**Solicitation Name:** FY2022 SBIR Phase I Program Solicitation

**Solicitation Number:** 6913G622QSBIR1

**Submission Date:** 3 PM ET March 7, 2022

**Proposal Development Checklist**

**Formatting:**

* Proposal pages are set at standard 8.5 x 11
* Font in proposal is at least 10 point
* Proposal is in four separate files: Technical, Appendices A and B, Contract Pricing Worksheet (Appendix C), and Contract Pricing Worksheet Supporting Documentation
* Offer file names for each of the four separate files shall include the following:

a. The first three characters shall be the topic number that the offer is associated with (e.g., FH2).

b. The remaining characters must include an abbreviation of the company’s name and a distinct character to designate each file (e.g., 1, 2, 3).

**Technical Section (PDF)**

* **General Formatting**
  + Section is 15 pages or less; Prior Phase II Awards and SBA Company Registry Confirmation do not count towards 15-page limit
  + Table of Contents is included (does not count towards 15-page limit)
  + All pages are numbered consecutively
  + All sections are included and bear a heading with the required text per the solicitation
* **Identification and Significance of the Problem or Opportunity**
  + Specific technical problem of innovative research opportunity has been stated and its potential benefit to the national transportation system has been outlined
* **Phase I Technical Objectives**
  + Specific technical problem of innovative research opportunity has been stated and its potential benefit to the national transportation system has been outlined
* **Phase I Work Plan**
  + Phase I R/R&D work plan has been fully described including the methods and level of effort for each task to be completed
* **Related Research or R&D**
  + Any significant R/R&D directly related to the proposed project has been significantly described
    - Research conducted by project manager/principal investigator or proposing firm
    - Research conducted by outside sources and others in the specific topic area
* **Key Personnel and Bibliography of Directly Related Work**
  + All key personnel involved in the Phase I effort have been identified and their related education, experience, and bibliographic information has been provided
* **Relationship with Future Research and Development**
  + Anticipated results of the Phase I effort have been stated and foundation of those efforts for a Phase II project have been discussed
* **Facilities**
  + Detailed description of the availability and location of instrumentation and physical facilities needed during the Phase I effort has been provided
* **Subcontractor/Consultants**
  + If applicable, involvement of subcontractors or consultants on Phase I effort has been described in full
* **Potential Post Applications**
  + Potential commercial applications of the proposed project have been briefly described
* **Similar Offers and/or Awards**
  + If applicable, all information pertaining to similar or identical offers under other Federal program solicitations has been entered
* **Human Factors**
  + If applicable, all human subjects research has been outlined
* **Prior SBIR Phase II Awards**
  + If SBC has received more the 15 Phase II awards in the prior five fiscal years, information on those awards and their commercialization status has been added

**Appendices A and B (PDF)**

* **Appendix A – Signature Page**
  + Signature Page has been completed in full as per the template provided in the solicitation
* **Appendix B – Project Summary**
  + A technical abstract has been entered into the designated area and fits within the allowed space
  + Technical abstract includes a brief statement the problem or opportunity, project objectives, and description of the effort
  + The anticipated results and potential applications of the proposed research have been entered into the designated area

**Contract Pricing Worksheet (Appendix C) (Excel Document)**

* **Formatting**
  + Document has been completed in full as per the Excel template provided in the solicitation
* **General Requirements**
  + Template found [here](https://www.volpe.dot.gov/work-with-us/small-business-innovation-research/21-appendix-c) has been used to generate the budget
  + Budget amount is not over $150,000 for a period of up to six months
* **Schedule A- Cost Summary**
  + Fringe benefit, overhead, General & Administrative, and profit rates have been entered into specified cells
* **Schedule B- Direct Labor**
  + Name, rate, and labor hours have been entered for all key personnel
* **Schedule C- Materials**
  + Description, unit price, and quantity have been entered for all requested material costs
* **Schedule D- Equipment**
  + Description, unit price, and quantity have been entered for all requested commercial and royalty costs
* **Schedule E- Special Test Equipment**
  + Description, unit price, and quantity have been entered for all requested testing and equipment costs
* **Schedule F- Subcontracts**
  + Description of work to be provided and total amount of award has been entered for all contracting entities
* **Schedule G- Consultants**
  + Vendor name, rate, and hourly commitment has been entered for all requested consultant costs
* **Schedule H- Travel**
  + All proposed instance of travel have been entered, including number of travelers, airfare, and full per diem rates

**Contract Pricing Worksheet Supporting Documentation (PDF)**

* **Formatting**
  + Document has been created as a PDF file
* **General Requirements**
  + Supporting documentation for all costs and pricing proposed in Appendix C are included (e.g., materials quotes, subcontractor proposals, indirect rate calculations, etc.)