

Proposal Checklist - NIST Phase I

Solicitation Name: NIST SBIR Phase I

Solicitation Number: 2024-NIST-SBIR-01

Submission Date: 11:59 PM ET on December 22, 2023

Proposal Development Checklist

SF 424 (R&R) Application for Federal Assistance

- Field 3 has been left blank
- Fields 5, 14, and 19, use the Zip Code +4 format (##### - ####) when addresses are called for
- Field 10 lists the NOFO number as 2021-NIST-SBIR-01
- Descriptive title of the project has been entered in Field 11
- Field 16 response has been selected as “No”

SF-424 (R&R), Budget Information – Non-Construction Programs Form

- The UEI has been entered
- The appropriate box has been checked for the budget type
- The name of the organization has been entered
- The start and end dates for budget period have been inputted

A. Senior/Key Person

- The name, roll, salary, duration, fringe benefits have been entered for the senior/key person
- Additional key persons have been identified

B. Other Personnel

- Total wages and salaries of employees that will be charged to the grant implementation have been entered

C. Equipment Description

- Non-expendable personal property with a useful life of more than one year and a per-unit cost of \$5,000 or more necessary for the operation of the grant has been entered

D. Travel

- Reasonable and necessary travel costs of personnel to perform required grant functions has been entered

E. Participant/Trainee Support Costs

- Total number of participants/trainees and the amount of funds requested have been entered

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F. Other Direct Costs

Total costs for materials, supplies, publications, consultants, computer services, subawards, equipment and facility rentals, and alternations and renovations entered

G. Direct Costs

Ensure that this section automatically calculated

H. Indirect Costs

The indirect cost type and, rates, and amounts have been entered

I. Total Direct and Indirect Costs

Ensure that this section automatically calculated

J. Fee (if applicable)

The total fee for budget period has been entered

CD-511, Certification Regarding Lobbying Form

- **General**

“2024-NIST-SBIR-01” has been entered into Award Number Field

The title of the application used in field 11 of the SF-424, or an abbreviation of that title, has been entered into the Project Name field

Research and Related Other Project Information

The highlighted Questions have been answered

The Cover Sheet and Technical Proposal have been attached (item 7)

The Indirect Cost Rate Agreement has been attached (item 9)

The SBA Company Registry Form has been attached (item 10)

The Data Management Plan has been attached (item 11)

Research & Related Personal Data form(s) have been attached (item 13)

The Current and Pending Support Form has been attached (item 14)

The Compliance with SBIR Program Requirements and Applicant Fraud Awareness Training have been attached (item 15)

Letters of Commitment have been attached (item 16)

SF-LLL, Disclosure of Lobbying Activities Form (if applicable)

- **General**

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If applicable, all information relating to lobbying activities by the small business concern have been entered

Cover Sheet (Technical Proposal)

- **General**

If support services from the NIST Hollings Manufacturing Extension Partnership (MEP) are being sought, box #11 has been checked “Yes”

Cover Sheet is pages 1 and 2 of the Technical Proposal

- **Technical Abstract**

Technical abstract is 200 words or less

Technical abstract does not contain proprietary information

- **Potential Commercial Application of the Research**

Potential Commercial Application of the Research is 100 words or less

Potential Commercial Application of the Research does not contain proprietary information

Technical Content (Technical Proposal)

- **General**

The Technical Proposal, both the Cover Sheet and Technical Content, is 15 pages or less

Pages are standard size (8 1/2” x 11”; 21.6 cm x 27.9 cm)

Margins are 2.5 cm

Font is at least 10 point

Technical Content begins on page 3

All sections are completed and supplied headings are being used

If proprietary information is used in the Technical Proposal, identification of that information has been provided according to guidelines established in 5.04.01 of the NOFO

- **NIST Program Area or NIST-Patented Technology Available for Licensing**

A paragraph has been provided that frames the research project in a way that a reviewer understands it addresses a current NIST technical program area falling within one of the research areas identified in Section 9.0 of the NOFO

The full URL of the NIST or Federal Laboratory Consortium (FLC) website that provides the source of the information for the program area or NIST-patented technology has been provided

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- **Identification and Significance of the Problem or Opportunity**
 - A clear statement of the specific research problem or opportunity being addressed and its innovativeness, commercial potential, and importance has been provided
- **Phase I Technical Objectives**
 - Specific objectives to attain in the Phase I effort have been stated
- **Phase I Work Plan**
 - Detailed description of the Phase I feasibility research plan has been identified and provided, including detailed description of the methods planned to achieve each objective or task
- **Related R/R&D**
 - Significant R/R&D conducted by the PI or the proposing SBC that is directly related to the application has been described
 - Significant R/R&D directly related to the application by outside sources has been described
- **Key Individuals and Bibliography of Related Work**
 - Key personnel for the Phase I effort, including their related education, experience, and publications have been identified
- **Relationship with Future R/R&D**
 - The significance of the results of the Phase I effort in providing a foundation for a Phase II effort have been discussed
- **Facilities and Equipment**
 - Detailed description, availability, and location of instrumentation and physical facilities for the Phase I effort has been provided
- **Consultants, Contracts, and Subawards**
 - If offeror is using any consultants, contracts, or subawards in the proposed project, this section contains information on how that relationship benefits the project and is integral to the success of the Phase I effort
- **Potential Commercial Application**
 - The future commercial potential of the proposed project has been described in detail, including market opportunity, competition, strategy to finance the endeavor, anticipated commercial benefits, and commercialization experience of the offeror
- **Cooperative Research and Development Agreements (CRADA)**

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- If applicant is a former or current CRADA partner with NIST, or with any other Federal agency, all information regarding that CRADA has been supplied
- **Guest Researcher**
 - If any member of the proposed team is a guest research at NIST, that information has been stated
- **Cost Sharing**
 - This section is not an evaluation factor for Phase I applications
- **Similar Applications or Awards**
 - If proposed work is substantially the same as another application that has been funded, is now being funded, or is pending with another Federal Agency, all information about that work has been provided
- **Prior SBIR Phase II Awards**
 - If the SBC has received more than 15 Phase II awards in the prior 5 fiscal years, all information about those awards including current commercialization status have been provided

Budget Narrative

- **Senior/Key Person**
 - At a minimum, this section contains 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
- **Other Personnel**
 - The budget justification should include the following: 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 position on the proposed project and the work to be performed
- **Equipment Description**
 - This section should list each piece of equipment, the cost, and a description of how it will be used and why it is necessary to the successful completion of the proposed project
- **Travel**
 - Justification for any included travel has been provided, including purpose of trip and all expenses such as flight, per diem, and other costs
- **Other Direct Costs**
 - Costs have been listed and the breakdown of the total costs by quantity or unit of cost

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- **Indirect Costs**

- Justification for any supplies costs has been provided

- **Fee**

- Profit or fee not to exceed 7% of the sum of the direct and indirect costs must be listed in this cost category if included in the proposed budget

Indirect Cost Rate Agreement

- **Justification**

- If indirect cost rates are included in the proposed budget, a copy of the current, approved negotiated agreement if this rate was negotiated with a cognizant Federal audit agency and is supplied

SBA Company Registry Form

- **General**

- Offeror has provided a PDF copy of their SBA Company Registration (SBC Control ID)

Data Management Plan (DMP)

- **General**

- DMP is less than two pages long

- DMP includes a summary of proposed activities that are expected to generate data, a summary of the types of data expected to be generated by the identified activities, a plan for storage and maintenance of the data expected to be generated by the identified activities, and a plan describing whether and how data generated by the identified activities will be reviewed and made available to the public

Research & Related Personal Data

- **General**

- Form available at <https://www.grants.gov/forms/r-r-family.html> has been completed in full

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

- **General**

- Training at: <https://www.nist.gov/file/384881> has been completed

- Last page of training presentation has been printed and filled out

Letters of Commitment

- Letters of Commitment from all funded and unfunded entities with an active role in executing activities outlines in the Project Narrative have been included

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Attachment of Required Documents

- All documents have been attached as described in section 8.01 of the NOFO