**Solicitation Name:** NASA STTR Phase l

**Solicitation Number:** NASA SBIR/STTR FY 21 General Solicitation

**Submission Date:** January 8, 2021 by 5:00 p.m. ET

**Proposal Development Checklist**

**Formatting:**

* Proposal pages are set at standard 8.5 x 11
* Proposal pages have 1-inch margins at top, bottom, and both sides
* Font in proposal is at least 10 point
* Header includes firm name, proposal number and project title
* Footer includes page number and proprietary markings if applicable
* Proposal does not include any classified information

**Forms**

* **Proposal Contact Information**
	+ Complete information for all designated contacts has been filled in full
		- Sample Contact Information form is provided in the NASA SBIR/STTR Firm Library <http://sbir.gsfc.nasa.gov/sbir/firm_library/index.html>
* **Proposal Certifications**
	+ All certification items have been completed in full
	+ Any required uploads have been attached to the form
		- Sample Proposal Certifications form is provided in the NASA SBIR/STTR Firm Library <http://sbir.gsfc.nasa.gov/sbir/firm_library/index.html>
* **Proposal Summary**
	+ Technology Readiness Levels (TRLs) have been estimated and supplied for both beginning and end of contracted work
		- TRL definitions can be found in Appendix A of the solicitation
	+ Technical Abstract with a maximum of 2000 characters has been supplied
	+ Potential NASA Applications with a maximum of 550 characters has been supplied
	+ Potential Non-NASA Applications with a maximum of 400 characters has been supplied
		- Sample Proposal Summary form is provided in the NASA SBIR/STTR Firm Library <http://sbir.gsfc.nasa.gov/sbir/firm_library/index.html>
* **Proposal Budget**
	+ Total requested funding for the Phase I does not exceed $125,000
	+ All “Standard” budgets items have been completed in full
		- Direct Labor, including total number of hours, labor rate, and fringe rate, has been provided for all direct project personnel
		- Labor Category, Level of education, and Years of experience have been provided for all direct project personnel
		- If requested, Overhead Costs, General and Administrative (G&A) Costs, and Profit/Cost Sharing have been applied
		- If requested, Overhead Costs, Overhead Costs, General and Administrative (G&A) Costs, and Profit/Cost Sharing have a rate or cost supplied and comments have been provided on how calculations were arrived at
		- **STTR REQUIREMENT –** Research Institution (RI) section has been completed in full, requiring Research Institution Information, a signed Allocation of Rights agreement from the RI, and a detailed budget on the same level of the offeror SBC
	+ Any and all “Additional Component” budgets items have been completed in full
		- If requesting usage of Federal Services, Facilities, or Equipment, offeror has provided a statement signed by the appropriate government official verifying resource availability and offeror has provided a signed letter on company letterhead from the Small Business Official explaining why usage of these resources is necessary
		- If applicable, Subcontractor/Consultant Costs have been added, and if available, Letter of Commitment and Detailed Budget have been uploaded to form
			* If not available, detailed explanation of work to be completed has been supplied and contact for Subcontractor/Consultant budget authority has been supplied
		- If applicable, Materials costs have been added, and if available, supporting documentation has been uploaded to form
		- If applicable, Supplies costs have been added, and if available, supporting documentation has been uploaded to form
		- If applicable, Equipment costs have been added, and if available, supporting documentation has been uploaded to form
		- If applicable, Travel costs have been added, and Source of Estimates has been supplied

**Technical Proposal**

* **Formatting**
	+ Technical Volume is a maximum of 19 pages
	+ All sections appear in the indicated order per the solicitation and are titled in that exact manner
	+ Any parts that are not applicable have been marked as “Not Applicable”
	+ Table of Contents has been provided and is structured in the manner indicated in the solicitation
* **Table of Contents**
	+ Table of Contents has been generated and page numbers have been indicated
* **Identification and Significance of the Innovation**
	+ The proposed innovation has been described and its relevance and significance to an interest, need, or needs within a subtopic has been described
	+ The proposed innovation’s relevance to the state of the art has been enumerated
* **Technical Objectives**
	+ The specific objectives of the Phase I R/R&D effort, including the technical questions posed in the subtopic description that must be answered to determine the feasibility of the proposed innovation, have been stated
* **Work Plan**
	+ Detailed description of the work plan to accomplish stated technical objectives, including when, where, and how of the R/R&D; schedules, resource allocations, and estimated task hours; and methodologies for producing results have been provided
	+ **STTR REQUIREMENT –** Work plan specifically addresses the percentage and type of work to be completed by the SBC and the RI, and provides evidence that the SBC will exercise management direction and control of the performance of the STTR effort
* **Related R/R&D**
	+ Significant current and/or previous R/R&D related to the proposed work previously conducted by the PI or offeror has been described
* **Key Personnel and Bibliography of Directly Related Work**
	+ All key personnel for the project have been identified and their experiences and contribution to the project have been outlined
	+ Specification information pertaining to the PI in the areas of Functions, Qualifications, and Eligibility have been supplied
* **The Market Opportunity**
	+ Both NASA and Non-NASA markets have been addressed.
	+ Business economics and market drivers in the target industry have been discussed.
	+ Competitors have been discussed.
	+ Key risks, commercialization approaches, and resources to implement commercialization approaches have been described.
		- *Note: If you have no prior SBIR/STTR experience you will not be penalized for lack of commercialization experience*
* **Facilities/Equipment**
	+ Availability of necessary instrumentation and facilities to complete the proposed work has been adequately explained
* **Subcontracts and Consultants**
	+ The usage of any subcontracting or other business arrangement for work to be performed under the proposal has been clearly detailed and described in full, including expertise being sought, functions and/or services to be performed, and total hours of commitment
* **Related, Essentially Equivalent and Duplicate Proposals and Awards**
	+ If submission contains a significant amount of essentially equivalent work under other federal program solicitations, required statement including all pertinent award data has been provided

**Research Agreement**

* **Research Agreement**
	+ A research agreement between the RI and SBC has been created based on the template found at <https://sbir.gsfc.nasa.gov/submissions/firm-templates> and fully executed

**Application to I-Corps**

* **Opt-in Form**
	+ If interested, offeror has completed all necessary representations in the I-Corps form

**Additional Proposal Forms**

* **Briefing Chart**
	+ Briefing Chart does not contain any proprietary data or ITAR restricted data
	+ Briefing Chart has been created using the template found at <https://sbir.gsfc.nasa.gov/submissions/firm-templates>

**Firm Forms**

* **Firm Certifications**
	+ All questions pertaining to firm types and certification have been completed in full
	+ PDF of  SBA'S Company Registry found at [www.sbir.gov](http://www.sbir.gov) has been uploaded
* **Audit Information**
	+ If applicable, all answers pertaining Federal agency audit of offeror’s accounting system have been completed in full
* **Prior Awards Addendum**
	+ If applicable, offeror has provided all required information on prior SBIR/STTR awards
* **Commercial Metrics Survey**
	+ If applicable, offeror has provided all required information on successful commercialization of SBIR/STTR Phase II awards
	+ **Allocation of Rights Agreement**
	+ ARA has been written and signed by authorized representatives of the SBC, RI, and subcontractors and consultants, as applicable.
	+ A sample ARA can be found at <http://sbir.gsfc.nasa.gov/sbir/firm_library/index.html>**.**