**Solicitation Name:** USDA SBIR Phase l

**Solicitation Number:** USDA-NIFA-SBIR-009301

**Submission Date:** 5 PM ET on October 6, 2022

**Proposal Development Checklist**

**Formatting:**

* Application package has been obtained from [Grants.gov](http://www.grants.gov/web/grants/applicants/download-application-package.html)
* All required forms have been completed in full
* Any created sections (Project Summary, Project Narrative) adhere to formatting guidelines

**SF 424 R&R Cover Sheet**

* **General Requirements**
  + Basic information including type of submission, applicant information, type of applicant, and proposed project date have been included

**SF 424 R&R Project/Performance Site Location(s)**

* **General Requirements**
  + Project Performance Site Location information has been supplied for all locations where proposed project work will take place

**R&R Other Project Information Form**

* **Field 7 Project Summary (PS)/Abstract**
* **General Formatting**
  + Project Summary/Abstract is no more than one page in length
  + Project Summary [template](https://www.nifa.usda.gov/application-support-templates) has been used
  + Project Summary is no more than 250 words in length
* **Content Requirements**
  + Project Summary provides a description of the problem or opportunity, project objectives, and a description of the effort
  + Project Summary provides a paragraph discussing the anticipated results and potential commercial applications of the proposed research
* **Field 8 Project Narrative**
* **General Formatting**
  + Project Narrative is a PDF that is no more than 17 pages in length
  + Any additional information that is included, such as table of contents, cover sheets, reference listings, budgets, or appendices has been counted as part of the 17 pages
  + Font size in not smaller than 12 point and line spacing not exceeding six lines of text per vertical inch, including all figures and tables, at Times New Roman with at least 1-inch margins (labels for figures and tables may use a font no smaller than 10 point)
* **Response to Previous Review**
  + If applicable, offeror has included a clear statement of no more than one page acknowledging comments from the previous review, indicating revisions, rebuttals, etc., and clearly indicates the changes made to the project
    - Note\*This does not count towards the page limit for PN
* **Responsiveness to USDA NIFA SBIR Program Priorities**
  + If application has a connection to agriculturally–related manufacturing technology, energy efficiency and alternative and renewable energy a brief explanation of how it is related to the area has been provided
* **Identification and Significance of the Problem or Opportunity**
  + The specific technical problem or opportunity addressed and its importance has been clearly stated
* **Background and Rationale**
  + The overall background and technical approach to the problem or opportunity has been clearly indicated
* **Relationship with Research or Research and Development**
  + The significance of the Phase I effort in providing a foundation for a Phase II follow-on has been discussed
* **Technical Objectives**
  + The specific objectives to be accomplished during the research effort have been stated
* **Work Plan**
  + An explicit and detailed work plan for the proposed effort has been provided, including milestones, tasks to be completed, and research methodologies that match the technical objectives has been provided
* **Related Research or Research and Development**
  + Significant research or R&D activities directly related to the proposed effort, both by the offeror or any of its team member and by outside sources, has been described
* **The Market Opportunity**
  + The commercial potential for the proposed research, both for the Federal government and for the private market, has been described
    - Provide metrics such as how the market opportunity has been validated, the go to market strategy, key risks, and commercialization approach
* **Field 9 Bibliography & Cited References**
* **General Formatting**
  + Complete list of all referenced cited has been provided and includes, at a minimum, complete author name, year of publication, full title of article, name of journal or book, volume, and page numbers
  + References are listed in alphabetical order by author last name
* **Field 10 Facilities & Other Resources**
* **Content Requirements**
  + Types, location, and availability of physical facilities and instrumentation to successfully carry out the Phase I effort have been described
* **Field 11 Equipment Documentation**
* **Content Requirements**
  + Types, location, and availability of equipment necessary to successfully carry out the Phase I effort have been described
* **Field 12 Other Attachments**
* **Use of Facilities or Equipment**
  + If offeror will be using university facilities, private facilities, or government laboratories, a letter from that organization describing the arrangement and testifying to the availability of said facilities for the Phase I effort has been provided
* **Outside Services**
  + If offeror will be using consultants or subcontracts, documentation on the nature of that collaboration and a full description of the arrangement has been provided
* **Letters of Support**
  + If applicable, Letters of Support from potential end-users of the technology have been provided
    - Page limit for individual letters of support is limited to 2 pages
    - If letters of support are not appropriate for this stage of an innovation,

then a 2-page document justifying their exclusion must be

* **Duration Exceeds Normal Project Period**
  + If proposed duration of Phase I effort exceeds eight months for SBIR or twelve months for STTR, justification of the excess time period has been supplied

**R&R Senior/Key Person Profile**

* **General Formatting**
  + Form has been completed for each team member that has been designated as senior/key personnel
  + Biographical sketch for each team member includes full employment history for the prior 10 years
  + Current and Pending support template found [here](https://nifa.usda.gov/resource/application-support-templates) has been completed for each team member

**R&R Personal Data**

* **General Formatting**
  + If offeror has chosen to fill out this voluntary form, all items have been completed in full

**R&R Budget**

* **General Formatting**
  + Requested funds do not exceed maximum limit, as specified by topic
  + All budget fields have been completed in full

**Supplemental Information Form**

* **Required Field Specifications**
  + Field 2 has been entered as the SBIR/STTR topic area to which offeror is applying
  + Field 8 Conflict of Interest has been attached via the Conflict of Interest template found [here](https://nifa.usda.gov/resource/application-support-templates)

**SBIR/STTR Information**

* **General Formatting**
  + All items have been completed in full