Defense SBIR/STTR Innovation Portal (DSIP)

Create a Non-DoD Award in DSIPJob Aid



Job Aid Features	This job aid provides an overview and helpful features for small businesses submitting a proposal via the Defense SBIR/STTR Innovation Portal (DSIP) Proposal Submissions site. You will find step-by-step instructions on the following: Creating Non-DoD Phase II and Sequential Phase II Proposals
Impacted Modules	Proposal Submissions
Impacted Users	 Small Businesses applying for DoD's SBIR/STTR program
DSIP Support	■ <u>DoDSBIRSupport@Reisystems.com</u>

Create a Non-DoD Award in DSIP

The Proposal Submission site allows small businesses to create and submit proposals to DoD's SBIR/STTR program.

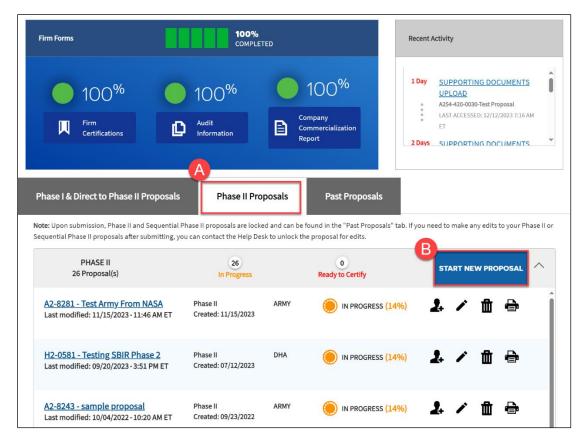
In this job aid, you will learn how small businesses can use the Proposal Submission site to create a proposal out of Non-DoD award.

Job Aid Contents

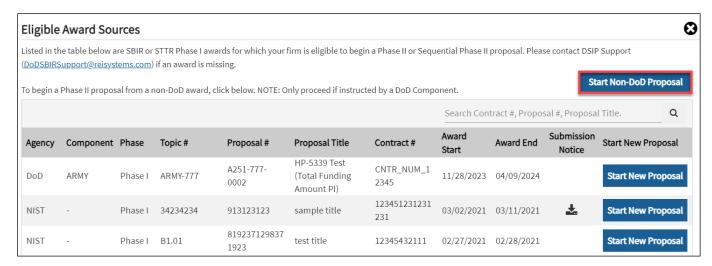
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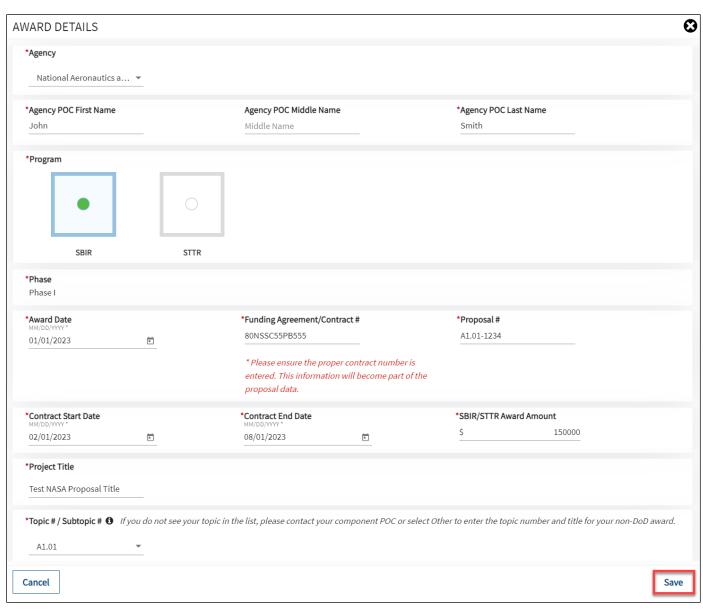
- 1. Create a Non-DoD Phase II and Sequential Phase II Proposal.
 - A. In the Phase II Proposals tab, you can access the current (In Progress and Ready to Certify) Phase II and Sequential Phase II proposals.
 - B. Select the **Start New Proposal** button to start a new Non-DoD proposal.



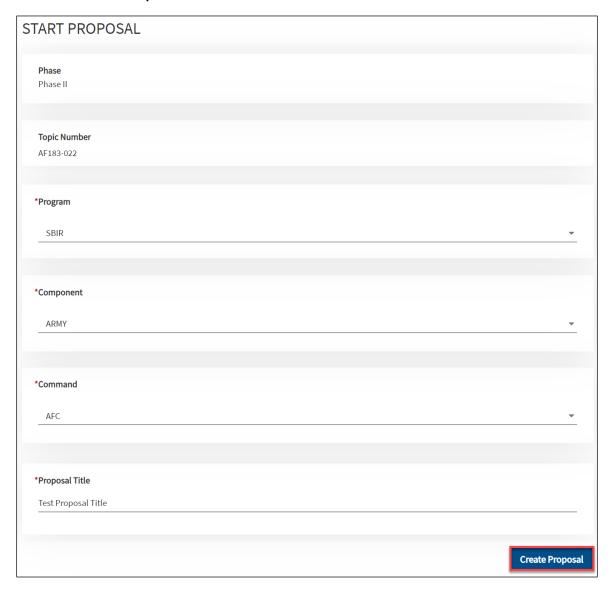
2. Select the **Start Non-DoD Proposal** button on the Eligible Award Sources page.



In order to submit a Non-DoD proposal, you need to load the Non-DoD award by entering all the details in the form below. Fill out the required fields in the Award Details popup window and click Save.
 Note: Please make sure the Topic number, Proposal number and Contract date are accurate and added from the Original Contract from the federal agency.

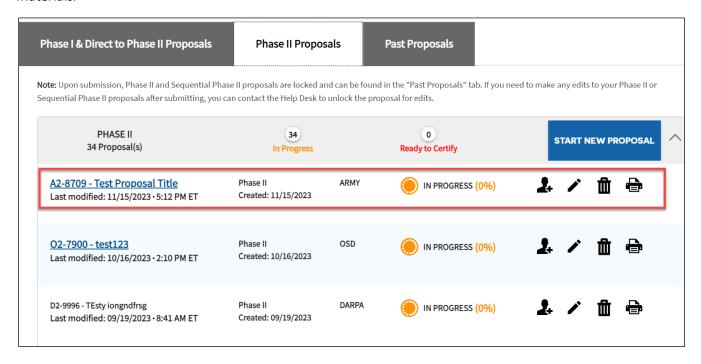


4. Complete the required fields for Program, Component, Command, and Proposal Title to start a new proposal. Then click the **Create Proposal** button.



5. Once you complete the required fields on the Start Proposal page, the new proposal displays on the Phase II Proposals tab and the status is In Progress.

Note: Once the DoD proposal has been created, proposal submission follows the structure provided in the Creating Phase II or Sequential Phase II Proposals Job Aid. For more information, please refer to the Job Aids in the Training Materials.



6. Be sure to update the proposal with all required forms and then submit.