in the indicated order per the BAA solicitation and are titled in that exact manner
* **Section 1: Identification and Significance of the Problem or Opportunity**
  + Specific technical problem or opportunity being address has been defined and its importance has been described
* **Section 2: Phase I Technical Objectives**
  + The specific objectives of the Phase I work have been enumerated and the R&D questions that will be answered through the feasibility of the proposed approach have been defined
* **Section 3: Phase I Statement of Work (including Subcontractors’ Efforts)**
  + Detailed and explicit description of the Phase I approach, including tasks to be accomplished, place of performance, schedule of events, final delivery of product, and the methods to achieve each objective or task is provided
* **Section 4: Related Work**
  + Significant activities directly related to the effort that have been undertaken by the PI or the proposing firm has been described in sufficient detail
* **Section 5: Relationship with Future Research or Research and Development**
  + Anticipated results of the proposed project have been stated
  + Significance of the Phase I effort in creating a foundation for a Phase II effort have been discussed
* **Section 6: Commercialization Strategy**
  + Company’s strategy for commercializing the technology in DOD, Federal Agency, and private sector markets has been described
  + Commercialization Strategy is approximately one page in length
* **Section 7: Key Personnel**
  + Key Personnel for the Phase I effort have been identified and information on their directly related education and experience has been provided
  + Concise technical resume of the PI including a list of relevant publications has been included
* **Section 8: Foreign Citizens**
  + Any foreign citizens or individuals with dual citizenship expected to be involved in the project have been identified.
* **Section 9: Facilities/Equipment**
  + All instrumentation and physical facilities available during the Phase I effort have been described
  + Any equipment purchases to be carried out during Phase I effort have been detailed and justified
* **Section 10: Subcontractors/Consultants**
  + All instrumentation and physical facilities available during the Phase I effort have been described
* **Section 11: Prior, Current, or Pending Support of Similar Proposals or Awards**
  + If proposal being submitted is substantially similar to another proposal that was funded, relevant information about that award has been provided as per directions in the BAA
  + If this does not apply, the statement "No prior, current, or pending support for proposed work." has been provided in this section

**Cost Volume**

* **General Formatting**
  + If required, Cost Volume has been separated into base and option periods of performance and both tabs have been completed in full for each section
  + If required, option period has been fully scoped as a separate work plan with identified costs
* **Cost Volume Rates**
  + All rates to be leveraged against the project have been entered as percentages
  + Application of G&A rate has been applied to relevant cost determiners
* **Direct Labor Costs**
  + All key personnel listed with their hours of commitment and base labor rate
* **Direct Material Costs**
  + Material costs have been added as applicable as separate line items
* **Other Direct Costs**
  + Any other direct costs, including travel, have been added
  + If applicable, subcontracts and consultant costs have been entered
* **Explanatory Material**
  + If used for the Phase I effort, a fully detailed explanation of subcontractor/consultant costs has been entered, identifying labor, travel, other direct costs, and all line items

**Company Commercialization Report**

* **General Formatting**
  + Company Commercialization Report has been generated even if the proposing firm has not previously received SBIR or STTR awards
  + All instructions on the SBIR/STTR Submission Web site have been adhered to, and all quantitative commercialization results of your firm's prior Phase II projects have been entered

**Supporting Documents**

* **General Formatting**
  + Individual Component-specific instructions for your topics of interest have been referred to in order to learn how that program office will be handling the Volume 5 information

**Fraud, Waste and Abuse Training**

* **General Formatting**
  + Individual Component-specific instructions for your topics of interest have been referred to in order to learn how that program office will be handling the Volume 6 information