

# How to apply

## ^ Determine your eligibility

Interested in applying for funding? First make sure your company meets these requirements.

- Your company must be a legal entity at the time you apply for funding.
- At least 50% of your company's equity must be owned by U.S. citizens or permanent residents, and all funded work (including work done by consultants and contractors) needs to take place in the United States.
- The Principal Investigator (PI) must be legally employed at least 20 hours a week by the company seeking funding.
- The PI must commit to at least one month (173 hours) of work on a funded project.
- A university faculty member may be designated as the PI only if they can commit a minimum of 20 hours a week to work on the funded project.

## ^ Find out if you're a good fit

Before starting your application, you'll want to figure out whether your company is a good fit for the NSF seed fund.

- See note on draft doc about providing concrete guidance. It doesn't make sense to have this as a separate step if we're advising them to just go to the next (optional) step to determine if they're a good fit.

90 Days  
Before deadline

## ^ Submit an executive summary

(Optional)

- See comment in draft doc. They don't have the capacity or supporting infrastructure to make this mandatory at this time esp. given that there's an open solicitation. Also program directors cannot provide feedback that may be deemed as providing insider information that could offer an unfair advantage.

30-60 Days  
Before deadline

## ^ Register your company

Once you've decided to apply, you'll need to register your company with four different systems. We encourage you to do so 1-2 months before the applications are due.

→ [Dun and Bradstreet](#) (DUNS number)

A DUNS number is a unique, nine-digit number that identifies each physical location of your company. You'll need one in order to receive government funding. Processing time for government funding should take about five business days.

→ [FastLane](#) (NSF seed fund's electronic submission system)

Before applying, you need to register your PI and company in FastLane. Within 48 hours, you'll get a confirmation email with login instructions. We recommend you explore FastLane before submitting your application.

→ [System for Award Management](#) (SAM)

Any company that does business with the government needs a SAM account. When you register, you'll have to share EFT information.

→ [SBIR Company Registry](#)

Finally, you need to register with the SBIR Company Registry (operated by the Small Business Administration). Post-registration, you'll receive a Business Concern Control ID (SBC ID), which you'll need to include in your FastLane application.

## > Review the solicitation

→ Solicitation: December 2016 (expired)

## > Submit your application

→ FastLane: Due by December 7, 2016 5PM (currently closed)