

# Defense SBIR/STTR Innovation Portal (DSIP)

## Create a Non-DoD Award in DSIP

### Job Aid



Job Aid Features	<p>This job aid provides an overview and helpful features for small businesses submitting a proposal via the Defense SBIR/STTR Innovation Portal (DSIP) Proposal Submissions site. You will find step-by-step instructions on the following:</p> <ul style="list-style-type: none"><li>▪ Creating Non-DoD Phase II and Sequential Phase II Proposals</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 applying for 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>

### Create a Non-DoD Award in DSIP

The Proposal Submission site allows small businesses to create and submit proposals to DoD’s SBIR/STTR program.

In this job aid, you will learn how small businesses can use the Proposal Submission site to create a proposal out of Non-DoD award.

### Job Aid Contents

Create a Non-DoD Award in DSIP.....	1
-------------------------------------	---

1. Create a Non-DoD Phase II and Sequential Phase II Proposal.
  - A. In the Phase II Proposals tab, you can access the current (In Progress and Ready to Certify) Phase II and Sequential Phase II proposals.
  - B. Select the **Start New Proposal** button to start a new Non-DoD proposal.

2. Select the **Start Non-DoD Proposal** button on the Eligible Award Sources page.

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

3. In order to submit a Non-DoD proposal, you need to load the Non-DoD award by entering all the details in the form below. Fill out the required fields in the Award Details popup window and click **Save**.
- Note:** Please make sure the Topic number, Proposal number and Contract date are accurate and added from the Original Contract from the federal agency.

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

\*Please ensure the proper contract number is entered. This information will become part of the proposal data.

\*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

4. 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

5. Once you complete the required fields on the Start Proposal page, the new proposal displays on the Phase II Proposals tab and the status is In Progress.

**Note:** Once the DoD proposal has been created, proposal submission follows the structure provided in the Creating Phase II or Sequential Phase II Proposals Job Aid. For more information, please refer to the Job Aids in the Training Materials.

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  
34 Proposal(s)

34  
In Progress

0  
Ready to Certify

START NEW PROPOSAL

A2-8709 - Test Proposal Title

Last modified: 11/15/2023 • 5:12 PM ET

Phase II

Created: 11/15/2023

ARMY

IN PROGRESS (0%)

O2-7900 - test123

Last modified: 10/16/2023 • 2:10 PM ET

Phase II

Created: 10/16/2023

OSD

IN PROGRESS (0%)

D2-9996 - TEsty iongndfrsg

Last modified: 09/19/2023 • 8:41 AM ET

Phase II

Created: 09/19/2023

DARPA

IN PROGRESS (0%)

6. Be sure to update the proposal with all required forms and then submit.