

Proposal Checklist - DOT Phase I

Solicitation Name: FY2024 SBIR Phase I Program Solicitation

Solicitation Number: 6913G624QSBIR2

Submission Date: 3 PM ET May 10, 2024

Proposal Development Checklist

Formatting:

- Proposal pages are set at standard 8.5 x 11
- Font in proposal is at least 10 point
- Proposal is in four separate files: Technical, Appendices A and B, Contract Pricing Worksheet (Appendix C), and Contract Pricing Worksheet Supporting Documentation
- Offer file names for each of the four separate files shall include the following:
 - a. The first three characters shall be the topic number that the offer is associated with (e.g., FH2).
 - b. The remaining characters must include an abbreviation of the company's name and a distinct character to designate each file (e.g., 1, 2, 3, and 4).

Technical Section (PDF)

- **General Formatting**
 - Section is 15 pages or less; Prior Phase II Awards and SBA Company Registry Confirmation do not count towards 15-page limit
 - Table of Contents is included (does not count towards 15-page limit)
 - All pages are numbered consecutively
 - All sections are included and bear a heading with the required text per the solicitation
- **Identification and Significance of the Problem or Opportunity**
 - Specific technical problem of innovative research opportunity has been stated and its potential benefit to the national transportation system has been outlined
- **Phase I Technical Objectives**
 - Specific technical problem of innovative research opportunity has been stated and its potential benefit to the national transportation system has been outlined
- **Phase I Work Plan**
 - Phase I R/R&D work plan has been fully described including the methods and level of effort for each task to be completed
- **Related Research or R&D**
 - Any significant R/R&D directly related to the proposed project has been significantly described
 - Research conducted by project manager/principal investigator or proposing firm
 - Research conducted by outside sources and others in the specific topic area
- **Key Personnel and Bibliography of Directly Related Work**
 - All key personnel involved in the Phase I effort have been identified and their related education, experience, and bibliographic information has been provided
- **Relationship with Future Research and Development**
 - Anticipated results of the Phase I effort have been stated and foundation of those efforts for a Phase II project have been discussed

Proposal Checklist - DOT Phase I

- **Facilities**
 - Detailed description of the availability and location of instrumentation and physical facilities needed during the Phase I effort has been provided
- **Subcontractor/Consultants**
 - If applicable, involvement of subcontractors or consultants on Phase I effort has been described in full
- **Potential Post Applications**
 - Potential commercial applications of the proposed project have been briefly described
- **Similar Offers and/or Awards**
 - If applicable, all information pertaining to similar or identical offers under other Federal program solicitations has been entered
- **Human Factors**
 - If applicable, all human subjects research has been outlined
- **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

Appendices A and B (PDF)

- **Appendix A – Signature Page**
 - Signature Page has been completed in full as per the template provided in the solicitation
- **Appendix B – Project Summary**
 - A technical abstract has been entered into the designated area and fits within the allowed space
 - Technical abstract includes a brief statement the problem or opportunity, project objectives, and description of the effort
 - The anticipated results and potential applications of the proposed research have been entered into the designated area

Contract Pricing Worksheet (Appendix C) (Excel Document)

- **Formatting**
 - Document has been completed in full as per the Excel template provided in the solicitation
- **General Requirements**
 - Template found [here](#) has been used to generate the budget
 - Budget amount is not over \$200,000 (unless specified in section VIII) for a period of up to six months
- **Schedule A- Cost Summary**
 - Fringe benefit, overhead, General & Administrative, and profit rates have been entered into specified cells
- **Schedule B- Direct Labor**
 - Name, rate, and labor hours have been entered for all key personnel
- **Schedule C- Materials**
 - Description, unit price, and quantity have been entered for all requested material costs
- **Schedule D- Equipment**

Proposal Checklist - DOT Phase I

- Description, unit price, and quantity have been entered for all requested commercial and royalty costs
- **Schedule E- Special Test Equipment**
 - Description, unit price, and quantity have been entered for all requested testing and equipment costs
- **Schedule F- Subcontracts**
 - Description of work to be provided and total amount of award has been entered for all contracting entities
- **Schedule G- Consultants**
 - Vendor name, rate, and hourly commitment has been entered for all requested consultant costs
- **Schedule H- Travel**
 - All proposed instance of travel have been entered, including number of travelers, airfare, and full per diem rates

Contract Pricing Worksheet Supporting Documentation (PDF)

- **Formatting**
 - Document has been created as a PDF file
- **General Requirements**
 - Supporting documentation for all costs and pricing proposed in Appendix C are included (e.g., materials quotes, subcontractor proposals, indirect rate calculations, etc.)

Foreign Disclosure Notice

- All businesses submitting a proposal must fill out a disclosure form [here](#)