**Solicitation Name:** DHS SBIR Phase l

**Solicitation Number:** 70RSAT22R00000005

**Submission Date:** 1:00 PM ET on January 19, 2022

**Proposal Development Checklist**

**Cover Sheet**

* **General Formatting**
	+ All tabs have been completed in full on the web-based platform
* **Technical Abstract**
	+ Technical Abstract is 250 words or less and identifies the purpose of the work and describes the work to be carried out, including anticipated findings and commercial applications
	+ Technical Abstract does not include proprietary or classified information
* **Project Aims**
	+ Project Aims section is 500 words or less and includes the specific objectives of the Phase I R/R&D effort, defines the product, process, or service that will ultimately be developed, and includes anticipated milestones
* **Summary of Results**
	+ Summary of Results section is 500 words or less and includes anticipated results of both Phase I and II and potential commercial application of the research
* **Keywords**
	+ Keywords to help reviewers identify the proposal and intended solution have been entered

**Technical Proposal**

* **General Formatting**
	+ 12 point Times New Roman font has been used
	+ Standard size page of 8.5x11 has been used and bears 1” margins
	+ Proposal is a single file including any and all necessary tables, figures, graphics, and table of contents (if included)
	+ Company name, topic number, and proposal number is included in the header of each page
	+ Proposal is 20 pages or less
* **Identification and Significance of the Problem or Opportunity**
	+ The specific technical problem or opportunity being addressed in the proposed project has been succinctly defined and the relevance of the proposed innovation to a need within the topic description has been defined
* **Phase I Technical Objectives**
	+ The specific objective to be accomplished under the Phase I effort have been stated
* **Phase I Work Plan**
	+ An explicit, detailed breakdown of the work to be completed in the Phase I effort, including tasks, milestones, resource allocation, and reporting has been included
* **Related R/R&D**
	+ Significant R/R&D activities directly related to the proposed effort, both conducted by the team as well as outside sources, has been described
* **Key Individuals and Bibliography of Directly Related Work**
	+ Key Phase I effort personnel have been identified including their directly related experience, education, and bibliographical information
* **Relationship with Future R/R&D**
	+ Anticipated results from Phase I effort and how they will build towards a Phase II effort have been outlined
* **Commercialization Strategy**
	+ Strategy for eventual commercialization of the proposed technology, both within the government and private sector, has been explicitly described
* **Facilities/Equipment**
	+ Available instrumentation and physical facilities necessary to carry out the proposed effort has been described
* **Subcontractors/Consultants**
	+ Involvement of any and all subcontracts and consultants has been fully described
* **Potential Post Applications**
	+ The means and ability of the proposed project to have potential commercial application within the government and within private industry have been described
* **Prior, Current, or Pending Support of Similar Proposals or Awards**
	+ If applicable, all information pertaining to similar or identical offers under other Federal program solicitations has been entered

**Cost Proposal**

* **General Requirements**
	+ Cost Proposal form from DHS SBIR portal has been used
	+ Budget amount is not over $150,000 for a period of up to five months for a Phase I effort
	+ All required items have been completed in full

**Briefing Chart**

* **General Requirements**
	+ Briefing chart is no more than one page in length
	+ Briefing chart template has been used from Attachment 3 in the solicitation