**Solicitation Name:** EPA SBIR Phase l

**Solicitation Number:** 68HERC22R0180

**Submission Date:** 12 PM (noon) EDT on August 23, 2022

**Proposal Development Checklist**

**Formatting:**

* Proposal is one PDF package
* Proposal pages are set at standard 8.5 x 11
* Font in proposal is at least 10 point
* Margins are at least 2.5 cm
* Proposal is 25 pages or less in length, including cover page, budget, and all enclosures or attachments

**Cover Sheet**

* **General Formatting**
	+ Document marked as Proposal Cover Sheet, found in Appendix 1 of the solicitation, has been used as page 1 of the proposal
	+ Offeror has selected one (and only one) research topic code and the corresponding topic title on the cover sheet
* **General Requirements**
	+ All items have been completed in full
	+ Amount requested for funding does not exceed $100,000
	+ If Proprietary Information has been included in proposal, the pages contained this data have been indicated

**Project Summary**

* **General Formatting**
	+ Project Summary is page 2 of the proposal
	+ Project Summary does not exceed 1 page and/or 400 words
	+ Contained information in not proprietary
* **Requirements**
	+ Potential outcomes of the proposed activity as regards a product, process, or service have been described

**Technical and Commercial Content: Phase I Proposal**

* **General Formatting**
	+ Technical and Commercial Content: Phase I Proposal begins on page 3 of the package
	+ All required sections are included and bear same section headers as outlined in the solicitation
* **Technical Approach**
	+ Key objective to be accomplished under the Phase I effort, including key objectives, performance characteristics, technical challenges, and milestones and visual timeline have been laid out
* **Company/Team (Technical)**
	+ Background and experience of company founders and key participants in the project has been described, including any consultants or subcontractors
* **Impact**/**Relevance to Topic**
	+ The technology’s alignment with EOA priorities and solicitation topic have been described
	+ The lifecycle approach of the technology has been described
* **The Innovation/IP**
	+ Innovation has been described in sufficient technical depth for a knowledgeable reviewer to understand the actual innovative content
	+ The technology’s competitive advantage the sustainability of the competitive advantage have been described and
	+ Evidence of interest/support from potential partners and customers have been included (e.g., letters of support)
	+ Current stage of development and intellectual property, and future stages of development and intellectual property have been described
* **Market Opportunity**
	+ Target market for the innovation, including size, validation, and barriers to entry has been described
	+ Basic business model for the innovation and strategy against competition have been described
* **Company/Team (Commercial)**
	+ Background and experience of company founders and key participants in the project has been described, including any consultants or advisors
	+ Previous experience in taking similar technologies to market described
	+ Availability and/or plan to hire human resources have been described
	+ Financial resources available/identified have been described
* **Commercialization Approach**
	+ Method of commercialization approach, including revenue potential, necessary resources, and expected timeline/milestones has been described
* **Similar or Closely Related SBIR Awards**
	+ If any prior Phase I or Phase II awards, from EPA or another Federal agency, have been made to the small business for similar or closely related research in the prior 5 years, full information on that award and how it differs from the proposed effort have bene described
* **Duplicate or Equivalent SBIR Proposals**
	+ If offeror chooses to submit essentially equivalent work under another federal program solicitation, a statement indicating the proposal, proposed work, and specific research objectives of that proposal has been included

**Attachment 1 - Phase I Quality Assurance Statement (QAS)**

* **General Formatting**
	+ QAS does not exceed one page, and is counted towards that 25-page proposal limit
	+ All sections outlined in the solicitation have been addressed
		- If a section does not apply, offeror must justify why that section does not apply

**Attachment 2: Phase I Cost Breakdown/Proposed Budget**

* **General Formatting**
	+ Form entitled SBIR Proposal Summary Budget found as Appendix 3 in the solicitation has been used
	+ Total costs proposed on Appendix 3 match the total costs requested on Appendix 1
	+ Form counts as one page toward the 25-page limit, but any budget explanation pages fully count towards the 25-page limit
* **Direct Labor**
	+ All personnel have been individually listed including estimated hours and burdened rate of pay
* **Overhead**
	+ Current rate that has been negotiated with cognizant federal negotiating agency has been entered, or if no negotiated rate exists, a reasonable rate subject to EPA approval has been entered
* **Other Direct Costs**
	+ Any other direct costs that do not fall into the above categories have been entered, including, but not limited to, permanent equipment, computer services, and publication costs
* **Other Direct Costs**
	+ Any other direct costs that do not fall into the above categories have been entered, including, but not limited to, permanent equipment, computer services, and publication costs
* **Travel**
	+ Offeror has included travel expenses for a one-day SBRI Phase I Kick-Off meeting in Washington, DC
	+ Any other requested travel has been itemized, including extent of travel and relation of the travel to the Phase I effort
* **Consultants**
	+ If requested, name, daily compensation, and estimated days of service for any and all consultants has been entered
* **General and Administrative (G&A)**
	+ Current rate that has been negotiated with cognizant federal negotiating agency has been entered, or if no negotiated rate exists, a reasonable rate subject to EPA approval has been entered
* **Profit**
	+ If requested, a reasonable rate not to exceed 10% of total project costs has been entered
* **Total Project Price (Total Costs + Profit)**
	+ Total costs proposed on Appendix 3 matches total cost requested in Appendix 1

**Attachment 3: Representations and Certifications**

* **General Formatting**
	+ Offeror has completed all required checkboxes and fill-ins on each attached form under Appendix 4 and signed and dated where applicable