Defense SBIR/STTR Innovation Portal (DSIP)
Proposal Landing Page
Job Aid

Job Aid Features	This job aid provides an overview and helpful features of the Defense SBIR/STTR Innovation Portal (DSIP) Homepage. You will find step by step instructions on the following: ▪ How to track your information in the landing page. ▪ How to access certify page.
Impacted Modules	▪ Submissions Portal
Impacted Users	▪ Small Businesses proposing to DoD's SBIR/STTR program
DSIP Support	▪ DoDSBIRSupport@Reisystems.com

Proposal Landing Page

The Proposal landing page 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 Proposal landing page, complete your proposals, and access your recent activity.

Job Aid Contents

Access the Submissions Portal

1. Click the link to access the Defense SBIR/STTR Innovation Portal (DSIP):
   https://www.dodsbirsttr.mil/submissions/login

   A. You can access the top navigation bar without logging in.
   B. 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.
   C. You can view the DSIP system messages in the banner by selecting the dot at the bottom or the arrow button.
   D. The **Quick Links** take you directly to helpful pages.
   E. The **Active Solicitations** section shows the countdown details for each active Solicitation.
   F. The **Solicitation Schedule** displays solicitations for the current and future year. The 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

4. After you login through Login.gov, the Submissions Dashboard will appear. The **Firm Forms** section of the Submissions Dashboard includes the total progress of all forms, the status of each of the Firm forms, and quick links to access each form.

Note: If you have not linked your Login.gov account with your DSIP account, you will have to complete that step before you can access the Submissions Dashboard.

Access Proposal Landing Page

5. There are two ways to access the Proposal Landing page:
   ▪ Select a proposal from the **My Proposals** drop-down menu on the top navigation bar.
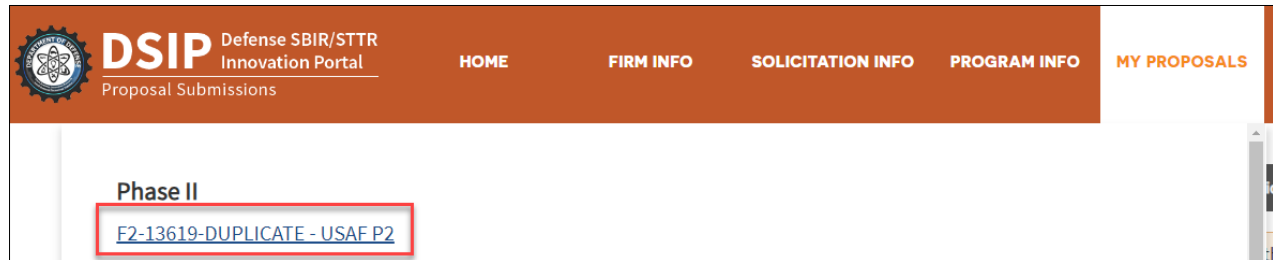
   ▪ Select a proposal from the Homepage under **Phase I & Direct to Phase II Proposals** or the **Phase II Proposals** tab.
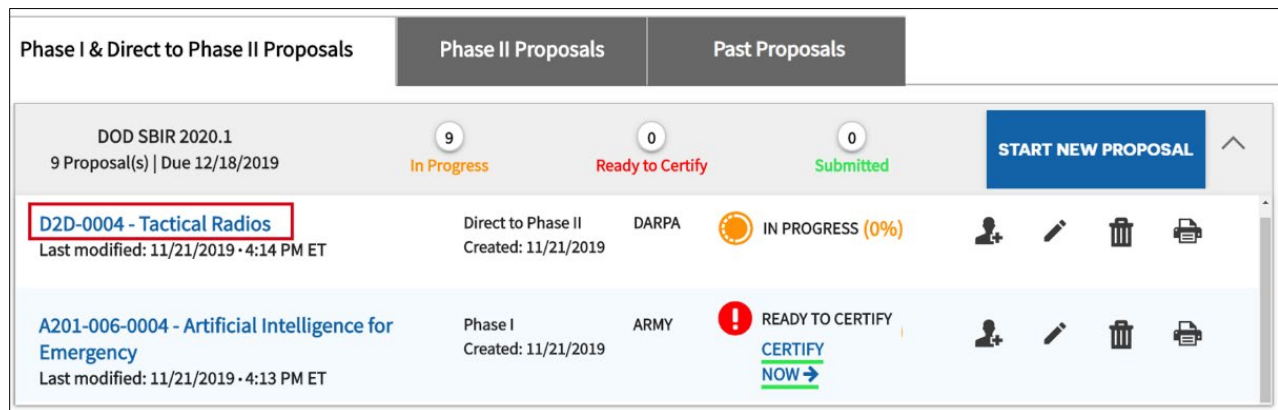
6. You will be directed to the **Proposal Landing Page**.

Proposal Information Dashboard

7. A proposal Information Dashboard allows you to access different forms and the completion status.

    A.   Last Modified shows the last date you modified a proposal form.

    B.   The Proposal Information dashboard includes a progress bar, which shows the total progress of all Proposal Information forms.

    C.   Edit or print the proposal using the icon on the top right corner.

    D.   The percentage indicates the completion status of each proposal form.

    E.   Access each form by clicking on the links such as the VOL I - Proposal Summary link.
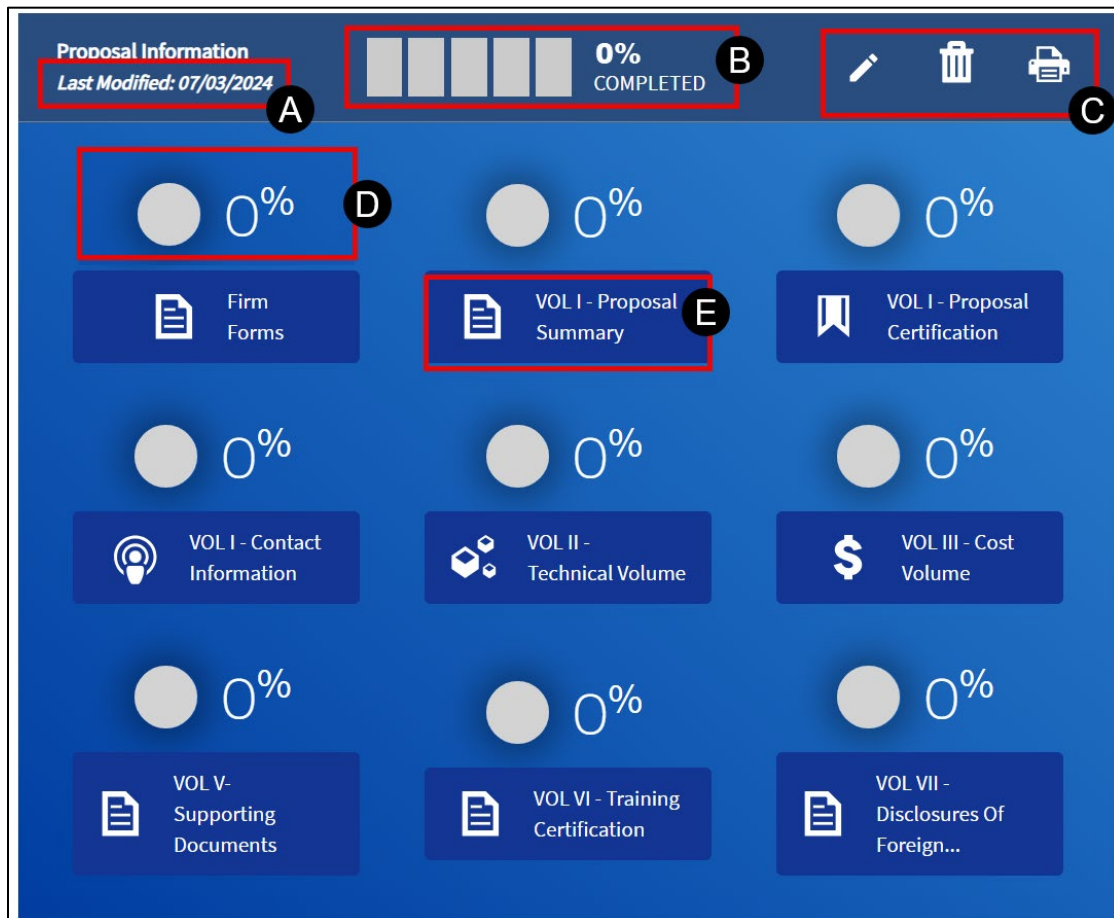
Recent Activity

8. The Recent Activity section shows the last sections you worked on, in any of the forms for your proposals. You can quickly jump back into your most recent work by clicking the links in this section. You can also easily identify which proposal the form is for, by viewing the proposal number and title. The Last Accessed field shows the date the form was last accessed.
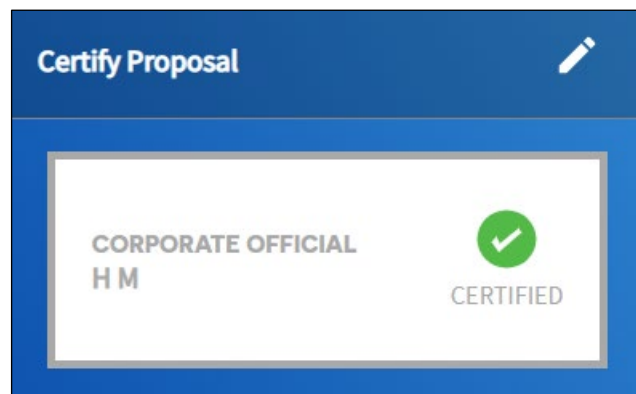
Certify Proposal

9. The **Certify Proposal** shows whether the proposal is certified (**A**) or ready to be certified (**B**). Select the edit icon on top right corner to certify the proposal.
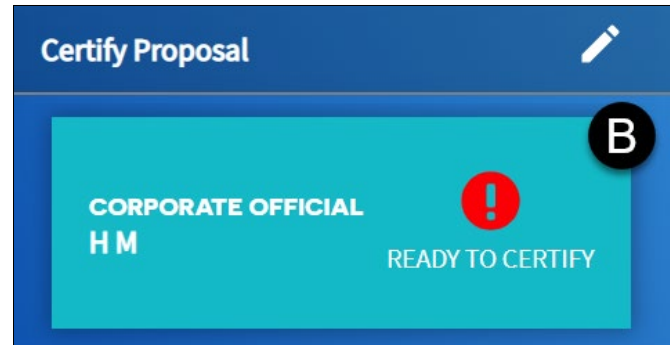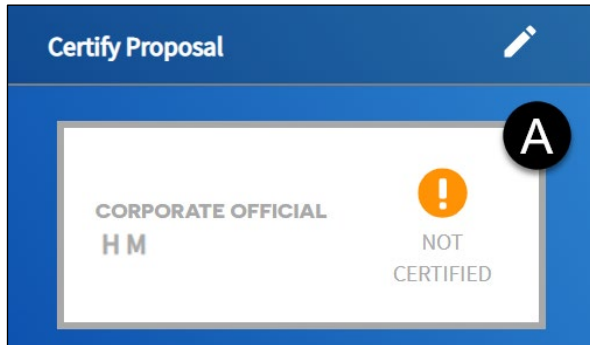
10. Once you submit the form, the Certify Proposal section displays a green check mark and **Certified.**

My Proposals

11. The My Proposals section shows the list of proposals:
   A.   A Green check mark indicates you submitted all the forms and the proposal is certified.
   B.   A Red exclamation mark indicates you submitted all the volumes and it is ready to be certified.
   C.   An Orange circle indicates that the proposal is in progress.

You can switch to a different proposal by selecting a proposal in this section. You can also see the date the proposal was last modified.