



SPARTN PHASE 2 SBIR TEMPLATE

INTRODUCTION

Proposals to SPARTN SBIR have five parts, with an optional 10-slide deck.

Volume 1, the proposal cover sheet, is where you put your company's basic information, answer questions that demonstrate your [eligibility to apply to SBIR](#), and give an overview of your proposal. Your technical abstract and a section on the anticipated benefits/potential commercial applications of your proposal. **The cover sheet should NOT include any proprietary information**, as it could be released to the public. The [Defense SBIR/STTR Innovation Portal \(DSIP\)](#), where you apply, will help you format this section.

Volume 2, the Technical Volume, is a 15-page white paper. It contains 11 parts, and is the main portion of the proposal that reviewers evaluate. The goal of this white paper is to describe your technological vision and a potential path for development. This document is an optional template for this portion of a SBIR proposal -- and is meant only as a guide. Also, this template is specifically designed for SPARTN SBIR and is not intended for other components, phases, or topics.

Volume 3, the Cost Volume, is where you outline your cost breakdown. Like Volume 1, the DSIP site will help you format this section.

Volume 4 is a company commercialization report, which captures the results of past Phase II SBIR projects. As with Volume 1 and 3, the DSIP portal will help you format this. Even if you've never participated in the SBIR program before you'll have to answer a couple of questions.

Volume 5 is the supporting documents section. Companies applying to SPARTN SBIR have the option of adding a 10-slide deck in this section if desired. There is no specified format.

Volume 6 contains the training to combat fraud, waste and abuse for all Phase I and Phase II proposals. You'll be able to access this training through the DSIP site and it is required to submit a proposal.

Be sure to check the BAA (the solicitation outlining the opportunity) for your topic to make sure your proposal meets all of the requirements.

FORMATTING INSTRUCTIONS

The total length of the white paper should not exceed 15 pages. Please number all pages of your proposal sequentially, and use a font no smaller than 10-point on a standard 8 ½" x 11" piece of paper with 1" margins.

The header of each page of the white paper should contain your company name, topic number, and the proposal number assigned by the Defense SBIR/STTR Innovation portal site. This proposal number is created when you create Volume 1, the cover sheet. The header may be included in the 1" margin.

If you want to include data in your proposal that you don't want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, put the following statement verbatim on the first page of your whitepaper:

"This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed-in whole or in part-for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of-or in connection with-the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in pages [insert page numbers (e.g. 1-15)]."

Also be sure to mark each sheet of data you wish to restrict with, the "Use or disclosure of data contained on this page is subject to the restriction on the first page of this volume."

Save your proposal as a PDF file, including graphics. Perform a virus check before uploading it to the DSIP site, or it may be rejected. Do not lock or encrypt the file.

TECHNICAL VOLUME SECTIONS

Now that we've covered the general overview and formatting, it's time to talk about the white paper itself. You should include each of these sections in your 15-page white paper. How much emphasis you put on a given section is up to you.

IDENTIFICATION AND SIGNIFICANCE OF THE PROBLEM OR OPPORTUNITY

TECHNICAL OBJECTIVES

STATEMENT OF WORK

RELATED WORK

RELATIONSHIP WITH FUTURE RESEARCH AND DEVELOPMENT

COMMERCIALIZATION STRATEGY

KEY PERSONNEL

FOREIGN CITIZENS

FACILITIES AND EQUIPMENT

SUBCONTRACTORS/CONSULTANTS

PRIOR CURRENT OR PENDING SUPPORT OF SIMILAR PROPOSALS OR AWARDS

IDENTIFICATION AND SIGNIFICANCE OF THE PROBLEM OR OPPORTUNITY

This is the section where you tell us what problem your technology can help us solve. Some questions to help guide your proposal are:

- What is the problem you are trying to solve?
- Why is this problem important?
- What is your high-level concept for how you'll solve this problem?

TECHNICAL OBJECTIVES

This is the section where you tell us what you want to accomplish during the period or performance (e.g contract duration) for this award. Some questions to help guide your proposal are:

- What are you trying to accomplish?
- How are you going to solve the problem you identified?
- What makes your approach superior and unique?
- What questions are your research and development efforts going to answer?
- How will you determine the feasibility of your proposed approach?
- What potential challenges do you anticipate, if any, and how do you plan to mitigate them?
- What data do you have that demonstrates the feasibility of your technical approach (and are ready for a Phase II award)?

STATEMENT OF WORK

This is the section where you provide an explicit description of your proposed work, and should represent a substantial portion of your whitepaper. As a reminder, this Phase I effort should attempt to determine the technical feasibility of your proposed solution. Some questions to help guide this section:

- What tasks are you going to perform? What are the methods planned to accomplish each task? Please discuss these methods in detail.
- How and where will the work be conducted?
- What is the schedule of major events?
- What are the contributions of any subcontractors?
- What are the final products to be delivered?

While you can format this section however you like, tables can be helpful, especially for the schedule of major events.

RELATED WORK

This is the section where you tell us what prior work your company and the key personnel on this proposal have completed that's related or similar to this project. Be sure to tell us how these projects support work on this current proposal and discuss any planned coordination between them, if applicable.

Things we'd like to know about related work include:

- A short description
- Who was the work performed for?
- Any planned coordination between this work and the current proposal (if applicable)
- Date (or estimated date) of completion

RELATIONSHIP WITH FUTURE RESEARCH AND DEVELOPMENT

This is the section where you tell us how this work will influence your future plans. Some questions to help guide your proposal are:

- What are the anticipated results of this proposal if the project is a success?
- How will this form the foundation for future Phase II research and development efforts?
- If your future proposed work will involve clearances, certifications, or approvals, how are you preparing to obtain those authorizations?

COMMERCIALIZATION STRATEGY

This is the section where you tell us how you are going to commercialize this technology within the DOD, the rest of the federal government, and in the commercial sector. Some questions to help guide your proposal are:

- What market need does this technology address, and in which industry or industries? (complete system or a sub-component)
- Which market is your technology applicable to? What is the size and CAGR of the addressable market?
- What is the timeline and estimated revenue from this proposed work?

KEY PERSONNEL

This is the section where you tell us the important people who will be working on this project. Please include the following information for the principal investigator, and any other key personnel you'd like to highlight:

- Educational background
- Relevant experience
- Concise technical resume + relevant publications

You have the option to include additional resumes, however, remember that they will count against the total page limit.

FOREIGN CITIZENS

This is the section where you'll identify any foreign citizen, or individuals holding dual citizenship that are expected to be involved in the project. For each individual, please include the following information:

- Country of origin
- Type of visa or work permit
- Explanation of their anticipated level of involvement on the project.

You may be asked to provide additional information during contract negotiations, and failure to report this information your result in your proposal could be rejected.

If you have no foreign citizens working on this project please note that in this section.

FACILITIES AND EQUIPMENT

This is the section where you describe the property, plant and equipment to carry out this proposal. Some questions to guide your proposal are:

- What facilities and equipment do you have to carry out this proposed effort?
- If you need to purchase equipment justify it here, and include detailed pricing information in the cost volume?
- Do the facilities where the work will be performed meet environmental laws and regulations of the federal, state and local governments?

SUBCONTRACTORS/CONSULTANTS

This is the section where you let us know if you are involving a university, subcontractors or consultants in the project. If such involvement is intended, it should be identified and described in the Cost Volume. As a reminder a minimum of $\frac{2}{3}$ of the research in Phase I must be performed by the proposing firm, unless otherwise approved. More information on subcontractors is available [here](#). You may include subcontracts with Federal Laboratories and Federal Funded Research and Development Centers (FFRDCs) without waiver. Some questions to guide your proposal are:

- What other people (exe university, subcontractors or consultants) are you involving in the project?
- What portion of the work are they expected to perform?
- What are their qualifications?
- Why did you decide to include them in the proposal?

If you are not using subcontractors/consultants on this project please note that in this section.

PRIOR, CURRENT, OR PENDING SUPPORT OF SIMILAR PROPOSALS AND AWARDS

This is the section where you let us know if this proposal is substantially the same as another proposal, or proposals, you have submitted, or awards you have received. If you have a substantially similar proposal, note this on the Cover Sheet and then also provide the following information in this section:

- Name and address of the Federal Agency, or other DOD service, to whom you submitted (or are planning to submit) the proposal or from who you received or are anticipating funding
- Date of proposal submission/award
- Title of proposal
- Name/time of principal investigator
- Title, number, and date of solicitation that the proposal was responding to
- If award has been received, provide the contract number
- If the proposal was submitted in response to an SBIR, please provide its topic number

If this does not apply, state in the proposal *"No prior, current, or pending support for proposed work"*)