**Solicitation Name:** NOAA SBIR Phase l

**Solicitation Number:** NOAA-OAR-OAR TPO-2022-2007117

**Submission Date:** 11:59 PM ET on February 18, 2022

**Proposal Development Checklist**

**Formatting:**

* 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

**SF-424, Application for Federal Assistance –**

* **Specific Item Compliance**
  + Item 12 lists the NOFO number of NOAA-OAR-OAR TPO-2022-2007117
  + Item 19 has been responded to with ‘no’

**SF-424A, Budget Information – Non-Construction Programs –**

* **General Formatting**
  + Budget reflects all anticipated expenses for the project
  + Budget is not in excess of $150,000
* **Section A**
  + Line 1(a) bears “NOAA Small Business Innovation Research (SBIR) Program”
  + Line 1(b) bears the CFDA number of “11.021”
  + Total award requested amount entered in Federal (e) column
* **Section B**
  + Acceptable fees (see Section 5.6 of the NOFO) should be included in “Other (h)”
* **Section E**
  + Has been left blank as it is not relevant

**SF-424B, Assurances - Non-Construction Programs –**

* **General Formatting**
  + All required sections have been completed and bears the same Authorized Representative and Signatures as in the SF424 page 3

**CD-511, Certification Regarding Lobbying –**

* **General Formatting**
  + All required sections have been completed
  + Award Number bears “2022-NOAA-SBIR-01”
  + Project Name uses the same title or an abbreviation of that matches field 15 of the SF- 424
  + Same Authorized Representative and Signatures as in the SF424 page 3 have been used

**SBIR-STTR Information, Project Abstract and Project Narrative (Technical Proposal) –**

* **General Formatting**
  + Project Narrative or Technical Proposal is 25 pages long or less
    - Include the SBIR Phase I Cover Page, Project Abstract, and Technical Content
  + Document has been attached by clicking on “Add Attachments” found in item 15 of the SF-424, Application for Federal Assistance
* **SBIR Phase I Cover Page**
  + **General Formatting**
    - All required sections have been completed
    - Completed Cover Sheet has been counted as pages 1 and 2 of the Project Narrative
* **Project Abstract and Potential Commercial Application Summary**
  + **General Formatting**
    - One-page
    - Project abstract, limited to 200 words
    - Summary of potential commercial application, limited to 100 words
    - No proprietary information has been included
    - Completed Project Abstract has been counted as page 3 of the Project Narrative
* **Technical Content**
  + **General Formatting**
    - All supplied headings have been used
      * If a section does not apply for the project, then designate as N/A
    - Technical Content begins on page 4 of the proposal
  + **Identification and Significance of the Problem or Opportunity**
    - A clear statement of the specific research problem or opportunity addressed, its innovativeness, commercial potential, and explanation of importance has been made
    - Explanation has been provided on how this applies to a specific subtopic in Section 9 of the NOFO
  + **Phase I Technical Objectives**
    - The specific objective to be addressed in Phase I have been stated, including the technical questions it will try to answer, to determine the feasibility of the proposed approach
  + **Phase I Work Plan**
    - A detailed description of the Phase I feasibility research plan has been provided indicating what will be done, how the research will be carried out, and where it will be done
    - The method(s) planned to achieve each objective or task have been discussed in detail
  + **Related R/R&D**
    - Significant R/R&D that is directly related to the application has been described in full, including efforts by the principal investigator or offering firm, and those from outside sources
  + **Key Individuals and Bibliography of Related Work**
    - All key individuals have been identified and their directly related education, experience, and bibliographic information has been provided
  + **Relationship with Future R/R&D**
    - The significance of the Phase I effort in providing a foundation for a Phase II effort has been discussed
    - Anticipated results of the proposed approach if Phases I and II of the project are successful has been stated
  + **Facilities and Equipment**
    - A detailed description of the availability and location of the facilities and equipment necessary for the Phase I effort has been provided
  + **Consultants, Contracts, and Sub-awards**
    - If applicable, all information on third-party research assistance under the Phase I effort has been described in full and states how that assistance will materially benefit the proposed effort
    - Dependent on the particular definition utilized for research assistance, appropriate accompanying documentation as stated in the NOFO has been included
  + **Potential Commercial Application**
    - The commercial potential of the proposed research has been described in detail, including market opportunity, technology and competition, and finances required to move to market
  + **Cooperative Research and Development Agreements (CRADA)**
    - If applicant is a current CRADA partner with NOAA or any other Federal agency, a statement has been provided reflecting the agency, title of the CRADA, and any relationship with the proposed work
  + **Guest Researcher**
    - If offeror or any of its consultant or subcontracts is a guest researcher at NOAA, that information has been stated and the sponsoring laboratory has been named
  + **Cost Sharing**
    - Cost sharing is not required and is not considered during the evaluation process for Phase I applications
  + **Similar Proposal or Awards**
    - If proposal is an identical proposal or contains a significant amount of essentially equivalent work under another Federal program solicitation, all information about that work has been provided as stated in the NOFO
  + **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

**Budget Narrative –**

* **General Formatting**
  + A detailed breakdown of costs under each applicable object class category as reflected on the SF-424A (personnel, fringe benefits, equipment, travel, supplies, other direct costs and indirect costs) has been provided, including a written justification that includes the necessity and the basis for the cost
  + Document has been attached by clicking on “Add Attachments” found in item 15 of the SF-424, Application for Federal Assistance
* **Personnel**
  + At a minimum, section includes name; job title; commitment of effort on the proposed project in terms of average number of hours per week or percentage of time; salary rate; total direct charges on the proposed project; description of the role of the individual on the proposed project; and the work to be performed for each personnel assigned to the project
* **Fringe Benefits**
  + Fringe benefits have been identified separately from salaries and wages and based on rates determined by organizational policy, and rate has been provided
* **Travel**
  + For all travel costs, destination; names or number of people traveling; dates and/or duration; mode of transportation, lodging and subsistence rates; and description of how the travel is directly related to the proposed project, has been provided
* **Equipment**
  + Any item of property that has an acquisition cost of $5,000 or more and an expected service life of more than one year has been included and bears information for the cost and a description of how it will be used and why it is necessary to the successful completion of the proposed project
  + A lease versus purchase analysis has been provided for each piece of equipment
    - If an analysis cannot be completed, a statement saying such has to be included
  + Sourcing for each piece of equipment requested has been provided
* **Supplies**
  + An explanation has been provided for supplies costing more than $5,000, or five percent of the award, whichever is greater, bearing a list of each supply, the breakdown of the total costs by quantity or unit of cost, and the necessity of the cost for the completion of the proposed project
* **Contractual (i.e. Contracts/Subawards)**
  + For each contract, a separate budget has been provided
  + Products or services to be obtained and applicability or necessity of each to the project has been provided
  + Each contract bears information stating; name of contractor or vendor, method of selection, period of performance, scope of work, and criteria for measuring accountability
* **Other Direct Costs**
  + Profit margin has been explicitly outlined
  + A profit or fee not to exceed 7% of the sum of the direct and indirect costs has been listed if included in the applicant’s budget

**Indirect Cost Rate Agreement –**

* **General Formatting**
  + If applicable, document has been attached by clicking on “Add Attachments” found in item 15 of the SF-424, Application for Federal Assistance

**SBA Company Registry Form –**

* **General Formatting**
  + Registration information has been saved as a .PDF document
  + Document has been attached by clicking on “Add Attachments” found in item 15 of the SF-424, Application for Federal Assistance

**Research & Related Personal Data –**

* **General Formatting**
  + Form available at <https://www.grants.gov/web/grants/forms/r-r-family.html#sortby=1> has been completed and printed
  + Document has been attached by clicking on “Add Attachments” found in item 15 of the SF-424, Application for Federal Assistance

**Compliance with SBIR Program Requirements, Applicant Fraud Awareness Training - Certificate of Training Completion –**

* **General Formatting**
  + Training at <https://techpartnerships.noaa.gov/SBIR> has been completed and last page of the training presentation has been filled out and printed
  + Document has been attached by clicking on “Add Attachments” found in item 15 of the SF-424, Application for Federal Assistance