

Defense SBIR/STTR Innovation Portal (DSIP)

Volume I: Cover Sheet

Job Aid



Job Aid Features	<p>This job aid provides an overview and helpful features of the Volume I: Cover Sheet 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">▪ How the Cover Sheet works▪ How to navigate to the Cover Sheet forms▪ How to fill out the forms
Impacted Modules	<ul style="list-style-type: none">▪ Proposal Submissions
Impacted Users	<ul style="list-style-type: none">▪ Small Businesses applying for DoD's SBIR/STTR program
DSIP Support	<ul style="list-style-type: none">▪ DoDSBIRSupport@Reisystems.com

Firm Information Forms

Volume I: Cover Sheet is required as part of the proposal package when submitting a proposal to Defense SBIR/STTR Innovation program. This job aid covers who fills out these forms, how to complete them, and how to navigate within the system.

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Access the Portal

- 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 components:

- 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 DSIP Support at 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. Dates are subject to change.

Solicitation Schedule (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

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

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

AD

Welcome, Andrew D

LAST LOGIN - IP Address: 192.168.1.100 | 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%

Firm Certifications

100%

Audit Information

100%

Company Commercialization Report

100% COMPLETED

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

Volume I - Cover Sheet

Create a New Proposal – Phase I or Direct to Phase II

5. In the **Phase I & Direct to Phase II Proposals** tab, select **Start New Proposal**.
 - A. For **SBIR**, select the **Start New Proposal** button.
 - B. For **STTR**, select the **Start New Proposal** button.

The screenshot shows a web interface with three tabs: "Phase I & Direct to Phase II Proposals", "Phase II Proposals", and "Past Proposals". The first tab is active. It contains two rows of proposal information. The first row is for "DOD SBIR 2020.1" with 7 proposals in progress, 0 ready to certify, and 0 submitted. The second row is for "DOD STTR 2020.A" with 0 proposals in progress, 0 ready to certify, and 0 submitted. Both rows have a blue "START NEW PROPOSAL" button with a dropdown arrow. Callout A points to the button for SBIR, and callout B points to the button for STTR.

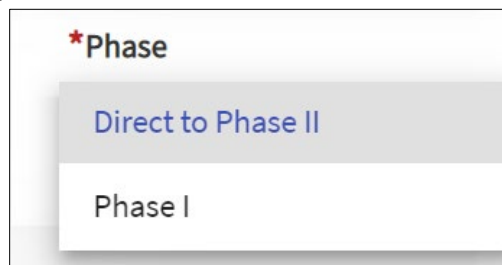
Phase I & Direct to Phase II Proposals	Phase II Proposals	Past Proposals
DOD SBIR 2020.1 7 Proposal(s) Due 12/18/2019	7 In Progress	0 Ready to Certify
DOD STTR 2020.A 0 Proposal(s) Due 12/18/2019	0 In Progress	0 Ready to Certify

6. You will be directed to the **Start Proposal** page.

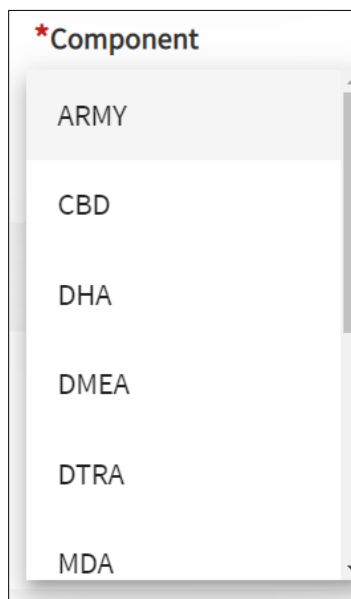
The "START PROPOSAL" page contains the following fields and a button:

- BAA**: DoD SBIR 2020.1
- Program**: SBIR
- *Phase**: Select Phase (dropdown menu)
- *Proposal Title**: (text input field)
- Create Proposal**: (green button)

7. Select a **phase** from the Phase drop-down menu.

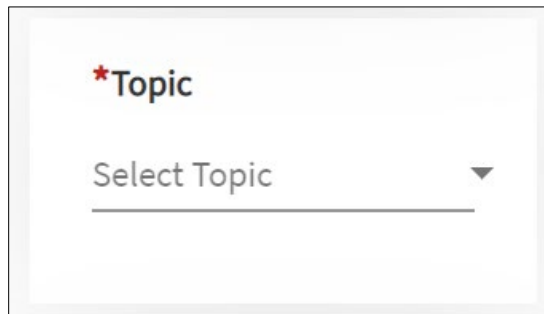


8. After selecting a phase, the Component drop-down menu will appear. Select a **Component** from the Component drop-down menu.



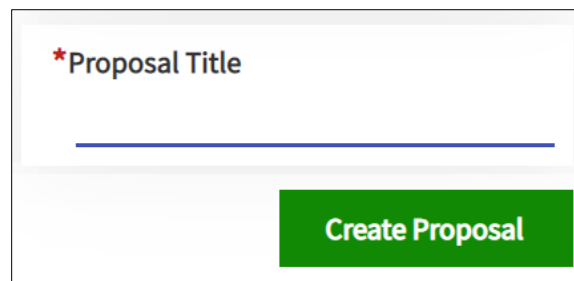
9. The **Topic** drop-down menu will appear after you select a phase and Component. Select a **topic** from the drop-down menu. The **Topic** list varies depending on the **Phase** and **Component** you select.

Note: Some Topic(s) may have subtopic(s). Select a subtopic if it is available.



A screenshot of a web form element. At the top, the text '*Topic' is displayed in a dark font, with a small red asterisk to its left. Below this, there is a light gray rectangular box containing the text 'Select Topic' in a medium gray font. To the right of 'Select Topic' is a small, dark gray downward-pointing triangle, indicating a drop-down menu. A thin horizontal line is positioned directly beneath the 'Select Topic' text.

10. Enter the **Proposal Title** and then select **Create Proposal**.



A screenshot of a web form element. At the top, the text '*Proposal Title' is displayed in a dark font, with a small red asterisk to its left. Below this is a horizontal input field with a thin blue border. At the bottom right of the form, there is a green rectangular button with the text 'Create Proposal' in white, bold, sans-serif font.

11. You will be redirected to the **Proposal Landing** page, and you will receive an email shortly.

DSIP

Defense SBIR/STTR
Innovation Portal

Proposal Submissions

[HOME](#) [FIRM INFO](#) [MY PROPOSALS](#)

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
0% COMPLETED

Last Modified: 05/14/2024

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

Create a New Proposal – Phase II or Sequential Phase II

12. In the **Phase II Proposals** tab, select **Start New Proposal**.

- A. For **Phase II**, select the **Start New Proposal** button.
- B. For **Sequential Phase II**, select the **Start New Proposal** button.

Phase I & Direct to Phase II Proposals

Phase II Proposals

Past Proposals

Note: Upon submission, Phase II and Sequential Phase II proposals are locked and can be found in the "Past Proposals" tab. If you need to make any edits to your Phase II or Sequential Phase II proposals after submitting, you can contact the Help Desk to unlock the proposal for edits.

PHASE II 8 Proposal(s)	5 In Progress	3 Ready to Certify	A START NEW PROPOSAL ▼
SEQUENTIAL PHASE II 0 Proposal(s)	0 In Progress	0 Ready to Certify	B START NEW PROPOSAL ▼

13. The **Eligible Award Sources** window will appear.

- A. Select **Start Non-DoD Proposal** to enter a Non-DoD award.
- B. Select an award from the list of your Firm's eligible awards and select **Start New Proposal**. You will be redirected to the **Start Proposal** page.
 - If you don't see your DoD award on the list, call the Help Desk.

Eligible Award Sources

Listed in the table below are SBIR or STTR Phase I awards for which your firm is eligible to begin a Phase II or Sequential Phase II proposal. Please contact DSIP Support (DoDSBIRSupport@reisystems.com) if an award is missing.

To begin a Phase II proposal from a non-DoD award, click below. NOTE: Only proceed if instructed by a DoD Component.

Start Non-DoD Proposal

Search Contract #, Proposal #, Proposal Title.

Agency	Component	Phase	Topic #	Proposal #	Proposal Title	Contract #	Award Start	Award End	Submission Notice	Start New Proposal
DoD	ARMY	Phase I	ARMY-777	A251-777-0002	HP-5339 Test (Total Funding Amount PI)	CNTR_NUM_1 2345	11/28/2023	04/09/2024		Start New Proposal
NIST	-	Phase I	34234234	913123123	sample title	123451231231 231	03/02/2021	03/11/2021	📄	Start New Proposal
NIST	-	Phase I	B1.01	819237129837 1923	test title	12345432111	02/27/2021	02/28/2021		Start New Proposal

14. Fill out the required fields in the Award Details popup window and click **Save**.

AWARD DETAILS

*Agency

National Aeronautics a... ▾

*Agency POC First Name

John

Agency POC Middle Name

Middle Name

*Agency POC Last Name

Smith

*Program

SBIR

STTR

*Phase

Phase I

*Award Date

MM/DD/YYYY *

01/01/2023

*Funding Agreement/Contract #

80NSSC55PB555

*Proposal #

A1.01-1234

*Contract Start Date

MM/DD/YYYY *

02/01/2023

*Contract End Date

MM/DD/YYYY *

08/01/2023

*SBIR/STTR Award Amount

\$

150000

*Project Title

Test NASA Proposal Title

*Topic # / Subtopic # ⓘ

If you do not see your topic in the list, please contact your component POC or select Other to enter the topic number and title for your non-DoD award.

A1.01 ▾

Cancel

Save

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

START PROPOSAL

Phase

Phase II

Topic Number

AF183-022

*Program

SBIR

*Component

ARMY

*Command

AFC

*Proposal Title

Test Proposal Title

Create Proposal

Access Proposal

16. There are two ways to access a proposal:

- In the **Phase I & Direct to Phase II Proposals** or **Phase II Proposals** tab, find and select your proposal.
- Select a proposal from the **My Proposals** drop-down menu on the top navigation bar.

The screenshot displays the DSIP interface. At the top, there are three tabs: "Phase I & Direct to Phase II Proposals", "Phase II Proposals", and "Past Proposals". The "Phase I & Direct to Phase II Proposals" tab is active, showing a list of proposals. A red box highlights the proposal "D2D-0004 - Tactical Radios" in the list, with a red arrow pointing to it and a circled 'A' above the arrow. The proposal details include "DOD SBIR 2020.1", "9 Proposal(s) | Due 12/18/2019", "Last modified: 11/21/2019 • 4:14 PM ET", "Direct to Phase II", "Created: 11/21/2019", "DARPA", and "IN PROGRESS (0%)". Below this, another proposal "A201-006-0004 - Artificial Intelligence for Emergency" is visible. The top navigation bar is orange and contains the DSIP logo, "Defense SBIR/STTR Innovation Portal", "Proposal Submissions", and navigation links: "HOME", "FIRM INFO", "SOLICITATION INFO", "PROGRAM INFO", and "MY PROPOSALS". A circled 'B' is placed over the "MY PROPOSALS" link. Below the navigation bar, the "Phase II" section is visible, with a red box highlighting the link "F2-13619-DUPLICATE - USAF P2".

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

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

D2D-0004 - Tactical Radios
Last modified: 11/21/2019 • 4:14 PM ET

Direct to Phase II
Created: 11/21/2019

DARPA

IN PROGRESS (0%)

A201-006-0004 - Artificial Intelligence for Emergency
Last modified: 11/21/2019 • 4:13 PM ET

Phase I
Created: 11/21/2019

ARMY

IN PROGRESS (0%)

START NEW PROPOSAL

DSIP Defense SBIR/STTR
Innovation Portal
Proposal Submissions

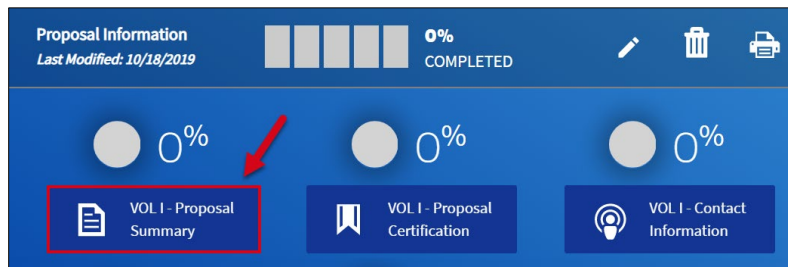
HOME FIRM INFO SOLICITATION INFO PROGRAM INFO MY PROPOSALS

Phase II

F2-13619-DUPLICATE - USAF P2

VOL I – Proposal Summary

Select **VOL I – Proposal Summary** in the Proposal Information section on the Proposal Landing page.



18. You will be redirected to the **Proposal Summary** page.

- 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 I – Cover Sheet.
- D. The highlighted section shows which form you are working on.

A2-8310 - TEST VOL
Phase: Phase II | Program: SBIR | Component: ARMY

B

33% COMPLETED

IN PROGRESS

FIRM FORMS 100%	VOL I - COVER SHEET 0% C	VOL II - TECHNICAL VOLUME 99%	VOL III - COST VOLUME 0%	VOL IV - COMPANY COMMERCIALIZATION REPORT 100%	VOL V - SUPPORTING DOCUMENTS 0%	VOL VI - TRAINING CERTIFICATION 0%	VOL VII - DISCLOSURES OF FOREIGN... 99%	CERTIFY 0%
--------------------	---	----------------------------------	-----------------------------	---	------------------------------------	---------------------------------------	--	---------------

VOL I - Cover Sheet (0%)

VOL I - Proposal Summary (0%) **D**

VOL I - Proposal Certification (0%)

VOL I - Contact Information (0%)

VOL II - Technical Volume (99%)

VOL III - Cost Volume (0%)

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%)

PROPOSAL SUMMARY

The Proposal Summary, including the Technical Abstract, is public information and may be disclosed. Do not include proprietary or ITAR restricted information in this form.

Complete each section of the form below and click "Save" to save changes.

***Proposed Base Duration (in months)**

***Technical Abstract : (Limit to 3000 characters with no classified or proprietary information.)** 0 / 3000 characters

↶ ↷ **B** *I* U \times_2 \times^2 Ω \vee $\text{!}=\text{}$ $\text{:}=\text{}$

19. Complete your **Proposal Summary** and select **Submit**.


*List a maximum of 8 Key Words or phrases, separated by commas, that describe the Project

Back

Save

Save & Continue

Submit



20. You will be redirected to the **Proposal Certifications** page.

VOL I – Proposal Certifications

21. You will be directed to **VOL I – Proposal Certifications** page once you submit the **Proposal Summary**.

FIRM FORMS

VOL I - COVER SHEET

0%

VOL II - TECHNICAL VOLUME

99%

VOL III - COST VOLUME

0%

VOL IV - COMPANY COMMERCIALIZATION REPORT

100%

VOL V - SUPPORTING DOCUMENTS

0%

VOL VI - TRAINING CERTIFICATION

0%

VOL VII - DISCLOSURES OF FOREIGN...

99%

CERTIFY

0%

VOL I - Cover Sheet (0%)

VOL I - Proposal Summary (0%)

VOL I - Proposal Certification (0%)

VOL I - Contact Information (0%)

VOL II - Technical Volume (99%)

VOL III - Cost Volume (0%)

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%)

Proposal Certifications

Selected Principal Investigator/Project Manager

*1. At a minimum, at least half (50%) of the research and/or analytical work in Phase II will be carried out by your small business as defined by [13 C.F.R Section 701-705](#). The numbers for this certification question are derived from the budget template. To update these numbers, review and revise your budget data. If the minimum percentage of work requirements are not met, a letter of explanation or written approval from the funding agreement officer must be uploaded.

Firm Percentage of Work

0%

Other Subcontractor Percentage of Work

0%

22. You can also access the **Proposal Certifications** page from the **Proposal Information** section on the Proposal Landing page.

A blue rectangular button with rounded corners. At the top, there is a white circle followed by '0%'. Below this, there is a white bookmark icon and the text 'VOL I - Proposal Certification' in white. A red rectangular border highlights the bottom portion of the button, enclosing the bookmark icon and the text.

23. Complete the **Proposal Certification** form.

Note: All required fields in the forms are marked with a red asterisk.

*1. At a minimum, will two-thirds of the research and/or analytical work in Phase I be carried out by your small business as defined by [13 C.F.R §§ 701-705](#)?

☒ Yes ☐ No

24. Find the requirements by clicking on the hyperlinks for certain questions. For example, you can click on the **13 C.F.R §§ 701-705** link to view more information.

*2. Is primary employment of the principal investigator with your firm as defined by [13 C.F.R §§ 701-705](#)?

☒ Yes ☐ No

25. Select **Submit** once you complete the form.

*18. Does your firm allow for the release of its contact information to Economic Development Organizations?

☐ Yes ☒ No

[Back](#) [Save](#) [Save & Continue](#) [Submit](#)

26. You will be directed to the **VOL I – Contact Information** page.

VOL I – Contact Information

27. You will be redirected to the **VOL I – Contact Information** page once you submit the **Proposal Certifications**. On this page, you will provide contact information for the Corporate Official (CO) and Principal Investigator (PI). You can also optionally provide contact information for the Authorized Contract Negotiator (ACN).

FIRM FORMS

VOL I – COVER SHEET

VOL II – TECHNICAL VOLUME

VOL III – COST VOLUME

VOL IV – COMPANY COMMERCIALIZATION REPORT

VOL V – SUPPORTING DOCUMENTS

VOL VI – TRAINING CERTIFICATION

VOL VII – DISCLOSURES OF FOREIGN...

CERTIFY

100%

0%

99%

0%

100%

0%

0%

99%

0%

VOL I - Cover Sheet (0%)

VOL I - Proposal Summary (0%)

VOL I - Proposal Certification (0%)

VOL I - Contact Information (0%)

VOL II - Technical Volume (99%)

VOL III - Cost Volume (0%)

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%)

CONTACT INFORMATION

Provide Contact Information for:

- Principal Investigator (PI)
- Corporate Official (CO)
- Authorized Contract Negotiator (ACN)

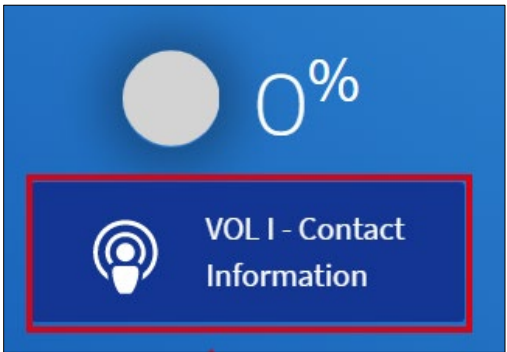
Contact Type	Contact Details	Actions
* Principal Investigator	Unassigned	Assign PI
* Corporate Official	Unassigned	Assign CO
Authorized Contract Negotiator	Unassigned	Assign ACN

Back

Save & Continue

Submit

28. You can also access the **Contact Information** page from the **Proposal Information** section on the Proposal Landing page.



29. If you have not assigned the contact type, you will see **Unassigned** in the Contact Details column.

Contact Type	Contact Details	Actions
* Corporate Official	Unassigned	Assign CO
* Principal Investigator	Unassigned	Assign PI
Authorized Contract Negotiator	Unassigned	Assign ACN

30. Select **Assign CO** in the Actions column to assign the Corporate Official.

Contact Type	Contact Details	Actions
* Corporate Official	Unassigned	Assign CO
* Principal Investigator	Unassigned	Assign PI
Authorized Contract Negotiator	Unassigned	Assign ACN

31. The **Add Contact Information (Corporate Official)** window will appear.

- A. Select **Add as Contact** from the list of contacts and registered users from your Firm to assign the CO.
- B. Select **Add New Contact** if you do not see the contact for the CO.

First Name	Last Name	Email	Actions
Kim	Kard	KimK@test.com	A Add as a Contact

⏪ ⏩ 1 ⏪ ⏩

Didn't find the user you are looking for?

B [Add New Contact](#)

32. Once you select **Add New Contact**, the **Add Contact Information** window will appear. Complete the form.

Add Contact Information

Prefix ***Contact First Name** ***Contact Last Name** Suffix

Select First Name * Last Name *

***Phone** ***Email**

Phone * Email *

☐ Use Firm Address

***Address**

Address *

Back Save Cancel

33. Select **Use Firm Address** if the address is the same as the Firm address.

☒ Use Firm Address

34. Complete the form and select **Add as Contact**.

***Address**


Address *





***City** ***State** ***ZIP** ZIP+4 ⓘ

City * Select State ZIP * -+4


Add as Contact

35. You will see the contact information appear on the list. Select **Add as a Contact**.


Search First Name, Last Name, Email 			
First Name	Last Name	Email	Actions
Kim	Kard	KimK@test.com	Add as a Contact
John	Doe	John@doe.com	Add as a Contact
Jen	Lawrence	Jen@lawrence.com	Add as a Contact

  1  

36. Back on the **Contact Information** page, you will see contact details for the CO. To edit contact details, click the **Edit** icon. You will see the **Update Contact Information** page.

Contact Type	Contact Details	Actions
* Corporate Official	Jen Lawrence - (202) 012-3456  Jen@lawrence.com Vintage Road, Sterling CO, 20148	Unassign CO
* Principal Investigator	Unassigned	Assign PI
Authorized Contract Negotiator	Unassigned	Assign ACN

37. If you need to unassign the CO, select **Unassign CO** in the Actions column.

Contact Type	Contact Details	Actions
* Corporate Official	Jen Lawrence - (202) 012-3456  Jen@lawrence.com Vintage Road, Sterling CO, 20148	Unassign CO
* Principal Investigator	Unassigned	Assign PI
Authorized Contract Negotiator	Unassigned	Assign ACN

38. A confirmation window will appear. Select **Yes** to unassign.

Are you sure?

To confirm this action, click "Yes", otherwise click "Cancel"

Cancel

Yes

39. Select **Assign PI** to in the Actions column to assign the Principal Investigator.

Note: You may need to repeat steps 30 through 35 if you do not see the contract for the PI.



Contact Type	Contact Details	Actions
* Corporate Official	Unassigned	Assign CO
* Principal Investigator	Unassigned	Assign PI
Authorized Contract Negotiator	Unassigned	Assign ACN

40. Select **Assign ACN** to in the Actions column to assign the Authorized Contract Negotiator.

Note: You may need to repeat steps 30 through 35 if you do not see the contract for the ACN.

Contact Type	Contact Details	Actions
* Corporate Official	Unassigned	Assign CO
* Principal Investigator	Unassigned	Assign PI
Authorized Contract Negotiator	Unassigned	Assign ACN

41. Select **Submit** once you have assigned the **Principal Investigator** and the **Corporate Official**. You can also assign an ACN, **Authorized Contract Negotiator**, but that is an optional field.

Contact Type	Contact Details	Actions
* Corporate Official	Jen Lawrence - (202) 012-3456  Jen@lawrence.com Vintage Road, Sterling CO, 20148	Unassign CO
* Principal Investigator	John Doe - (301) 123-4567  John@doe.com Road, lanham AK, 20706-3455	Unassign PI
Authorized Contract Negotiator	Unassigned	Assign ACN

[Back](#)[Save & Continue](#)[Submit](#)

42. You will be redirected to the **VOL II – Technical Volume** page.