**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