**Solicitation Name:** IES SBIR Phase l

**Solicitation Number:** 91990020R0006

**Submission Date:** 11 AM EST on March 3, 2020

**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

**Project Narrative – Key Information, Priorities, Abstract, (pages i, ii, iii of proposal package)**

* **Key Information Requirements**
	+ Project Title
	+ Name, DUNS number, Address, Phone number, and website URL of business
	+ Contact information and signature of Principal Investigator
	+ Contact information of signature of authorized representative for negotiations
	+ Names and Professional affiliations of all key members of project team
	+ Indication of whether the proposal is for the R&D of an entirely new product, for R&D to add new and unique components to a prototype that already exists and is functioning, or for R&D to add new and unique components to a product that is already fully developed. (Select only one.)
* **Priority**
	+ I have selected one (1) and only one (1) priority area for my proposal
* **Abstract**
	+ Technical Abstract is 200 words or less
	+ Potential Commercial Summary is 100 words or less
	+ Neither Technical Abstract or Potential Commercial Summary contains proprietary or confidential information

**Project Narrative – Technical Content**

* **Formatting**
	+ Section is titled “Project Narrative – Technical Content”
	+ Section begins on page 1
	+ Section is only 15 pages in length
	+ Any references, citations, figures, chart, graphs, tables, or screen shots are within the 15 pages
* **Significance**
	+ Problem is described succinctly, adequately, and importance of proposed project has been enumerated
	+ Proposed product through both Phase I and Phase II has been fully described with intended user specified, critical components described, operational platform indicated, implementation into educational setting described, expected costs for implementation indicated, and intended outcomes specified
	+ Theoretical and empirical support for underlying theory of intended project outcomes described, including scientific literature
	+ All aspects of related R/R&D by the project team have been fully described
	+ Uniqueness of proposed product & description of similar products of typical practices has been described
	+ Potential commercial application of proposed product for the private sector marketplace has been described
		- Up to three (3) letters of endorsement have been included in Appendix I
* **Project Timeline and Overview**
	+ Objectives of Phase I R/R&D have been stated
	+ Project Timeline has been included that includes technological R/R&D activities
		- Each activity includes a description of what will be done, where it will be done, and how it will be carried out
* **Phase I Work Plan**
	+ R/R&D procedures to develop fully functioning prototype have been described
	+ Research process to demonstrate the usability of the prototype at the culmination of Phase I has been described
	+ Anticipated potential problems have been listed and strategies to circumvent have been given
* **Project Team**
	+ Biographical summary of all project team members has been included
	+ Principal investigator biographical summary describes educational qualifications and experience that are most relevant to the proposed project and why this individual is capable of managing the proposed project
* **Resources**
	+ Adequacy of available resources to complete project goals has been outlined

**Appendices**

* **Appendix A – Documentation and Status of Prior SBIR Phase II Awards**
	+ If applicable, table in Appendix A of solicitation has been completed for each and every prior Phase II award received by the offeror, if that project isrelated to any of the topics in education within the Section IX. Priority Areas within the solicitation
* **Appendix B – Letter of Agreement to Participate in the Phase I R/R&D**
	+ Letter of Agreement from educational setting facility to participate in Phase I activities included
* **Appendix C – Biographical Summary Certification and Résumé Pages**
	+ 1 Page Certification form has been completed for each individual
	+ 1 Page maximum Résumé has been included for each individual, listing at minimum, educational qualifications, experience, and peer-reviewed publications
* **Appendix D – Similar or Closely Related Awards of Proposals**
	+ If applicable, all information on Similar of Closely Related Awards of Proposals has been included
* **Appendix E – Cost Breakdown/Proposed Budget**
	+ Phase I budget has been provided in the format specified in Appendix E of the solicitation
	+ Phase I budget is less than or equal to $200,000 for a period of performance for no more than eight (8) months
* **Appendix F – Human Subjects**
	+ Information about human subjects has been included if applicable
* **Appendix G – Department of Education Required Information (Forms)**
	+ Certifications have been provided on the standard Appendix G document from the solicitation
* **Appendix H – Technical Assistance Plan**
	+ If applicable, detailed description (1-page maximum) of the technical or business assistance that the vendor will provide, including the name of the vendor and the expected benefits and results of the technical or business assistance
* **Appendix I – Letters of Endorsement (Maximum of 3 Letters for Phase I)**
	+ If available, offeror has attached up to 3 Letters of Endorsement (1-page maximum per letter) from experts or organizations the discuss the significance of the proposed product and the potential pathways for commercial dissemination and sustainability of the proposed product