

Defense SBIR/STTR Innovation Portal (DSIP)

Certify Proposal

Job Aid



Job Aid Features	<p>This job aid provides an overview and helpful features of the Defense SBIR/STTR Innovation Portal Proposal Certification. You will find step by step instructions on the following:</p> <ul style="list-style-type: none">▪ Who is involved in proposal certification▪ How to certify and submit an SBIR/STTR proposal
Impacted Modules	<ul style="list-style-type: none">▪ Proposal Submissions Portal
Impacted Users	<ul style="list-style-type: none">▪ Small Businesses submitting proposals to the DoD’s SBIR/STTR program
DSIP Support	<ul style="list-style-type: none">▪ DoDSBIRSupport@Reisystems.com

Proposal Certification

The proposal certification process is the last step prior to submitting your proposal. In this job aid, you will learn about who is involved in certifying proposals and the steps to certify an SBIR/STTR proposal.

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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 DoD SBIR/STTR 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 arrow or by clicking the dots on the bottom of the banner.
 - The **Quick Links** take you directly to helpful pages.
 - The **Active Solicitations** section shows the countdown details for each active **Solicitation**.
Note: Click the **Solicitation** for more details.
 - 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 (A), SOLICITATION INFO, PROGRAM INFO, Login/Register (B).
- Welcome Banner:** Welcome to the DSIP (Defense SBIR/STTR Innovation Portal)! Sign Up for the DSIP Listserv (C). Text: 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.
- 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 (Dates are subject to change) (F):**

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 step 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: [REDACTED]

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

How to Certify

5. Once you have completed all your proposal forms in the DSIP Proposal Submissions Portal, your proposal will be in the status Ready to Certify on your dashboard. There are two ways to get to the Certify page:
 - A. From the **dashboard**, select **Certify Now**.
 - B. From the **Proposal Landing** page, select the **edit icon** in the Certify Proposal box.

The screenshot shows the DSIP Proposal Submissions Portal dashboard. At the top, there are three tabs: "Phase I & Direct to Phase II Proposals", "Phase II Proposals", and "Past Proposals". Below the tabs, there are three status filters: "In Progress" (9), "Ready to Certify" (0), and "Submitted" (0). A "START NEW PROPOSAL" button is in the top right. The main content area lists two proposals:

Proposal ID	Status	Agency	Created	Progress	Actions
D2D-0004 - Tactical Radios	Direct to Phase II	DARPA	11/21/2019	IN PROGRESS (0%)	[User], [Edit], [Delete], [Print]
A201-006-0004 - Artificial Intelligence for Emergency	Phase I	ARMY	11/21/2019	READY TO CERTIFY	[User], [Edit], [Delete], [Print], [Certify Now]

A red arrow points from the "READY TO CERTIFY" status of the second proposal to the "CERTIFY NOW" button. A black circle with the letter "B" is placed above the "Certify Proposal" box in the next screenshot.

The screenshot shows the "Certify Proposal" page. At the top, there is a blue header with the text "Certify Proposal" and a red box around the "edit icon" (a pencil). Below the header, there is a teal box with the text "CORPORATE OFFICIAL H M" and a red circle with an exclamation mark. To the right of the teal box, there is a "READY TO CERTIFY" button. A red arrow points from the "edit icon" in the header to the "READY TO CERTIFY" button. A black circle with the letter "B" is placed above the "Certify Proposal" header.

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

Certify Page

7. On the **Certify** page, you have three options:

- If you are the Corporate Official (CO), the **I am the CO** option will automatically be selected. **Note:** If you are not the CO, this option will be disabled for you.
- If you are authorized to certify the proposal on behalf of the CO, select the second option.
- Or, you can request certification from the CO, who you identified in the Contact Information section of Volume I – Cover Sheet.

Once you select one of the options, you will be able to click on the **Proceed** button.

SBIR 26.6 - Regular 10.7.0-DILA: C266-1092-0005 - Test PM_2nd Proposal Submission

Phase: Phase I | Program: SBIR | Component: CBD

100%
COMPLETED

**READY TO
CERTIFY**

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 0%
<div>100%</div>	<div>100%</div>	<div>100%</div>	<div>100%</div>	<div>100%</div>	<div>100%</div>	<div>100%</div>	<div>100%</div>	

VOL I - Cover Sheet (100%)

VOL II - Technical Volume (100%)

VOL III - Cost Volume (100%)

VOL IV - Company Commercialization Report (100%)

VOL V- Supporting Documents (100%)

VOL VI - Training Certification (100%)

VOL VII - Disclosures of Foreign Affiliations or Relationships to Foreign Countries (100%)

CERTIFY PROPOSAL

It looks like your proposal is ready to be certified! 1 certification is required before you can submit this proposal. You can see the status of those certifications, as well as the certifier details below.

Corporate Official

☒ I am the CO

☐ I am authorized to certify the proposal on behalf of the CO

☐ Request certification from the CO (Pren Manandhar)

Proceed

Certify Proposal








8. To certify the proposal as the CO, or on behalf of the CO, select either the first or second option and click **Proceed**.

Corporate Official	<input type="radio"/> I am the CO <input type="radio"/> I am authorized to certify the proposal on behalf of the CO <input type="radio"/> Request certification from the CO (H M)
Proceed	

9. To certify the proposal, review the components of the proposal package which are listed. You can download each form or click on each row to expand the volume and view the details. It is strongly recommended that you download the entire proposal package as a ZIP file, so that you have the complete record of the proposal that you are certifying.


- A. Select the individual download link to download each volume.
▪ To download Volume II – Technical Volume, expand the row.
- B. To download the entire proposal package as a ZIP file, click the download icon.

CERTIFY PROPOSAL
Please review the components of your proposal package below. If you are ready, go ahead and certify. If you see something that needs to be changed, you can go back and edit before you certify.

VOL I - Cover Sheet	Download PDF or Download HTML 
VOL II - Technical Volume	
VOL III - Cost Volume	Download PDF or Download HTML 
VOL IV - Company Commercialization Report	
VOL V- Supporting Documents	Download PDF or Download HTML 
VOL VI - Training Certification	Download PDF or Download HTML 
VOL VII - Disclosures of Foreign Affiliations or Relationships to Foreign Countries	Download PDF or Download HTML 

☐ The offeror will notify the Federal agency immediately if all or a portion of the work proposed is subsequently funded by another Federal agency.
☐ I understand that the information submitted may be given to Federal, State and local agencies for determining violations of law and other purposes.
☐ I am an officer of the business concern authorized to represent it and sign this certification on its behalf. By signing this certification, I am representing on my own behalf, and on behalf of the business concern that the information provided in this certification, the application, and all other information submitted in connection with this application, is true and correct as of the date of submission. I acknowledge that any intentional or negligent misrepresentation of the information contained in this certification may result in criminal, civil or administrative sanctions, including but not limited to: (1) fines, restitution and/or imprisonment under 18 U.S.C. §1001; (2) treble damages and civil penalties under the False Claims Act (31 U.S.C. Sect 3729 et seq.); (3) double damages and civil penalties under the Program Fraud Civil Remedies Act (31 U.S.C. Sect 3801 et seq.); (4) civil recovery of award funds, (5) suspension and/or debarment from all Federal procurement and non-procurement transactions (FAR Subpart 9.4 or 2 C.F.R. part 180); and (6) other administrative penalties including termination of SBIR/STTR awards.

B


[Click here to download your entire proposal package as a ZIP file.](#)

☐ I have reviewed this proposal and certify that all the information is accurate

10. Click on the arrow button to expand each volume.

VOL I - Cover Sheet	Download PDF or Download HTML	^
Firm Certificate	Download PDF or Download HTML	▼
Audit Information	Download PDF or Download HTML	▼
VOL I - Proposal Summary	Download PDF or Download HTML	▼
VOL I - Proposal Certification	Download PDF or Download HTML	▼
VOL I - Contact Information	Download PDF or Download HTML	▼
VOL II - Technical Volume ▼		

11. Click on the arrow button to expand any forms within the volume and view the read-only summary.

VOL I - Cover Sheet	Download PDF or Download HTML	^
Firm Certificate	Download PDF or Download HTML	▼
Audit Information	Download PDF or Download HTML	▼
VOL I - Proposal Summary	Download PDF or Download HTML	▼
VOL I - Proposal Certification	Download PDF or Download HTML	▼
VOL I - Contact Information	Download PDF or Download HTML	^
Corporate Official		
Name:	H M	
E-mail:	test@test.com	
Mail Address:	99-10 34th Ave. Queens, MD 12340 - 9876	
Phone:	3010000000	
Principal Investigator		
Name:	Mr. test test	
E-mail:	test@email.com	
Mail Address:	99-10 34th Ave. Queens, MD 12340 - 9876	
Phone:	2342342342	
Authorized Contract Negotiator		

12. If any updates to the proposal package is required, you can go back and edit before you certify. There are two ways to go back and edit:

- A. Select the volume you need to edit from the progress tracker at the top.
- B. Select the volume you need to edit from the navigation bar on the left.

Note: If you update any forms, you will have to submit each form to mark it 100% complete.

SBIR 26.6 - Regular 10.7.0-DILA: C266-1092-0005 - Test PM_2nd Proposal Submission

Phase: Phase I | Program: SBIR | Component: CBD

100% COMPLETED

READY TO CERTIFY

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%	100%	100%	100%	100%	100%	100%	100%	0%

A

B

CERTIFY PROPOSAL

Please review the components of your proposal package below. If you are ready, go ahead and certify. If you see something that needs to be changed, you can go back and edit before you certify.


VOL I - Cover Sheet	Download PDF or Download HTML
VOL II - Technical Volume	
VOL III - Cost Volume	Download PDF or Download HTML
VOL IV - Company Commercialization Report	
VOL V - Supporting Documents	Download PDF or Download HTML

13. Once your proposal is ready to be certified, check all the boxes to enable the **Certify** button. Select **Certify** to complete the electronic certification and submit the proposal.

☐ The offeror will notify the Federal agency immediately if all or a portion of the work proposed is subsequently funded by another Federal agency.

☐ I understand that the information submitted may be given to Federal, State and local agencies for determining violations of law and other purposes.

☐ I am an officer of the business concern authorized to represent it and sign this certification on its behalf. By signing this certification, I am representing on my own behalf, and on behalf of the business concern that the information provided in this certification, the application, and all other information submitted in connection with this application, is true and correct as of the date of submission. I acknowledge that any intentional or negligent misrepresentation of the information contained in this certification may result in criminal, civil or administrative sanctions, including but not limited to: (1) fines, restitution and/or imprisonment under 18 U.S.C. §1001; (2) treble damages and civil penalties under the False Claims Act (31 U.S.C. Sect 3729 et seq.); (3) double damages and civil penalties under the Program Fraud Civil Remedies Act (31 U.S.C. Sect 3801 et seq.); (4) civil recovery of award funds; (5) suspension and/or debarment from all Federal procurement and non-procurement transactions (FAR Subpart 9.4 or 2 C.F.R. part 180); and (6) other administrative penalties including termination of SBIR/STTR awards.



[Click here to download your entire proposal package as a ZIP file.](#)

☐ I have reviewed this proposal and certify that all the information is accurate

Certify

14. You have now certified the proposal. If you certified successfully, you will see the following:

- A. Confirmation message.
- B. **Certify** on the progress tracker is 100%.
- C. Green check mark with submitted message.
- D. The progress of the proposal is 100% completed.

You will receive a confirmation email shortly. Remember, if any updates are made to the proposal from this point forward, you will have to re-certify before the deadline.

SBIR 26.6 - Regular 10.7.0-DILA: C266-1093-0003
Phase: Phase I | Program: SBIR | Component: CBD

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%	100%	100%	100%	100%	100%	100%	100%	100%

CONGRATULATIONS! YOU HAVE SUCCESSFULLY CERTIFIED AND SUBMITTED YOUR PROPOSAL.

A confirmation email is on its way. Please note that if you make any updates to your proposal now, you'll have to re-certify before the deadline.

You submitted your proposal on **July 5, 2024 @ 1:23 PM ET.**

15. You will see the status is Certified in the **Certify Proposal** box and the proposal is submitted in the **My Proposals** box on the **Proposal Landing** page.

Certify Proposal

CORPORATE OFFICIAL
H M

CERTIFIED

My Proposals

A201-006-0004
**Artificial Intelligence for
Emergency**
LAST MODIFIED: 11/21/2019 4:13 PM ET

Requesting CO Certification

If you are not the CO nor authorized to certify on behalf of the CO, you must request certification from the CO.

16. Select the third option and select **Proceed**.

Note: You will not be able to select the third option if you are listed as the CO in the Contact Information section of Volume I.

Corporate Official	<input type="radio"/> I am the CO <input type="radio"/> I am authorized to certify the proposal on behalf of the CO <input checked="" type="radio"/> Request certification from the CO (H M)
Proceed	

17. You will see the CO contact information that you provided in the **Contact Information** section. Verify the information is correct and select **Notify** to send an email to the CO to certify the proposal.

Helpful tip! If the CO contact information here is incorrect, you can go back to **Contact Information** in Volume I to make changes.

Please verify the information below for the individual who will be certifying as the Corporate Official (CO). Once verified, click 'Notify' and we'll contact your CO via email to certify the Proposal. We'll also notify you once the CO has certified it.

Name	H M
Role	Corporate Official
Phone	(301) 000-0000
email	test@test.com

Notify

18. You will see a confirmation message that an email has been sent to the CO requesting certification.

A secure link has been sent to test@test.com. We'll notify you once H M certifies the Proposal.

19. You will also see the request note on the **Certify Proposal** page.

Corporate Official	<input type="radio"/> I am the CO <input type="radio"/> I am authorized to certify the proposal on behalf of the CO <input checked="" type="radio"/> Request certification from the CO (H M) Certification request sent to H M on 10/28/2019.
Proceed	

20. Once the CO has certified the proposal, you will receive an email notification. You will also see the status is Certified in the **Certify Proposal** box and the proposal is submitted in the **My Proposals** box on the **Proposal Landing** page.

