

# Defense SBIR/STTR Innovation Portal (DSIP)

## Volume III – Cost Volume

### Job Aid



Job Aid Features	<p>This job aid provides an overview and helpful features of the Volume III: Cost Volume forms in the Defense SBIR/STTR Innovation Portal. You will find step-by-step instructions on the following:</p> <ul style="list-style-type: none"><li>▪ How the Cost Volume works</li><li>▪ How to navigate to the Cost Volume Forms</li><li>▪ How to select your budget components</li><li>▪ How to fill out the forms</li></ul>
Impacted Modules	<ul style="list-style-type: none"><li>▪ Proposal Submissions</li></ul>
Impacted Users	<ul style="list-style-type: none"><li>▪ Small Businesses applying for DoD’s SBIR/STTR program</li></ul>
DSIP Support	<ul style="list-style-type: none"><li>▪ <a href="mailto:DoDSBIRSupport@Reisystems.com">DoDSBIRSupport@Reisystems.com</a></li></ul>

## Submissions Proposal Cost Volume

Volume III: Cost Volume is where the Firm submits a price proposal of estimated costs with detailed information for each cost element, consistent with the offeror’s cost accounting and estimating system. The Cost Volume forms will keep a running total of your budget allocation vs the maximum allowed value as you proceed through the elements.

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## Access the Cost Volume Form

- Click the link to access the Defense SBIR/STTR Innovation Portal (DSIP):  
<https://www.dodsbirsttr.mil/submissions/login>
  - You can access the top navigation bar without logging in.
  - The **Login/Register** button will redirect you to the Login.gov page to login to DSIP or register in DSIP after acknowledging the Privacy Advisory and the USG Warning and Consent.
  - You can view the DSIP system messages in the banner by selecting the dot at the bottom or the arrow button.
  - The **Quick Links** take you directly to helpful pages.
  - The **Active Solicitations** section shows the countdown details for each active Solicitation.
  - The **Solicitation Schedule** displays solicitations for the current and future year. The dates are subject to change.

The screenshot shows the DSIP homepage with the following elements:

- Header:** DSIP Defense SBIR/STTR Innovation Portal Proposal Submissions. Navigation links: HOME, SOLICITATION INFO, PROGRAM INFO, and a Login/Register button.
- Message Banner (C):** Welcome to the DSIP (Defense SBIR/STTR Innovation Portal)! Sign Up for the DSIP Listserv. It is recommended that all DSIP users sign up for the DSIP Listserv to receive emails regarding upcoming topics, updates to BAA, and SBIR-related events by clicking on the DSIP Listserv in the below Quick Links. To check if you are already subscribed, you can enter your email on the Listserv sign up page and the system will confirm your membership status or, if you are not yet a member, it will send you a confirmation email. New members must click the link in the confirmation email to finalize membership. For further information on the DSIP Listserv, please contact DSIP Support at [DoDSBIRSupport@reisystems.com](mailto:DoDSBIRSupport@reisystems.com).
- Quick Links (D):**
  - Solicitation Documents & Instructions: View active and archived solicitations.
  - Topics and Topic Q&A: View available topics for each solicitation and ask questions during Pre-Release periods.
  - Learning & Support: View templates, training materials, and FAQs.
  - Defense SBIR/STTR Website: Access more information on the DoD SBIR/STTR program.
  - SBIR.gov: Learn more about the overall SBIR/STTR program and search prior awards.
  - DSIP Listserv: Sign up for the DSIP Listserv to receive emails about solicitation, new opportunities, and more!
- Active Solicitations (E):**
  - DoD SBIR 2024.4: 12 Topics Active
  - DOD STTR 2024.D: 2 Topics Active
- Solicitation Schedule (F):** (Dates are subject to change)

FY 2024 DoD SBIR/STTR Solicitation Schedule			
Solicitation Cycle	Announcement Period		
	Pre-Release Date	Open Date	Close Date
SBIR 24.1 STTR 24.A	Nov 29, 2023	Jan 3, 2024	Feb 7, 2024
SBIR 24.2 STTR 24.B	Apr 17, 2024	May 15, 2024	Jun 12, 2024
SBIR 24.3 STTR 24.C	Aug 21, 2024	Sep 18, 2024	Oct 16, 2024

FY 2025 DoD SBIR/STTR Solicitation Schedule			
Solicitation Cycle	Announcement Period		
	Pre-Release Date	Open Date	Close Date
SBIR 25.1 STTR 25.A	Dec 4, 2024	Jan 8, 2025	Feb 12, 2025
SBIR 25.2 STTR 25.B	Apr 15, 2025	May 13, 2025	Jun 10, 2025
SBIR 25.3 STTR 25.C	Aug 19, 2025	Sep 16, 2025	Oct 14, 2025

2. After clicking on **Login/Register**, you will land on the DSIP Welcome page.

- A. Read the Privacy Advisory and the USG Warning and Consent then check the acknowledgement box.
- B. Click the **Continue** button to proceed to the Login page.

Welcome to the DSIP (Defense SBIR/STTR Innovation Portal)!

Privacy Advisory

**Authority:** Section 9 of the Small Business Act, 15 U.S.C. § 638.

**Purpose:** To enable small business concerns (SBC) that want to participate in the Department of Defense (DoD) Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) programs through the collection and administration of proposal, related business, and award data under the SBIR/STTR programs.

**Routine Uses:** To provide information to:

- a. government employees, contractors, consultants, students, and others performing or working on a contract, or other assignment for the Federal Government
- b. a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, an individual who is the subject of the request
- c. SBA and other federal government recipients as mandated by Federal statute.

**Disclosure:** Voluntary, however, failure to provide the requested information may require additional time to process the application or result in denial of award. The information retained in the 15 U.S.C. § 638(k)(2) database is exempt from public disclosure under 5 U.S.C. § 552 in accordance with 15 U.S.C. § 638(k)(4).

USG Warning and Consent

**USG Warning and Consent:** You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

A

☒

I acknowledge that I have read the "Privacy Advisory" and "USG Warning and Consent".

B

Continue

3. After you acknowledge and accept the “Privacy Advisory” and “USG Warning and Consent” you will be redirected to the Login.gov page for DSIP.
- A. If you already have credentials with Login.gov, enter your credentials and select **Sign in**.
  - B. If you do not have credentials with Login.gov, create an account with Login.gov by selecting **Create an account**.

**Helpful tip:** If you do not have a Login.gov account and/or a DSIP account, you can refer to the Registration Job Aid for steps on how to:

- Complete Login.gov registration
- Complete DSIP registration
- Link your Login.gov account with DSIP

An official website of the United States government [Here's how you know](#)

**LOGIN.GOV** **DSIP** Defense SBIR/STTR Innovation Portal  
Proposal Submissions

DSIP (Defense SBIR/STTR Innovation Portal) is using Login.gov to allow you to sign in to your account safely and securely.

**A** **Sign in** **B** **Create an account**

**Sign in for existing users**

**i** If you are having trouble accessing your login.gov account, [Click here](#) to contact login.gov. For any DSIP-related inquiries, please contact the DSIP Help Desk at [DoDSBIRSupport@reisystems.com](mailto:DoDSBIRSupport@reisystems.com)

Email address

Password

☐ Show password

**Sign in**

[Sign in with your government employee ID](#)


[Back to DSIP \(Defense SBIR/STTR Innovation Portal\)](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

4. After you login through Login.gov, the Submissions Dashboard will appear.
- Note:** If you have not linked your Login.gov account with your DSIP account, you will have to complete that before you can access the Submissions Dashboard.



**DSIP** Defense SBIR/STTR  
Innovation Portal  
Proposal Submissions

HOMEFIRM INFO  
SOLICITATION INFOPROGRAM INFO  
MY PROPOSALS

AD

Welcome, Andrew D

LAST LOGIN - IP Address: | Date & Time: 03/29/2024 04:36:30 pm ET | Browser/OS/Device: Chrome 0 / Win10 10.0 / Desktop

Note: You must click "Submit" on each of your Firm-level forms (Firm Certifications, Audit Information and Company Commercialization Report) to mark them as 100% complete. You may make any necessary updates to these forms prior to submitting. If there are no updates, you can simply click the "Submit" button for each form.

Firm Forms

100%  
COMPLETED

100%

Firm Certifications

100%

Audit Information

100%

Company Commercialization Report

Recent Activity

21 Hrs

FIRM CERTIFICATION FORM

Firm

LAST ACCESSED: 03/28/2024 7:21 PM ET

21 Hrs

FIRM CERTIFICATION FORM

Firm

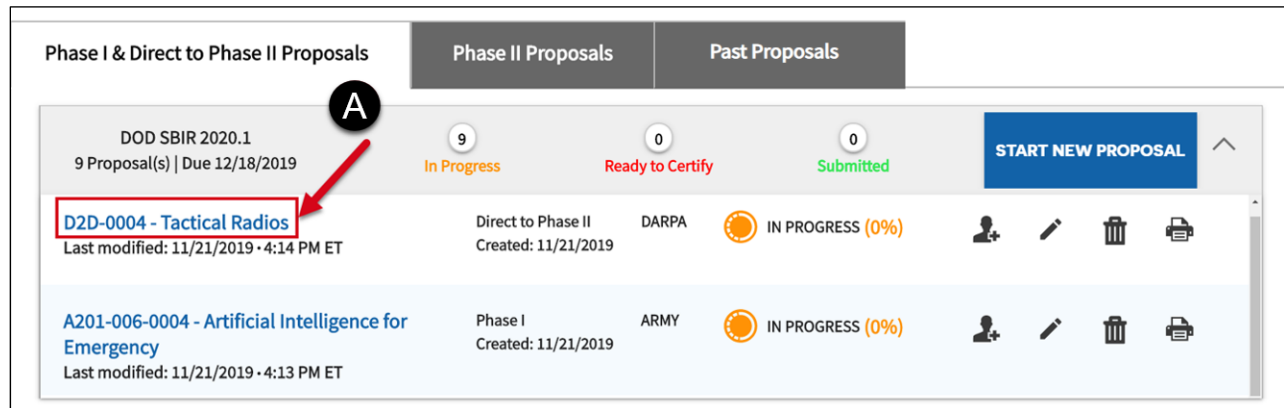
LAST ACCESSED: 03/28/2024 7:12 PM ET

Phase I & Direct to Phase II Proposals

Phase II Proposals

Past Proposals

5. There are two ways to access a proposal.
- A. In the **Phase I & Direct to Phase II Proposals** or **Phase II Proposals** tab, find and select your proposal.
  - B. Select a proposal from the **My Proposals** drop-down menu on the top navigation bar.

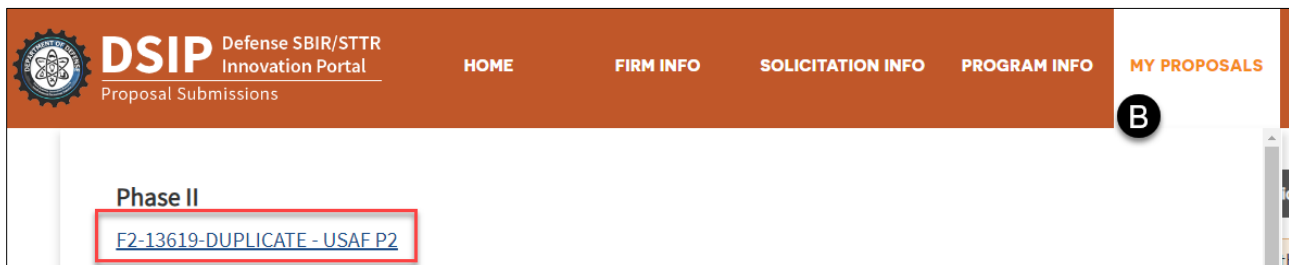


Phase I & Direct to Phase II Proposals    Phase II Proposals    Past Proposals

DOD SBIR 2020.1  
9 Proposal(s) | Due 12/18/2019

**9** In Progress    **0** Ready to Certify    **0** Submitted    [START NEW PROPOSAL](#)

<b>D2D-0004 - Tactical Radios</b> Last modified: 11/21/2019 · 4:14 PM ET	Direct to Phase II Created: 11/21/2019	DARPA	IN PROGRESS (0%)	
<b>A201-006-0004 - Artificial Intelligence for Emergency</b> Last modified: 11/21/2019 · 4:13 PM ET	Phase I Created: 11/21/2019	ARMY	IN PROGRESS (0%)	



**DSIP** Defense SBIR/STTR Innovation Portal  
Proposal Submissions

[HOME](#)    [FIRM INFO](#)    [SOLICITATION INFO](#)    [PROGRAM INFO](#)    **[MY PROPOSALS](#)**

**Phase II**

**F2-13619-DUPLICATE - USAF P2**

**6. Now, you are on the **Proposal Landing** page.**

DSIP

Defense SBIR/STTR  
Innovation Portal

Proposal Submissions

HOME

FIRM INFO

MY PROPOSALS

JT

Welcome, Jae T

LAST LOGIN - IP Address: 65.242.96.64, 10.100.51.174 | Date & Time: 07/02/2024 02:42:45 pm ET | Browser/OS/Device: Chrome 0 / Win10 10.0 / Desktop

Note: You must click "Submit" on each of your Firm-level forms (Firm Certifications, Audit Information and Company Commercialization Report) to mark them as 100% complete. You may make any necessary updates to these forms prior to submitting. If there are no updates, you can simply click the "Submit" button for each form.

Archived Solicitations: Access the Archived Solicitations for information you may need to complete your phase II or Sequential Phase II proposal.

Note: All forms autosave every 5 minutes.

A2-8310 - TEST VOL

Phase: Phase II | Program: SBIR | Component: ARMY

Proposal Information

Last Modified: 05/14/2024

0% COMPLETED

0%

Firm Forms

0%

VOL I - Proposal Summary

0%

VOL I - Proposal Certification

0%

VOL I - Contact Information

0%

VOL II - Technical Volume

0%

VOL III - Cost Volume

0%

VOL V - Supporting Documents

0%

VOL VI - Training Certification

0%

VOL VII - Disclosures Of Foreign...

Certify Proposal

CORPORATE OFFICIAL Not Assigned

NOT CERTIFIED

My Proposals

A2-8310 TEST VOL

LAST MODIFIED: 05/14/2024 9:37 AM ET

F2-12946 test

LAST MODIFIED: 10/10/2023 10:54 AM ET

S2-0632 Test\_Jae\_Socom

LAST MODIFIED: 10/10/2023 10:44 AM ET

Firm Information

100% COMPLETED

Details

Recent Activity

Now COMPANY COMMERCIALIZATION REPORT

A2-8310-TEST VOL VII Prerana

LAST ACCESSED: 07/03/2024 11:03 AM ET

Now FOREIGN AFFILIATIONS

A2-8310-TEST VOL VII Prerana

LAST ACCESSED: 07/03/2024 11:03 AM ET

1 Day FOREIGN AFFILIATIONS

A2-8310-TEST VOL VII Prerana

LAST ACCESSED: 07/02/2024 10:33 AM ET

1 Day FOREIGN AFFILIATIONS

A2-8310-TEST VOL VII Prerana

LAST ACCESSED: 07/01/2024 5:30 PM ET

7. Select the **VOL III – Cost Volume** in the Proposal Information section on the Proposal Landing page.

**Note:** Depending on the Component and Phase you are submitting a proposal for, Volume III: Cost Volume may differ. This Job Aid will show you the different variations of Volume III: Cost Volume and how to complete each of them.

The screenshot displays the 'Proposal Information' section of a web application. At the top, it shows 'Last Modified: 05/14/2024' and a progress bar with five segments, the last of which is labeled '0% COMPLETED'. Below this, there is a grid of nine proposal components, each with a 0% completion indicator. The components are: Firm Forms, VOL I - Proposal Summary, VOL I - Proposal Certification, VOL I - Contact Information, VOL II - Technical Volume, **VOL III - Cost Volume** (highlighted with a red box and a red arrow), VOL V - Supporting Documents, VOL VI - Training Certification, and VOL VII - Disclosures Of Foreign... The 'VOL III - Cost Volume' option is the one selected for this step.

Component	Completion Status
Firm Forms	0%
VOL I - Proposal Summary	0%
VOL I - Proposal Certification	0%
VOL I - Contact Information	0%
VOL II - Technical Volume	0%
<b>VOL III - Cost Volume</b>	0%
VOL V - Supporting Documents	0%
VOL VI - Training Certification	0%
VOL VII - Disclosures Of Foreign...	0%



## Cost Volume

8. There are four different versions of Cost Volume forms. Depending on the Component and Phase you select, you will see one of the four models. The Cost Volume page has the following information to help you complete the form:
- A. The details of the proposal show the number and name, phase, program, and component.
  - B. The total progress of the proposal shows on top.
  - C. The highlighted part of the progress tracker shows which volume you are currently on. The percentage shows the completion of VOL III – Cost Volume.
  - D. Navigate through the sections of Vol III using the left menu.

**DOD STTR 2024.D: A24D-1094-0019 - sttr template 4**  
Phase: Phase I | Program: STTR | Component: ARMY

**18% COMPLETED** **IN PROGRESS**

FIRM FORMS	VOL I - COVER SHEET	VOL II - TECHNICAL VOLUME	<b>VOL III - COST VOLUME</b>	VOL IV - COMPANY COMMERCIALIZATION REPORT	VOL V - SUPPORTING DOCUMENTS	VOL VI - TRAINING CERTIFICATION	VOL VII - DISCLOSURES OF FOREIGN...	CERTIFY
100%	22%	0%	0%	100%	0%	0%	0%	0%

**COST VOLUME**

Budget Allocated  
**\$0.00 / \$210,000.00**

Below are the standard components of your proposal budget.

Direct Labor	Overhead	G&A	Profit Rate / Cost Sharing	Research Institution
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Cost Volume – Model 1

This variation of the Cost Volume requires you to provide budget information for standard components, and allows you to optionally select Other Direct Costs (or ODCs) that may apply to your proposed research.

VOL I - Cover Sheet (22%)	<h2>COST VOLUME</h2> <p>Budget Allocated <b>\$0.00 / \$210,000.00</b></p> <p>Below are the standard components of your proposal budget.</p> <div> <div></div> Direct Labor           <div></div> Overhead           <div></div> G&amp;A           <div></div> Profit Rate / Cost Sharing           <div></div> Research Institution         </div>
VOL II - Technical Volume (0%)	
VOL III - Cost Volume (0%)	
Direct Labor (0%)	
Overhead (0%)	
G&A (0%)	
Research Institution (0%)	
Profit Rate / Cost Sharing (0%)	
Review	

### Select Components

9. The first page of the Cost Volume is where you select which components apply to your proposal. This helps to streamline your budget entry process. Once you select your components, the related forms will display, and you will only have to fill out the forms that apply to you. The standard components are pre-selected for you: Direct Labor, Overhead, G&A and Profit Rate/Cost Sharing.

**Below are the standard components of your proposal budget.**

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Direct Labor	Overhead	G&A	Profit Rate / Cost Sharing

10. Select any additional components that apply to your proposed research. You can select Subcontractors/ Consultants, and any ODCs that apply, such as Materials, Supplies, Equipment, or Travel.

Do any of these additional components apply to your proposed research? Select the applicable component(s) and save your updates.  
**Note:** Once saved, the selected components will be added to the proposal budget form and to the left menu for navigation.








☐

Subcontractors / Consultants

Select all Other Direct Costs (ODCs) that apply.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials	Supplies	Equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	TABA	Other

11. Save the page and you will see the selected components appear on the left menu.

 VOL I - Cover Sheet (0%) 
 VOL II - Technical Volume (99%)
 VOL III - Cost Volume (0%) 
 Direct Labor (0%)
 Overhead (0%)
 G&A (0%)
 ODC-Materials (0%)
 ODC-Supplies (0%)
 ODC-Summary (0%)
 Profit Rate / Cost Sharing (0%)
 Review
 VOL IV - Company Commercialization Report (100%)
 VOL V - Supporting Documents (0%)
 VOL VI - Training Certification (0%)
 VOL VII - Disclosures of Foreign Affiliations or Relationships to Foreign Countries (99%)

12. Select **Save & Continue** to move on to the Direct Labor component.

<div>Save</div>	<div>Save &amp; Continue</div>
-----------------	--------------------------------

## Direct Labor

13. The first component is Direct Labor. This is where you enter the labor description and cost for each person who will be working on the proposed research effort.

VOL I - Cover Sheet (0%)

VOL II - Technical Volume (0%)

VOL III - Cost Volume (0%)

**Direct Labor (0%)**

Overhead (0%)

G&A (0%)

Profit Rate / Cost Sharing (0%)

Review

VOL IV - Company Commercialization Report (100%)

VOL V - Supporting Documents (0%)

VOL VI - Training Certification (0%)

VOL VII - Disclosures of Foreign Affiliations or Relationships to Foreign Countries (0%)

**COST VOLUME**

Direct Labor

Labor Costs and Information

Budget Allocated

**\$0.00 / \$110,000.00**

Direct Labor: \$0.00

Add Another Role

Principal Investigator

Let's get some more information on the Principal Investigator.

Principal Investigator

\*Labor Category ⓘ  
Select a Labor Category \*

\*What's their level of education?

PhD

Master's Degree

Bachelor's Degree

Associate's Degree

14. Enter the information for the **Principal Investigator**, including their level of education and experience.

Principal Investigator

Biomedical Engineer

Let's get some more information on the Principal Investigator.

Principal Investigator

test test

\*Labor Category ⓘ  
Biomedical Engineer

\*What's their level of education?

PhD

Master's Degree

Bachelor's Degree

Associate's Degree

15. Then, calculate their direct labor cost. You can choose to use a fringe rate or not, and the total cost will calculate for you. Make sure to click **Save** to complete your PI information.

**\*Now let's calculate the direct labor cost. Is there a fringe rate?** ?

☐

☒

Yes

No

**\*Employee Hours**  
Hours \*  
Employee Hours is required.

X

**\*Employee Rate**  
\$Rate \*  
Employee Rate is required.

**\*Total Cost**  
0.00

**Save**


16. If you have other roles to include, you can add them by selecting **Add Another Role**. You can then enter their information and select **Save** when you are done with each role.


**Add Another Role**

Principal Investigator

Biomedical Engineer

\$0.00





Let's get some more information on the Principal Investigator.

Principal Investigator

test test

**\*Labor Category** ?

Biomedical Engineer

17. Answer the question about labor rates, add your explanation, if needed, and add any additional information and cost support data that is related to the nature of the direct labor.

\*Are the labor rates detailed above fully loaded? ⓘ

☐

Yes

☐

No

\*Provide any additional information and cost support data related to the nature of the direct labor detailed above.

Labor charges that do not compare favorably to state averages at <http://www.bls.gov> require additional documentation supporting the proposed salaries.


Additional Information \*

0 / 200

18. To finish the Director Labor section, attach any necessary labor rate documentation and select **Save & Continue** to move to the next section.

If you have any necessary labor rate documentation, you can upload it below.

Drag & Drop File here to Upload



or

Select File to Upload

NOTE: The maximum file size permitted is 5 MB. The allowed file format(s): xls, doc, docx, pdf, xlsx.

Back

Save

Save & Continue

## Overhead

19. The next budget form is Overhead, where you specify your current rate and base, using either rates negotiated with the cognizant federal negotiating agency or by providing a number for total estimated overhead costs to execute the project. Possible overhead cost elements include insurance, sick leave and vacation. Click **Save & Continue** to proceed to the next section.

**COST VOLUME**

**Overhead**

**Budget Allocated**  
**\$0.00 / \$125,000.00**  
**Overhead: \$0.00**

Complete the Cost Volume in the format shown in the Cost Breakdown. Some items in the Cost Breakdown may not apply to the proposed project. If that is the case, there is no need to provide information on each and every item. What matters is that enough information be provided to allow us to understand how you plan to use the requested funds if a contract is awarded.

- List all key personnel by name as well as by number of hours dedicated to the project as direct labor.

...

[Read more](#)

**\*Labor Cost Overhead Rate**

Rate (%)

Cost (\$)

Please specify the different cost sources below from which your company's Overhead costs are calculated.

0 / 4000

Back

Save

Save & Continue



## G&A

**20.** Enter your General and Administration Cost, G&A, such as rent, utilities and management. This page is structured similarly to the Overhead form, so you can choose either rate or cost to enter these expenses and calculate the total.

### COST VOLUME

#### General and Administration Cost

Budget Allocated

\$274.00 / \$125,000.00

General and Administration Cost: \$0.00

Complete the Cost Volume in the format shown in the Cost Breakdown. Some items in the Cost Breakdown may not apply to the proposed project. If that is the case, there is no need to provide information on each and every item. What matters is that enough information be provided to allow us to understand how you plan to use the requested funds if a contract is awarded.

- List all key personnel by name as well as by number of hours dedicated to the project as direct labor.

...

[Read more](#)

**\*Making progress. Now let's take a look at your G&A.** ⓘ

Rate (%)

**\*Apply G&A Rate to Direct Labor Costs?**

Yes

No

**\*Apply G&A Rate to Direct Material Costs?**

Yes

No

Please specify the different cost sources below from which your company's General and Administrative costs are calculated.

0 / 4000

Back

Save

Save & Continue

**21.** The Subcontractors/Consultants section will only be displayed if you selected this component. If you need to update the component(s) you selected, click the **VOL III – Cost Volume** left menu item.

**22.** Enter the subcontractor information.

Subcontractor No: 1

\*Subcontractor/Consultant

23. Provide a budget contact.

Prefix Select ▼	*Budget Contact First Name _____	*Budget Contact Last Name _____
Suffix _____		
*Budget Contact Title _____		
*Budget Contact Phone _____		
*Budget Contact Email _____		

24. Select **Yes** if you have a letter of commitment from the subcontractor/consultant. Select **No** if you do not have a letter of commitment from the subcontractor/consultant.


\*Do you have a letter of commitment from the subcontractor/consultant?

<input type="radio"/>	<input type="radio"/>
Yes	No

25. If you selected **Yes**, you must upload the letter of commitment from the subcontractor/consultant.

\*Please upload the letter of commitment from the subcontractor/consultant.

Drag & Drop File here to Upload



or

**Select File to Upload**

**NOTE:** The maximum file size permitted is 5 MB. The allowed file format(s): xls, doc, docx, pdf, xlsx.

26. Answer the question about whether the G&A rate should include the costs for this subcontractor/consultant.

**\*Should the G&A rate for this proposal's budget include the cost for this subcontractor/consultant?**

☐

☐

Yes No

27. Provide budget information for this subcontractor/consultant. If you have the detailed budget information, select **Yes**, and you will then see a table where you can add the details, including the labor category, role, and rate. You can click **Add More Budget Information** to add additional details.

28. Enter the Additional Costs for Overhead, G&A, and Profit.

29. If the subcontractor/consultant has other direct costs, you can add those as well.

**\*Are you able to provide detailed budget information for this subcontractor/consultant?**

☒ Yes ☐ No

Great, let's get some detailed subcontractor/consultant budget information.

Labor Category	Role	Hours x Rate = Total	Remove
Select a Labor Category ▼		Hours * X Rate * = 0.00	

[Add More Budget Information](#)

30. If you do not have detailed budget information for the subcontractor/consultant, select **No**, and you can enter the total cost.

**\*Are you able to provide detailed budget information for this subcontractor/consultant?**

☐ Yes ☒ No

**\*Total Cost**  
\$ \_\_\_\_\_

Total Cost is required.

**\*Do you provide the authority to the Government to contact this Budget Contact?**

☐ Yes ☒ No

[Save](#)

## ODCs

**31.** The Other Direct Costs forms will only show the ODCs you selected. If you need to add additional components, such as Supplies, that you did not originally select, you can easily do so by clicking **Add Additional Components**.

**Note:** This takes you back to the first page of the Cost Volume, where you can select a new component, such as Supplies. Then select **Save** and you will then see Supplies in the left menu.

**COST VOLUME**  
ODC - Materials

Budget Allocated  
\$0.00 / \$110,000.00  
ODC - Materials: \$0.00  
**Add Additional Components**

Add Additional Material

ODC materials No: 1

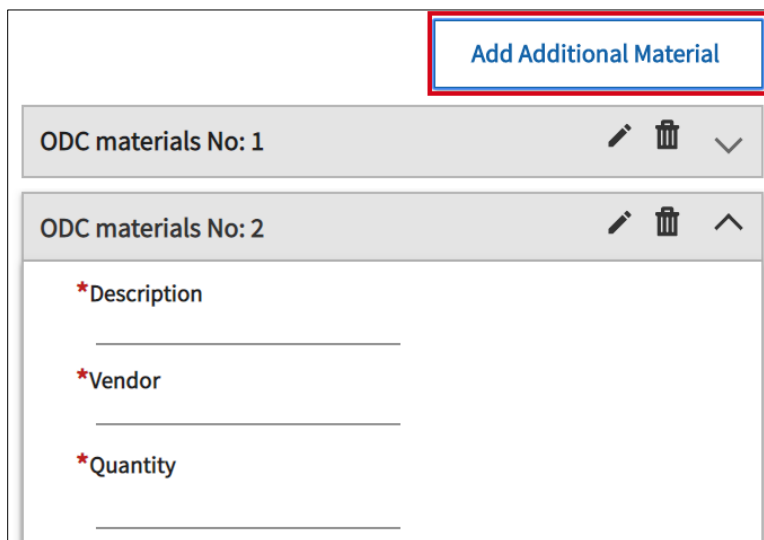
\*Description  
\_\_\_\_\_  
\*Vendor  
\_\_\_\_\_  
\*Quantity  
\_\_\_\_\_  
\*Cost Per Item  
\_\_\_\_\_

**32.** For each ODC, fill out the description and answer the questions. There will be tailored questions for some of the ODC components, such as supporting documentation. It is recommended that you provide as much supporting documentation as possible.

ODC materials No: 1

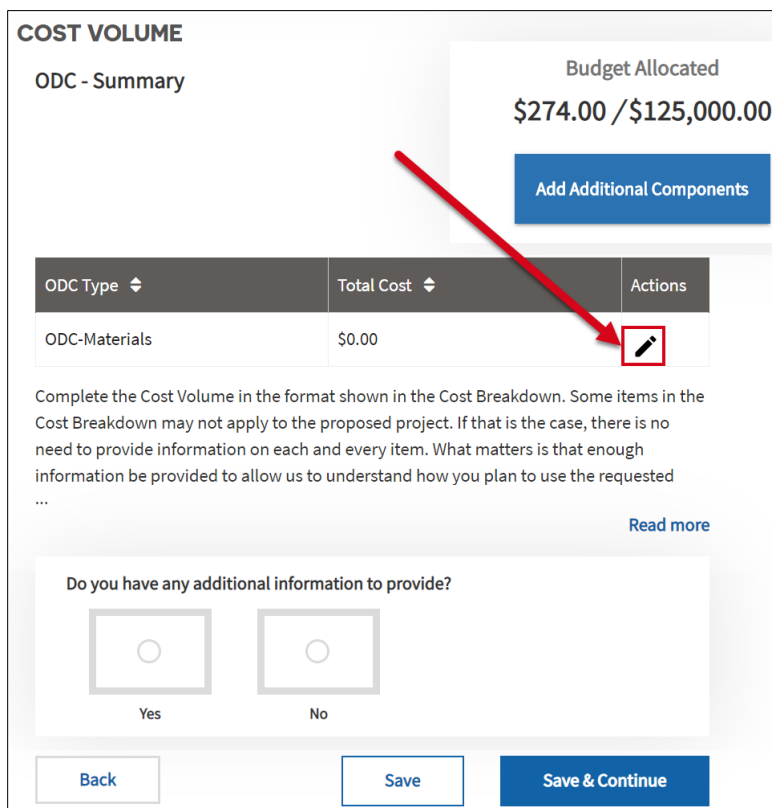
\*Description  
\_\_\_\_\_  
\*Vendor  
\_\_\_\_\_  
\*Quantity  
\_\_\_\_\_  
\*Total Cost  
\$ \_\_\_\_\_

33. You can add additional ODC items by clicking **Add Additional Material** for each type of ODC.




The screenshot shows a form for adding ODC materials. At the top right, there is a blue button labeled "Add Additional Material" which is highlighted with a red rectangular box. Below this, there are two sections for ODC materials. The first section is labeled "ODC materials No: 1" and has edit, delete, and expand icons. The second section is labeled "ODC materials No: 2" and has edit, delete, and collapse icons. Below the second section, there are three input fields labeled with red asterisks: "\*Description", "\*Vendor", and "\*Quantity".

34. The ODC Summary page is where the total costs for your ODCs are listed for your review. Click the edit icon next to the ODC you want to edit, and you will be redirected to the corresponding ODC's page.



The screenshot shows the "COST VOLUME" section of the "ODC - Summary" page. At the top right, it displays "Budget Allocated \$274.00 / \$125,000.00" and a blue button labeled "Add Additional Components". Below this is a table with three columns: "ODC Type", "Total Cost", and "Actions". The table has one row with "ODC-Materials" and "\$0.00". A red arrow points from the "Add Additional Components" button to the edit icon (a pencil inside a square) in the "Actions" column of the "ODC-Materials" row. Below the table, there is a text block explaining the cost volume format, followed by a "Read more" link. At the bottom, there is a section titled "Do you have any additional information to provide?" with two radio buttons labeled "Yes" and "No". At the very bottom, there are three buttons: "Back", "Save", and "Save & Continue".

ODC Type	Total Cost	Actions
ODC-Materials	\$0.00	

### Profit Rate/Cost Sharing

35. Once all your ODCs are completed, the next component is Profit Rate and Cost Sharing.

- Enter the **Cost Sharing**, which is to be subtracted from the total budget.
- Enter the **Profit Rate**, which is to be added to the total budget.
- Click **Save** to see the updated calculated budget in the top right corner.

## COST VOLUME

### Profit Rate/Cost Sharing

Budget Allocated  
**\$274.00 / \$125,000.00**

Profit: \$0.00 | Cost Sharing: - \$0.00

Complete the Cost Volume in the format shown in the Cost Breakdown. Some items in the Cost Breakdown may not apply to the proposed project. If that is the case, there is no need to provide information on each and every item. What matters is that enough information be provided to allow us to understand how you plan to use the requested funds if a contract is awarded.

- List all key personnel by name as well as by number of hours dedicated to the project as direct labor.

...

[Read more](#)

**A**

\*Cost Sharing ⓘ

- \$

Please provide details below on cost-sharing calculations if desired.

Costs-Sharing Explanation.

0 / 4000

**B**

\*Profit Rate ⓘ

%

Please provide details below on profit calculations if desired.

Profit Explanation.

0 / 4000

Back

**C** Save

Save & Continue



## Review Page

- 36.** On the Review page, you can see your budget components, and the status and total cost for each component. You can also see the Budget Allocated summary at the top.
- A. If a budget component is incomplete, you will see an incomplete message next to the budget component.
  - B. Click the edit icon for a budget component to make changes.
  - C. Once all components are complete and your budget totals are correct, select **Submit** to mark the Cost Volume complete, and it will show as 100%.

VOL I - Cover Sheet (22%)

VOL II - Technical Volume (0%)

VOL III - Cost Volume (0%)

Direct Labor (0%)

Overhead (0%)

G&A (0%)

ODC-Materials (0%)

ODC-Summary (0%)

Research Institution (0%)

Subcontractors / Consultants (0%)

Profit Rate / Cost Sharing (0%)

Review

VOL IV - Company Commercialization Report (100%)

VOL V - Supporting Documents (0%)

VOL VI - Training Certification (0%)

VOL VII - Disclosures of Foreign Affiliations or Relationships to Foreign Countries (0%)

COST VOLUME

Budget Review

Budget Allocated  
\$0.00 / \$210,000.00

Download as PDF

Direct Labor	Incomplete	Not Started (0%)	\$0.00	
Overhead	Incomplete	Not Started (0%)	\$0.00	
G&A	Incomplete	Not Started (0%)	\$0.00	
ODC-Materials	Incomplete	Not Started (0%)	\$0.00	
ODC-Summary	Incomplete	Not Started (0%)	\$0.00	
Research Institution	Incomplete	Not Started (0%)	\$0.00	
Subcontractors / Consultants	Incomplete	Not Started (0%)	\$0.00	
Profit Rate / Cost Sharing	Incomplete	Not Started (0%)	Profit: \$0.00 Cost Sharing: - \$0.00	

Back

Submit

## Cost Volume – Model 2

This variation of the Cost Volume is the same as Model 1, except you will be providing budget information for standard components for both the Base Year and Year 2. You can also optionally select Other Direct Costs (or ODCs) that may apply to your proposed research.

**37.** Follow the steps for [Cost Volume – Model 1](#).

- A. Select the **Base** tab on each form to complete the budget details for the Base Year.
- B. Select the **Year 2** tab on each form to complete the budget details for Year 2.

**COST VOLUME**

Direct Labor

Labor Costs and Information

Budget Allocated  
**\$0.00 / \$1,100,000.00**

Direct Labor: \$0.00

Let's get some more information on the Principal Investigator.

Principal Investigator

\*Labor Category ⓘ  
Select a Labor Category

Role No: 1

Add Another Role

Vol. I: Cover Sheet (0%)

Vol. II - Technical Volume (0%)

Vol. III - Cost Volume (0%)

**Direct Labor (0%)**

Overhead (0%)

G&A (0%)

ODC-Equipment (0%)

ODC-Summary (0%)

Profit Rate / Cost Sharing (0%)

Review

### Cost Volume – Model 3

This variation of the Cost Volume is the same as Models 1 and 2, except you will be providing budget information for standard components for both Year 1 and the Option Year. You can also optionally select Other Direct Costs (or ODCs) that may apply to your proposed research.

**38.** Follow the steps for [Cost Volume – Model 1](#).

- A. Select the **Year 1** tab on each form to complete the budget details for the Base Year.
- B. Select the **Option** tab on each form to complete the budget details for Year 2.

The screenshot shows a web application interface for 'COST VOLUME'. On the left is a sidebar menu with items: 'Vol. I: Cover Sheet (0%)', 'Vol. II - Technical Volume (0%)', 'Vol. III - Cost Volume (0%)', 'Direct Labor (0%)' (highlighted), 'Overhead (0%)', 'G&A (0%)', 'ODC-Supplies (0%)', 'ODC-Summary (0%)', 'Profit Rate / Cost Sharing (0%)', and 'Review'. The main content area is titled 'COST VOLUME' and 'Direct Labor'. Below this is the section 'Labor Costs and Information'. There are two tabs: 'Year 1' (selected and highlighted with a red box and a circled 'A') and 'Option' (highlighted with a red box and a circled 'B'). Above the tabs is a note: 'Please refer to [A] or [B] for details regarding the proposal process.' In the top right corner, a box displays 'Budget Allocated \$0.00 / \$167,500.00' and 'Direct Labor: \$0.00'. Below the tabs, there is a section for 'Role No: 1' with a title bar containing a pencil icon and an up arrow. The content area below the title bar says 'Let's get some more information on the Principal Investigator.' and includes a label 'Principal Investigator'. Below that is a label '\*Labor Category' with an information icon, followed by a dropdown menu labeled 'Select a Labor Category'.

## Cost Volume – Model 4

Model 4 of the Cost Volume requires you to use a template (linked in the Cost Volume instructions for the proposal) to provide budget information on your proposed research.

**39.** Enter the information for the proposed cost. Download the DLA excel template for the Cost Volume.

<div>Vol. I: Cover Sheet (0%)</div> <div>Vol. II - Technical Volume (0%)</div> <div><b>\$ Vol. III - Cost Volume (0%)</b></div> <div>Vol. V - Supporting Documents (0%)</div> <div>Vol. VI - Training Certification (0%)</div> <div>VOL VII - Disclosures of Foreign Affiliations or Relationships to Foreign Countries (0%)</div>	<div><b>COST VOLUME</b></div> <div>Budget Allocated <b>\$0.00 / \$250,000.00</b></div> <div>Proposers are required to use the <a href="#">DLA Excel Template</a> (Excel Spreadsheet) provided on the DSIP submission site.</div> <div><div><div>*Proposed Base Cost</div><div>\$</div></div><div><div>*Proposed Option Cost 1</div><div>\$</div></div><div><div>*Proposed Option Cost 2</div><div>\$</div></div><div><div>*Does the proposal cost include Technical and Business Assistance (TABAs)?</div><div><div><input type="radio"/></div><div><input type="radio"/></div><div>Yes</div><div>No</div></div></div></div>
--	--

**40.** Then, identify the Official from your Firm who is responsible for the cost breakdown.


<div>The Official from the Firm that is responsible for the cost breakdown</div> <div><div>*Name</div><div></div></div> <div><div>*Title</div><div></div></div>
---

**41. Complete and submit the Cost Volume.**

- A. Upload the completed **Cost Volume Template** by dragging and drop a file or clicking Send File(s) to Upload.
- B. Check your budget totals are correct.
- C. Select **Submit** to mark the Cost Volume complete.
- D. It will show as 100%

Cost Volume Template

Drag & Drop File here to Upload



or

Select File to Upload

**NOTE:** The maximum file size permitted is 5 MB. The allowed file format(s): xls, xlsx.  
The file name is limited to 150 characters and to the following character types:

- Alphanumeric Characters
- Special Characters ~!@\$%^&()\_+{};',.

Back

Save

Save & Continue

Submit