

Department of Defense (DoD) SBIR Quick-Start Guide

This quick-start guide has been designed to get you started with a DoD SBIR proposal package.

The current BAA for DoD can be found at this [link](#). There will be two sets of instructions to view and follow, the “general” instructions, usually referenced as “DoD Instructions: *BAA number*,” and the specific service unit instructions. This is because award amount, option availability, and period of performance can vary between functional units within DoD. The general instructions will provide you specific requirements for proposal formats and documentation, and the service component instructions will provide you with the funding topics.

For DoD, you will need the following registrations. It is important that you complete these registrations as soon as possible, as some can take up to 14 days to issue, and not having these in place can impact your ability to submit a proposal. Please reach out to the NM FAST team if you need assistance with any of these registrations. Additionally, the New Mexico Procurement and Technical Assistance Centers (NM PTAC) can assist you in the DUNS and SAM registration processes. You can contact one of their offices to receive one-on-one help. A list of NM PTAC offices can be found at the bottom of their [Contact Us](#) page.

1. **DUNS:** The Data Universal Numbering System, more commonly referred to as “DUNS,” is your priority registration as other registrations require this information. It requires some very basic business information, but you need to have your EIN/TIN handy. <http://www.dnb.com/duns-number.html>
2. **SAM:** The System for Award Management, or SAM, is the next registration to complete in terms of priority – you have to have your DUNS on hand for this. There is a new requirement with SAM for requiring a [notarized letter](#) affirming your business and business status. While the digital portion of this registration can take up to an hour, as it requires quite a few markers for your business, including your foundation date, points of contact (which can all be the same person), and your ACH banking information, the additional documentation requirements can take several weeks. It is not unheard for it to be a four to six week process. Please plan accordingly. <https://www.sam.gov/portal/SAM/##11>
3. **SBC Control ID:** This registration is required by the Small Business Administration (SBA), which coordinates the SBIR/STTR programs. You have to have your DUNS, at minimum, to complete this registration. <https://www.sbir.gov/registration>
4. **Defense SBIR/STTR Innovation Portal:** This is the submission site for DoD and where you will submit questions related to a specific topic. <https://www.dodsbirsttr.mil/submissions/login>
5. **Login.gov:** You must have an active login.gov registration, and it must be linked to your DSIP registration. If you do not have a login.gov registration, you can create one by going to <https://secure.login.gov/> and selecting the option for “Create an account”.

DoD has two major periods during the SBIR/STTR submission process.

The first is the period from “Pre-Release” to “Open.” During this period, business concerns are free to contact the technical authors for clarification on topic areas, additional guidance on the sought solution parameters, and other technical aspects for answering the DoD’s need on a particular area. This period lasts roughly 30 days.

The second is the period from “Open” to “Close.” During this period, business concerns cannot directly contact the topic authors, and will instead need to submit any technical questions through SITIS, the SBIR Interactive Topic Information System. You should familiarize yourself with SITIS as soon as possible, as there is a wealth of “need-to-know” information posted to this site. This period lasts roughly 30 days. You can access the SITIS website [here](#) – please note, access is limited until the pre-release opens.

The following are some action items and next steps for you to complete as you start your SBIR package.

1. **Budget** – Phase I awards typically fund between \$100,000 to \$167,500 over a period of 6-12 months, depending on service component and option requirements to conduct a feasibility study. The feasibility study will typically include researching the proposed methodology, laboratory testing and environment replication if necessary, and any other markers to verify that your idea has merit for prototype production (Phase II). As you know the tentative scope of the work and the budget threshold, it is a good idea to start formulating some costs and making decisions on materials and equipment needs (if available).
2. **Collaboration** – If you are working with any other entities for a consultancy or subcontract to the project, it is a good idea to start formulating a work plan and action items for that relationship. This can also shape the budget for that line item.
3. **Required Forms** – Though we will send you a compliance matrix that lays out all of the necessary formatting requirements, sections, and content for your proposal, it is a good idea to familiarize yourself with the information that needs to populate those sections, as well as begin any necessary research.

The NM FAST team has a suite of resources (e.g. [YouTube](#) instructional videos, check-lists, compliance matrices, etc.) available for use in proposal creation. Please reach out to Dana Catron (dderego@ad.nmsu.edu) for more information.