

Environmental Protection Agency (EPA) SBIR Quick-Start Guide

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

The current solicitation for EPA can be found [here](#). This will let you download the entire proposal package, including all instructions, topic areas for this cycle, and necessary attachments and appendices.

For EPA, 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 APEX Accelerator can assist you in the SAM registration processes, including securing a Unique Entity Identifier (UEI). You can contact one of their offices to receive one-on-one help. A list of NM APEX Accelerator offices can be found at the bottom of their [Contact Us](#) page.

1. **SAM:** The System for Award Management, or SAM, is the first registration to complete in terms of priority. There are a few steps to getting your SAM registration in place. The first one is that you must create a Login.gov account, which you will be prompted to do when you click the registration link below. If you have never registered your business, you will also create a Unique Entity Identifier (UEI) during this process; if you have already registered with the government, you will be able to transition your DUNS into a UEI, or it is already available to you in a SAM registration. 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 information you input will go through a series of government checks. It is not unheard for it to be a four to six week process. Please plan accordingly. <https://sam.gov/content/entity-registration>. The following video walks you through this process: <https://www.youtube.com/watch?v=0uv1YNAsINk>
2. **SBC Control ID:** This registration is required by the Small Business Administration (SBA), which coordinates the SBIR/STTR programs. You have to have your UEI, at minimum, to complete this registration. <https://www.sbir.gov/registration>
3. **FedConnect:** This is the submission site that many government agencies use for their funding opportunities. While you do not have to register in FedConnect to access any of the documentation, you must be registered to “watch” and opportunity and to submit your proposal package. You must have your UEI number and your SAM MPIN (Marketing Partner ID) for this process. <https://www.fedconnect.net/FedConnect/default.htm>

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

1. **Budget** – Phase I awards fund up to \$100,000 over a period of 6 months, depending on service component and option requirements, generally 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@nmsu.edu) for more information.