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

Job Aid Features	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: ▪ Who is involved in proposal certification ▪ How to certify and submit an SBIR/STTR proposal
Impacted Modules	▪ Proposal Submissions Portal
Impacted Users	▪ Small Businesses submitting proposals to the DoD's SBIR/STTR program
DSIP Support	▪ 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.
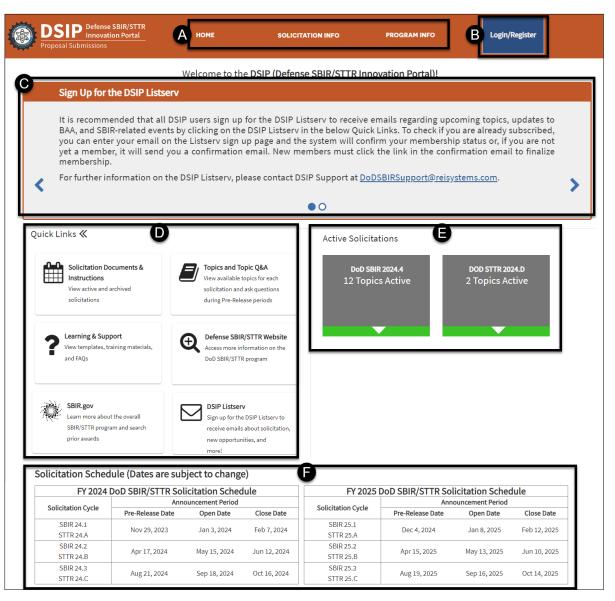
Job Aid Contents

Access the 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 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.
   C. 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.
   D. The **Quick Links** take you directly to helpful pages.
   E. The **Active Solicitations** section shows the countdown details for each active **Solicitation**.
      Note: Click the **Solicitation** for more details.
   F. The **Solicitation Schedule** displays solicitations for the current and future year. The dates are subject to change.

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".
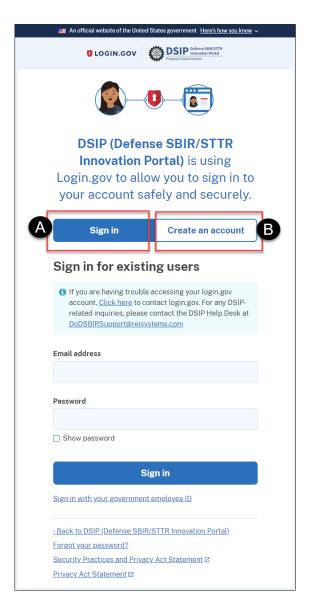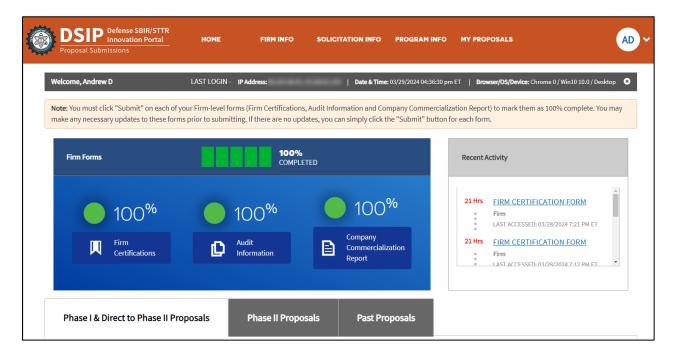
B [Continue]

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
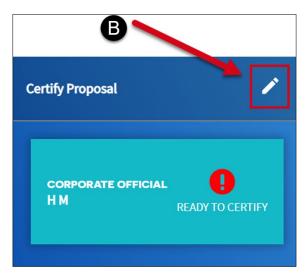   - Link your Login.gov account with DSIP

4. After you login through Login.gov, the Submissions Dashboard will appear.
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.

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.
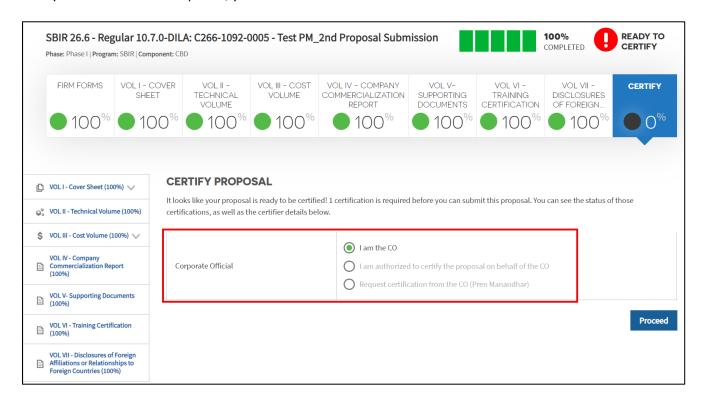

6. You will be directed to the **Certify Proposal** page.

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.

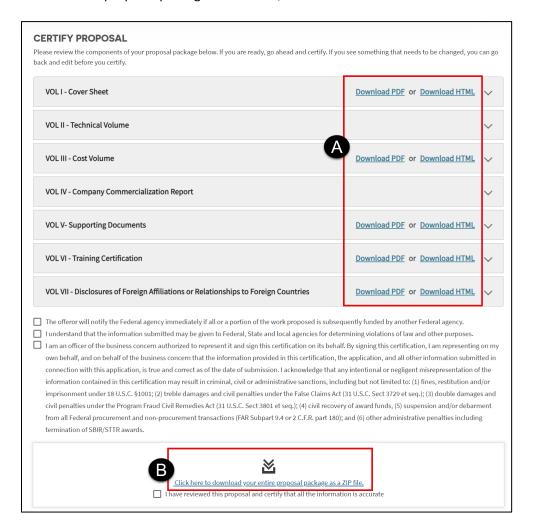Once you select one of the options, you will be able to click on the **Proceed** button.
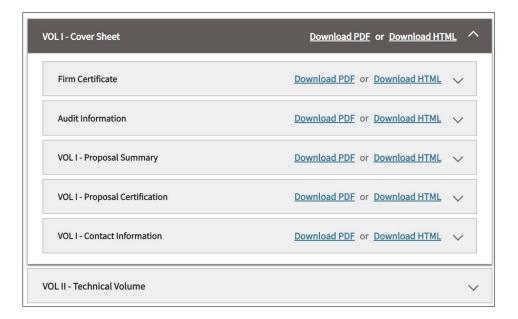
Certify Proposal

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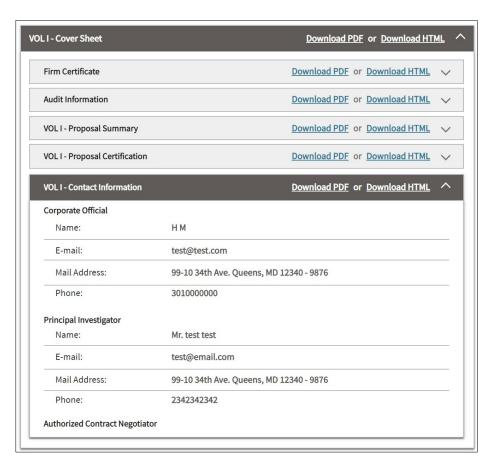

9. To certify the proposal, review the components of the proposal package which are listed. You can download each form or click on each row to expand the volume and view the details. It is strongly recommended that you download the entire proposal package as a ZIP file, so that you have the complete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

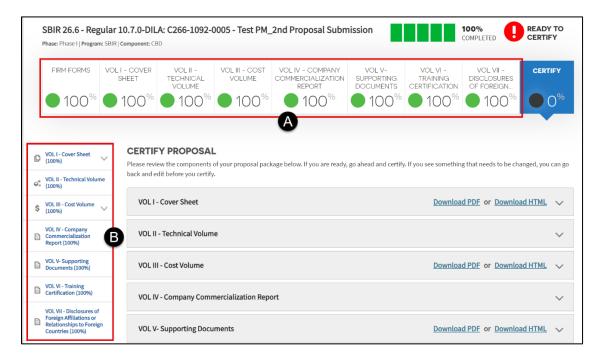**10.** Click on the arrow button to expand each volume.

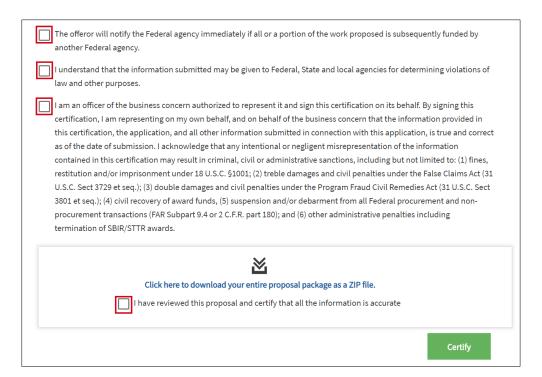**11.** Click on the arrow button to expand any forms within the volume and view the read-only summary.

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.

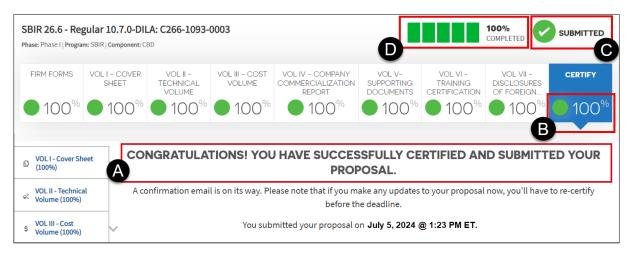**Note:** If you update any forms, you will have to submit each form to mark it 100% complete.

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.
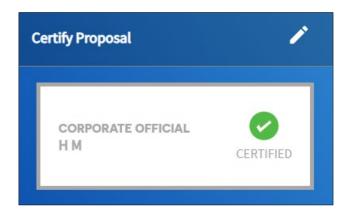
14. You have now certified the proposal. If you certified successfully, you will see the following:
  A. Confirmation message.
  B. **Certify** on the progress tracker is 100%.
  C. Green check mark with submitted message.
  D. The progress of the proposal is 100% completed.

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.

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.
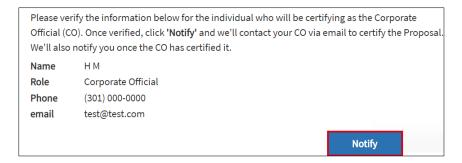
Requesting CO Certification

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.

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.

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

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

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.