Defense SBIR/STTR Innovation Portal (DSIP)
Submissions Dashboard
Job Aid

Job Aid Features	This job aid provides an overview and helpful features of the Defense SBIR/STTR Innovation Portal (DSIP) Submissions Dashboard. You will find step by step instructions on the following: ▪ How to track your information in the dashboard ▪ How to start a new proposal ▪ How to manage all your proposal work ▪ How to view proposal notice/feedback
Impacted Modules	▪ Proposal Submissions
Impacted Users	▪ Small Businesses proposing to DoD's SBIR/STTR program
DSIP Support	▪ DoDSBIRSupport@reisystems.com

Submissions Dashboard

The Submissions Dashboard 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 dashboard, track your Firm information, access your recent activity, find open and closed Broad Agency Announcements (BAAs) so you can start your proposal, and view proposal notice/feedback.

Job Aid Contents

Access the Submissions Dashboard

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.

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 before you can access the Submissions Dashboard.


The Top Navigation Bar

5. The top navigation bar is easily accessible, no matter what you are working on. Click **Home** (**A**), from any page, to return to the dashboard.
6. **Firm Info** (**B**) has links to the Firm related forms.
7. **Solicitation Info** (**C**) has links to the Topics and Topic Q&A and Solicitation Documents & Instructions page.
8. **Program Info** (**D**) has links to the SBIR.gov, Learning & Support and Defense SBIR/STTR Website.
9. **My Proposals** (**E**) provides a quick list of your proposals.
10. Click your **profile** icon (**F**) in the top right corner to manage your profile information. You can also log out of the system from here.

Firm Forms Dashboard
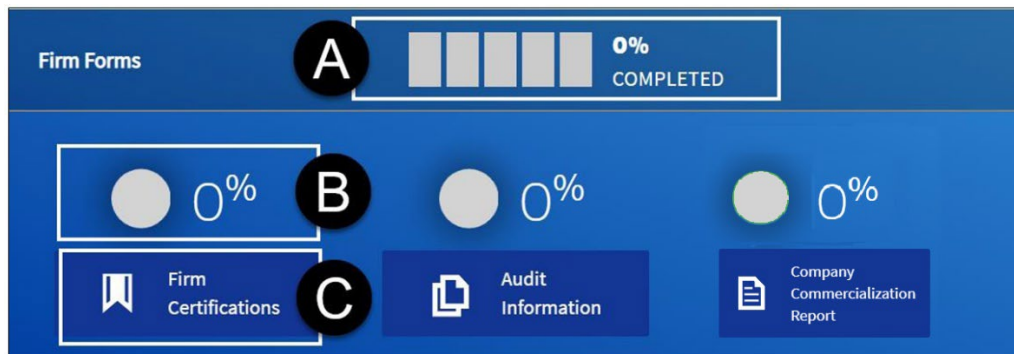
11. The Firm Forms section includes a progress bar, which shows the total progress of all Firm information forms (**A**).
12. The percentage (**B**) indicates the completion status of each Firm form.
13. Access each form by clicking on the links (**C**).

Recent Activity
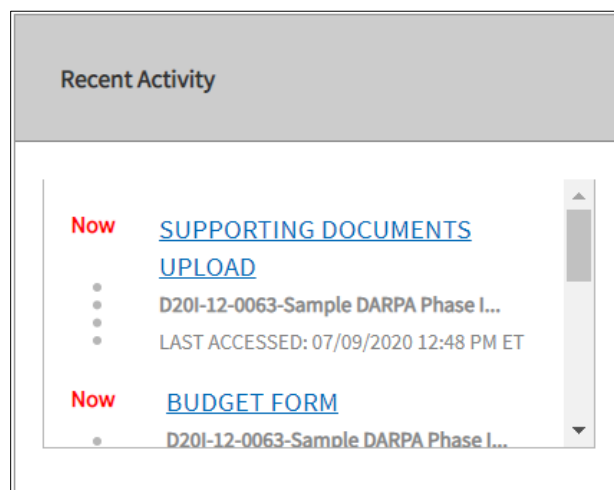
14. The **Recent Activity** section shows the last sections you worked on, in any of the forms or proposals you have started.
15. You can quickly jump back into your most recent work by clicking the links in this section.
16. You can easily identify which proposal the form is for by viewing the proposal number and title.
17. You can also see the date and time the form was last accessed.

Phase I and Direct to Phase II Proposals

18. **Phase I & Direct to Phase II Proposals** (**A**) lists all the current proposals you have for **Phase I** and **Direct to Phase II**.
19. **Phase II Proposals** (**B**) lists all the proposals you are working on for **Phase II** and **Sequential Phase II**. Upon submission, Phase II and Sequential Phase II proposals are locked and moved to the Past Proposals tab. To make any edits to your Phase II and/or Sequential Phase II proposals after submitting, contact the Help Desk to unlock the proposal for edits.
20. **SBIR BAAs** end with a number, such as **DoD 2020.2** (**C**), and **STTR BAAs** end with a letter, such as **DoD 2020.B** (**D**). Please note that in addition to the standard DoD BAAs, some Components within DoD may also release out-of-cycle Announcements, such as the DARPA SBIR BAA shown above.
21. Open BAAs will be listed under the **Phase I & Direct to Phase II Proposals** tab.
22. To check the Solicitation Schedule, click: https://www.dodsbirsttr.mil/submissions/login.
23. You can start a new proposal for Phase I by clicking the **Start New Proposal** button (**E**).

24. The count of proposals in each status is listed (**F**): In Progress, Ready to Certify, or Submitted
25. You can go to the proposal by clicking on the name of the proposal (**G**).
26. The phase, creation date, due date (**H**), and the Component (**I**) will show.
27. For each proposal, you can see the status and the percent (**J**) completion.
28. You can perform four different actions (**K**): Provide Access, Edit, Delete, and Print.
    a) **Provide Access** is where the Proposal Owner can provide other firm staff with access to view this proposal. This action is only available to the Proposal Owner.
    b) Click **Edit** to go to the proposal and make edits.
    c) If you no longer want to submit the proposal, you can delete it by clicking **Delete**.
    d) **Note:** You cannot un-delete a proposal, so make sure you only delete proposals that you do not want to keep.
    e) Click **Print** to print your proposal.

Past Proposals – Proposal Notice/Feedback

29. Select **Past Proposals** (**A**) to view information about submitted proposals.
30. Use the **Search** textbox (**B**) to find a specific proposal by Proposal Number or Title.
31. The **Proposal Notice** column (**C**) displays a downloadable PDF once the notice is available for the submitted proposal. Click the PDF icon to download the notice.
    a) If the evaluation is in progress or selection has not been made you will see a dash in the Proposal Notice column. Once a decision is made, the system sends out notices and the PDF is available in the Proposal Notice column. An email is sent to the firms when the notices are available.
32. The **Feedback column** (**D**) provides options based on the selection status for the proposal.
    a) Click the PDF icon to view the feedback provided by the component.
    b) If the proposal was not selected and feedback was not provided by the component, click Request Feedback for a request to be submitted to the component. Once you request feedback from the component, the status in the Feedback column displays as Feedback requested on MM/DD/YYY. When the component processes your request and feedback is available, you will see the PDF icon.
    c) If the proposal was selected, the Feedback column displays Contact Component Support. If you would like feedback on a selected proposal, reach out to your component contacts.
    d) If the proposal was not selected, you only have 30 days to request for Feedback. After 30 days, the Feedback column will display Not Available.
33. Click the printer icon in the **Download Proposal** column (**E**) to download and view the proposal.