

How to Submit

Use this guide to help you submit a Small Business Innovation Research (SBIR) or Small Business Technology Transfer (STTR) Phase I or Phase II proposal in Research.gov.

New in November 2022, NSF will only accept full proposals from startups and small businesses via Research.gov, a new proposal submission portal that allows applicants to create, submit, track and update full proposals. (The system and process used to submit Project Pitches has not changed.)

Access [Research.gov](https://www.research.gov) to submit a full Phase I or Phase II SBIR/STTR proposal. Visit the [Research.gov About Page](#) to help you prepare and submit your proposal.

Research.gov help desk

Please contact the Research.gov Help Desk (1-800-381-1532 or rgov@nsf.gov) for IT system or accessibility-related questions (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays).

Before you submit

Were you invited to submit a proposal?

NSF SBIR/STTR Phase I applicants are REQUIRED to submit a “Project Pitch” that outlines the project objectives, technical innovation and associated technical risks. Projects that seem to be a good fit will be officially INVITED to submit a full proposal.

Only invited SBIR/STTR proposals will be reviewed by NSF. To learn more about the Project Pitch, please visit [How It Works](#).

Applying for Phase II?

Only NSF Phase I SBIR/STTR awardees are permitted to submit a Phase II proposal.

We encourage you to follow guidance from your program director about when and how to submit your Phase II proposal.

Preparing your proposal

Read the SBIR/STTR Solicitations

The Phase I and Phase II SBIR/STTR Solicitations explain the content needed in your proposal. We also encourage you to join an [upcoming webinar](#) to help you prepare your proposal or to reach out to the relevant [SBIR/STTR program director](#) if you have questions about the proposal and review process.

Proposal content questions

SBIR and STTR program-related questions should be directed to sbir@nsf.gov.

Project Pitch: User Guide For Communities

The National Science Foundation updated its [Project Pitch submission portal](#) to provide users with a more secure and private experience. Now, a user must create a user account to submit a Project Pitch. In addition, a user must use credentials to sign in to respond to any active Project Pitches and/or Program Director requests. This user guide is provided to assist new and existing users in creating and managing their accounts.

1 Account Creation

- **1.1 SBIR/STTR communities' sign in**

1.1.1 Sign in page

- Go to <https://nsfiip.force.com/sbir>
- Click on **“Create an account”**

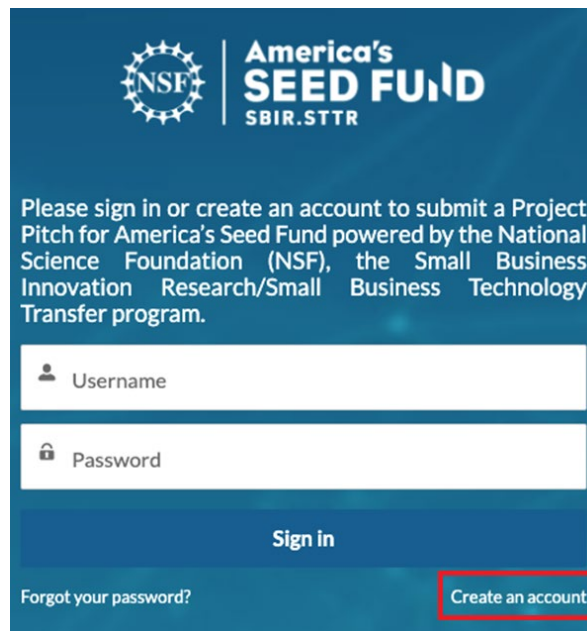


Figure 1 User sign in page for SBIR/STTR

1.1.2 Create an account page

Fill in

- First Name
- Last Name
- A valid Email Address
- Alphanumeric Password (10 characters, 1 letter, 1 number, 1 special character)

NSF | America's SEED FUND
SBIR.STTR

Please sign in or create an account to submit a Project Pitch for America's Seed Fund powered by the National Science Foundation (NSF), the Small Business Innovation Research/Small Business Technology Transfer program.

First Name

Last Name

Email

Create Password

Confirm Password

Sign Up

Already have an account?

Figure 2 Creating a new account for SBIR/STTR communities

1.1.3 SBIR/STTR project pitch form

- Click on “Sign Up” to be routed to the Project Pitch form.
- Fill in the remaining fields.



[Sign Out](#)

Submit Your Project Pitch

Are you interested in applying for funding from the National Science Foundation? We recently changed our process to include a required first step - the Project Pitch. The goal of the Project Pitch is to get startups and small businesses (formed and unformed) quick feedback, and to save time and effort, when applying for Phase I funding from America's Seed Fund powered by NSF - the NSF's Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Program.

Rather than spending days to prepare a full proposal and waiting up to one month to obtain the required registrations, startups or entrepreneurs who submit a three-page Project Pitch will know within three weeks if they meet the program's minimum requirements. They will also get additional guidance and feedback from NSF staff.

If your Project Pitch is a good fit for the program, you will receive an official invitation from NSF to submit a full proposal. If you're not invited to submit, you'll be told why your project is not appropriate for the program. We hope this new process provides you with timely, useful feedback and saves your small business time and effort.

More details about the NSF's new process and eligibility requirements can be found on our program [website](#). We encourage you to review this information before submitting your Project Pitch.

Contact Information of submitting Company Officer and/or prospective project Technical Lead:

***1. Email:**

sallyfuerte@mailinator.com

***Please re-type email:**

***2. First Name:**

Sally

Figure 3 SBIR/STTR project pitch form page 1 (prepopulated)

***2. First Name:**

***3. Last Name:**

***4. Phone Number (10 digits, no special characters):**

***5. Company Name:**

If you have not yet decided upon your company name or you have not formally incorporated your company, please enter your "FirstName" followed by your "LastName" in this field.

***6. Company zip code:**

***7. Company State:**


8. Corporate website: (if applicable)

***9. Please pick the SBIR/STTR topic that best fits your project's technology area:**

Figure 4 SBIR/STTR project pitch form page 1 (prepopulated)

1.1.4 Complete the Project Pitch

- Fill in all the form details to submit a Project Pitch.

Sign Out

Submit Your Project Pitch

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More details about the NSF's new process and eligibility requirements can be found on our program website. We encourage you to review this information before submitting your Project Pitch.

Contact Information of submitting Company Officer and/or prospective project Technical Lead:

***1. Email:**

***Please re-type email:**

***2. First Name:**

Figure 5 SBIR/STTR project pitch form page 1 (filled)

***2. First Name:**

***3. Last Name:**

***4. Phone Number (10 digits, no special characters):**

***5. Company Name:**

If you have not yet decided upon your company name or you have not formally incorporated your company, please enter your "FirstName" followed by your "LastName" in this field.

***6. Company zip code:**

***7. Company State:**

8. Corporate website: (if applicable)

***9. Please pick the SBIR/STTR topic that best fits your project's technology area:**

Figure 6 SBIR/STTR project pitch form page 1 (filled)

***6. Company zip code:**

32122

***7. Company State:**

AZ

8. Corporate website: (if applicable)

Hogwarts.com

***9. Please pick the SBIR/STTR topic that best fits your project's technology area:**

Biomedical Technologies (BM)

This is a National Science Foundation (NSF) Federal Government computer system. Any system activity may be monitored and any information stored within the system may be retrieved and used by authorized personnel for law enforcement, management, routine system operations, or other purposes. By using this computer system, you are consenting to such monitoring and information retrieval and use. Unauthorized use of the system, including disclosure of information covered by the Privacy Act or other sensitive information, or attempts to defeat or circumvent security features, is prohibited and could result in disciplinary action, civil and/or criminal penalties. Users should be aware that they have no expectation of privacy when using the NSF-provided computer system (including any removable media used in conjunction with the system), accessing the Internet, or using electronic mail systems. All information maintained within or retrievable through the NSF computer system, including electronic mail files, may be reviewed and retrieved by the Department of Homeland Security; NSF officials who have a legitimate reason to do so when authorized by the Director or Deputy Director; or by the Inspector General.

An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3145-XXXX. Public reporting burden for this collection of information is estimated to average 2 hours (120 minutes) per response, including the time for reviewing instructions. Send comments regarding the burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to: Suzanne H. Plimpton, Reports Clearance Officer Office of the General Counsel, National Science Foundation, Alexandria, VA 22314

Next

Figure 7 SBIR/STTR project pitch form page 1 (filled)

Please provide the Award Number of the most recent NSF SBIR or STTR award (7 digits).

1324567

***12. Does your company currently have a full Phase I SBIR or STTR proposal under review at NSF?**

☒ Yes ☐ No

Please Note: Any small business that has submitted a full proposal to the NSF SBIR/STTR Phase I Program must wait for a resolution of the full proposal before submitting a new (or revised) Project Pitch.

***13. Briefly Describe the Technology Innovation?**

Up to 500 words describing the technical innovation that would be the focus of a Phase I project, including a brief discussion of the origins of the innovation as well as an explanation as to why it meets the program's mandate to focus on supporting research and development (R&D) of unproven, high-impact innovations.

← → B I U S        

Test

***14. Briefly Describe the Technical Objectives and Challenges?**

Up to 500 words describing the R&D or technical work to be done in a Phase I project, including a discussion of how and why the proposed work will help prove that the product or service is technically feasible and/or significantly reduce technical risk. Discuss how, ultimately, this work could contribute to making the new product, service, or process commercially viable and impactful. This section should also convey that the proposed work meets definition of R&D, rather than straightforward engineering or incremental product development tasks.

← → B I U S        

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Figure 8 SBIR/STTR project pitch form page 2 (filled)

***15. Briefly Describe the Market Opportunity?**

Up to 250 words describing the customer profile and pain point(s) that will be the near-term commercial focus related to this technical project.

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***16. Briefly Describe the Company and Team?**

Up to 250 words describing the background and current status of the submitting small business, including team members related to the technical and/or commercial efforts discussed in this Project Pitch.

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***17. How did you first hear about our program?**

Other

Please provide any Other Reason on how you have heard about the Program.

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NSF SBIR/STTR Phase I Eligibility Information:


In addition to receiving an invitation to submit a full proposal from the NSF SBIR/STTR Phase I Program based upon the review of their submitted Project Pitch, potential proposers to the program must also qualify as a small business concern to participate in the program (see SBIR/STTR [Eligibility Guide](#) for more information). The firm must be in compliance with the SBIR/STTR Policy Directive(s) and the Code of Federal Regulations (13 CFR 121).

Figure 9 SBIR/STTR project pitch form page 2 (filled)

1.1.5 Form submission

- **Write down the Project Pitch case number. (Don't forget!)**
- Sign out once you have submitted the Project Pitch.

 An official website of the United States government.



Sign Out

Thank you for submitting your company's Program Pitch to America's Seed Fund powered by the National Science Foundation - the NSF's Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Program. One of our program directors will review your submission and send you feedback via email within three weeks.

For your reference, your Project Pitch submission number is **00027526** and was submitted to the **Biomedical Technologies (BM)** SBIR/STTR topic area. Please be aware that your Project Pitch may be re-assigned and reviewed under a different topic area if determined to be better aligned with that topic.

Please make sure to check your inbox and spam folder frequently. You may also view and revise your submitted Project Pitch at: <https://community-nsfip.cs32.force.com/sbir/SBIRExecutiveSummary?esid=ZGJkY2RhYjVhOWQ1MjQ2OTJlNW11NzRkYWYzNmM0M0MQ=> . Please note that this link will only be available until your Project Pitch enters the review process.

Please visit our program web page for more information about the Project Pitch process, review criteria, current SBIR/STTR Phase I solicitations, and upcoming informational webinars.

Please also note:

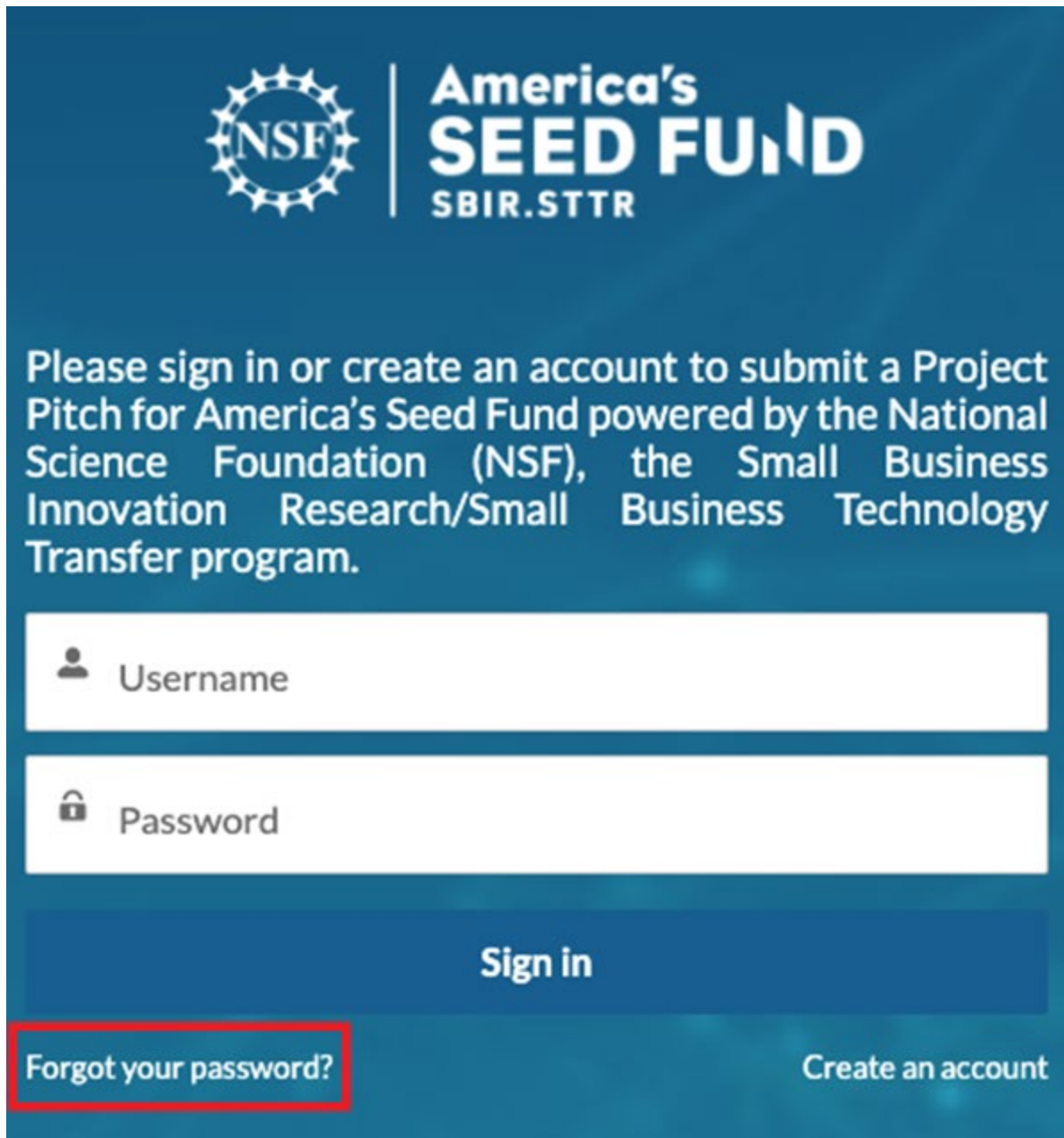
- If the proposed project is determined to be a good fit for the program's objectives of supporting innovative technologies that show promise of commercial and/or societal impact and involve a level of technical risk, the small business representative who submitted the Project Pitch will receive an invitation via email from the cognizant NSF SBIR/STTR Program Director to submit a full proposal.
- If the proposed project is determined to be not responsive to the SBIR/STTR Phase I Program solicitation (please refer to the "Objectives Not Responsive to the Solicitation" section of the SBIR/STTR Phase I solicitation document), the potential proposer will receive a notice stating that the small business is not invited to submit a proposal.
- Project Pitches that are not invited for a full proposal may be resubmitted (with revisions to address any deficiencies) in the next submission window.
- A given small business is permitted to submit up to two unique Project Pitches per solicitation window (please refer to submission window dates listed at the beginning of this solicitation document). However, a second Project Pitch can be submitted in a given window only if the first did not lead to a full proposal invite. Additional Project Pitch documents submitted during the same solicitation window will not be reviewed.
- Any small business with a pending Project Pitch must wait for a response before submitting another Project Pitch.

Figure 10 Project pitch submission page

1.2 SBIR/STTR account recovery

1.2.1 Sign in page

- Go to: <https://nsfiip.force.com/sbir>
- Click on **“Forgot your password?”**
- For users who have forgotten their usernames or email address, email your first and last name to tip-ti-tech-support@nsf.gov.

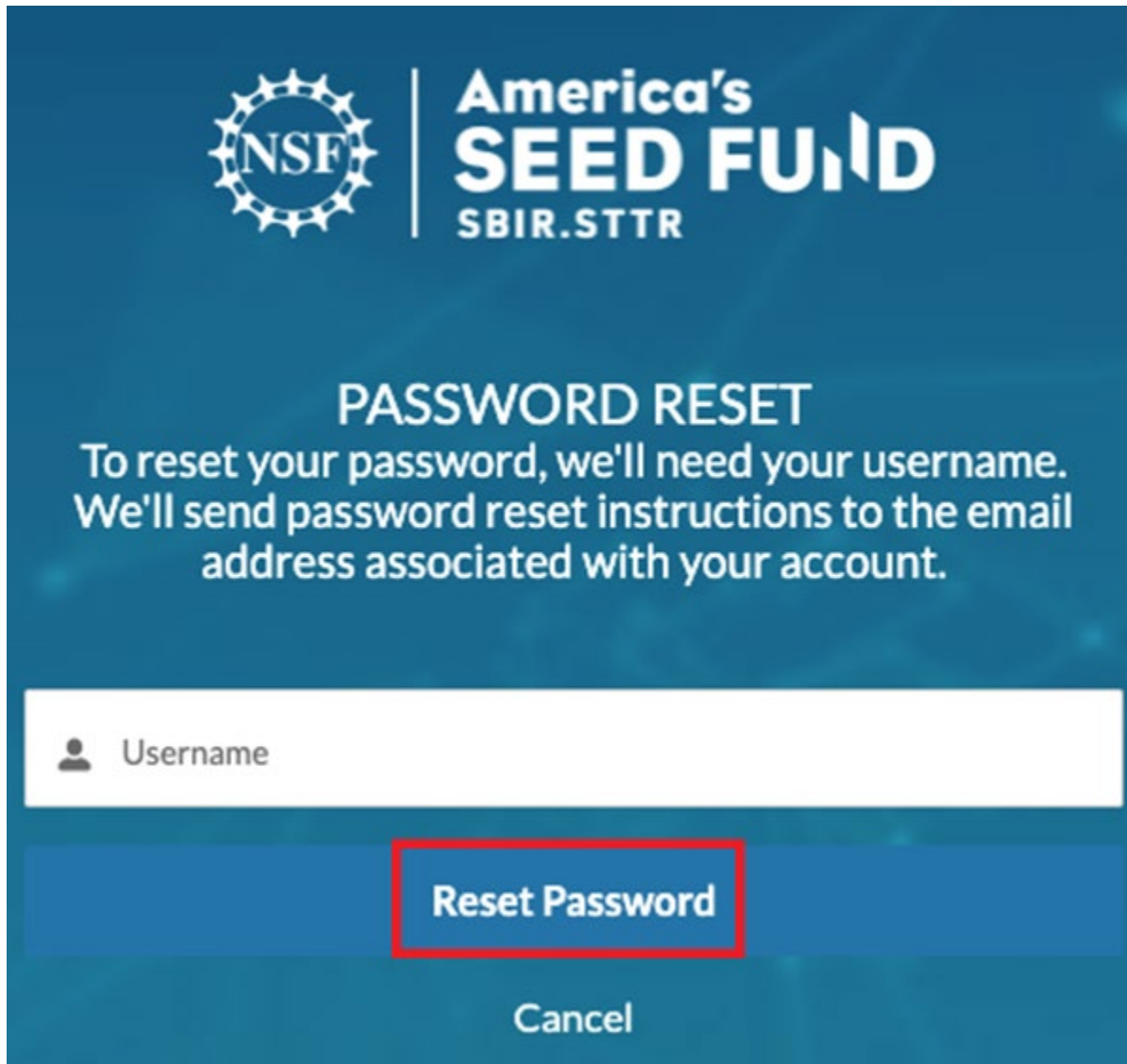


The image shows the sign-in page for America's SEED FUND SBIR.STTR. At the top, there is a logo for the NSF (National Science Foundation) and the text "America's SEED FUND SBIR.STTR". Below the logo, a message reads: "Please sign in or create an account to submit a Project Pitch for America's Seed Fund powered by the National Science Foundation (NSF), the Small Business Innovation Research/Small Business Technology Transfer program." There are two input fields: "Username" and "Password". Below these fields is a "Sign in" button. At the bottom, there are two links: "Forgot your password?" (which is highlighted with a red rectangle) and "Create an account".

Figure 11 NSF sign in page

1.2.2 Password reset page

- Enter the email address for which you want to recover the password and click on **“Reset Password”**.



The screenshot shows a password reset interface for America's SEED FUND. At the top left is the NSF logo, a circular emblem with stars and the letters 'NSF'. To its right is the text 'America's SEED FUND' in a large, bold, sans-serif font, with 'SBIR.STTR' in a smaller font below it. The main heading 'PASSWORD RESET' is centered in a large, bold, sans-serif font. Below this, a message reads: 'To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account.' A white input field with a user icon and the placeholder text 'Username' is positioned below the message. At the bottom, there are two buttons: a blue 'Reset Password' button and a white 'Cancel' button. The 'Reset Password' button is highlighted with a red rectangular border.

Figure 12 Reset password page

1.2.3 Password reset confirmation page

- An email has been sent to reset the password for SBIR/STTR communities.

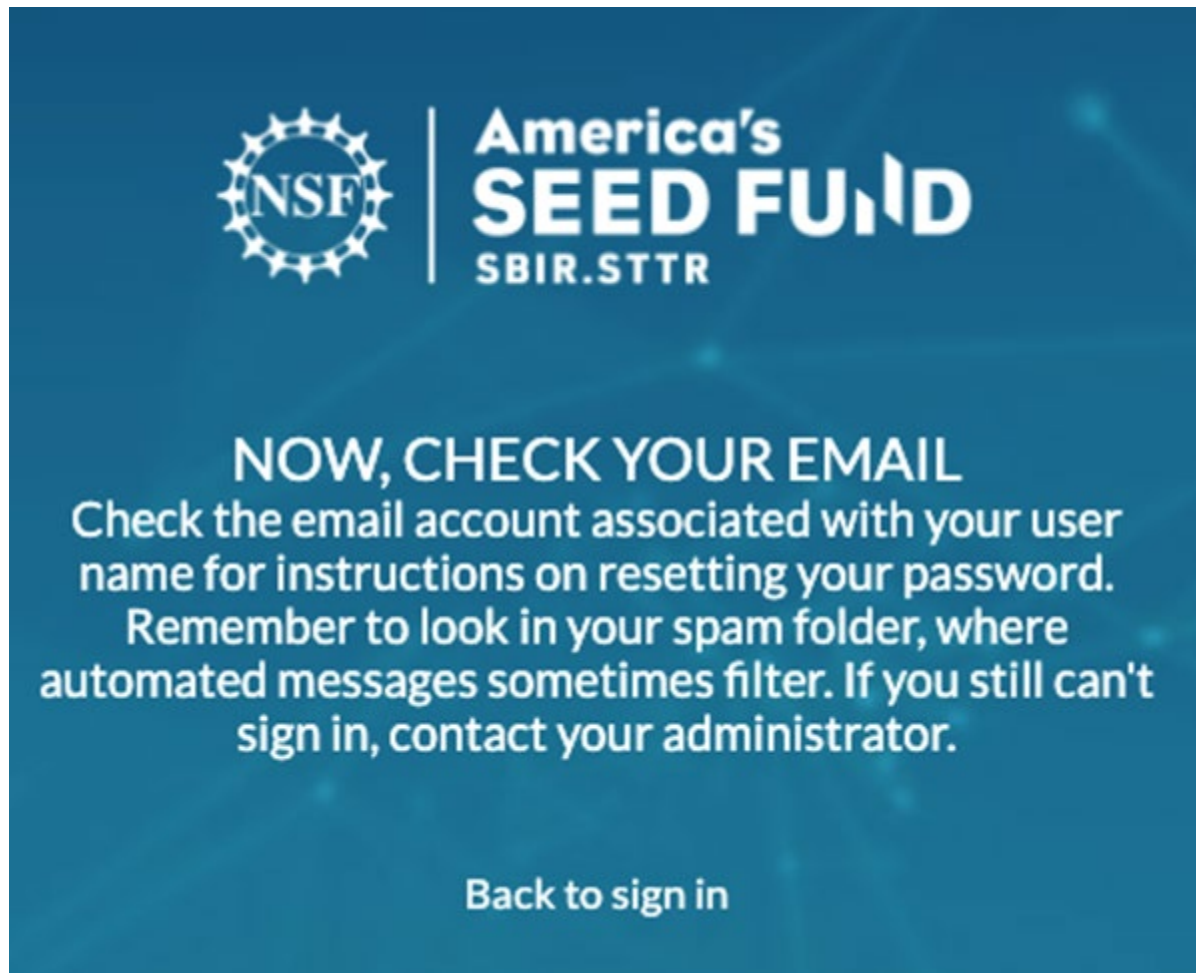


Figure 13 Password reset email confirmation page

1.2.4 Password reset link in the email alert

- Use the password reset link in the inbox to reset the password.

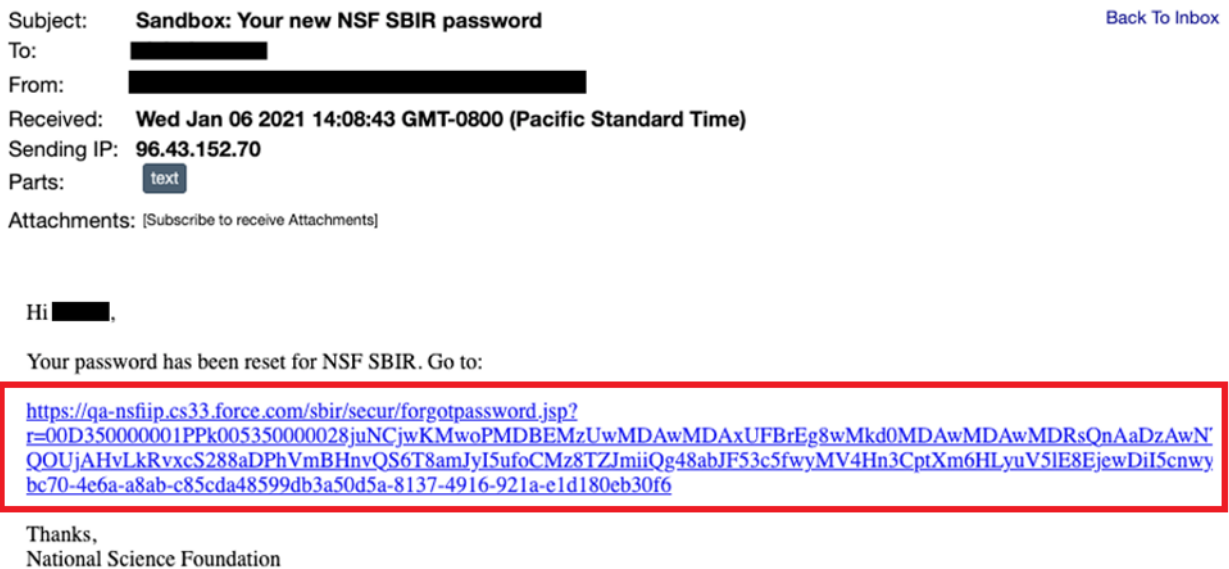
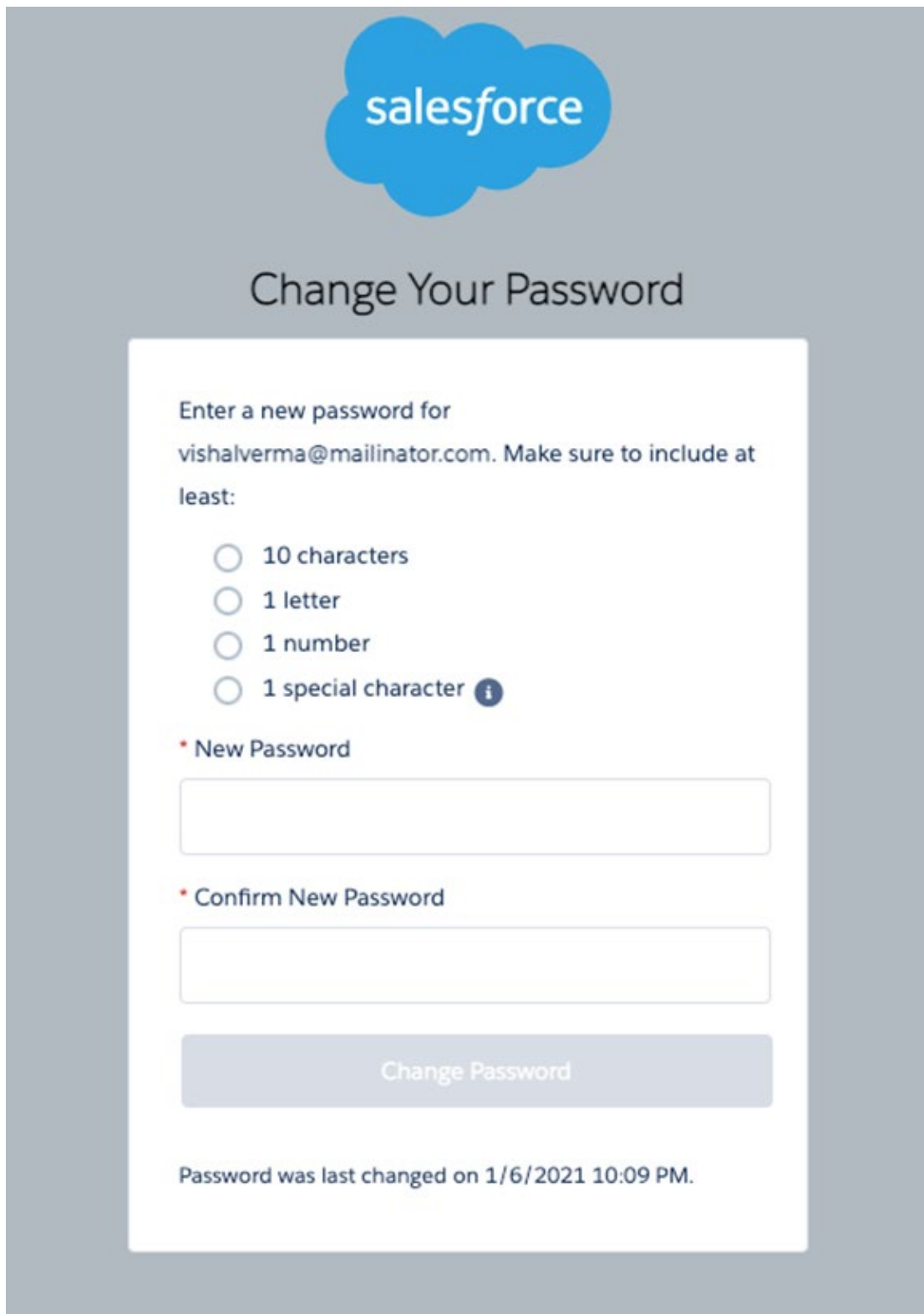


Figure 14 Email for password reset

The new password should contain:

- 10 characters
- 1 letter
- 1 number
- 1 special character

1.2.5 Change Password Page



The image shows the Salesforce 'Change Your Password' page. At the top is the Salesforce logo, a blue cloud with the word 'salesforce' in white. Below the logo is the title 'Change Your Password' in a large, dark font. The main content area is a white box with a light gray border. Inside this box, the text 'Enter a new password for vishalverma@mailinator.com. Make sure to include at least:' is displayed. Below this text are four radio button options: '10 characters', '1 letter', '1 number', and '1 special character'. The '1 special character' option is selected, and there is a small information icon (an 'i' in a circle) next to it. Below the radio buttons are two text input fields. The first field is labeled '* New Password' and the second field is labeled '* Confirm New Password'. Below these fields is a large, light gray button with the text 'Change Password'. At the bottom of the white box, there is a line of text: 'Password was last changed on 1/6/2021 10:09 PM.'

salesforce

Change Your Password

Enter a new password for vishalverma@mailinator.com. Make sure to include at least:

- ☐ 10 characters
- ☐ 1 letter
- ☐ 1 number
- ☒ 1 special character ⓘ

* New Password

* Confirm New Password


Change Password

Password was last changed on 1/6/2021 10:09 PM.

Figure 15 Password reset page

1.2.6 SBIR/STTR Project Pitch page

- Resetting the password takes users back to the Project Pitch form.

Sign Out

Submit Your Project Pitch

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More details about the NSF's new process and eligibility requirements can be found our program [website](#). We encourage you to review this information before submitting your Project Pitch.

Contact Information of submitting Company Officer and/or prospective project Technical Lead:

***1. Email:**

***Please re-type email:**

***2. First Name:**

Figure 16 Project Pitch form for SBIR/STTR

Required Registrations

Register your company (FREE and required)

If your company hasn't worked with the government before, you'll need to register with these. Every step in the process, including all of these registrations, is free.

You **must** have completed your SAM registration **before** you can begin entering your proposal in Research.gov. We recommend completing the steps in this order and starting as soon as possible!

1. [Register in SAM.gov for a Unique Entity Identifier \(UEI\)](#)
2. [Register in Research.gov](#)
3. [Complete the SBIR Company Registry](#)

Unique Entity ID (SAM.gov)

You MUST register to do business with the U.S. government through [System for Award Management \(SAM\)](#). An active SAM.gov registration is needed to receive a Unique Entity ID (UEI) to create an account in Research.gov and submit a proposal to NSF.

Timing

This registration process is free and takes only 10-15 minutes to initiate but can take up to one month to complete. Sometimes SAM registrations can take longer if the registration information provided in SAM is incomplete or not accurate.

NOTE: Once your new SAM registration is active, it takes up to two business days for NSF to receive and process your SAM information. New organizations cannot register with NSF until the organization's active SAM registration information is processed by NSF.

IRS Taxpayer Identification Number

The SAM registration information must be validated with outside parties before the registration can be activated.

When entering the organization's TIN in SAM, ensure that the organization name matches the taxpayer name associated with your TIN. A mismatch of information can result in significant SAM registration activation delays.

If the registration fails the Internal Revenue Service Taxpayer Identification Number (TIN) validation or Commercial and Government Entity (CAGE) validation with the Department of Defense's Defense Logistics Agency, the SAM registration could take significantly longer to become active.

Bank account information

When you register, you'll have to share bank account information of the account where the NSF funds would be deposited.

Financial assistance v. contract authority

To submit proposals to NSF SBIR/STTR, you only need to request "financial assistance" authority and do NOT need "contract" authority (which can be a much longer process to obtain).

** Important note about UEI numbers: The Unique Entity ID Number does not expire. However, SAM registrations must be updated and renewed each year to remain in the "active registration" status. If you do not update or renew your registration, it will be

in an “inactive” status, but your entity will still have its same UEI. If a registration is not active, an organization will not be able to submit a proposal. Additionally, if the registration is not revalidated annually, NSF will block any award approval actions.

Subrecipients must obtain a UEI

Any subrecipient(s) named in a proposal is also required to obtain a SAM.gov-issued Unique Entity ID (UEI) and register the organization with NSF. Once these two steps are complete, the subrecipient organization may be added to the proposal with the UEI.

Subrecipient(s) named in the proposal, however, do not need to go through the full UEI registration in SAM.gov. Refer to the Proposal & Award Policies & Procedures Guide (PAPPG) Chapter I.G.2.

1. Step 1: Subrecipient must obtain a UEI:

A subrecipient without a UEI must go to [SAM.gov](https://sam.gov) and select the green Get Started button on the “Register Your Entity or Get a Unique Entity ID” section in the upper right side of the page.

Please note, the information required for obtaining a UEI is minimal (organization’s legal business name and address) and will be processed relatively quickly.

2. Step 2: Subrecipient(s) must register their organization with NSF:

Once the subrecipient obtains the UEI through [SAM.gov](https://sam.gov), the subrecipient must contact the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) to register the organization with NSF.

When the subrecipient(s) contacts the NSF Help Desk, inform the technician that this is an SBIR or STTR proposal requiring subrecipient organization registration. *(Please do not attempt to register the subrecipient organization with NSF in Research.gov because the system will generate an error and will not permit the subrecipient registration.)*

To expediate the process, subrecipients should provide the following information for each unique subrecipient organization on the proposal:

- **Subrecipient UEI:** Required
- **Subrecipient Organization Name:** Required
- **Subrecipient Complete Address (Including City, State, and Zip):** Required
- **Subrecipient Phone Number:** Optional
- **Subrecipient POC:** Optional
- **Email of Subrecipient Organization:** Optional

Research.gov

Register a New Organization

Organizations must be registered with NSF to submit proposals using NSF's systems. Before a new organization can register with NSF, it must first be registered in the System for Award Management (SAM - <https://www.sam.gov>) Note that completion of the SAM registration process can take up to one month.

Follow the step-by-step process below to register a new organization in Research.gov.

How do I register a new organization with NSF?

- Open [Research.gov](https://www.research.gov)
- Click "Sign In" located at the top right of the screen.
- Enter your NSF ID and password and click "Sign In."
- Click "My Profile" located at the top right of the screen.
- Click "Add a New Role" from the left navigation bar.
- Click "Add Organizational Role" located in the "Add and Manage Organizations" box.
 - Note: If an organization is new to NSF, you must start the process by setting yourself up as the Administrator for the new organization. You must have an NSF account to start this process. The system will automatically detect that the organization is new and will walk you through setting up the organization and Administrator role.

Add a New Role

For NSF ID users only

Welcome to the Add a New Role page. Here you can:

- Request one or more user roles
- Register a new organization by clicking on the "Add Organizational Role" button
- Get more information about a role category by clicking on the role details link below each button

For help and more information go to the [About Account Management](#) page.

Select one to work on proposal and award activities.

Prepare Proposals and Manage Awards

Principal Investigator (PI), co-Principal Investigator (co-PI), Proposed Postdoctoral Fellow, Other Authorized User (OAU)

Add Investigator or Authorized User Role

PI/co-PI, Postdoctoral Fellow and OAU role details

Add and Manage Organizations

Administrator (Admin), Authorized Organizational Representative (AOR), Sponsored Projects Officer (SPO), View Only User

Add Organizational Role

Organizational role details

Manage Financials in Award Cash Management Service (ACMS)

Awardee Preparer, Awardee Certifier, Awardee Financial Representative

Add Financial Role

Financial role details

Register as a Graduate Research Fellowship Program (GRFP) Official

Coordinating Official (CO), Alternate Coordinating Official (Alt. CO), Financial Official (FO)

Add GRFP Official Role

GRFP role details

- If your organization is not already registered with NSF, a message will display to confirm that the organization is not found in NSF systems and you will be able to register the organization and become the first Administrator.
- If your organization is not already registered with NSF, a message will display to confirm that the organization is not found in NSF systems and you will be able to register the organization and become the first Administrator

Add a New Role to Prepare Proposals and Manage Awards

1. Find Organization 2. Add Information 3. Choose Role(s) 4. Review

Organization has no Administrator. To become the administrator, select the Next button on the bottom of the page.

Organization Not Registered: This organization is not registered with NSF. You will be required to register as an Administrator on Step 3. If you believe your organization is already registered, please contact your Sponsored Projects Office or equivalent.

Find Organization

Enter Unique Entity Identifier (UEI) [What is a UEI?](#) [How can I find my UEI?](#)

GGF7K584J5L5

Helpful Tip: If a new organization is registered with NSF without an Administrator, the first user to request a role will become the organization’s first Administrator.

- Enter your contact information for the Administrator role, add your organization’s information, and then click “Next.” (Figure 3)
- Notice the “Administrator” role is pre-selected. Click “Next.” (Figure 4)
- Review your organization’s information for accuracy and click “Submit.” (Figure 5)
- The request to register your organization with NSF will be forwarded via email to your organization’s SAM points of contact for their information only. The SAM points of contact will **not** need to approve the request. (Figure 6)

Add a New Role to Add and Manage Organizations

1. Find Organization 2. Add Information 3. Choose Role(s) 4. Review

Add Information

The contact information will be used for all communications when performing in approved roles for this organization

* Required

Your Contact Details

* Work Phone Number

* Work Email

Organization Details

* Organization Short Name

* Organization Type

* Time Zone

* Organization Phone Number

Organization Fax Number

* Organization Email

Add a New Role to Add and Manage Organizations

1. Find Organization ✓
2. Add Information ✓
3. Choose Role(s)
4. Review

You will be registered for the following role:

- ☒ Administrator (Manage Roles)

Cancel
Previous
Next

Add a New Role to Add and Manage Organizations

1. Find Organization ✓
2. Add Information ✓
3. Choose Role(s) ✓
4. Review

Review

Organization Name: National Science Foundation

SAM Legal Business Name: NATIONAL SCIENCE FOUNDATION

Role(s): Administrator

Work Email: test@associates.nsf.gov

Work Phone Number: (123) 456-7890

Cancel
Previous
Submit

Add a New Role to Add and Manage Organizations

⚠ Only persons with the Authorized Organizational Representative (AOR) role can submit proposals to NSF on behalf of their organization. This role must be assigned to one or more persons in your organization before you can finalize a proposal submission. The AOR role is never assigned to any person by default. You can request the AOR role via the [Add a New Role](#) page.

✅ Success – You have been assigned the Administrator Role. You can review your role on the [View My Roles](#) page.

Organization Contact(s)	Organization Contact Type
DOE, JANE	SAM POC

[Continue to My Profile >](#)

[Add Additional Roles >](#)

Helpful Tip: Once an organization is registered with NSF, any updates to organizational information must be made by an organizational Administrator in SAM.gov.

Add a New Role to Add and Manage Organizations

1. Find Organization ✓ 2. Add Information ✓ 3. Choose Role(s) 4. Review 5. Confirmation

Choose Role(s)

Select all roles that apply. What are these roles?

- ☒ Administrator (Manage Roles)
- ☒ Authorized Organizational Representative - AOR (Submit Proposals)
- ☒ Sponsored Projects Officer - SPO (View/Edit Proposals)
- ☒ View Only (View Reports)

It is recommended that the Principal Investigator (PI) also registers as an “Authorized Organizational Representative – AOR” for the organization. The PI creates and uploads all proposal components to Research.gov and the AOR formally submits the proposal to NSF. Only PIs with AOR privileges can submit the proposal. Failing to register as an AOR is not a valid excuse for missing the solicitation deadline.

SBA Company Registry

Register your company (FREE and required)

You need to register with the [SBIR Company Registry](#) (operated by the Small Business Administration).

Company registration is meant for small businesses to register and gain access to the SBIR.gov system. Completed registrations will receive a unique SBC Control ID to be used for submissions at any of the other federal agencies with SBIR or STTR programs.

Proposal submission

SBIR/STTR proposals must be submitted via Research.gov Proposal Submission System.

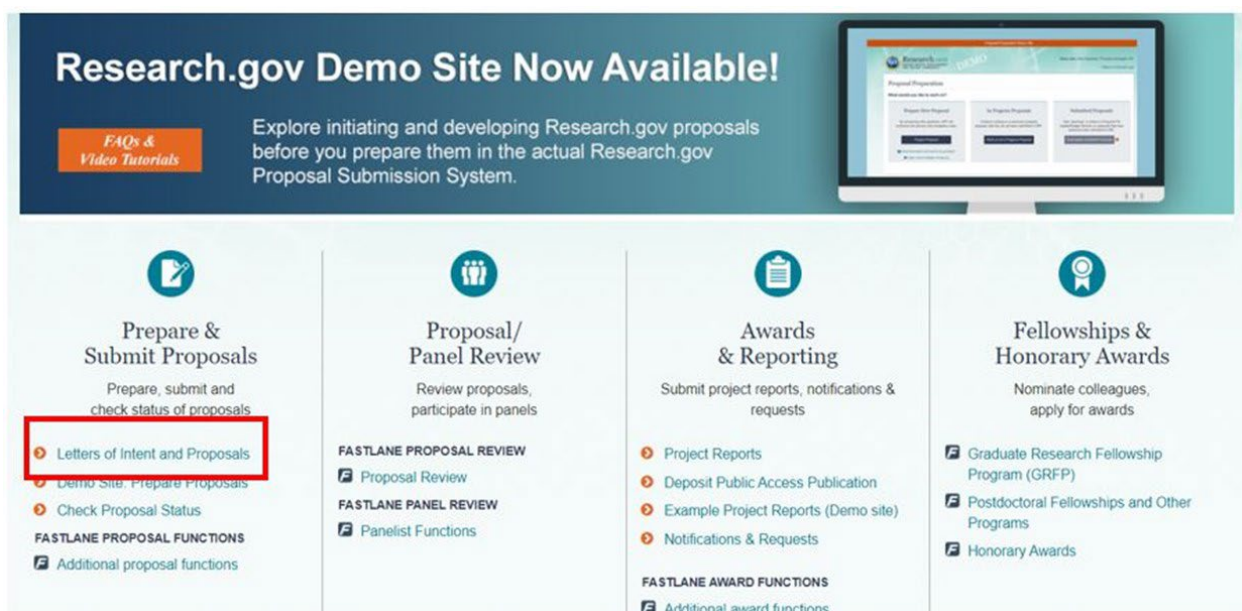
This system provides the ability to create, submit, track, and update proposals. Follow the steps below for accessing Research.gov and submitting your proposal using Proposal Wizard Set-up.

Access Research.gov

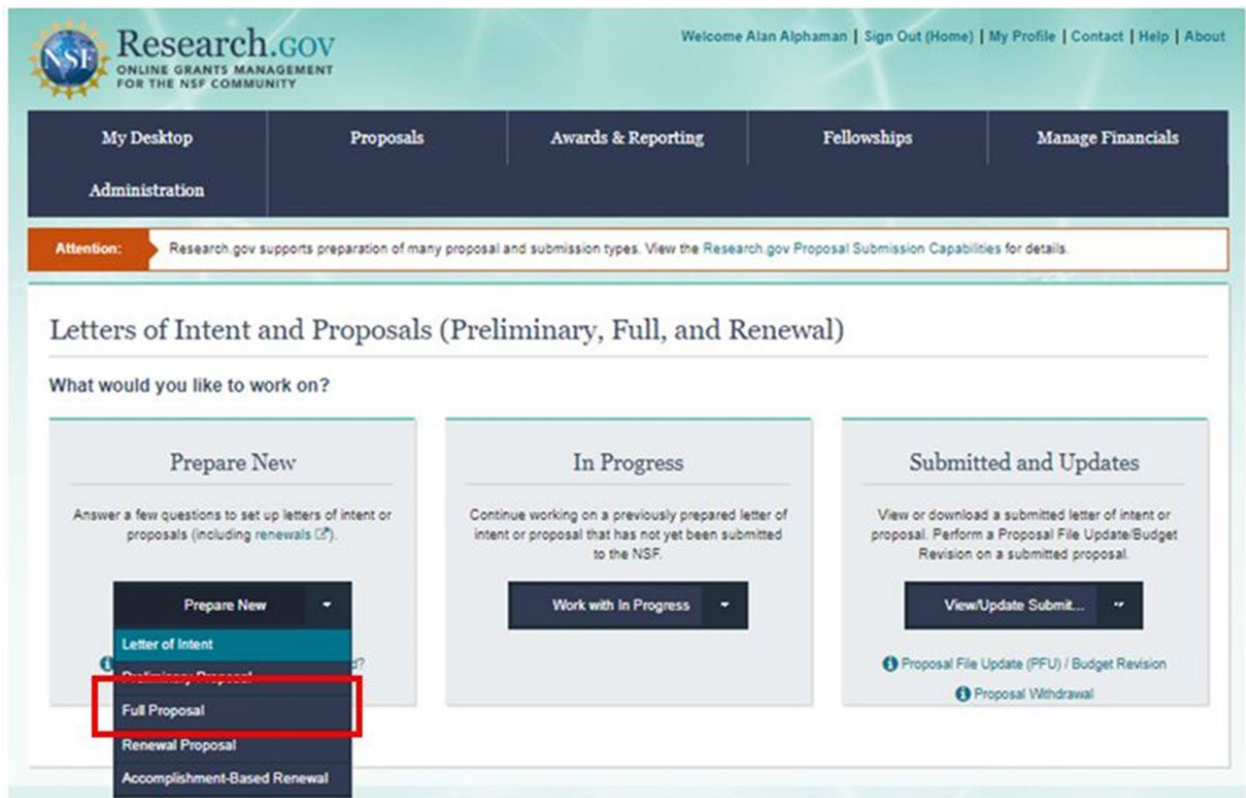
- Open Research.gov.
- Click “Sign In” located at the top right of the screen and enter credentials.



- From the My Desktop page, select the “Letters of Intent and Proposals” link under the Prepare & Submit Proposals category
- Click the “Continue to Proposal System” button after reviewing the Welcome to NSF’s Research.gov Proposal Submission System pop-up message.



- On the next screen, select “Full Proposal” from the drop-down menu in the Prepare New tile on the preparation landing page.



- Once “Full Proposal” is selected, the custom proposal setup wizard will initiate a new proposal.

Pick the solicitation

- Select one of the following SBIR/STTR funding opportunities.
 - NSF 23-515: Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) Phase I
 - NSF 23-516: Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) Phase II

1. Funding Opportunity

2. Where to Apply

3. Proposal Type

4. Proposal Details

Select Funding Opportunity [Find Funding Opportunity Number](#)

Please note the following:

- If your funding opportunity is not displayed, [check whether you have the appropriate roles](#), and if needed, [add a new role](#). Otherwise, check [Fastlane](#).
- If this full proposal will be related to a preliminary proposal, the preliminary and full proposals must use the same funding opportunity.

Show 10 [Filter by number or keyword](#)

Showing 41-50 of 243 [«](#) [<](#) [Prev](#) [3](#) [4](#) **5** [6](#) [7](#) [Next](#) [>](#) [»](#)

Select	Funding Opportunity Number	Funding Opportunity Title
<input type="radio"/>	NSF 22-570	Solar, Heliospheric, and Interplanetary Environment
<input type="radio"/>	NSF 22-569	Algorithms for Modern Power Systems
<input type="radio"/>	NSF 22-567	Research Visioning for Computer and Information Science and Engineering (CISE): Future Research Directions for the CISE Community
<input type="radio"/>	NSF 22-565	Civic Innovation Challenge
<input type="radio"/>	NSF 22-563	Geophysics
<input type="radio"/>	NSF 22-560	Petrology and Geochemistry
<input type="radio"/>	NSF 22-555	Pathways into the Earth, Ocean, Polar and Atmospheric & Geospace Sciences
<input type="radio"/>	NSF 22-552	NSF Small Business Innovation Research Phase II (SBIR)/ Small Business Technology Transfer (STTR) Programs Phase II
<input type="radio"/>	NSF 22-551	NSF Small Business Innovation Research (SBIR)/ Small Business Technology Transfer (STTR) Programs Phase I
<input type="radio"/>	NSF 22-549	Accelerating Innovations in Biomanufacturing Approaches through Collaboration Between NSF and the DOE BETO funded Agile BioFoundry

- Select the appropriate SBIR or STTR program and Phase.

My Desktop > Letters of Intent and Proposals > Prepare New Full Proposal

Prepare New Full Proposal

1. Funding Opportunity ✓ 2. Where to Apply 3. Proposal Type 4. Proposal Details

Select Where to Apply
Select the NSF program where you would like to send your proposal.

Funding Opportunity
NSF 22-551 - NSF Small Business Innovation Research (SBIR)/ Small Business Technology Transfer (STTR) Programs Phase I

Directorate
Dir for Tech, Innovation, & Partnerships

Division
Translational Impacts (TI)

Program

- Select Program
- Select Program
- SBIR Phase I
- STTR Phase I

Previous Next

- Confirm proposal type. The proposal type is driven by the program that was selected.

My Desktop > Letters of Intent and Proposals > Prepare New Full Proposal

Prepare New Full Proposal

1. Funding Opportunity ✓ 2. Where to Apply ✓ 3. Proposal Type ✓ 4. Proposal Details

Confirm Proposal Type
What type of proposal will be used?

- ☒ Small Business Innovation Research Program (SBIR)
- ☐ Small Business Technology Transfer Program (STTR)

Not available based on previous selections

Previous Next

- Select the appropriate radio button.
 - Is your organization a sole proprietorship? (A sole proprietorship is an unincorporated business owned and run by one individual with no distinction between the business and the owner.)
 - Yes. My organization is a sole proprietorship.
 - No. My organization is not a sole proprietorship. My organization is an LLC, Corporation, etc.

- If the proposal is a Phase II proposal, the “Proposal Title”, an **SBIR or STTR Phase I award number must be entered**. Once the ‘Validate’ button is clicked, the proposal title of the SBIR/STTR Phase I award will be automatically added into the Phase II proposal title. You will have the ability to edit the proposal title.

My Desktop > Letters of Intent and Proposals > Prepare New Full Proposal

Prepare New Full Proposal

1. Funding Opportunity ✓ 2. Where to Apply ✓ 3. Proposal Type ✓ 4. Proposal Details

Proposal Details

Is your organization a sole proprietorship? [Details](#)

☐ Yes. My organization is a sole proprietorship.

☐ No. My organization is not a sole proprietorship. My organization is an LLC, Corporation, etc.

Proposal Title

SBIR Phase I: 14 of 180 characters

[Previous](#) [Prepare Proposal](#)

- Select the Prepare Proposal button to create the proposal based on the selections made in the proposal setup wizard and to continue.

My Desktop > Letters of Intent and Proposals > Prepare New Full Proposal

Prepare New Full Proposal

1. Funding Opportunity ✓ 2. Where to Apply ✓ 3. Proposal Type ✓ 4. Proposal Details

Proposal Details

Is your organization a sole proprietorship? [Details](#)

☐ Yes. My organization is a sole proprietorship.

☐ No. My organization is not a sole proprietorship. My organization is an LLC, Corporation, etc.

SBIR/STTR Phase I Award Number [Details](#)

0109591 [Validate](#)

0109591 - SBIR Phase I: Low Cost, Cavity Ringdown Spectrometer for Gas Analysis

Proposal Title

The title used for Phase I was automatically added to the Phase II title, but can be updated as needed

SBIR Phase II: Low Cost, Cavity Ringdown Spectrometer for Gas Analysis 71 of 180 characters

[Previous](#) [Prepare Proposal](#)

- Once a proposal is prepared, the proposal main page opens for the PI to upload proposal documents and to perform proposal actions such as adding co-PIs and OAU and sharing access with SPOs and AORs.

Find Research.gov help guides

Frequently asked questions

Have lingering questions? Visit Research.gov FAQ, which cover the pre-application process to post-award reporting (and everything in between).

Research.gov How-To Guides and Tutorials

- Access the [How-to guides](#) for:
 - Initiating a New Proposal
 - Sharing Proposal and Proposal File Update/Budget Revision Access with SPO/AOR
 - Entering Proposal Budgets
 - Adding or Removing Subaward Organizations
 - Adding or Removing Collaborators and Other Affiliations
 - Deleting an In Progress Letter of Intent, Proposal, or Proposal File Update/Budget Revision
 - Submitting Letters of Intent and Proposals
 - Submitting Proposal File Updates/Budget Revisions
 - View [Video tutorials](#) page (with helps such as a 17-minute [Research.gov Proposal Demo](#) video)
 - Other resource available: [Research.gov Help System](#)

Contact the Research.gov Help Desk (1-800-381-1532 or rgov@nsf.gov) for IT system or accessibility-related questions (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays). SBIR and STTR program-related questions should be directed to sbir@nsf.gov.

Definitions

Award support/performance period

For Phase I awards, the award support/performance period is at the discretion of the submitting organization and can range from 6 to 12 months. For Phase II awards, the award support/performance period begins on the award's effective date and usually ends 24 months later.

Commercialization

The process of developing markets and producing and delivering products or services for sale (whether by the originating party or by others). We use the term to include government and non-government markets.

Consultant

A person who contributes to a company's research (as described in their proposal) and who isn't an employee of that company. Consultants can be paid or unpaid. More information on how to distinguish between consultants and employees can be found here: <https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee>.

Cooperative research and development

In the context of the STTR program, cooperative research and development is that conducted jointly by a small business and a research institution. As measured by the budget, the small business must perform at least 40 percent of the research, and the research institution must perform at least 30 percent.

Development

Systematically applying knowledge to produce useful materials, devices, and systems or methods. Development may include designing, developing, and improving prototypes and processes to meet specific requirements.

Effective date

An award's **effective date**, which appears in the body of the award letter, is the date on or after which proposed work is expected to begin. The effective date is different from the **award date**, which indicates when the award was made administratively and which appears in the upper right-hand corner of the award letter. At NSF, the effective date and the award date usually occur within 1-2 weeks of each other.

Equivalent proposal

An equivalent proposal is one that contains a description of work that completely overlaps (matches) the work described in another proposal.

Expiration date

For Phase I awards, the expiration date is the last day of the performance period. For Phase II awards, the expiration date is the last day of the award support period, which is usually 24 months long.

Funding Agreement

As used in this solicitation, the funding agreement is a Grant – a legal instrument of financial assistance between NSF and an awardee, consistent with 31 USC 6302-6305 and as noted in the NSF Proposal & Award Policies Guide (PAPPG) Introduction, Section D (“Definitions & NSF-Grantee Relationships”).

Joint venture

A joint venture is an association of people or business concerns who, either by express or implied contract, are working together to execute a single business venture for joint profit. These people or concerns may combine their efforts, skills, property, money, or knowledge, but only on a temporary basis.

A joint venture has the capability to control its own management, has its own Employer Identification Number as assigned by the Internal Revenue Service (IRS), and is eligible under the SBIR Program, provided that it qualifies as a small business concern as defined in this glossary.

Non-Dilutive Funding

Financing that does not involve equity, debt, or other elements of the business ownership structure.

Overlapping proposals

An overlapping proposal is one that contains a description of work that overlaps (matches) the work described in another proposal.

Permanent equipment

Equipment is defined as a piece of non-expendable, tangible personal property that has a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Individual companies may choose capitalization thresholds of less than \$5,000.

Place of performance

Place of performance is a term that describes where awardees conduct the work outlined in their proposals. Phase I and Phase II awardees must perform all of their research in the United States, which includes:

- The 50 states
- The territories and possessions of the U.S. federal government
- The Commonwealth of Puerto Rico
- The District of Columbia
- The Republic of the Marshall Islands
- The Federated States of Micronesia
- The Republic of Palau

Principal investigator

The Code of Federal Regulations, Title 42, Part 52, defines a Principal Investigator as “the single individual designated by the grantee in a grant application who is responsible for the scientific and technical direction of the project.” Many awardees like to think of Principal Investigator (PI) as a project’s technical lead. Companies that wish to change their PIs must get approval from the NSF.

Proposer

A proposer is the organization (company or small business) seeking SBIR/STTR funding.

Research and Development (R&D):

Broadly defined in 2 CFR § 200.1, but specified for the NSF SBIR/STTR program as follows:

- The application of creative, original and potentially transformative concepts to systematically study, create, adapt, or manipulate the structure and behavior of the natural or man-made worlds.
- The use of the scientific method to propose well-reasoned, well-organized activities based on sound theory, computation, measurement, observation, experiment, or modeling.
- The demonstration of a well-qualified individual, team, or organization ready to deploy novel methods of creating, acquiring, processing, manipulating, storing, or disseminating data or metadata.

- The novel integration of new theories, analysis, data, or methods regarding cognition, heuristics, and related phenomena, which can be supported by scientific rationale.

Research institution

Within the context of the SBIR/STTR program, research institutions include:

- Nonprofit universities
- Nonprofit research institutions as defined in section 4(5) of the Stevenson-Wydler Technology Innovation Act of 1980
- Contractor-operated, federally funded research and development centers (FFRDCs), as identified by the National Science Foundation in accordance with the government-wide Federal Acquisition Regulation issued in accordance with section 35(c) (1) of the Office of Federal Procurement Policy Act (or any successor legislation thereto)
- Federal laboratories

Research institution investigator

The single person, designated by the research institution, who is responsible for the scientific and technical direction of the partner research institution involved in a Small Business Technology Transfer (STTR) project.

SBIR/STTR Data

As defined by the [SBA SBIR/STTR Policy Directive](#), SBIR/STTR Data is all Data developed or generated in the performance of an SBIR or STTR award, including Technical Data and Computer Software developed or generated in the performance of an SBIR or STTR award. The term does not include information incidental to contract or grant administration, such as financial, administrative, cost or pricing or management information.

SBIR/STTR Data Rights

The Federal Government may, use, modify, reproduce, perform, display, release, or disclose SBIR/STTR Data that are Technical Data within the Government; however, the Government shall not use, release, or disclose the data for procurement, manufacturing, or commercial purposes; or release or disclose the SBIR/STTR Data outside the Government except as permitted by paragraph 10(B) of the SBIR/STTR Policy Directive's Data Rights Clause or by written permission of the Awardee.

Small business concern (SBC)

A business concern that, at the time of the Phase I or Phase II award, meets the following criteria:

- Is organized for profit.
- Is located in the United States or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials, or labor.
- Is in the legal form of an individual proprietorship, partnership, limited liability company, corporation, joint venture, association, trust or cooperative. If the business is a joint venture, it can have no more than 49 percent participation by foreign business entities.
- Is at least 51 percent owned and controlled by one or more people who are U.S. citizens or permanent resident aliens.
- Have no more than 500 employees (including affiliates).

Socially and economically disadvantaged individual

A member of any of the following groups: Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, other groups designated from time to time by the Small Business Administration (SBA) to be socially disadvantaged, and any other individual found to be socially and economically disadvantaged by SBA pursuant to Section 8(a) of the Small Business Act, 15 U.S.C. ; 637(a). For more information on this definition, [contact the SBA](#).

Socially and economically disadvantaged small business

A socially and economically disadvantaged small business concern is one that is at least 51 percent owned and managed by one or more socially and economically disadvantaged people (who also control and the day-to-day operations). In this context, *control* means making policy decisions. *Operate* means being actively involved in day-to-day management.

Subaward (contract or subcontract)

Any agreement that a small business concern makes with another organization to procure supplies or services needed to complete work outlined in the funding agreement.

Technical data

Data developed by the awardee as they're completing the work outlined in their proposal and funded by their award. Technical data could include information relating to an invention, a manufacturing process, or software developed under the award.

Technical Innovation

Technical innovation indicates that the new product or service is differentiated from current products or services; that is, the new technology holds the potential to result in a product or service with a substantial and durable advantage over competing solutions on the market. It also generally provides a barrier to entry for competitors. This means that if the new product, service, or solution is successfully realized and brought to the market, it would be difficult for a well-qualified, competing firm to reverse-engineer or otherwise neutralize the competitive advantage generated by leveraging fundamental science or engineering research techniques.

Technical Risk

Technical risk assumes that the possibility of technical failure exists for an envisioned product, service, or solution to be successfully developed. This risk is present even to those suitably skilled in the art of the component, subsystem, method, technique, tool, or algorithm in question.

Women-owned small business

A small business concern that is at least 51 percent owned by a woman or women. In the case of any publicly owned business, it must have at least 51 percent of its stock owned by women, who also control and operate it. In this context, *control* means exercising the power to make policy decisions. *Operate* means being actively involved in the day-to-day management of the organization.