

# Defense SBIR/STTR Innovation Portal (DSIP)

## Submissions Dashboard

### Job Aid



Job Aid Features	<p>This job aid provides an overview and helpful features of the Defense SBIR/STTR Innovation Portal (DSIP) Submissions Dashboard. You will find step by step instructions on the following:</p> <ul style="list-style-type: none"> <li>▪ How to track your information in the dashboard</li> <li>▪ How to start a new proposal</li> <li>▪ How to manage all your proposal work</li> <li>▪ How to view proposal notice/feedback</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 proposing to 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 Dashboard

The Submissions Dashboard is intuitive and user-friendly to help make your work as streamlined and efficient as possible.

In this job aid, you will learn how to navigate in the dashboard, track your Firm information, access your recent activity, find open and closed Broad Agency Announcements (BAAs) so you can start your proposal, and view proposal notice/feedback.

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## Access the Submissions Dashboard

- 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 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 includes a paragraph about signing up for the DSIP Listserv and a link to contact support at [DoDSBIRSupport@reisystems.com](mailto:DoDSBIRSupport@reisystems.com).
- Quick Links (D):** A grid of six links: Solicitation Documents & Instructions, Topics and Topic Q&A, Learning & Support, Defense SBIR/STTR Website, SBIR.gov, and DSIP Listserv.
- Active Solicitations (E):** Two cards showing active solicitations: DoD SBIR 2024.4 (12 Topics Active) and DOD STTR 2024.D (2 Topics Active).
- Solicitation Schedule (F):** Two tables showing the solicitation schedule for FY 2024 and FY 2025.

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

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.

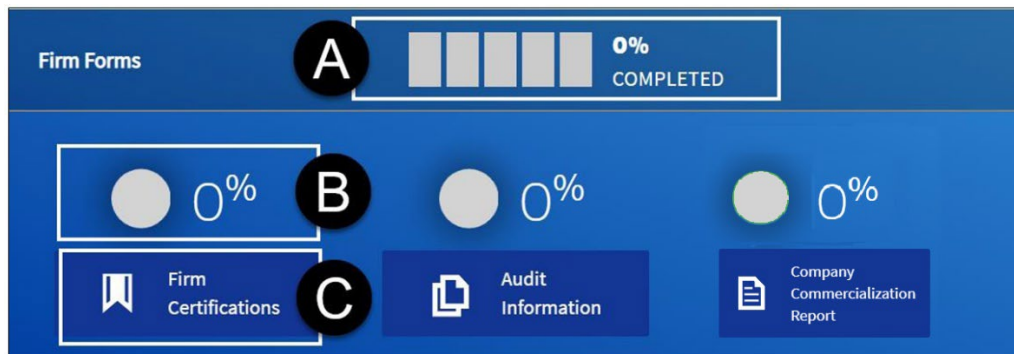
The screenshot shows the DSIP (Defense SBIR/STTR Innovation Portal) Submissions Dashboard. The top navigation bar is orange and contains the DSIP logo, the text "Defense SBIR/STTR Innovation Portal Proposal Submissions", and links for HOME, FIRM INFO, SOLICITATION INFO, PROGRAM INFO, and MY PROPOSALS. A user profile icon with the initials "AD" is in the top right. Below the navigation bar, a dark grey bar displays "Welcome, Andrew D", "LAST LOGIN - IP Address:", "Date & Time: 03/29/2024 04:36:30 pm ET", and "Browser/OS/Device: Chrome 0 / Win10 10.0 / Desktop". A yellow note box states: "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." The main content area has a blue header for "Firm Forms" with a "100% COMPLETED" status. Below this are three green circular progress indicators, each showing "100%". Under each indicator is a button: "Firm Certifications", "Audit Information", and "Company Commercialization Report". To the right is a "Recent Activity" section showing two entries for "FIRM CERTIFICATION FORM" with a "21 Hrs" time indicator and "LAST ACCESSED" timestamps. At the bottom, there are three buttons: "Phase I & Direct to Phase II Proposals", "Phase II Proposals", and "Past Proposals".

## The Top Navigation Bar

This image is a close-up of the top navigation bar. It features the DSIP logo and text on the left. To the right are five orange buttons labeled "HOME", "FIRM INFO", "SOLICITATION INFO", "PROGRAM INFO", and "MY PROPOSALS". Each button has a letter label above it: A, B, C, D, and E respectively. On the far right is a user profile icon with the initials "AD" and a dropdown arrow, labeled with the letter F.

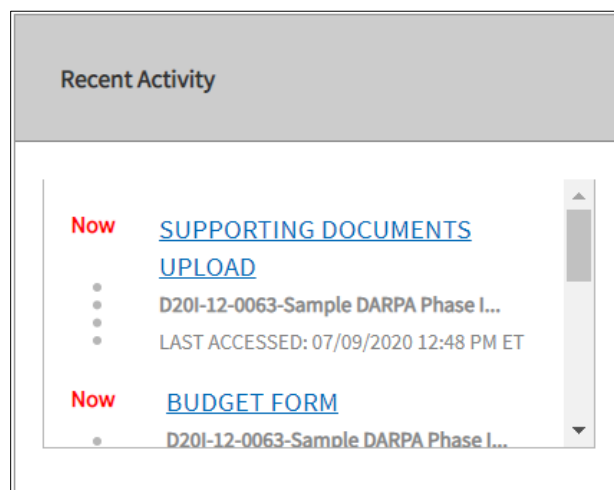
5. The top navigation bar is easily accessible, no matter what you are working on. Click **Home (A)**, from any page, to return to the dashboard.
6. **Firm Info (B)** has links to the Firm related forms.
7. **Solicitation Info (C)** has links to the Topics and Topic Q&A and Solicitation Documents & Instructions page.
8. **Program Info (D)** has links to the SBIR.gov, Learning & Support and Defense SBIR/STTR Website.
9. **My Proposals (E)** provides a quick list of your proposals.
10. Click your **profile icon (F)** in the top right corner to manage your profile information. You can also log out of the system from here.

## Firm Forms Dashboard



- 11. The Firm Forms section includes a progress bar, which shows the total progress of all Firm information forms (A).
- 12. The percentage (B) indicates the completion status of each Firm form.
- 13. Access each form by clicking on the links (C).

## Recent Activity



- 14. The **Recent Activity** section shows the last sections you worked on, in any of the forms or proposals you have started.
- 15. You can quickly jump back into your most recent work by clicking the links in this section.
- 16. You can easily identify which proposal the form is for by viewing the proposal number and title.
- 17. You can also see the date and time the form was last accessed.

## Phase I and Direct to Phase II Proposals

A Phase I & Direct to Phase II Proposals	B Phase II Proposals	Past Proposals		
DARPA SBIR HR001120S0019 2 Proposal(s)	2 In Progress	0 Ready to Certify	0 Submitted	E START NEW PROPOSAL ▼
C DoD SBIR 2020.2 2 Proposal(s)	2 In Progress	0 Ready to Certify	0 Submitted	START NEW PROPOSAL ▼
D DoD STTR 2020.B 0 Proposal(s)	0 In Progress	0 Ready to Certify	0 Submitted	START NEW PROPOSAL ▼

18. **Phase I & Direct to Phase II Proposals (A)** lists all the current proposals you have for **Phase I** and **Direct to Phase II**.
19. **Phase II Proposals (B)** lists all the proposals you are working on for **Phase II** and **Sequential Phase II**. Upon submission, Phase II and Sequential Phase II proposals are locked and moved to the Past Proposals tab. To make any edits to your Phase II and/or Sequential Phase II proposals after submitting, contact the Help Desk to unlock the proposal for edits.
20. **SBIR BAAs** end with a number, such as **DoD 2020.2 (C)**, and **STTR BAAs** end with a letter, such as **DoD 2020.B (D)**. Please note that in addition to the standard DoD BAAs, some Components within DoD may also release out-of-cycle Announcements, such as the DARPA SBIR BAA shown above.
21. Open BAAs will be listed under the **Phase I & Direct to Phase II Proposals** tab.
22. To check the Solicitation Schedule, click: <https://www.dodsbirsttr.mil/submissions/login>.
23. You can start a new proposal for Phase I by clicking the **Start New Proposal** button (E).

The screenshot shows a web application for managing proposals. At the top, there are three tabs: 'Phase I & Direct to Phase II Proposals', 'Phase II Proposals', and 'Past Proposals'. Below the tabs, a summary bar shows the count of proposals in different statuses: 1 In Progress, 1 Ready to Certify, and 0 Submitted. A 'START NEW PROPOSAL' button is on the right. The main area lists two proposals. The first proposal, 'B202-001-0001 - Sample MDA Phase I Proposal', is in 'READY TO CERTIFY' status with a 'CERTIFY NOW' button. The second proposal, 'A202-101-0002 - Sample Army Phase I Proposal', is in 'IN PROGRESS (0%)' status. Both proposals show their phase (Phase I), creation date (07/09/2020), and due date (07/30/2020). The second proposal also shows the component 'ARMY'. Action icons for 'Provide Access', 'Edit', 'Delete', and 'Print' are available for each proposal.

24. The count of proposals in each status is listed (F): In Progress, Ready to Certify, or Submitted
25. You can go to the proposal by clicking on the name of the proposal (G).
26. The phase, creation date, due date (H), and the Component (I) will show.
27. For each proposal, you can see the status and the percent (J) completion.
28. You can perform four different actions (K): Provide Access, Edit, Delete, and Print.
  - a) **Provide Access** is where the Proposal Owner can provide other firm staff with access to view this proposal. This action is only available to the Proposal Owner.
  - b) Click **Edit** to go to the proposal and make edits.
  - c) If you no longer want to submit the proposal, you can delete it by clicking **Delete**.
  - d) **Note:** You cannot un-delete a proposal, so make sure you only delete proposals that you do not want to keep.
  - e) Click **Print** to print your proposal.



## Past Proposals – Proposal Notice/Feedback

Phase I & Direct to Phase II Proposals

Phase II Proposals

Past Proposals

Search Proposal # and Proposal Title.

Component	Type	Proposal #	Created Date	Proposal Title	Proposal Status	Proposal Notice	Feedback	Download Proposal
ARMY	Phase I	A254-001-0022	10-10-2023	Regresion 123	In Progress			
DMEA	Phase I	E239-100-0027	10-05-2023	DMEA P1 test Proposal No 24	Submitted		<a href="#">Request Feedback</a>	
DMEA	Phase I	E239-100-0026	10-05-2023	DMEA P1 test Proposal No 23	Submitted		Feedback Requested on 02/01/2023	
DMEA	Phase I	E239-100-0021	10-05-2023	DMEA P1 test Proposal No 18	Submitted		Contact Component Support	
DMEA	Phase I	E239-100-0020	10-05-2023	DMEA P1 test Proposal No 17	Submitted		Not Available	
DMEA	Phase I	E239-100-0019	10-05-2023	DMEA P1 test Proposal No 16	Submitted	-	-	

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29. Select **Past Proposals (A)** to view information about submitted proposals.

30. Use the **Search** textbox (**B**) to find a specific proposal by Proposal Number or Title.

31. The **Proposal Notice** column (**C**) displays a downloadable PDF once the notice is available for the submitted proposal. Click the PDF icon to download the notice.

- a) If the evaluation is in progress or selection has not been made you will see a dash in the Proposal Notice column. Once a decision is made, the system sends out notices and the PDF is available in the Proposal Notice column. An email is sent to the firms when the notices are available.

32. The **Feedback** column (**D**) provides options based on the selection status for the proposal.

- a) Click the PDF icon to view the feedback provided by the component.
- b) If the proposal was not selected and feedback was not provided by the component, click Request Feedback for a request to be submitted to the component. Once you request feedback from the component, the status in the Feedback column displays as Feedback requested on MM/DD/YYYY. When the component processes your request and feedback is available, you will see the PDF icon.
- c) If the proposal was selected, the Feedback column displays Contact Component Support. If you would like feedback on a selected proposal, reach out to your component contacts.
- d) If the proposal was not selected, you only have 30 days to request for Feedback. After 30 days, the Feedback column will display Not Available.

33. Click the printer icon in the **Download Proposal** column (**E**) to download and view the proposal.