



**Department of Homeland Security (DHS)
Science & Technology (S&T)
Office of the Chief Information Officer (OCIO)
Applications Branch (Apps Branch)**

**Small Business Innovation Research (SBIR)-
Broad Agency Announcement (BAA)**

**Public Portal:
Registration and Submissions
Training Guide**

September 2019

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1.0 Overview

The Department of Homeland Security (DHS) Science and Technology (S&T) Directorate is the primary research and development component of DHS. It has several research opportunities throughout the year on a broad range of topics. These opportunities are managed by the Broad Agency Announcement (BAA) program. In addition, DHS S&T provides research opportunities with the Small Business Innovation Research (SBIR) program.

The Public Portals for BAA and SBIR are secure, web-based, end-to-end proposal management systems to support the S&T BAA and SBIR proposal and award processes—from proposal submission and evaluation to contract award and administration.

This manual provides vendors with step-by-step instructions for registering their companies and submitting proposals for BAA- and/or SBIR-related opportunities.

2.0 Registration

Before submitting a white paper or proposal for the first time, you must first register your company/organization in the system.

After the company/organization is registered, new users must register by associating their information with the company/organization's existing record.

When registration is complete, users can submit and manage white papers and proposals.

2.1 Access the Log In/Registration Page

1. To register in the SBIR system, go to the SBIR Public Portal at <https://sbir2.st.dhs.gov/>
2. To register in the BAA system, go to the BAA Public Portal at <https://baa2.st.dhs.gov/>
3. To login, click on the *Portal Login* link, located at top-right corner of the page.

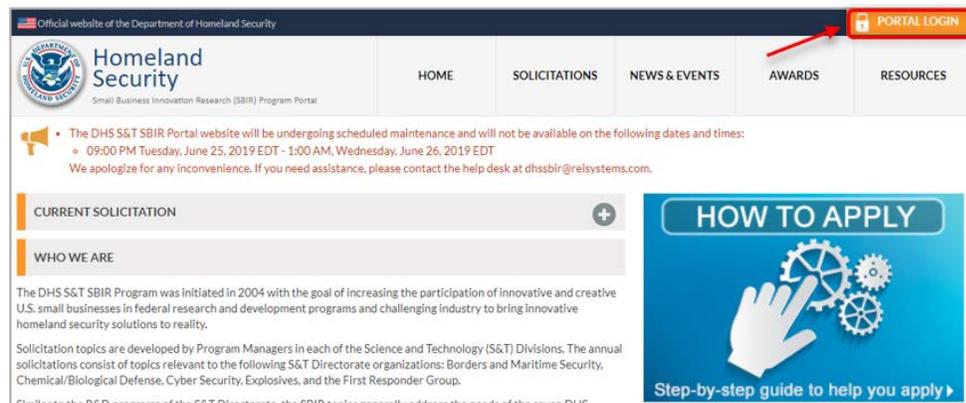


Figure 1: Example of the SBIR – Portal Login

4. The Proposal Submissions Portal page displays.
5. To begin the registration process, click either the *Register Now* button at the top of the page or the *Not Registered?* link at the bottom of the page (shown below).

PORTAL LOGIN

[Haven't Registered?](#) [Register Now](#)

DHS ST Security Agreement

You are about to access a DHS computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

You must agree to the security agreement to continue to the login page

I agree to the terms

Login

Username:

Password:

Forgot Your Password? [Not Registered?](#)

Figure 2: Example of the Proposal Submission Portal

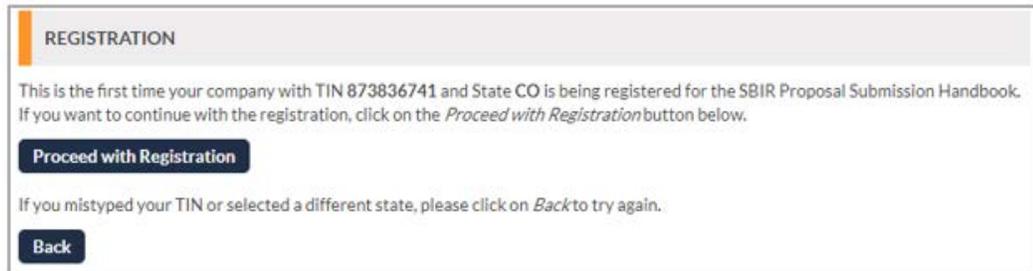
2.2 Register Company with Existing Taxpayer Identification Number (TIN)

1. If your company has a TIN and has not yet been registered in this system complete all steps in the “[Access the Log In/Registration Page](#)” chapter of this manual.
2. The Registration page for entering the Taxpayer Identification Number (TIN) displays (shown below).

Important Note: The system will search for registered companies based on the TIN and state you enter on this page.

Figure 3: Example of the TIN registration page

- a. In the *Enter your Company's/Organization's Taxpayer Identification Number (TIN)* field, enter your TIN. Do not enter any hyphens; e.g., 12345678.
- b. In the *State where your company is registered as a Taxpayer* field, select the appropriate state.
If your organization is located outside of the United States, select the *Check here if Outside of United States* check box (applicable to BAA).
- c. Click the *Continue* button.
- d. The Registration page displays the following message: “This is the first time your company with TIN [number] and State [state abbreviation] is being registered for the [program] Proposal Submission Handbook.”



REGISTRATION

This is the first time your company with TIN 873836741 and State CO is being registered for the SBIR Proposal Submission Handbook. If you want to continue with the registration, click on the *Proceed with Registration* button below.

Proceed with Registration

If you mistyped your TIN or selected a different state, please click on *Back* to try again.

Back

Figure 4: Example of the Registration page for new users

- e. Click the Proceed with Registration button.
- f. The Registration Form page displays.

[2.2.1 Company Information](#)

If you are the first person registering your company/organization, enter information related to your company/organization.

Important Note: When registering for the first time, do not register at the department/division level, but the main organization level. For example, register “University of XYZ” instead of “University of XYZ - Biology Department,” or “ACME Co.” instead of “ACME Co. - Explosives Division.” Later, when you submit your white paper/full proposal, you can edit the information to reflect your specific department/division identification.

REGISTRATION FORM

Please do not register yourself MORE THAN ONCE! Fill in your registration information below. If there are errors on the registration form, you will be asked to re-enter the user password. **Note: For security reasons, this page will expire after 20 minutes of inactivity.**

*** Required Information**

Company Information

*Company Name:

TIN: 802870023
E-mail us if you need to modify the TIN.

*Address (Line 1):

Address (Line 2):

*City:

State: DC

*ZIP+4: - [Get ZIP+4](#)

*Phone:
Company's Phone and Fax. Numbers only.

Fax:

*CEO/President's E-mail:

DUNS + 4: - [What is DUNS?](#)
9-digit Data Universal Number System plus a 4-digit suffix given by parent concern

CAGE Code: [How do I get a CAGE?](#)

SIC: [What is a SIC?](#)

FICE: [What is a FICE?](#)

Company URL:
Provide Full URL (http://www.example.com)

*Year of Company Founded:

Figure 5: Example of the Company Information Section of the Registration Form

Below is a description of each field in the Company Information section. Note that required fields are marked with an asterisk. Additional guidance about each field is provided on the far-right side of the form.

| Field | Description |
|------------------|---|
| Company Name | This is a required field and may contain numbers and characters. |
| TIN | This field is automatically populated with the TIN (or ID) and cannot be edited. |
| Address (Line1) | This is a required field. Enter the street number and name. |
| Address (Line 2) | Enter additional address information, such as apartment, floor, or suite numbers. |

| | |
|---------------------------------|--|
| City | This is a required field. Enter the city. |
| State | This field will be automatically populated with the information from the TIN. |
| ZIP+4 | The Zip Code is a required field, supported with a 4 digit suffix. If you do not know the 4 digit suffix, click the <i>Need Help for ZIP + 4</i> link. This will open the United States Postal Service website's ZIP Code Lookup page to search for the four-digit suffix. |
| Phone | This is a required field. Enter only numbers. |
| Fax | Enter only numbers. |
| CEO/President's E-mail | This field is required. Enter the e-mail address in the proper format, e.g., president@acme.com. |
| DUNS + 4 | The Data Universal Number System is a nine-digit number supported by a four-digit suffix. If you do not know your DUNS+4 number, click the <i>What is DUNS?</i> link. You will be brought to a useful website to learn more about the DUNS or register a DUNS for your company. |
| CAGE Code | The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government. Enter your CAGE code. If you do not know the CAGE code, click the <i>How do I get a Cage?</i> link. You will be brought to a useful website containing more information on the CAGE Code |
| SIC (BAA Registrations only) | The Standard Industrial Classification (SIC) classifies establishments by the primary type of activity. |

| | |
|----------------------------------|--|
| FICE (BAA Registrations only) | The Federal Interagency Committee on Education (FICE) is a six-digit identifier for higher education institutions. |
| Company URL | Enter the full web address/URL for your company, e.g., http://www.google.com . |
| Year company founded | This is a required field. Enter the date with four numerical characters, e.g., 2010. |

2.2.2 Company Point of Contact Information

If you are registering your company/organization, enter information related to the point of contact (POC). Note that required fields are marked with an asterisk.

Note: Required fields are marked with an asterisk.

Company Point of Contact Information

*Salutation: Choose an option ▾

*First Name:

Middle Name:

*Last Name:

*Title:

*Phone: Ext:
Enter only numbers

Fax:

*E-mail Address:
Important! Fill out carefully

*Confirm E-mail Address:

Figure 6: Example of the Company Point of Contact Information section

Below is a description of each field in the Company Point of Contact section.

| Field | Description |
|------------|---|
| Salutation | This is a required field. Select the proper choice from the drop-down menu. |

| | |
|--|--|
| First Name | This field is required. Enter the POC's first name. |
| Middle Name | Enter the POC's middle name. |
| Last Name | This is a required field. Enter the POC's last name. |
| Title | This is a required field. Enter the title of the POC, e.g., Security Chief, Director, etc. |
| Phone/Ext | Phone is a required field, but the extension is not. Enter only numbers in each field (no symbols, such as dashes). |
| Fax | Enter only numbers in this field. |
| E-mail address Confirm e-mail address | These are required fields. The fields must be in the correct format, e.g., smith@acme.com. The E-mail must be entered twice to confirm accuracy. |

2.2.3 User Information

If the user is also the POC, click the check box at the top of the User Information section to automatically populate fields. Otherwise, enter information related to the user filling out form.

Important Note: The information for Passwords and Secret Questions will be used to retrieve lost or forgotten passwords. If you forget your password, you will be prompted with the question you selected. If you answer it correctly, a new password will be issued automatically.

Note: Required fields are marked with an asterisk.

User Information

Check here if you are also the Company Point Of Contact. *(This will pre-populate your information.)*

*Salutation: Choose an option ▾

*First Name:

Middle Name:

*Last Name:

*Title:

*Phone: Ext:
Numbers only

Fax:

*E-mail Address:
Important! Fill out carefully

*Confirm E-mail Address:

*Username:
Only alphanumeric characters and underscores are allowed. Username must be at least 8 characters.

*Password:
Minimum 10 characters. Must contain a upper case, lower case, number, and special character. Password cannot repeat your 8 previous passwords.

*Confirm Password:

*Security question: Select your question ▾
You will be prompted with this question and a new password will be issued automatically if your answer matches the one you give here

*Security Question Answer:

Register Back

Figure 7: Example of the User Information section

Below is a description of each field in the User Information section.

| Field | Description |
|-------------|---|
| Salutation | This is a required field. Select the proper choice from the drop-down menu. |
| First Name | This field is required. Enter the POC's first name. |
| Middle Name | Enter the POC's middle name. |
| Last Name | This is a required field. Enter the POC's last name. |
| Title | This is a required field. Enter the title of the POC, e.g., Security Chief, Director, etc. |
| Phone/Ext | Phone is a required field, but the extension is not. Enter only numbers in each field (no symbols, such as dashes). |
| Fax | Enter only numbers in this field. |

| | |
|--|--|
| E-mail address Confirm e-mail address | These are required fields. The fields must be in the correct format, e.g., smith@acme.com. The E-mail must be entered twice to confirm accuracy. |
| Username | This is a required field. Only alphanumeric characters and underscores are allowed. Username must be at least 8 characters. |
| Password Confirm Password | These are required fields. The Passwords must be entered twice to confirm the accuracy. Your password must be at least 10 characters long and must have an upper case, a lower case, a numeric, and a special character. |
| Select your question | This is a required field. Select a question from the drop-down menu. The options are: <ul style="list-style-type: none"> • What is your mother's maiden name? • What is your pet's name? • What city were you born in? • Who is your favorite person? |
| Answer to above question | This is a required field. Enter the answer to the question you selected in the previous step. |

When you have completed the Registration Form, click the **Register** button.

A registration confirmation message displays: "CONGRATULATIONS! Your registration was successful." It also displays your Username and Password.

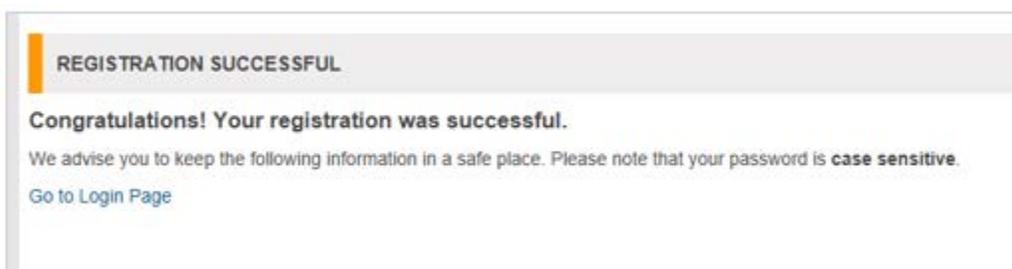


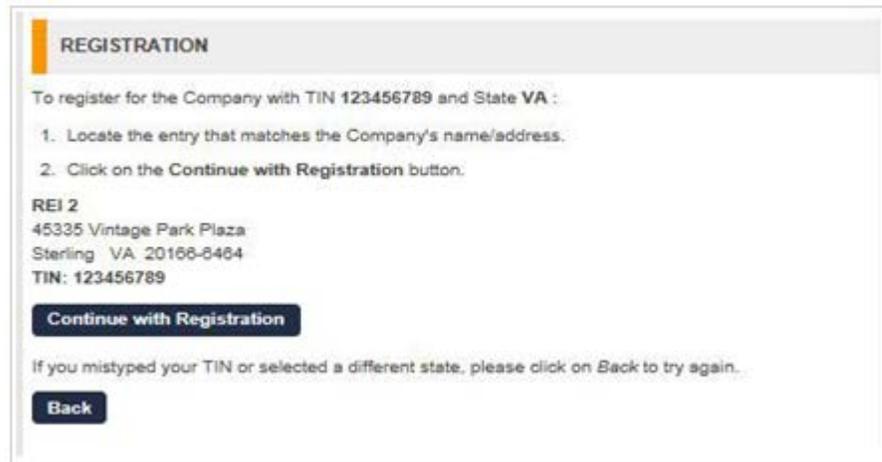
Figure 8: Example of successful registration section

2.3 Create User for Company Registered with Existing TIN:

1. If your company has a TIN and is already registered in this system:
 - a. In the Enter your Company's/Organization's Taxpayer Identification Number (TIN) field, enter your TIN or ID. Do not enter any hyphens; e.g., 123456789.
 - b. In the State where your company is registered as a Taxpayer field, select the appropriate state.

If your organization is located outside of the United States, select the *Check here* if Outside of United States check box (applicable to BAA).

- c. Click the Continue button.
- d. The Registration page displays (shown below) providing registration instructions.



REGISTRATION

To register for the Company with TIN 123456789 and State VA :

1. Locate the entry that matches the Company's name/address.
2. Click on the Continue with Registration button.

REI 2
45335 Vintage Park Plaza
Sterling VA 20166-8464
TIN: 123456789

Continue with Registration

If you mistyped your TIN or selected a different state, please click on Back to try again.

Back

Figure 9: Example of the Registration page for New Users

- e. Click the Continue with Registration button.
 - f. The Registration From page displays.
2. If you are a new user whose company has already been registered, the Company Information and Point of Contact Information sections will automatically populate.

REGISTRATION FORM

Please do not register yourself MORE THAN ONCE! Fill in your registration information below. If there are errors on the registration form, you will be asked to re-enter the user password. **Note: For security reasons, this page will expire after 20 minutes of inactivity.**

* Required Information

Company Information

Company Name: REI 2
TIN: 123456789
E-mail us if you need to modify the TIN

Address (Line 1): 45335 Vintage Park Plaza
Address (Line 2):
City: Sterling
State: VA
ZIP: 20186 - 6464
Phone: 1234567890
Fax:
DUNS + 4:
CAGE:
SIC:
FICE:
Company URL:
Year of Company/Company Founded: 2001

Company Point of Contact Information

Salutation: Mrs.
First Name: Kavitha
Middle Name:
Last Name: Kommineni
Title: PM
Phone: 9876543210 Ext.
Fax:

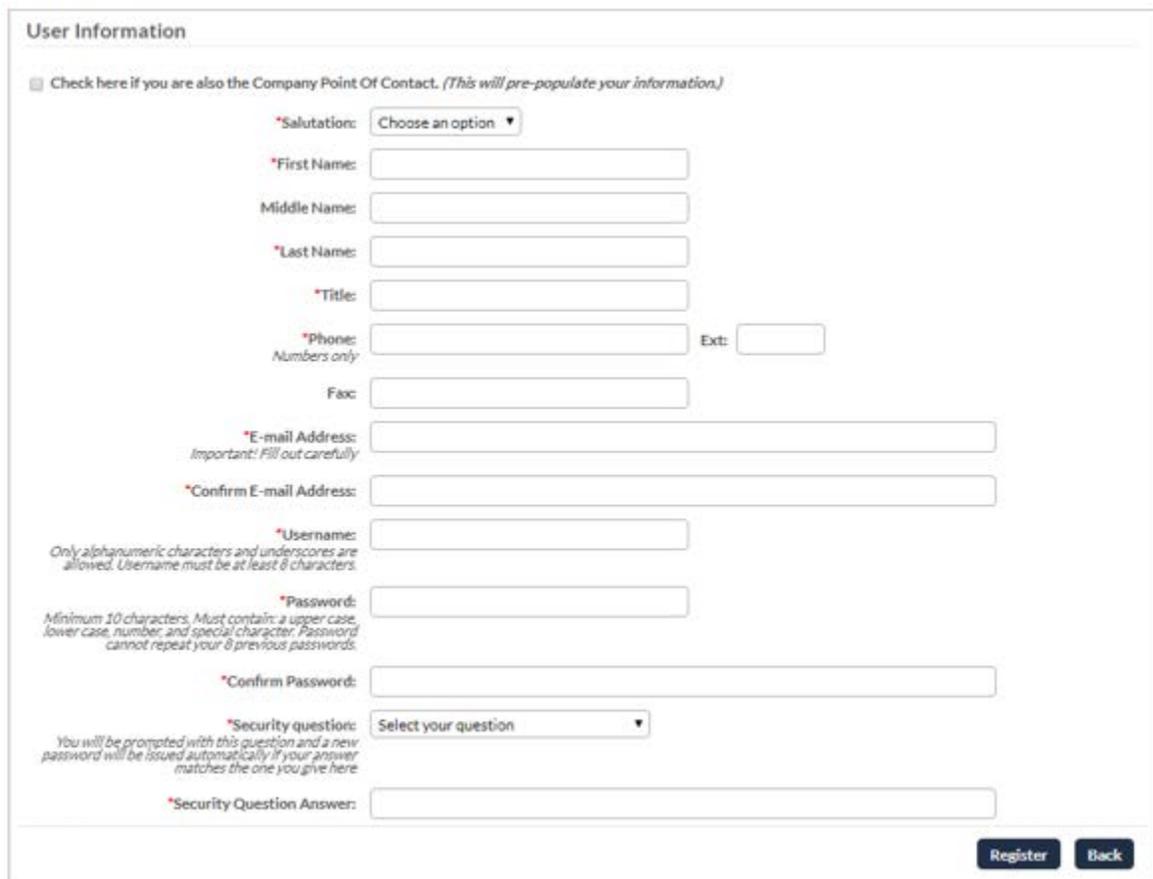
Figure 10: Example of Company Information and POC Information sections automatically populated

2.3.1 User Information

If the user is also the POC, click the check box at the top of User Information section to automatically populate fields. Enter information related to the user filling out the form.

Important Note: The information for Password and Secret Questions will be used to retrieve lost or forgotten passwords. If you forget your password, you will be prompted with the question you selected. If you answer it correctly, a new password will be issued automatically.

Note: Required fields are marked with asterisk.



The screenshot shows a web form titled "User Information". At the top, there is a checkbox labeled "Check here if you are also the Company Point Of Contact. (This will pre-populate your information.)". Below this are several input fields, each with a red asterisk indicating it is required:

- *Salutation:** A dropdown menu with "Choose an option" selected.
- *First Name:** A text input field.
- Middle Name:** A text input field.
- *Last Name:** A text input field.
- *Title:** A text input field.
- *Phone:** A text input field with "Numbers only" below it, and an "Ext:" field next to it.
- Fax:** A text input field.
- *E-mail Address:** A text input field with "Important! Fill out carefully" below it.
- *Confirm E-mail Address:** A text input field.
- *Username:** A text input field with the note "Only alphanumeric characters and underscores are allowed. Username must be at least 8 characters." below it.
- *Password:** A text input field with the note "Minimum 10 characters. Must contain: a upper case, lower case, number, and special character. Password cannot repeat your 8 previous passwords." below it.
- *Confirm Password:** A text input field.
- *Security question:** A dropdown menu with "Select your question" selected. Below it is the note "You will be prompted with this question and a new password will be issued automatically if your answer matches the one you give here".
- *Security Question Answer:** A text input field.

At the bottom right of the form, there are two buttons: "Register" and "Back".

Figure 11: Example of the User Information section

Below is a description of each field in the User Information section.

| Field | Description |
|--|---|
| Salutation | This is a required field. Select the proper choice from the drop-down menu. |
| First Name | This field is required. Enter the POC's first name. |
| Middle Name | Enter the POC's middle name. |
| Last Name | This is a required field. Enter the POC's last name. |
| Title | This is a required field. Enter the title of the POC, e.g., Security Chief, Director, etc. |
| Phone/Ext | Phone is a required field, but the extension is not. Enter only numbers in each field (no symbols, such as dashes). |
| Fax | Enter only numbers in this field. |
| E-mail address Confirm e-mail address | These are required fields. The fields must be in the correct format, e. g., smith@acme.com . The E-mail must be entered twice to confirm accuracy. |
| Username | This is a required field. Only alphanumeric characters and underscores are allowed. Username must be at least 8 characters. |
| Password Confirm Password | These are required fields. The Passwords must be entered twice to confirm the accuracy. Your password must be at least 10 characters long and must have an upper case, a lower case, a numeric, and a special character. |

| | |
|--------------------------|--|
| Select your question | <p>This is a required field. Select a question from the drop-down menu. The options are:</p> <ul style="list-style-type: none"> • What is your mother's maiden name? • What is your pet's name? • What city were you born in? • Who is your favorite person? |
| Answer to above question | <p>This is a required field. Enter the answer to the question you selected in the previous step.</p> |

When you have completed the Registration Form, click the **Register** button.

A registration confirmation message displays: "CONGRATULATIONS! Your registration was successful." It also displays your Username and Password.

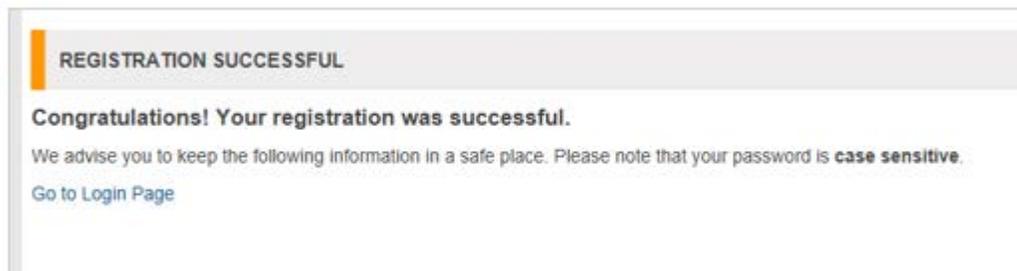


Figure 12: Example of successful registration section

2.4 Generate an ID if your company does not have a TIN (optional)

The Taxpayer Identification Number (TIN) is a nine-character number required by the IRS when reporting income tax and other returns.

If your company/organization does not have a TIN or is not required to have a TIN, you may generate an identification number (ID) to use in lieu of a TIN.

Important information about the ID:

- You must not use this ID for IRS purposes.
 - Make sure your company/organization generates only one ID.
 - If you are not sure whether your company already has an ID, contact your company/organization point of contact (POC).
 - If you generated an ID, let your company/organization POC know.
 - If your company/organization establishes a TIN after registering in this system with an ID, contact Technical Support to update the TIN information.
1. Complete all steps in the [“Access the Log In/Registration Page”](#) chapter of this manual.
 2. From the Registration page, click the *Generate Temporary TIN* link (outlined in the example below).

The screenshot shows a web form titled "REGISTRATION". The text reads: "You must know your Company's/Organization's Taxpayer Identification Number (TIN) to be able to register for the BAA Proposal Submission Handbook. This is the number required by the IRS to be used by the offerer in reporting income tax and other returns. DO NOT USE YOUR SOCIAL SECURITY NUMBER (SSN). If your company/organization does not have a TIN, click here: [Generate Temporary TIN.](#) Even if you are employed by the Research Institution, enter the Company's/Organization's TIN and State." Below this, there are input fields for "Enter your Company's/Organization's Taxpayer Identification Number (TIN):" (with a note "(No hyphens allowed; example: 123456789)"), a dropdown menu for "State where your company is registered as a Taxpayer:", and a checkbox for "Check here if Outside of United States". A "Continue" button is at the bottom.

Figure 13: Example of the TIN registration page

3. The following page displays; Company/Organization ID Generation

COMPANY/ORGANIZATION ID GENERATION

If your company / organization does not have a TIN or does not require to have a TIN, you may generate an ID here and use this in lieu of TIN. You must not use this ID for IRS purposes. Use this ID in place of TIN through out the proposal(s). Make sure you generate an ID only once for your company/organization. If you are submitting multiple proposals, you must use the same ID for all of them. If you are not sure your company already has an ID or not, contact your company/organization POC (Point of Contact). If you have generated an ID, please let your company/organization POC know.

[Generate ID](#)

4. Review the message that displays, and then click on *Generate ID*.

5. The page will display a system-generated unique ID for you, as shown in the example below. Make note of this ID and click on *Continue to Registration*.

COMPANY/ORGANIZATION ID GENERATION

If your company / organization does not have a TIN or does not require to have a TIN, you may generate an ID here and use this in lieu of TIN. You must not use this ID for IRS purposes. Use this ID in place of TIN through out the proposal(s). Make sure you generate an ID only once for your company/organization. If you are submitting multiple proposals, you must use the same ID for all of them. If you are not sure your company already has an ID or not, contact your company/organization POC (Point of Contact). If you have generated an ID, please let your company/organization POC know.

Generated Company ID: 876566814

[Continue to Registration](#)

6. The Registration page displays, with your new ID automatically populated in the field (shown below).

7. In the next field, select the state in which your company pays taxes.

If your organization is located outside of the United States, select the *Check here if Outside of United States* check box (applicable to BAA).

REGISTRATION

You must know your Company's/Organization's Taxpayer Identification Number (TIN) to be able to register for the BAA Proposal Submission Handbook. This is the number required by the IRS to be used by the offerer in reporting income tax and other returns. DO NOT USE YOUR SOCIAL SECURITY NUMBER (SSN).

If your company/organization does not have a TIN, click here: [Generate Temporary TIN](#).

Even if you are employed by the Research Institution, enter the Company's/Organization's TIN and State.

Enter your Company's/Organization's Taxpayer Identification Number (TIN): (No hyphens allowed; example: 123456789)

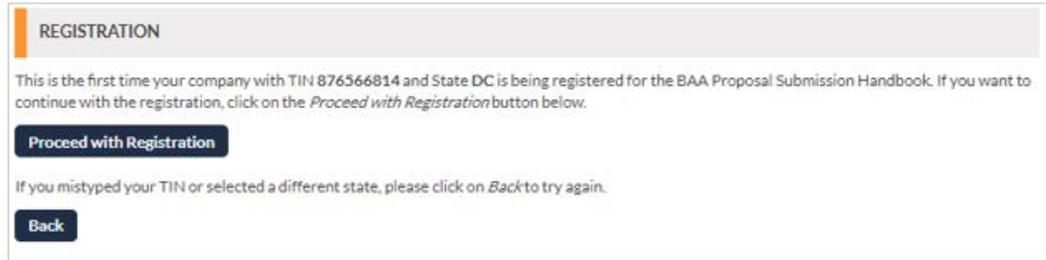
State where your company is registered as a Taxpayer:

Check here if Outside of United States

[Continue](#)

Figure 14: Example of entering TIN and state information

8. Click the *Continue* button.
9. The Registration page displays a confirmation message: “This is the first time your company with TIN [number] and State [state abbreviation] is being registered for the BAA Proposal Submission Handbook.”



REGISTRATION

This is the first time your company with TIN 876566814 and State DC is being registered for the BAA Proposal Submission Handbook. If you want to continue with the registration, click on the *Proceed with Registration* button below.

[Proceed with Registration](#)

If you mistyped your TIN or selected a different state, please click on *Back* to try again.

[Back](#)

10. Click the *Proceed with Registration* button.
11. The Registration Form page displays.

2.4.1 Company Information

If you are the first person registering your company/organization under the Temporary TIN generated, enter information related to your company/organization.

Important Note: When registering, do not register at the department/division level, but the main organization level. For example, register “University of XYZ” instead of “University of XYZ – Biology Department,” or “ACME Co.” instead of “ACME Co. – Explosives Division.” Later, when you submit your white paper/full proposal, you can edit the information to reflect your specific department/division identification.

REGISTRATION FORM

Please do not register yourself MORE THAN ONCE! Fill in your registration information below. If there are errors on the registration form, you will be asked to re-enter the user password. **Note: For security reasons, this page will expire after 20 minutes of inactivity.**

* Required Information

Company Information

*Company Name:

TIN: 876566814
E-mail us if you need to modify the TIN.

*Address (Line 1):

Address (Line 2):

*City:

State: DC

*ZIP+4: - [Get ZIP+4](#)

*Phone:
Company's Phone and Fax Numbers only

Fax:

*CEO/President's E-mail:

DUNS + 4: - [What is DUNS?](#)
9-digit Data Universal Number System plus a 4-digit suffix given by parent concern

CAGE Code: [How do I get a CAGE?](#)

SIC: [What is a SIC?](#)

FICE: [What is a FICE?](#)

Company URL:
Provide Full URL (http://www.example.com)

*Year of Company Founded:

Figure 15: Example of the Company Information Section of the Registration Form

Note: Required fields are marked with an asterisk. Additional guidance about each field is provided on the far-right side of the form.

Below is a description of each field in the Company Information section.

| Field | Description |
|------------------------|--|
| Company Name | This is a required field and may contain numbers and characters. |
| TIN | This field is automatically populated with the TIN (or ID) and cannot be edited. |
| Address (Line1) | This is a required field. Enter the street number and name. |
| Address (Line 2) | Enter additional address information, such as apartment, floor, or suite numbers. |
| City | This is a required field. Enter the city. |
| State | This field will be automatically populated with the information from the TIN. |
| ZIP+4 | The Zip Code is a required field, supported with a 4-digit suffix. If you do not know the 4-digit suffix, click the <i>Get ZIP + 4</i> link. This will open the United States Postal Service website's ZIP Code Lookup page to search for the four-digit suffix. |
| Phone | This is a required field. Enter only numbers. (no symbols, such as dashes). |
| Fax | Enter only numbers. |
| CEO/President's E-mail | This field is required. Enter the e-mail address in the proper format, e. g., president@acme.com . |

| | |
|----------------------------------|--|
| DUNS + 4 | The Data Universal Number System is a nine-digit number supported by a four-digit suffix. If you do not know your DUNS+4 number, click the <i>What is DUNS?</i> link. You will be brought to a useful website to learn more about the DUNS or register a DUNS for your company. |
| CAGE Code | <p>The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government.</p> <p>Enter your CAGE code. If you do not know the CAGE code, click the How do I get a CAGE? link. You will be brought to a useful website containing more information on the CAGE Code</p> |
| SIC (BAA Registrations only) | The Standard Industrial Classification (SIC) classifies establishments by the primary type of activity. |
| FICE (BAA Registrations only) | The Federal Interagency Committee on Education (FICE) is a six-digit identifier for higher education institutions. |
| Company URL | Enter the full web address/URL for your company, e.g., http://www.google.com . |
| Year company founded | This is a required field. Enter the date with four numerical characters, e.g., 2010. |

2.4.2 Company Point of Contact Information

If you are registering your company/organization, enter information related to the Point of Contact (POC).

Note: Required fields are marked with an asterisk.

The screenshot shows a form titled "Company Point of Contact Information". The fields are as follows:

- *Salutation:** A dropdown menu with "Choose an option" selected.
- *First Name:** A text input field.
- Middle Name:** A text input field.
- *Last Name:** A text input field.
- *Title:** A text input field.
- *Phone:** A text input field with the instruction "Enter only numbers" below it.
- Ext.:** A small text input field.
- Fax:** A text input field.
- *E-mail Address:** A text input field with the instruction "Important! Fill out carefully" below it.
- *Confirm E-mail Address:** A text input field.

Figure 16: Example of the Company Point of Contact Information section

Below is a description of each field in the Company Point of Contact Section.

| Field | Description |
|-------------|--|
| Salutation | This is a required field. Select the proper choice from the drop-down menu. |
| First Name | This field is required. Enter the POC's first name. |
| Middle Name | Enter the POC's middle name. |
| Last Name | This is a required field. Enter the POC's last name. |
| Title | This is a required field. Enter the title of the POC, e.g., Security Chief, Director, etc. |

| | |
|---|---|
| Phone/Ext | Phone is a required field, but the extension is not. Enter only numbers in each field (no symbols, such as dashes). |
| Fax | Enter only numbers in this field. |
| E-mail address Confirm e-mail address | These are required fields. The fields must be in the correct format, e.g., smith@acme.com . The E-mail must be entered twice to confirm accuracy. |

2.4.3 User Information

Enter information related to the user filling out the form. If the user is also the POC, click the check box at the top of the User Information section to automatically populate fields.

The information for Passwords and Secret Questions will be used to retrieve lost or forgotten passwords. If you forget your password, you will be prompted with the question you selected. If you answer it correctly, a new password will be issued automatically.

Note: Required fields are marked with an asterisk.

User Information

Check here if you are also the Company Point Of Contact. *(This will pre-populate your information.)*

*Salutation: Choose an option ▾

*First Name:

Middle Name:

*Last Name:

*Title:

*Phone: Ext:
Numbers only

Fax:

*E-mail Address:
Important! Fill out carefully

*Confirm E-mail Address:

*Username:
Only alphanumeric characters and underscores are allowed. Username must be at least 8 characters.

*Password:
Minimum 10 characters. Must contain a upper case, lower case, number, and special character. Passwords cannot repeat your 8 previous passwords.

*Confirm Password:

*Security question: Select your question ▾
You will be prompted with this question and a new password will be issued automatically if your answer matches the one you give here

*Security Question Answer:

Figure 17: Example of the User Information section

Below is a description of each field in the User Information section

| Field | Description |
|--|---|
| Salutation | This is a required field. Select the proper choice from the drop-down menu. |
| First Name | This field is required. Enter the POC's first name. |
| Middle Name | Enter the POC's middle name. |
| Last Name | This is a required field. Enter the POC's last name. |
| Title | This is a required field. Enter the title of the POC, e.g., Security Chief, Director, etc. |
| Phone/Ext | Phone is a required field, but the extension is not. Enter only numbers in each field (no symbols, such as dashes). |
| Fax | Enter only numbers in this field. |
| E-mail address Confirm e-mail address | These are required fields. The fields must be in the correct format, e. g., smith@acme.com. The E-mail must be entered twice to confirm accuracy. |
| Username | This is a required field. Only alphanumeric characters and underscores are allowed. Username must be at least 8 characters. |
| Password Confirm Password | These are required fields. The Passwords must be entered twice to confirm the accuracy. Your password must be at least 10 characters long and must have an upper case, a lower case, a numeric, and a special character. |

| | |
|--------------------------|---|
| Select your question | This is a required field. Select a question from the drop-down menu. The options are: <ul style="list-style-type: none"> • What is your mother's maiden name? • What is your pet's name? • What city were you born in? • Who is your favorite person? |
| Answer to above question | This is a required field. Enter the answer to the question you selected in the previous step. |

When you have completed the Registration Form, click the **Register** button.

A registration confirmation message displays: *"CONGRATULATIONS!" Your registration was successful.*

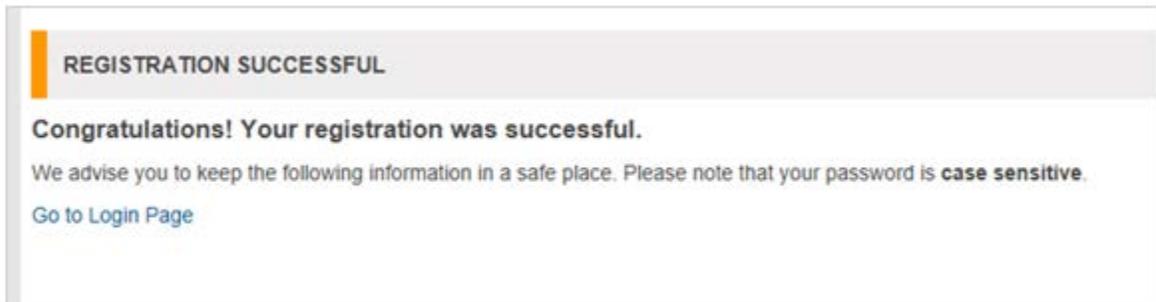


Figure 18: Example of successful registration section

2.5 Change Password

Once you've logged onto the portal with your username/password. You can update your Password at any time, please follow instructions below.

1. From the main menu, click the *Change Password* link, accessible by clicking on the arrow located next to your login name at the top-right corner of the window (shown below)



Figure 19: The Change Password option

Important Information about the password:

- Passwords are case sensitive.
- Your password must be at least 10 characters long and must have an upper-case character, a lower character, a number, and a special character.
- Your new password cannot repeat any of your 8 previous passwords.

2. In the *Current Password* field, enter your current password (the password you would like to change.)
3. In the *New Password* field, enter the new password.
4. In the *Confirm New Password* field, re-enter the new password.
5. Click the *Change Password* button.

You will receive a confirmation message. If you do not receive an e-mail confirmation, check your e-mail account's Spam/Junk folder and/or contact Technical Support immediately.

2.6 My Account

Once you've logged onto the portal with your login credentials. You can update your Account profile at any time, please follow instructions below.

1. From the main menu, click the My Account link, accessible via the arrow next to your login name at the top-right corner of the window (shown below)



Figure 20: Example of accessing My Account

2. The My Account page displays (shown below).
 - i. In the Company Information section, if any of the information should be updated, click the E-mail us link to contact the Technical Support (contact info provided in the footer).
 - ii. In the Personal Information section, update your personal and contact information. Check the PIN Contact check box if you want to list yourself as a contact for the company's PIN.
 - iii. In the Additional Authentication section, select your security question to answer if you ever forget your password. The answer you provide will be used to authenticate your identity.
 - iv. Click the Save button. You will receive a confirmation message that your information has been updated. If you do not receive an e-mail confirmation, check your e-mail account's Spam/Junk folder and/or contact the Technical Support (contact info provided in the footer).

My Account
✕

To update your account information, enter in the desired changes and click the **Save** button.

COMPANY INFORMATION ([E-mail us](#) if the company's information needs to be changed)

| | |
|---|---|
| Company: company-name_9263 1 Main Drive Washington DC 20000 - 2222 | TIN: 123456789 DUNS + 4: 222222222 - 2222 CAGE: SIC: FICE: |
|---|---|

PERSONAL INFORMATION

| | | |
|-------------------------------------|--|----------------------------------|
| Username: | mystateusa | |
| Salutation:* | Mr. | <input type="button" value="v"/> |
| First Name:* | <input type="text" value="John"/> | |
| Middle Name: | <input type="text" value="M"/> | |
| Last Name:* | <input type="text" value="Doe"/> | |
| Title:* | <input type="text" value="title-57135"/> | |
| Phone:* (Enter only numbers) | <input type="text" value="202222222"/> | Ext: <input type="text"/> |
| Fax: (Enter only numbers) | <input type="text" value="202222222"/> | |
| E-mail Address:* | <input type="text" value="abc@example.com"/> | |

ADDITIONAL AUTHENTICATION (used if you forget your password)

You will be prompted with this question and a new password will be issued automatically if your answer matches the one you give here.

| | | |
|-----------------------------------|-------------------------------------|----------------------------------|
| Select your question:* | What is your pet's name? | <input type="button" value="v"/> |
| Answer to above question:* | <input type="text" value="Answer"/> | |

* Required Information

Figure 21: Example of accessing My Account Profile page

3.0 BAA Industry Engagement, Virtual Pitch, and Written Proposal (LRBAA only)

3.1 Overview

You may submit an Industry Engagement, Virtual Pitch and Written Proposal (applicable to LRBAA only), a White Paper and/or a Full Proposal in response to the specific solicitation topics.

If you are responding to a Broad Agency Announcement (BAA) solicitation, you may be required to submit a White Paper before submitting the actual proposal.

At any time before you submit an Industry Engagement, White Paper or Full Proposal, you may choose to remove it from the system and not submit it.

You will need to submit an Industry Engagement, Virtual Pitch and Written Proposal (applicable to LRBAA only), a White Paper or Full Proposal for it to be reviewed by the BAA program office.

3.2 Start and Submit and Industry Engagement

Follow the instructions below to initiate an Industry Engagement.

1. To start an Industry Engagement for a LRBA solicitation, go to the BAA Public Portal at <https://baa2.st.dhs.gov/>.
2. Login by clicking on the Portal Login link, located at the top-right corner of the page.

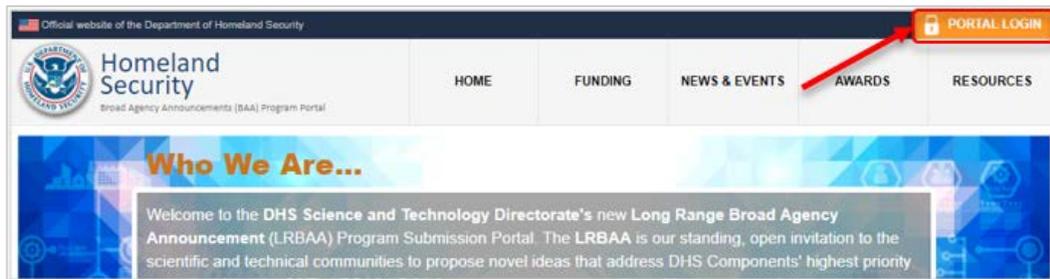


Figure 22: Example of the BAA – Portal Login

Important Note: While you are logged in, there is a session timeout running. If you are inactive for more than 20 minutes (e.g., no keystrokes or mouse clicks on the page), you will automatically be logged out. The countdown displays in red at the top of the page. Be sure to type or click anywhere on the page in order to reset the session timeout to 20 minutes.

3. The My Dashboard displays, locate and click on *My Industry Engagements* accordion to view the Industry Engagements in progress, an example shown below.

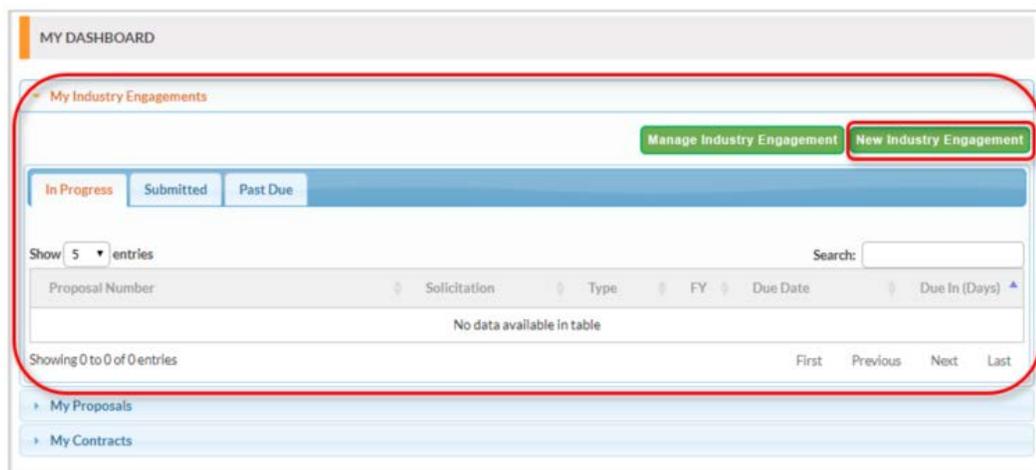


Figure 23: An example of My Industry Engagements (Activity Worksheet) > Industry Engagements in progress view

4. My Industry Engagements section has three tabs:

- i. *In Progress*: Includes all Industry Engagements that are in-progress (initiated but not submitted).

In the screenshot below, no industry engagements are in progress,

- ii. *Submitted*: Includes all Industry Engagements that have been submitted to S&T for review.
- iii. *Past Due*: Includes Industry Engagements that are now considered past-due (initiated but not submitted by the due date).

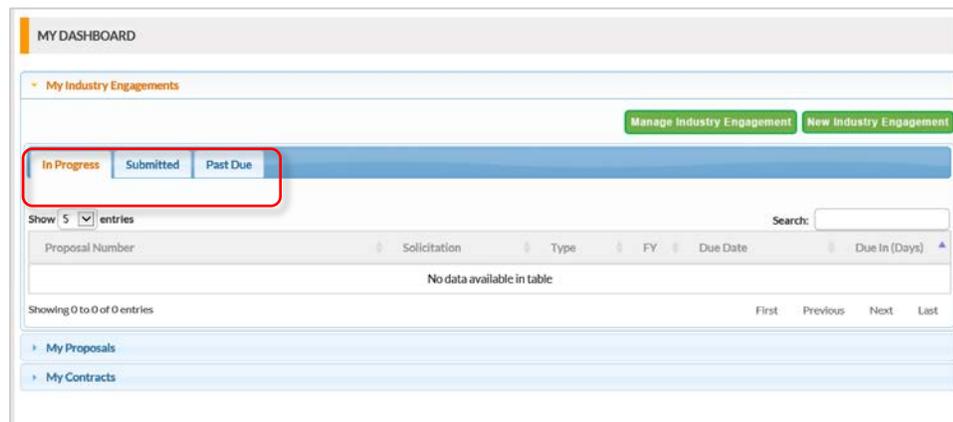


Figure 23: An example of the three tabs under *My Industry Engagements*

3.2.1 Add New Industry Engagement

- To add a new Industry Engagement, click on *New Industry Engagement* located in top-right corner of the My Industry Engagements accordion, the *Add New Industry Engagement* pop-up displays:

Figure 25: Example of New Industry Engagement pop-up display

- Select the Solicitation from the drop-down listing the LRBAAs open Solicitation.
 - Select the desired Topic from the list, enter a *Proposal Title* and click on *Add Proposal to Activity Worksheet*.
 - The *My Industry Engagements* activity worksheet displays the new Industry Engagement that was added, as seen below.
- The below view provides you a summarized view of the Industry Engagement information along with the *Due Date* and *Due in (Days)*.

| Proposal Number | Solicitation | Type | FY | Due Date | Due In (Days) |
|---|-------------------|---------------------|------|-------------------------|---------------|
| DHSST-LRBAA 18-01-SEC INFRA 01-01-0007-IE | DHSST-LRBAA 18-01 | Industry Engagement | 2018 | 06/03/2023 11:59 PM EDT | 1405 |

Figure 26: Example of activity worksheet with In Progress Industry Engagement

3.2.2 Industry Engagement Submission form and Uploads

1. To start working on your Industry Engagement Submission, click on the *Proposal Number* listed under Proposal Number column.
2. The Industry Engagement Submission form displays. Complete the required fields on *Provide Basic Company Information* section. Click “Save” or “Save & Continue”.

INDUSTRY ENGAGEMENT SUBMISSION

Proposal Number: DHSST-LRBAA 18-01-SEC INFRA 01-01-0007-IE Proposal Title: Proposal Title Solicitation Number: DHSST-LRBAA 18-01 Topic Number: SEC INFRA 01-01

Provide Basic Company Information

If company information is different than below, please update it here.

*** Required Information**

Company Name: Company Information Inc

DUNS + 4: * [] - []

Is the address within the U.S?: * Yes No

Address (Line 1): * 1 Main St

Address (Line 2): []

City: * Washington

State: * DC [v]

Zip + 4: * 20009 - 0000

Phone: * 2022222222 (Numbers Only)

Business Type(s):*

- 8a Program Participant
- HUB Zone Firm
- Historically Black College/University
- Minority Institution
- Minority Owned - Subcontinent Asian (Asian-Indian) American

Save **Save & Continue** **Back to Dashboard**

Figure 27: Example of *Provide Basic Company Information* section

3. The *Update Your User Information* section displays. Complete the required fields. Click “Save” or “Save & Continue”.

INDUSTRY ENGAGEMENT SUBMISSION

| | | | |
|---|--|--|---|
| Proposal Number: DHSST-LRBAA 18-01-SEC INFRA 01-01-0007-IE | Proposal Title: Proposal Title | Solicitation Number: DHSST-LRBAA 18-01 | Topic Number: SEC INFRA 01-01 |
|---|--|--|---|

Provide Basic Company Information ✓

Your transaction has been processed.

Update Your User Information ✓

Update Your User Information

This is the information that will be used for correspondence about the processing of your Industry Engagement submission.

*** Required Information**

Prefix:

First Name: *

Middle Initial:

Last Name: *

Title: *

Email Address: *

Phone: * Ext: (Numbers Only)

Fax: (Numbers Only)

Save
Save & Continue
Back to Dashboard

Share Your Scientific Research Concept

Upload Supporting Materials

Review & Submit

Figure 28: Example of Update Your User Information section.

4. The *Share Your Scientific Research Concept* section displays. Complete the required fields by uploading the Abstract PDF file. Click “Save” or “Save & Continue”.

NOTE: Check the box next to “OK for Program Manager to contact me?” if you would like a program manager to reach out to you.

INDUSTRY ENGAGEMENT SUBMISSION

| | | | |
|---|-----------------------------------|---|----------------------------------|
| Proposal Number: DHSST-LRBAA 18-01-SEC-INFRA 01-01-0007-IE | Proposal Title: Proposal Title | Solicitation Number: DHSST-LRBAA 18-01 | Topic Number: SEC-INFRA 01-01 |
|---|-----------------------------------|---|----------------------------------|

Provide Basic Company Information

Update Your User Information

Share Your Scientific Research Concept

Upload Supporting Materials

Review & Submit

Your transaction has been processed.

Share Your Scientific Research Concept

*** Required Information**

During the Industry Engagement period, DHS invites you to share your scientific research concepts by uploading a Research Concept Abstract (not to exceed 3 pages), Quad Chart and an optional Video (not to exceed 4 minutes) demonstrating TRL-4 and above prototypes. In order to move forward with your Industry Engagement submission, you will be required to upload as a maximum a 3 page abstract and quad chart. Do not include proprietary information in your submission

During the assessment of your submission material, it is highly encouraged and likely that a Program Manager may contact you with a follow up discussion or questions. If you are open to this discussion or questions about your submission, please check below.

OK for Program Manager to contact me?

Note: Please allow up to 10 days for a program manager to reach out to you. The Program Manager will be notified of your request once you have completed your Industry Engagement submission.

Research Concept Abstract Upload

Use this form to upload your file. Find the file to upload using the "Browse..." button below. When ready to upload, click on the "Upload Now" button.

- It must be in PDF format.
- File size should not exceed 10 MB.
- Do not include forms in this document.
- The file size must not exceed the maximum size listed in the solicitation.
- File name must not exceed 100 characters.
- Uploading a new document will replace the previous uploaded document.
- Do not upload classified or proprietary information through this page.

Abstract *

| File Name | File Size | Uploaded By | Uploaded On |
|-------------------|-----------|-------------|-------------|
| No Uploaded Files | | | |

Save Save & Continue

Figure 29: Example of Share Your Scientific Research Concept section

5. The *Upload Supporting Materials* section displays. Use this section to upload a Quad Chart PDF file. Click “Save” or “Save & Continue”.

NOTE: This section also allows you to provide a YouTube video link to further support your concept.

Provide Basic Company Information ✓

Your transaction has been processed.

Update Your User Information ✓

Upload Supporting Materials

* Required Information

For this section, you will be required to upload a Quad chart that supports the research concept you have/will share with the division Program Managers. In order to further support your concept, you will also be allowed to provide a Youtube video link. Please see the associated sections for more information on each item.

Note: Submitting any quad chart that does not support the research concept discussed/supplied to the Program Managers may cause for rejection.

Upload Supporting Materials

Quad Chart Upload

Please use this section to upload a Quad Chart for your Industry Engagement submission. Use this form to upload your file. Find the file to upload using the "Browse..." button below. When ready to upload, click on the "Upload Now" button.

- It must be in PDF format.
- File size should not exceed 10 MB.
- Do not include forms in this document.
- The file size must not exceed the maximum size listed in the solicitation.
- File name must not exceed 100 characters.
- Uploading a new document will replace the previous uploaded document.
- Do not upload classified or proprietary information through this page.

Quad Chart * No file chosen

| File Name | File Size | Uploaded By | Uploaded On |
|-------------------|-----------|-------------|-------------|
| No Uploaded Files | | | |

Provide Youtube Video Link
 Youtube Video Link

Figure 30: Example of *Uploading Supporting Materials* section.

3.2.3 Review & Submit the Industry Engagement

1. On the *Review & Submit* section the system will enable the Submit button when all the required components are marked with a green check mark.

Note: The Industry Engagement “package” has yet to be submitted.
Click on the *Submit* button to complete the submission process.

Your transaction has been processed.

Provide Basic Company Information ✓

Update Your User Information ✓

Share Your Scientific Research Concept ✓

Upload Supporting Materials ✓

Review & Submit

Review & Submit

Company Information

| | |
|------------------|-------------------------|
| Company | Company Information Inc |
| DUNS + 4 | 569823147 - 0000 |
| Address Line 1 | 1 Main St |
| Address Line 2 | |
| City | Washington |
| State | DC |
| Zip + 4 | 20009 - 0000 |
| Phone | 2022222222 |
| Business Type(s) | Minority Institution |

Your User Information

| | |
|----------------|-----------------------|
| Prefix | Dr. |
| First Name | Jane |
| Middle Initial | |
| Last Name | Doe |
| Title | POC |
| Email | retesterzee@gmail.com |
| Phone | 2022222222 Ext: |
| Fax | |

Your Scientific Research Concept
 OK for Program Manager to contact me?: Yes
 Youtube Link: <https://youtu.be/BTezk6cnlCM>

Research Concept Abstract

| File Name | File Size | Uploaded By | Uploaded On |
|----------------------------------|-----------|-------------|------------------------------|
| Industry_Engagement_Abstract.pdf | 364 KB | Jane Doe | Tue Jul 30 11:41:57 EDT 2019 |

Supporting Materials

Quad Chart Upload

| File Name | File Size | Uploaded By | Uploaded On |
|------------------------------------|-----------|-------------|------------------------------|
| Industry_Engagement-Quad_Chart.pdf | 342 KB | Jane Doe | Tue Jul 30 12:08:55 EDT 2019 |

Submit

Back to Dashboard

Figure 31: Example of the Industry Engagement *Review & Submit* section.

3.3 Start and Submit a Virtual Pitch

When the BAA program office evaluates the Industry Engagement, you will be notified as to whether they recommend that you continue with the proposal process by submitting a Phase I Virtual Pitch Proposal. The Virtual Pitch you have been recommended to continue, displays automatically under the *My Virtual Pitches* section.

3.3.1 Start the invited Virtual Pitch

1. To start a Virtual Pitch for a LRBAAsolicitation, go to the BAA Public Portal at <https://baa2.st.dhs.gov/>.
2. Login by clicking on the Portal Login link, located at the top-right corner of the page. Enter the Username and Password. Click on Sign In.
3. My Dashboard displays, locate and click on *My Virtual Pitches* accordion to view the In Progress Virtual Pitch, an example shown below.

Note: The *Submission Due Dates* and *Virtual Pitch Presentation Dates* display under the corresponding columns.

MY DASHBOARD

My Industry Engagements

My Virtual Pitches

In Progress Submitted Past Due

Show 5 entries

| Proposal Number | Solicitation | Type | FY | Virtual Pitch Submission Due Date | Virtual Pitch Presentation Date |
|---|-------------------|---------------|------|-----------------------------------|---------------------------------|
| DHSST-LRBAA 18-01-SEC INFRA 01-01-0008-VP | DHSST-LRBAA 18-01 | Virtual Pitch | 2018 | 08/13/2019 12:36 PM EDT | 08/20/2019 11:00 AM EDT |

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

My Proposals

My Contracts

Figure 32: Example of *My Virtual Pitches* accordion

4. To start working on your Virtual Pitch submission, click on the Proposal Number listed under the Proposal Number column.

3.3.2 Upload the Virtual Pitch Material

1. The Virtual Pitch Submission section displays. To complete this section, upload the Presentation Slides. The material must be submitted in Power Point format.

Note: The Virtual Pitch Submission section allows you to upload an updated Quad Chart (optional).

VIRTUAL PITCH SUBMISSION

Proposal Number: DHSST-LRBAA 18-01-SEC INFRA 01-01-0008-VP Proposal Title: Proposal Title Solicitation Number: DHSST-LRBAA 18-01 Topic Number: SEC INFRA 01-01

Provide Basic Company Information ✓

Update Your User Information ✓

Share Your Scientific Research Concept ✓

Upload Supporting Materials ✓

Virtual Pitch

Review & Submit

Virtual Pitch

** Required Information*
For this section, you will be required to upload a Presentation that supports the research concept you have/will share with the Division Program Managers. In order to further support your concept, you will also be allowed to provide an updated Quad Chart. Please see the associated sections for more information on each item.

Note: Submitting any Virtual Pitch materials that does not support the research concept discussed/supplied to the Program Managers may be cause for rejection.

[Virtual Pitch Instructions](#)

Presentation Slides Upload

Please use this section to upload your Virtual Pitch Presentation Slides

Use this form to upload your file. Find the file to upload using the "Browse..." button below. When ready to upload, click on the "Upload Now" button.

- It must be in PPT format.
- File size should not exceed 10 MB.
- PowerPoint Presentation may not exceed 12 slides (excludes Title Page).
- Do not include forms in this document.
- The file size must not exceed the maximum size listed in the solicitation.
- File name must not exceed 100 characters.
- Uploading a new document will replace the previously uploaded document.
- Material CAN include proprietary information for this Phase I-Virtual Pitch submission

Presentation Slides * No file chosen

| File Name | File Size | Uploaded By | Uploaded On |
|-------------------|-----------|-------------|-------------|
| No Uploaded Files | | | |

Figure 33: Example of *Virtual Pitch Submission* section.

3.3.3 Review and Submit the Virtual Pitch

1. On the *Review & Submit* section the system will enable the *Submit Virtual Pitch Materials* button when all the required components are marked with a green check mark.

Note: The Virtual Pitch “package” has yet to be submitted. **Click on the *Submit Virtual Pitch Materials* button** to complete the submission process.

VIRTUAL PITCH SUBMISSION

| | | | |
|---|-----------------------------------|---|--------------------------------|
| Proposal Number: DHSST-LRBAA 18-01-SEC AVN 06-02-0008-VP | Proposal Title: Testing Emails | Solicitation Number: DHSST-LRBAA 18-01 | Topic Number: SEC AVN 06-02 |
|---|-----------------------------------|---|--------------------------------|

- Provide Basic Company Information ✓
- Update Your User Information ✓
- Share Your Scientific Research Concept ✓
- Upload Supporting Materials ✓
- Virtual Pitch ✓
- Review & Submit

Your transaction has been processed.

Review & Submit

Company Information

| | |
|------------------|---|
| Company | company-name_9263 |
| DUNS + 4 | 222222222 - 2222 |
| Address Line 1 | 1 Main Drive |
| Address Line 2 | |
| City | Washington |
| State | DC |
| Zip + 4 | 20000 - 2222 |
| Phone | 2022222222 |
| Business Type(s) | Historically Black College/University Small Business |

Your User Information

Research Concept Abstract

| File Name | File Size | Uploaded By | Uploaded On |
|------------------------|-----------|-------------|------------------------------|
| Technical Proposal.pdf | 1 MB | Jane Doe | Wed Sep 18 15:40:20 EDT 2019 |

Supporting Materials

Quad Chart Upload

| File Name | File Size | Uploaded By | Uploaded On |
|--------------------|-----------|-------------|------------------------------|
| Briefing Chart.pdf | 152 KB | Jane Doe | Wed Sep 18 15:40:50 EDT 2019 |

Virtual Pitch

Presentation Upload

| File Name | File Size | Uploaded By | Uploaded On |
|-----------------------------|-----------|-------------|------------------------------|
| VP_Presentation-Slides.pptx | 496 KB | Jane Doe | Mon Sep 23 09:13:38 EDT 2019 |

Quad Chart Upload

| File Name | File Size | Uploaded By | Uploaded On |
|-------------------|-----------|-------------|-------------|
| No Uploaded Files | | | |

Submit Virtual Pitch Materials
Back to Dashboard

Example 34: Example of the Virtual Pitch *Review & Submit* section.

3.4 Start a Written Proposal

When the BAA program office evaluates the Virtual Pitch, you will be notified as to whether they recommend that you continue with the proposal process by submitting the next phase, Written Proposal. The Written Proposal you have been recommended to continue displays automatically under the *My Proposals* section.

1. To respond to an invited Written Proposal, go to the BAA Public Portal at <https://baa2.st.dhs.gov/>.
2. Login by clicking on the *Portal Login* link, located at the top-right corner of the page. On the next screen enter the Username and Password. Click on Sign In.

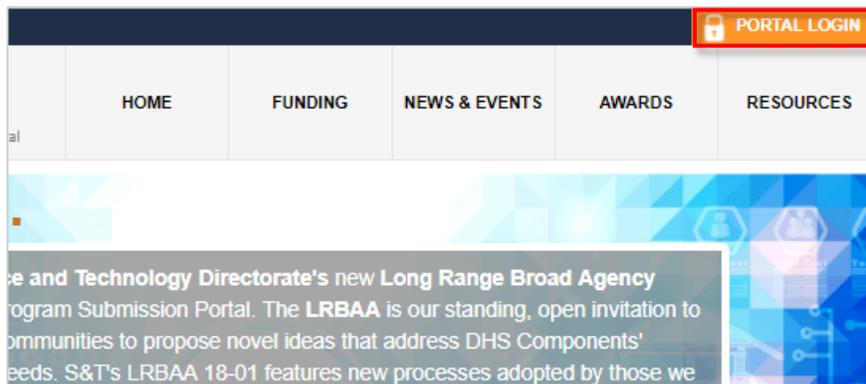


Figure 35: Example of BAA Portal > Portal Login

3. The *My Dashboard* page displays. Locate and click on “*My Proposals*” accordion. The Written Proposal number you were recommended to continue displays under “*In Progress*” tab.

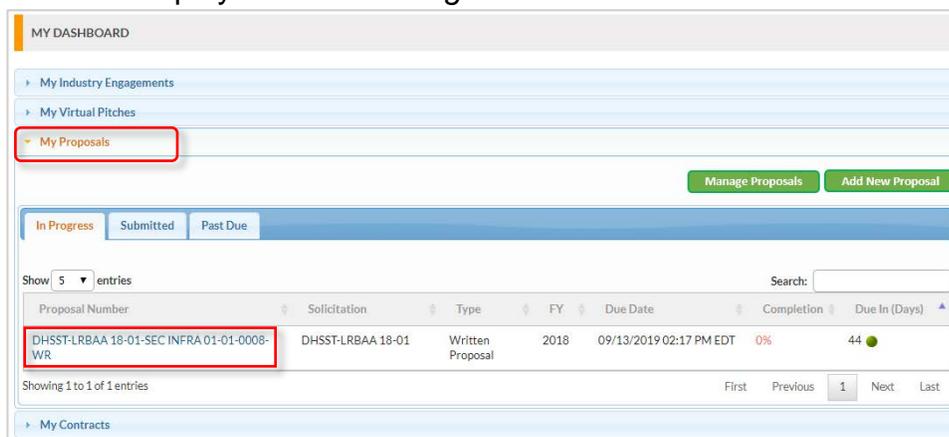


Figure 36: Example of the *Written Proposal* displaying under “*My Proposals*”

4. To start working on your Written Proposal submission, click on the Proposal Number listed under the Proposal Number column.
5. A Proposal Activity Worksheet displays, similar to the screenshot below:



Figure 37: Example of the BAA Proposal Activity Worksheet > Proposals In Progress dashboard

6. From left to right, this view provides you an Overall Completion “meter”, the submission Due Date, a list of Requirements. Each required component further displays info in the Status, Last Updated Date, and any Actions in the associated columns.
7. Important: Different components of the Written Proposal must be completed before it can be successfully submitted. In the example above, the multi-part Cover Sheet and Proposal Upload must be completed. If a component is not required, “optional” would display next to the component name.
Notice that each component displays the message, “Incomplete.” To open and complete a component, click its name, such as Cover Sheet. When you have completed a component, the message will display “Complete.”
8. If you do not want to continue with the submission process, simply click on the X at the top-corner of the pop-up window to close.

3.5 Complete and Submit a Written Proposal

3.5.1 Written Proposal Cover Sheet

Refer to the BAA White Paper/Proposal Cover Sheet section in the White Paper Submission section above. The process is the same.

Note: Your cover sheet will be pre-populated with the information entered with your Industry Engagement submission. Edit the pre-populated information, as desired. Provide additional information, as requested on the Cover Sheet form.

3.5.2 Written Proposal Upload

Refer to the BAA Briefing Chart section in the Full Proposal Submission chapter. The process is the same.

3.5.3 Written Proposal Briefing Chart (Optional)

Refer to the BAA Briefing Chart section in the Full Proposal Submission chapter. The process is the same.

3.5.4 Submit a Written Proposal

1. When all the required components, ex: Cover Sheet, Proposal Uploads, etc. are marked as Complete, click the *Submit* link (shown below).

Note: The Submissions component is displayed as Incomplete, indicating that your proposal “package” has yet to be submitted. The Submit button will take you to the Submit page.



Figure 38: The Submit button is enabled.

2. **You must click the Submit button** to submit your Proposal.
3. Important Note: You will not be able to make any changes to your Proposal after it is submitted.
4. The Proposal Submission Confirmation page displays (shown below). You should print/save this page for your records. Click the Close.

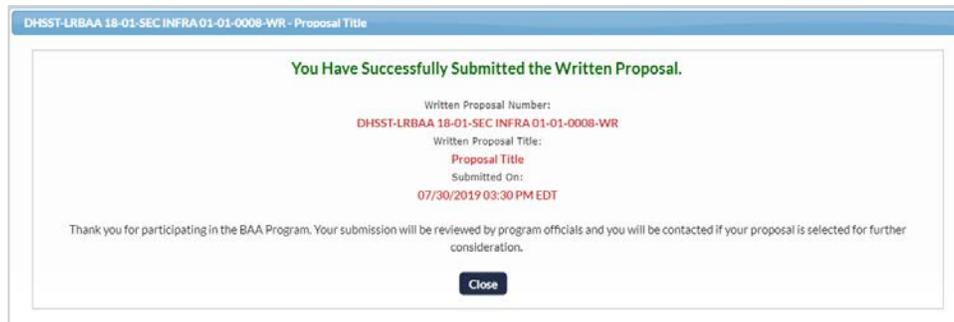


Figure 39: Example of the confirmation page

5. Click on the Submitted Tab. Click on the recently submitted Written Proposal number. You should see a similar window as shown below:

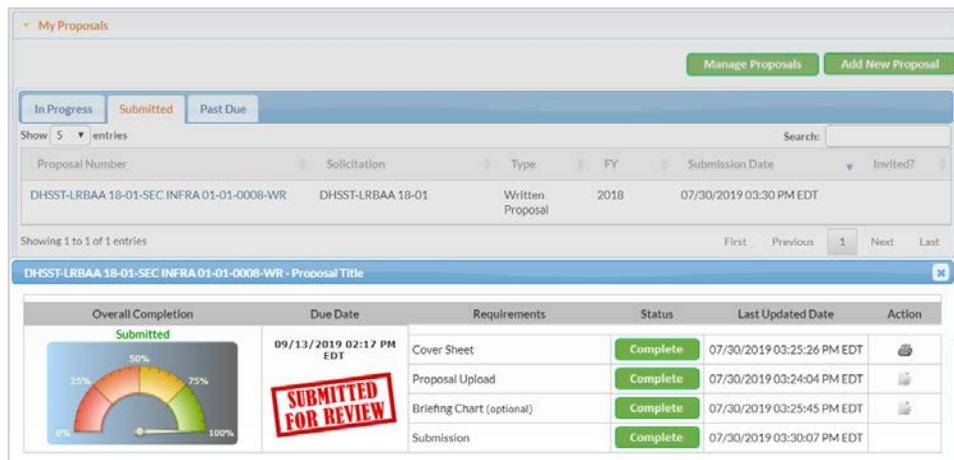


Figure 40: Example of the BAA Proposal Activity Worksheet > Proposals Submitted

6. Notice that all Requirements have a status of “Complete”, including “Submission”.
7. You can access your Cover Sheet form in a PDF format by clicking on the icon provided in the Action column. Similarly, you can access your proposal uploads by clicking on the icon in the Action column.
8. The system will automatically send you a Submission Confirmation e-mail to the e-mail address you specified on Cover Sheet. If you do not receive a

submission confirmation, check your e-mail account's Spam/Junk folder and/or contact the BAA Technical Support immediately.

9. Important Note: Your proposal will be reviewed by program officials and you will be contacted if your proposal is selected for award.

4.0 Targeted BAA Proposals Submissions

4.1 Overview

You may submit a white paper and/or a proposal in response to a specific solicitation topic.

If you are responding to a Broad Agency Announcement (BAA) solicitation, you may be required to submit a white paper before submitting the actual proposal.

At any time before you submit a white paper or proposal, you may choose to remove it from the system and not submit it.

You will need to submit a white paper or proposal for it to be reviewed by the BAA program office.

4.2 Start a New White Paper or Proposal

Follow the instructions below to start a new proposal.

1. To respond to a BAA solicitation, go to the BAA Public Portal at <https://baa2.st.dhs.gov/>.
2. Login by clicking on the Portal Login link, located at the top- right corner of the page.

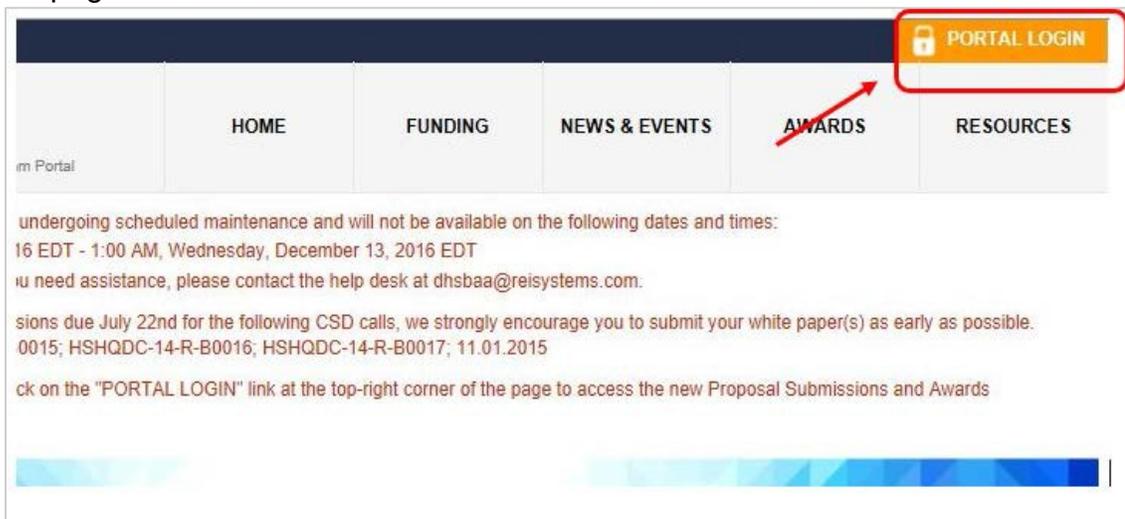


Figure 41: Example of BAA – Portal Login

3. The Portal Login page will display, as shown below. To enter the portal, you must agree to the security agreement, and enter your company's username and password that you created during registration.

Note: If you have not yet registered, click the Register Now link and refer to the Registration portion of this manual for detailed instructions.

Note: If you do not know your password, click the Forgot Your Password? link. You will be prompted to submit your username and the answer to your Security Question. Upon verification, your password will be reset and e-mailed to you.

- a. Read the Security Agreement. If you agree to the security agreement, click the I agree to the terms check box. If you do not agree, do not enter the site. Contact the Technical Support if desired. (Technical Support information is displayed in the portal footer)
- b. In the Username field, enter your user name.
- c. In the Password field, enter your password.
- d. Click the Sign In button.

Important Note: While you are logged in, there is a session timeout running. If you are inactive for more than 20 minutes (e.g., no keystrokes or mouse clicks on the page), you will automatically be logged out. The countdown displays in red at the top of the page. Be sure to type or click anywhere on the page to reset the session timeout to 20 minutes.

PORTAL LOGIN

Haven't Registered? Register Now

DHS ST Security Agreement

You are about to access a DHS computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. **There is no expectation of privacy** when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

You must agree to the security agreement to continue to the login page

I agree to the terms

Login

Username:

Password:

Sign In

Forgot Your Password? Not Registered?

Figure 42: Example of the login page of the BAA Proposal Submission Portal

4. The Submissions Portal Dashboard displays, an example shown below.

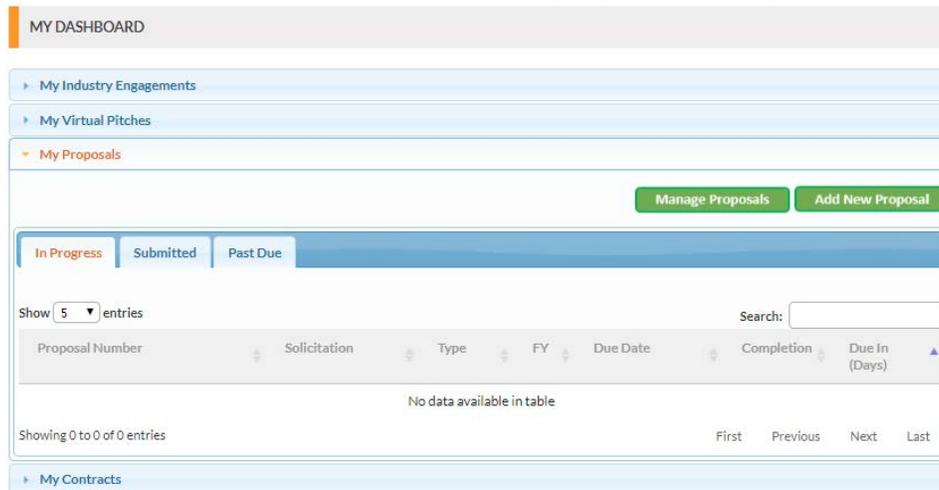


Figure 43: An example of Submissions Dashboard (Proposal Activity Worksheet) > Proposals *In Progress* view

5. My Proposals section has three tabs:

- I. *In Progress*: Includes all whitepapers/proposals that are in- progress (initiated but not submitted).

In the screenshot above, no white papers or proposals are in-progress.

- II. *Submitted*: Includes all whitepapers/proposals that have been submitted to S&T for review.
- III. *Past Due*: Includes whitepapers/proposals that are now considered past-due (initiated but not submitted by the due date).

6. To initiate a new white paper or proposal, click on Add New Proposal, located in top-right corner of the *My Proposals* section, the *Add New Proposal* pop-up displays:

Figure 44: Example of Add White Paper / Full Proposal pop-up displays

7. Select the desired radio button option: White Paper or Full Proposal
8. Based on the option (White paper or Full Proposal) selected, a Solicitation drop-down is displayed listing all open/applicable Solicitations.
9. Select the desired Solicitation from the drop-down list; upon selection, additional fields will display, listing the Topics and an input field for Proposal Title, as shown below.
10. Select the desired Topic from the list, enter a *Proposal Title* and click on *Add Proposal to Activity Worksheet*.
11. The updated My Proposal > In Progress page displays, listing the recently initiated white paper or proposal, as seen below.

| Proposal Number | Solicitation | Type | FY | Due Date | Completion | Due In (Days) |
|-----------------------------------|---------------------|-------------|------|-------------------------|------------|---------------|
| BAA 18-02 Call 0001-SOO A-0010-WP | BAA 18-02 Call 0001 | White Paper | 2019 | 08/01/2019 04:00 PM EDT | 0% | 1 |

Figure 45: Example of recently initiated White Paper or Proposal

12. This view provides you a summarized view of the white paper/proposal information along with the percentage completion based on your input.
13. To continue working on your white paper/proposal submission, click on the Proposal Number listed in the 1st column.
14. A Proposal Activity Worksheet displays, similar to the screenshot below:

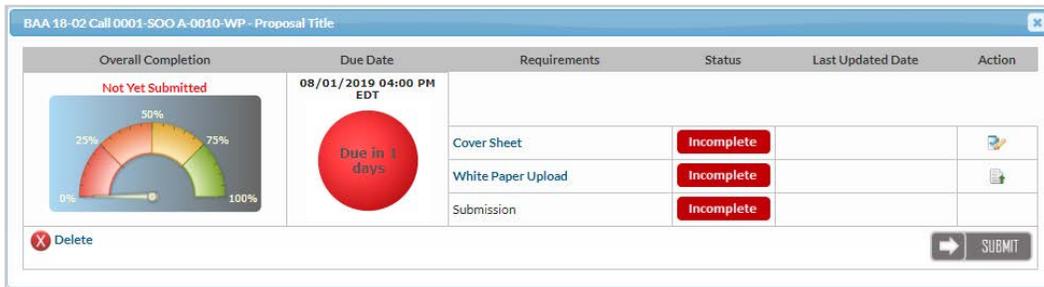


Figure 46: Example of Proposal Activity Worksheet

15. From left to right, this view provides you an Overall Completion “meter”, the submission Due Date, a list of Requirements. Each required component further displays info in the Status, Last Updated Date, and any Actions in the associated columns.
16. Important: Different components of the proposal or white paper must be completed before it can be successfully submitted. In the example above, *Cover Sheet* and *White Paper Upload* must be completed. If a component is not required, “optional” would display next to the component name.

Notice that each component displays the message, “Incomplete.” To open and complete a component, click its name, such as *Cover Sheet*. When you have completed a component, the message will display “Complete.”

17. If you do not want to continue with the submission process, simply click on the X at the top-corner of the pop-up window to close.

4.3 Complete/Submit a BAA White Paper

Important Note: If a BAA solicitation does not require a White Paper, you will submit a Full Proposal. Refer to the instructions in the “Complete a BAA Proposal” chapter.

4.3.1 Baa White Paper/Proposal Cover Sheet

1. From the Proposal Activity Worksheet page, click the *Cover Sheet* link.

| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action |
|---|---|--------------------|------------|-------------------|--------|
| <p>Not Yet Submitted</p> <p>0% 25% 50% 75% 100%</p> | <p>08/01/2019 04:00 PM EDT</p> <p>Due in 3 days</p> | Cover Sheet | Incomplete | | |
| | | White Paper Upload | Incomplete | | |
| | | Submission | Incomplete | | |

2. The BAA Proposal Cover Sheet form displays (shown below). There are six different data entry sections. In each section, fields marked with an asterisk are required fields.

- i. Company
- ii. POC (Company Point of Contact)
- iii. PI (Principal Investigator Information)
- iv. Participants
- v. Other
- vi. Summary

3. Complete/edit the appropriate fields in the Company tab.

- i. The Company Information section displays the information you entered about your company during registration (example shown below). If you need to change any of the non-editable information, contact the BAA Technical Support, information provided in the portal footer.

COVER SHEET
BAA 18-02 Call 0001-SOO A-0010-WP

For details, please refer to the solicitation details located at FedBizOpps website.
Be sure to click "Save" before changing tabs.

Company
POC
PI
Participants
Other
Summary

Company Information

| | |
|---|---|
| Proposal Number: | BAA 18-02 Call 0001-SOO A-0010-WP |
| Topic: | SOO A - Hands-Free Presence-of-Life through Walls Detection, Localization, Alert, and Recording System |
| Proposal Title*: | <input type="text" value="Proposal Title"/> |
| Company Name: | Company Information Inc |
| Mailing Address (Line 1)*: | <input type="text" value="1 Main St"/> |
| Mailing Address (Line 2): | <input type="text"/> |
| City*: | <input type="text" value="Washington"/> |
| State & Zip Code*: | DC - 20009 - 0000 Need help for ZIP+4? |
| Phone*: | <input type="text" value="2022222222"/> |
| Fax: | <input type="text"/> |
| TIN: | 850076723 |
| DUNS + 4: | <input type="text"/> - <input type="text"/> What is DUNS? (9-digit Data Universal Number System plus a 4-digit suffix given by parent concern) |
| CAGE Code: | <input type="text"/> How do I get a CAGE? |
| SIC: | <input type="text"/> What is a SIC? |
| FICE: | <input type="text"/> What is a FICE? |
| Proposal Contains Proprietary Information*: | No ▾ |
| Amount Requested (in dollars)*: | <input type="text"/> (2 decimal places) example: 1234.99 |
| Duration*: | <input type="text"/> months |
| Requested Starting Date*: | <input type="text"/> (mm/dd/yyyy) example: 01/01/2009 |
| Business Type*: | <div style="border: 1px solid #ccc; padding: 2px; font-size: x-small;"> (Hold CTRL to select more than one) -- Select Business Type -- 8a Program Participant HUB Zone Firm Historically Black College/University Minority Institution Minority Owned - Subcontinent Asian (Asian-Indian) American Minority Owned - Asian Pacific American Minority Owned - Black American </div> <input type="checkbox"/> Small Business Concern: <input type="text" value="-- Select One --"/> |

* Required Information

Save
Save and Continue
Go to Dashboard

Figure 47: Example of the BAA Proposal Cover Sheet form.

- Enter/Edit information into each of the fields, as appropriate. Below is a description of each field:

| Field | Description |
|-----------------|--|
| Proposal Number | This field is automatically populated with the proposal number and cannot be edited. |
| Topic | This field is automatically populated with the topic and cannot be edited. |

| | |
|--------------------------|--|
| Proposal Title | This field is automatically populated, but you may edit it. It is a required field. The title may consist of digits, letters, and spaces. Use a maximum of 200 characters. |
| Company Name | This field is automatically populated with your company's name and cannot be edited. |
| Mailing Address (Line 1) | This field is automatically populated, but you may edit it. It is a required field. The Line 1 mailing address may consist of digits, letters, and spaces. Use a maximum of 100 characters. |
| Mailing Address (Line 2) | This field is automatically populated, but you may edit it. The Line 2 mailing address may consist of digits, letters, and spaces. Use a maximum of 100 characters. |
| City | This field is automatically populated, but you may edit it. It is a required field. The city may consist of letters and spaces. Use a maximum of 50 characters. |
| State & Zip Code | These fields are automatically populated, but you may edit them. These are required fields. Select the state from the drop-down list. Enter the ZIP + 4 code. If you do not know the + 4 code, click the <i>Need help for ZIP+4?</i> link to be directed to the Zip Code Lookup page of the United States Postal Service web site. |
| Phone | This field is automatically populated, but you may edit it. It is a required field. Enter your phone number (10 digits) without any hyphens or parentheses, e.g., 5555555555. |

| | |
|---|---|
| Fax | This field is automatically populated, but you may edit it. Enter your fax number (10 digits) without any hyphens or parentheses, e.g., 5555555555. |
| TIN | This field is automatically populated with your company's TIN and cannot be edited. |
| DUNS + 4 | Enter your 9-digit Data Universal Number System (DUNS) plus a 4-digit suffix. If you do not know your DUNS + 4 number, click the <i>What is DUNS?</i> link to be directed to a helpful web site. |
| CAGE Code | Enter your Commercial And Government Entity (CAGE) code (which is issued by the Central Contractor Registration (CCR)). If you do not have or know your CAGE code, click the <i>How do I get a CAGE?</i> link to be directed to a helpful web site. |
| SIC | Enter your Standard Industrial Classification code. If you do not know your SIC code, click the <i>What is a SIC?</i> link to be directed to a helpful web site. |
| FICE | Enter your Federal Interagency Committee on Education (FICE) code, which is the six-digit institutional identifier assigned to each higher education institution. If you do not know the FICE code, click the <i>What is a FICE?</i> link to be directed to a helpful web site. |
| Proposal Contains Proprietary Information | This is a required field. Select your answer of Yes or No. |
| Amount Requested (in dollars) | This is a required field. Enter the amount requested. |

| | |
|-------------------------|---|
| Duration | This is a required field. Enter the duration of the project, in months. |
| Requested Starting Date | Enter the start date of the project. The required format is mm/dd/yyyy, e.g., 02/14/2011. |
| Business Type | <p>This is a required field. Select the appropriate business type(s) for your business. You may select more than one. The options are:</p> <ul style="list-style-type: none"> • 8a Program Participant • HUB Zone firm • Historically Black College/University • Minority Institution • Minority Owned – Subcontinent Asian (Asian-Indian) American • Minority Owned – Asian Pacific American • Minority Owned – Black American • Minority Owned – Hispanic American • Minority Owned – Native American • Minority Owned – No Representation/None of the above • Large Business • Small Business • Small Disadvantaged Business • Veteran Owned Business • Veteran Owned Business/Service Disabled • Woman Owned Business • Educational Institution • Nonprofit Institution • Research Institution • Government – Federal • Government – State • Government – Local • Government – Foreign • Federally Funded Research and Development Center |
| | If applicable, click the <i>Small Business Concern</i> check box and select the concern. |

5. Click the *Save and Continue* button.

6. The POC tab will display, as shown below.

COVER SHEET BAA 18-02 Call 0001-SOO A-0010-WP

For details, please refer to the solicitation details located at FedBizOpps website.
 Be sure to click "Save" before changing tabs.

Company POC PI Participants Other Summary

Company POC Information

| | |
|------------------|-------------------|
| Salutation:* | Dr. |
| First Name:* | John |
| Middle Name: | |
| Last Name:* | Doe |
| Title:* | POC |
| Phone:* | 202123456789 Ext: |
| Fax: | |
| E-mail Address:* | abc@example.com |

* Required Information

Save Save and Continue Go to Dashboard

Figure 48: Example of BAA Cover Sheet – POC page

7. Enter data in each of the data entry sections, where applicable. Fields marked with an asterisk are required fields
8. Enter data in each of the data entry sections, where applicable. Fields marked with an asterisk are required fields
9. The Company Point of Contact Information section (shown above) displays the information entered about your company's point of contact during the registration process. If necessary, update the point of contact information.
10. When finished with this tab, click on Save and Continue.
11. The BAA Proposal Cover Sheet PI page displays.

12. In the Principal Investigator Information section (shown below), enter information about the proposal's Principal Investigator.

| COVER SHEET | | BAA 18-02 Call 0001-SOO A-0010-WP | |
|---|---|--|--|
| For details, please refer to the solicitation details located at FedBizOpps website. Be sure to click "Save" before changing tabs. | | | |
| Company | | POC | |
| PI | | Participants | |
| Other | | Summary | |
| Principal Investigator Information | | | |
| <input checked="" type="checkbox"/> Check here if you are the Principal Investigator. (This will pre-populate your name, email and phone ONLY.) | | | |
| Salutation: | Dr. ▼ | | |
| First Name: | Jane | | |
| Middle Name: | | | <input checked="" type="checkbox"/> No Middle Name |
| Last Name: | Doe | | |
| Title: | POC | | |
| Address: | <input type="radio"/> United States Address | | |
| | Address (Line 1): | | |
| | Address (Line 2): | | |
| | City: | | |
| | State: | ▼ | |
| | Zip Code: | - - Need help for ZIP+4? | |
| | <input type="radio"/> Address is Outside of the United States | | |
| | Address (Line 1): | | |
| | Address (Line 2): | | |
| | City: | | |
| | State/Province: | | |
| | Mail Code: | | |
| | Country: | -- Choose an option -- ▼ | |
| | Phone: | 2022222222 | Ext: |
| Fax: | | | |
| E-mail Address: | reitesterzee@gmail.com | | |
| * Required Information | | | |
| Save | | Save and Continue | |
| Go to Dashboard | | | |

Figure 49: Example of BAA Cover Sheet - PI (Principal Investigator) page

13. If you are the Principal Investigator, click the check box located at the top of the section. Your name, email, and phone number will automatically populate those fields; however, you will still need to enter information in the Middle Name, Address 1, City, State, and Zip code fields

14. When finished with this tab, click on Save and Continue.

15. The BAA Proposal Cover Sheet Participants page displays (shown below)

COVER SHEET BAA 18-02 Call 0001-SOO A-0010-WP

For details, please refer to the solicitation details located at FedBizOpps website.
 Be sure to click "Save" before changing tabs.

Company POC PI **Participants** Other Summary

Subcontractor/Partner/Other Participant Information

Check here to remove this participant

Type:** -- Choose an option --

Name:** TBD

Address:

United States Address

Address (Line 1):

Address (Line 2):

City:

State:

Zip Code: - [Need help for ZIP+4?](#)

Address is Outside of the United States

Address (Line 1):

Address (Line 2):

City:

State/Province:

Mail Code:

Country: -- Choose an option --

POC Salutation: -- Choose an option --

POC First Name:

POC Middle Name:

POC Last Name:

POC Phone: Ext:

POC Fax:

POC E-mail Address:

Click on Add Participant to add additional participants **Add Participant**

**** Required only if this section is being completed**

Save Save and Continue Go to Dashboard

Figure 50: Example of BAA Cover Sheet - Participants page

16. On the Participants page enter information about the subcontractor, partner, or other participant, if applicable.

If there is not a subcontractor, partner, or other participant, click the *Check here to remove this participant* check box.

If you have more than one subcontractor, partner, or other participant, click the *Add Participant* button (located at the bottom of this section) to add another section in which to enter his/her information.

In the *Type* field, the options are: Subcontractor, Research Institution, Partner, and Other Participant. If you do not know who your subcontractor, partner, or other participant will be, you can click the *TBD* check box

17. When finished with this tab, click on Save and Continue.

18. The BAA Proposal Cover Sheet Other page displays (shown below)

COVER SHEET BAA 18-02 Call 0001-SOO A-0010-WP

For details, please refer to the solicitation details located at FedBizOpps website.
Be sure to click "Save" before changing tabs.

Company POC PI Participants **Other** Summary

Other Information

TECHNICAL ABSTRACT:*

(The technical abstract should be limited to 250 words. The abstract must identify the purpose of the work and briefly describe the work to be carried out, the finding or results and the potential commercial applications of the effort. Since the abstract will be published by REI, it must not contain any proprietary or classified data.)

Due to security considerations, restrictions have been placed upon the use of special characters. Special characters are limited to simple punctuation marks only. We recommend that you type your text directly into this field. If you must "copy and paste" your text, copy from a basic text editor (not a word processing program) and paste it into the field.

Test example

KEYWORDS:*

Test, Example, Cargo, Detection, Screening, Securing Aviation

* Required Information

Save Save and Continue Go to Dashboard

Figure 51: Example of BAA Cover Sheet - Other page

19. Enter pertinent details in the Technical Abstract section. The abstract should be limited to 250 words. The abstract must identify the purpose of the work and briefly describe the work to be carried out, the finding or results, and the potential commercial applications of the effort. Since DHS will publish the abstract, it must not contain any proprietary or classified data.

Important Note: Due to security considerations, restrictions have been placed upon the use of special characters in the Technical Abstract field. Special characters are limited to simple punctuation marks only. We recommend that you type your text directly into the free-text field. If you must "copy and paste" your text, copy from a basic text editor (not a word processing program) and paste it into the Technical Abstract field. If you need help, please contact Technical Support.

20. In the Keywords section (shown above), enter key words that would be useful for the Program Office to use to identify specific content within your proposal."

21. When you are finished, click Save and Continue

22. The BAA Proposal Cover Sheet Summary page displays (shown below)

COVER SHEET
BAA 18-02 Call 0001-SOO A-0010-WP

For details, please refer to the solicitation details located at FedBizOpps website.
In order to complete the Cover Sheet, you must click the "Complete Cover Sheet" button.

Company
POC
PI
Participants
Other
Summary

Cover Sheet Summary

| COMPANY INFORMATION: | |
|---|---|
| Proposal Number: | BAA 18-02 Call 0001-SOO A-0010-WP |
| Topic: | SOO A - Hands-Free Presence-of-Life through Walls Detection, Localization, Alert, and Recording System |
| Proposal Title: | Proposal Title |
| Company Name: | Company Information Inc |
| Mailing Address (Line 1):* | 1 Main St |
| Mailing Address (Line 2): | |
| City: | Washington |
| State & Zip Code: | DC, 20009 - 0000 |
| Phone: | 2022222222 |
| Fax: | |
| TIN: | 850076723 |
| DUNS + 4: | - |
| CAGE Code: | |
| SIC: | |
| FICE: | |
| Proposal Contains Proprietary Information: | No |
| Amount Requested (in dollars):* | 100.00 |
| Duration: | 12 |
| Requested Starting Date: | 09/01/2019 |
| Business Type: | Small Business - 50 or Fewer Employees - Annual Gross Revenue - 1.000.001 - 2 Million Woman Owned Business |
| COMPANY POINT OF CONTACT INFORMATION: | |
| Salutation: | Dr. |
| First Name: | John |
| E-mail Address: | reites@... |
| SUBCONTRACTOR/PARTNER/OTHER PARTICIPANT INFORMATION: | |
| No participants entered | |
| TECHNICAL ABSTRACT: | |
| Test example | |
| KEYWORDS: | |
| Test, Example, Cargo, Detection, Screening, Securing Aviation | |

* Required Information ** Required only if this section is being completed

Complete Cover Sheet
Go to Dashboard

Figure 52: Example of BAA Cover Sheet Summary page (partial view)

23. If all required fields are not completed, the word “required” will be listed next to the field name in red. Click on the appropriate tab(s) and complete the form. If you want to complete the form at a later time, click the *Go to Activity Worksheet* button.

If all required fields are completed, click on *Complete Cover Sheet*. Upon clicking, a confirmation message will be displayed (as shown below).

COVER SHEET BAA 18-02 Call 0001-SOO A-0010-WP

Proposal: BAA 18-02 Call 0001-SOO A-0010-WP - Proposal Title

Your Cover Sheet for the proposal has been successfully completed.

To print the Cover Sheet, click on the Get Printable Version button below. Then, go to File->Print menu option of your browser or click on the printer icon/Print button (if JavaScript is available), and print the form. If your form prints on more than 1 page when you print it from here, it will still be counted as 1 page. It is strongly recommended that you print the forms and save it for your records BEFORE you submit the proposal.

✓ Cover Sheet Complete [Get Printable Version](#)

[Return to Cover Sheet](#) [Back to Dashboard](#)

Figure 53: Example of BAA Proposal Cover Sheet Confirmation page

24. Click the *Go to Activity Worksheet* button to be able to access the next component in the proposal. You may also click the *Get Printable Version* button to download a PDF version of the completed Cover Sheet.
25. The Proposal Activity Worksheet page displays (shown below). If you completed Cover Sheet, it is now marked as Complete.

| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action |
|---|---|--------------------|------------|----------------------------|--------|
| <p>Not Yet Submitted</p> <p>0% 25% 50% 75% 100%</p> | <p>08/01/2019 04:00 PM EDT</p> <p>Due in 1 days</p> | Cover Sheet | Complete | 07/31/2019 01:56:29 PM EDT | |
| | | White Paper Upload | Incomplete | | |
| | | Submission | Incomplete | | |

[Delete](#) [SUBMIT](#)

Figure 54: Example of Cover Sheet with a status of Complete

4.3.2 Targeted BAA White Paper Upload

1. From the Proposal Activity Worksheet page, click the *White Paper Upload* link.
2. The White Paper Upload page displays.
3. Click the *Choose File...* button.

WHITE PAPER UPLOAD BAA 18-02 Call 0001-SOO A-0010-WP

White Papers and Proposals are due by 4:00 p.m. EST time on each due date. There will be no exceptions to the time and date on which responses are due, unless determined otherwise by the Government. White Papers and Proposals received after the closing date/time will not be considered. Once all white paper offerors have been notified whether or not they have been encouraged to submit a full proposal, Call 0001 will be amended to specify the exact Proposal Due Date.

Use this form to upload your file. Find the file to upload using the "Browse..." button below. When ready to upload, click on the "Upload Now" button.

- It must be in PDF format.
- Do not include forms in this document.
- The file size must not exceed the maximum size listed in the solicitation.
- File name must not exceed 100 characters.
- Uploading a new document will replace the previous uploaded document.

NOTE: Do not upload classified information through this page.

Currently Uploaded File(s)

| File Type | File Name | File Size | Uploaded Date |
|-------------|------------|-----------|---------------|
| White Paper | No uploads | | |

File(s) to be uploaded

White Paper * No file chosen (must not exceed 10 page(s))

* Required Upload

Figure 55: Example of White Paper Upload page

4. When you have selected the document to upload, click the Upload Now button.

Important Note: Refer to the specific solicitation for guidelines pertaining to document format and size.

5. If your upload is successful, the page will display a confirmation message of your upload, and the document name will display in the Currently Uploaded File(s) section.

If you decide to upload a different document, it will replace the previously uploaded document.

- If your upload is successful, the page will display a confirmation message of your upload, and the document name will display in the Currently Uploaded File(s) section.

If you decide to upload a different document, it will replace the previously uploaded document.

WHITE PAPER UPLOAD BAA 18-02 Call 0001-SOO A-0010-WP

White Papers and Proposals are due by 4:00 p.m. EST time on each due date. There will be no exceptions to the time and date on which responses are due, unless determined otherwise by the Government. White Papers and Proposals received after the closing date/time will not be considered. Once all white paper offerors have been notified whether or not they have been encouraged to submit a full proposal, Call 0001 will be amended to specify the exact Proposal Due Date.

Your transaction has been processed.

Use this form to upload your file. Find the file to upload using the "Browse..." button below. When ready to upload, click on the "Upload Now" button.

- It must be in PDF format.
- Do not include forms in this document.
- The file size must not exceed the maximum size listed in the solicitation.
- File name must not exceed 100 characters.
- Uploading a new document will replace the previous uploaded document.

NOTE: Do not upload classified information through this page.

Currently Uploaded File(s)

| File Type | File Name | File Size | Uploaded Date |
|-------------|-----------------|-----------|-------------------------|
| White Paper | White Paper.pdf | 364 KB | 07/31/2019 03:50 PM EDT |

File(s) to be uploaded

White Paper * No file chosen (must not exceed 10 page(s))

* Required Upload

Figure 56: White Paper Upload confirmation message view

- The system will automatically send you a confirmation e-mail to the e-mail address specified on the Cover Sheet.
- When you are finished, click the *Back to Dashboard* button.
- The My Proposal > In Progress page displays. Click on the proposal number. The Activity Worksheet displays. The White Paper upload component is now marked as *Complete* and displays the date and time that you last updated it (shown below).

BAA 18-02 Call 0001-SOO A-0012-WP - Proposal Title

| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action |
|--|--|--------------------|------------|----------------------------|--------|
| Not Yet Submitted 0% 25% 50% 75% 100% | 08/02/2019 04:00 PM EDT Due in 0 days | | | | |
| | | Cover Sheet | Complete | 08/02/2019 12:51:28 PM EDT | |
| | | White Paper Upload | Complete | 08/02/2019 12:51:40 PM EDT | |
| | | Submission | Incomplete | | |

Figure 57: Example of all components being completed

4.3.3 Submit a BAA White Paper

1. If all Requirements are all marked as Complete, you still **MUST** click the Submit button to fully submit the white paper/proposal package (shown below)

Note: Before clicking Submit, the Submissions component is displayed as Incomplete, indicating that your white paper/proposal “package” has yet to be submitted.

Important Note: You will **not** be able to make any changes to your White Paper after it is submitted.



Figure 58: Submit White Paper is highlighted

2. Click the Submit button, if you haven't already.
3. The Submit White Paper/Proposal Confirmation page displays (shown below). You should print/save this page for your records. Click the *Close* button.

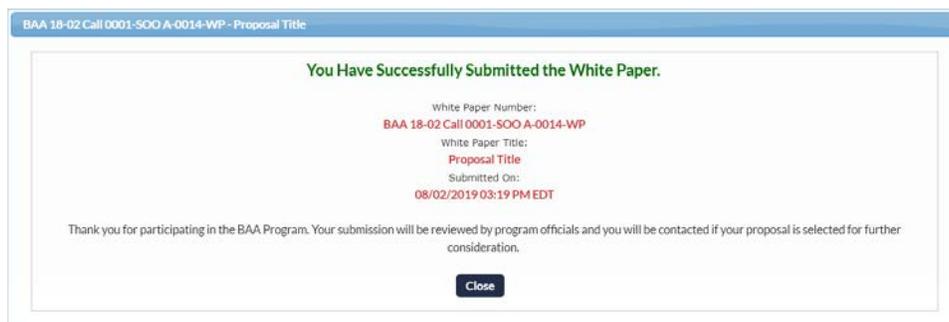


Figure 59: Example of the Confirmation page

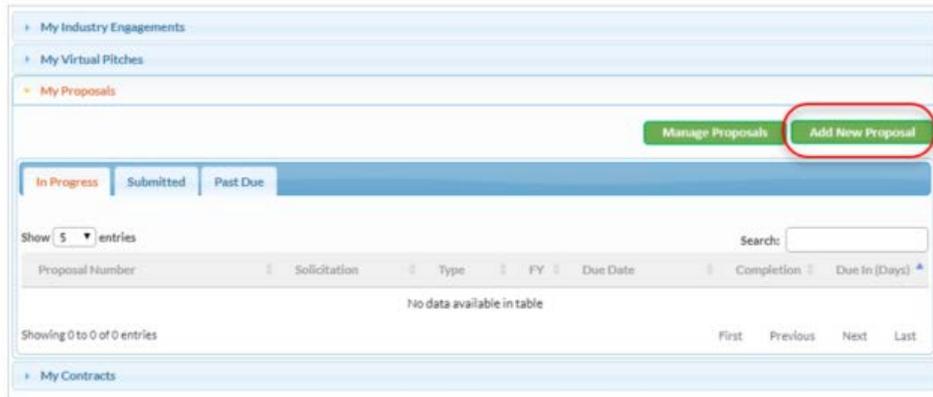
4. The Proposal Dashboard page displays. The proposal you submitted no longer displays in the Proposals In Progress tab. Instead, it displays in the Submitted tab.
5. Click on the Submitted Tab. Click on the recently submitted white paper/proposal number. You should see a similar window as shown below:
6. Notice that all *Requirements* have a status of “Complete”, including “Submission”.
7. You can access your Cover Sheet form in a PDF format by clicking on the icon provided in the Action column. Similarly, you can access your white paper/proposal uploads by clicking on the icon in the Action column.
8. The system will automatically send you a Submission Confirmation e-mail to the e-mail address you specified on Cover Sheet. **If you do not receive a submission confirmation**, check your e-mail account’s Spam/Junk folder and/or contact the BAA Technical Support immediately.

Once the BAA program office evaluates the white paper, you will be notified as to whether or not they recommend that you continue with the proposal process by submitting a Full Proposal.

4.4 Start a BAA Full Proposal After a White Paper Submission

When program officials have reviewed your white paper, you may be Encouraged to submit a Full Proposal.

1. After logging in, click the Add New Proposal button located in top-right corner of the My Proposals section.



2. The *Add New Proposal* pop-up displays:

 A screenshot of the 'Add New Proposal' pop-up form. The form has a blue header with the title 'Add New Proposal' and a close button. Below the header, there is a section 'Select a proposal type:' with two radio button options: 'White Paper/Full Proposal (Initial Submission)' and 'Full Proposal (Subsequent Submission/2nd Stage)'. The second option is selected. Below this is a 'Solicitation:' dropdown menu with the text '-- Please Select --'. To the right of the dropdown is a note: 'Note: Only open solicitations are available to initiate a proposal.' At the bottom of the form is a blue button labeled 'Add Proposal to Activity Worksheet'. The footer of the form reads 'DHS Form 10067 (12/10)'.

3. Select the desired option, in this case, Full Proposal (Subsequent Submission/2nd Stage)

4. Upon “Full Proposal” Selection, the window will refresh and display all Solicitations that are either open or that you have been encouraged to respond with a Full Proposal submission.

The screenshot shows a web form titled "Add New Proposal". At the top, there is a blue header bar with the title and a close button. Below the header, the form asks to "Select a proposal type:" with two radio button options: "White Paper/Full Proposal (Initial Submission)" and "Full Proposal (Subsequent Submission/2nd Stage)". The second option is selected and circled in red. Below this, there is a "Proposal Number:" dropdown menu, also circled in red. The dropdown is open, showing three options: "-- Please Select --", "-- Please Select --", and "BAA 18-02 Call 0001-SOO A-0008-WP". At the bottom of the form, there is a blue button labeled "Add Proposal to Activity Worksheet" and a footer that reads "DHS Form 10067 (12/10)".

5. Select the desired Solicitation from the drop-down list; the Proposal Title will pre-populate with the title of your submitted White Paper. Modify the Proposal Title, if desired. Click on Add Proposal to Activity Worksheet.

Note: If the Solicitation you believe you’re encouraged to submit a Full Proposal for is not listed in the drop-down, contact the BAA POC for the associated Solicitation or the BAA Technical Support (info provided in the portal footer).

6. My Proposal > In Progress (Proposal Activity Worksheet) displays the added Full Proposal.

| Proposal Number | Solicitation | Type | FY | Due Date | Completion | Due In (Days) |
|----------------------------------|---------------------|---------------|------|-------------------------|------------|---------------|
| BAA 18-02 Call 0001-SOO A-0008-1 | BAA 18-02 Call 0001 | Full Proposal | 2019 | 08/25/2019 04:00 PM EDT | 0% | 16 |

7. This view provides you a summarized view of the white paper/proposal information along with the percentage completion based on your input.
8. To continue working on your white paper/proposal submission, click on the Proposal Number listed in the 1st column
9. A Proposal Activity Worksheet displays, similar to the screenshot below:

| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action |
|--|--|--|---|-------------------|-------------------------------------|
| <p>Not Yet Submitted</p> <p>0%</p> <p>25% 50% 75% 100%</p> | <p>08/25/2019 04:00 PM EDT</p> <p>Due in 16 days</p> | <p>Cover Sheet</p> <p>Proposal Upload</p> <p>Briefing Chart (optional)</p> <p>Submission</p> | <p>Incomplete</p> <p>Incomplete</p> <p>Incomplete</p> <p>Incomplete</p> | | <p>📄</p> <p>📄</p> <p>📄</p> <p>📄</p> |

10. From left to right, this view provides you an Overall Completion “meter”, the submission Due Date, a list of Requirements. Each required component further displays info in the Status, Last Updated Date, and any Actions in the associated columns.

11. Important: Different components of the proposal or white paper must be completed before it can be successfully submitted. In the example above, Cover Sheet, and Proposal Upload, must be completed. If a component is not required, “optional” would display next to the component name, ex: Briefing Chart in the screenshot shown above.

Notice that each component displays the message, “Incomplete.” To open and complete a component, click its name, such as Cover Sheet. When you have completed a component, the message will display “Complete.”

12. If you do not want to continue with the submission process, simply click on the X at the top-corner of the pop-up window to close.

4.4.1 BAA Proposal Cover Sheet

If you are submitting a Full Proposal subsequent to a White Paper submission, most of your cover sheet will be pre-populated with the information entered with your White Paper submission. Edit the pre-populated information, as desired. Provide additional information, as requested on the Cover Sheet form.

Refer to the [BAA White Paper/Proposal Cover Sheet](#) section in the White Paper Submission above. The process is the same.

4.4.2 BAA Proposal Upload

1. From the Proposal Activity Worksheet page, click the *Proposal Upload* link.

The screenshot shows a web interface for a BAA proposal submission. At the top, it says "BAA 18-02 Call 0001-500 A-0008-1 - Testing Display of Radio buttons from the Current Solicitation selection - Passed". Below this is a progress bar labeled "Overall Completion" with a gauge showing 30% completion and the text "Not Yet Submitted". To the right of the gauge is a "Due Date" of "08/25/2019 04:00 PM EDT" and a green circle indicating "Due in 16 days". Below the progress bar is a table with columns for "Requirements", "Status", "Last Updated Date", and "Action". The table lists four requirements: "Cover Sheet" (Complete), "Proposal Upload" (Incomplete), "Briefing Chart (optional)" (Incomplete), and "Submission" (Incomplete). A red box highlights the "Proposal Upload" row. At the bottom right of the table is a "SUBMIT" button.

| Requirements | Status | Last Updated Date | Action |
|---------------------------|------------|----------------------------|--------|
| Cover Sheet | Complete | 08/09/2019 11:45:09 AM EDT | |
| Proposal Upload | Incomplete | | |
| Briefing Chart (optional) | Incomplete | | |
| Submission | Incomplete | | |

2. The Proposal Upload Page displays.

PROPOSAL UPLOAD
BAA 18-02 Call 0001-SOO A-0015-1

For details, please refer to the solicitation details located at FedBizOpps website.

Use this form to upload your file. Find the file to upload using the "Browse..." button below. When ready to upload, click on the "Upload Now" button.

- It must be in PDF format.
- Do not include forms in this document.
- The file size must not exceed the maximum size listed in the solicitation.
- File name must not exceed 100 characters.
- Uploading a new document will replace the previous uploaded document.

NOTE: Do not upload classified information through this page.

Currently Uploaded File(s)

| File Type | File Name | File Size | Uploaded Date |
|-------------------------------------|------------|-----------|---------------|
| Volume I: <i>Technical Proposal</i> | No uploads | | |
| Volume II: <i>Cost Proposal</i> | No uploads | | |

File(s) to be uploaded

Volume I: *Technical Proposal** No file chosen (must not exceed 20 page(s))

Volume II: *Cost Proposal** No file chosen (must not exceed 10 page(s))

* Required Upload

3. Click the Browse or Choose File button for each of the required components, upload the desired files.
4. When you have selected the document to upload, click the Upload Now button. Important Note: Refer to the specific solicitation for guidelines pertaining to document format and size.
5. If your upload is successful, the page will refresh displaying a confirmation message of your upload, and the document name(s) will display in the Currently Uploaded File(s) section.

If you decide to upload a different document, it will replace the previously uploaded document.

BAA 18-02 Call 0001-SOO A-0015-I

PROPOSAL UPLOAD

For details, please refer to the solicitation details located at FedBizOpps website.

Your transaction has been processed.

Use this form to upload your file. Find the file to upload using the "Browse..." button below. When ready to upload, click on the "Upload Now" button.

- It must be in PDF format.
- Do not include forms in this document.
- The file size must not exceed the maximum size listed in the solicitation.
- File name must not exceed 100 characters.
- Uploading a new document will replace the previous uploaded document.

NOTE: Do not upload classified information through this page.

Currently Uploaded File(s)

| File Type | File Name | File Size | Uploaded Date |
|-------------------------------------|------------------------|-----------|-------------------------|
| Volume I: <i>Technical Proposal</i> | Technical Proposal.pdf | 1 MB | 08/09/2019 11:35 AM EDT |
| Volume II: <i>Cost Proposal</i> | Cost Proposal.pdf | 61 KB | 08/09/2019 11:36 AM EDT |

File(s) to be uploaded

Volume I: *Technical Proposal** No file chosen (must not exceed 20 page(s))

Volume II: *Cost Proposal** No file chosen (must not exceed 10 page(s))

* Required Upload

6. When you upload a document, the system will automatically send you a confirmation e-mail to the e-mail address you specified on Cover Sheet.
7. When you are finished, click the Go to Activity Worksheet button.
8. The Proposal Activity Worksheet page displays. The Proposal Upload component is now marked as Complete and displays the date and time that you last updated it.

BAA 18-02 Call 0001-SOO A-0015-I - Proposal Title

| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action | | | | | | | | | | | | | | | | |
|---|---|---|-------------|-------------------|----------------------------|--|-----------------|----------|----------------------------|--|---------------------------|------------|--|--|------------|------------|--|--|--|--|---------------------------------------|
| <p style="color: red; font-weight: bold;">Not Yet Submitted</p> | <p>08/25/2019 04:00 PM EDT</p> <div style="border: 1px solid green; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> Due in 16 days </div> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Cover Sheet</td> <td style="text-align: center; color: green; font-weight: bold;">Complete</td> <td style="font-size: small;">08/09/2019 11:39:22 AM EDT</td> <td style="text-align: center;"></td> </tr> <tr style="border: 2px solid red;"> <td style="font-size: small;">Proposal Upload</td> <td style="text-align: center; color: green; font-weight: bold;">Complete</td> <td style="font-size: small;">08/09/2019 11:36:01 AM EDT</td> <td style="text-align: center;"></td> </tr> <tr> <td style="font-size: small;">Briefing Chart (optional)</td> <td style="text-align: center; color: red; font-weight: bold;">Incomplete</td> <td></td> <td style="text-align: center;"></td> </tr> <tr> <td style="font-size: small;">Submission</td> <td style="text-align: center; color: red; font-weight: bold;">Incomplete</td> <td></td> <td></td> </tr> </table> | Cover Sheet | Complete | 08/09/2019 11:39:22 AM EDT | | Proposal Upload | Complete | 08/09/2019 11:36:01 AM EDT | | Briefing Chart (optional) | Incomplete | | | Submission | Incomplete | | | | | <input type="button" value="SUBMIT"/> |
| Cover Sheet | Complete | 08/09/2019 11:39:22 AM EDT | | | | | | | | | | | | | | | | | | | |
| Proposal Upload | Complete | 08/09/2019 11:36:01 AM EDT | | | | | | | | | | | | | | | | | | | |
| Briefing Chart (optional) | Incomplete | | | | | | | | | | | | | | | | | | | | |
| Submission | Incomplete | | | | | | | | | | | | | | | | | | | | |

4.4.3 BAA Briefing Chart

1. You can skip this section, if the Briefing Chart is marked optional, as shown in the image below.

| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action |
|--|---|---------------------------|------------|----------------------------|---------|
| Not Yet Submitted 0% (0% to 100% gauge) | 08/25/2019 04:00 PM EDT Due in 16 days | Cover Sheet | Complete | 08/09/2019 11:39:22 AM EDT | [Icons] |
| | | Proposal Upload | Complete | 08/09/2019 11:36:01 AM EDT | [Icons] |
| | | Briefing Chart (optional) | Incomplete | | [Icon] |
| | | Submission | Incomplete | | |

2. However, if required, simply click on the Briefing Chart link, the Briefing Chart page will display. Upload the desired file, by clicking on the Browse or Choose File button.

BRIEFING CHART BAA 18-02 Call 0001-SOO A-0015-I

For details, please refer to the solicitation details located at FedBizOpps website.

Use this form to upload your file. Find the file to upload using the "Browse..." button below. When ready to upload, click on the "Upload Now" button.

- It must be in PDF format.
- Do not include forms in this document.
- The file size must not exceed the maximum size listed in the solicitation.
- File name must not exceed 100 characters.
- Uploading a new document will replace the previous uploaded document.

NOTE: Do not upload classified information through this page.

Currently Uploaded File(s)

| File Type | File Name | File Size | Uploaded Date |
|----------------|------------|-----------|---------------|
| Briefing Chart | No uploads | | |

File(s) to be uploaded

Briefing Chart No file chosen

* Required Upload

3. When you have selected the documents to upload, click the Upload Now button. **Important Note:** Refer to the specific solicitation for guidelines pertaining to document format and size.
4. If your upload is successful, the page will display a confirmation message of your upload, and the document name will display in the Currently Uploaded File(s) section.

BRIEFING CHART BAA 18-02 Call 0001-SOO A-0015-I

For details, please refer to the solicitation details located at FedBizOpps website.

Your transaction has been processed.

Use this form to upload your file. Find the file to upload using the "Browse..." button below. When ready to upload, click on the "Upload Now" button.

- It must be in PDF format.
- Do not include forms in this document.
- The file size must not exceed the maximum size listed in the solicitation.
- File name must not exceed 100 characters.
- Uploading a new document will replace the previous uploaded document.

NOTE: Do not upload classified information through this page.

Currently Uploaded File(s)

| File Type | File Name | File Size | Uploaded Date |
|----------------|--------------------|-----------|-------------------------|
| Briefing Chart | Briefing Chart.pdf | 152 KB | 08/09/2019 11:56 AM EDT |

File(s) to be uploaded

Briefing Chart No file chosen

*** Required Upload**

Figure 60: Example of the Currently Uploaded Files Section

5. If you decide to upload a different document, it will replace the previously uploaded document.

When you upload a document, the system will automatically send you a confirmation e-mail to the e-mail address you specified on Cover Sheet.

6. When you are finished, click the Go to Activity Worksheet button.
7. The Proposal Activity Worksheet page displays. The Briefing Chart component is now marked as Complete and displays the date and time that you last updated it.

BAA 18-02 Call 0001-SOO A-0015-I - Proposal Title

| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action |
|---------------------------------|--|---------------------------|------------|----------------------------|--------|
| <p>Not Yet Submitted</p> | <p>08/25/2019 04:00 PM EDT</p> <p>Due in 16 days</p> | Cover Sheet | Complete | 08/09/2019 11:39:22 AM EDT | |
| | | Proposal Upload | Complete | 08/09/2019 11:36:01 AM EDT | |
| | | Briefing Chart (optional) | Complete | 08/09/2019 11:56:06 AM EDT | |
| | | Submission | Incomplete | | |

4.4.4 Submit a BAA Proposal

1. When all the required components, ex: Cover Sheet, Proposal Uploads, etc. are marked as Complete, click the Submit link (shown below).

Note: The Submissions component is displayed as Incomplete, indicating that your proposal “package” has yet to be submitted. The Submit button will take you to the Submit page.

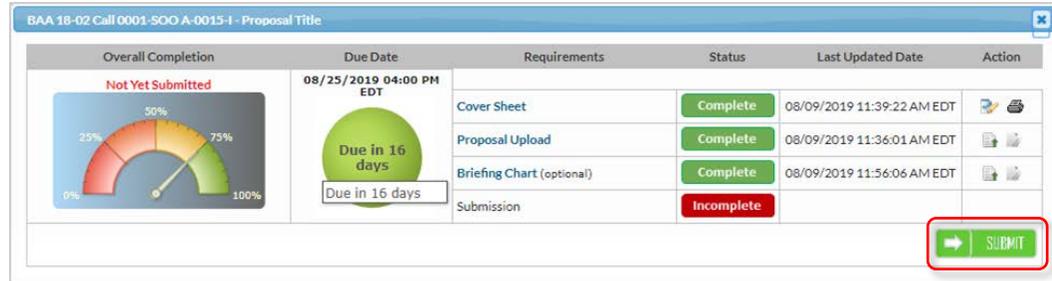


Figure 60: Example of the confirmation page.

2. **You must click the Submit button to submit your Proposal.**
3. Important Note: You will **not** be able to make any changes to your Proposal after it is submitted.
4. The Proposal Submission Confirmation page displays (shown below). You should print/save this page for your records. Click the *Go to Dashboard* button.

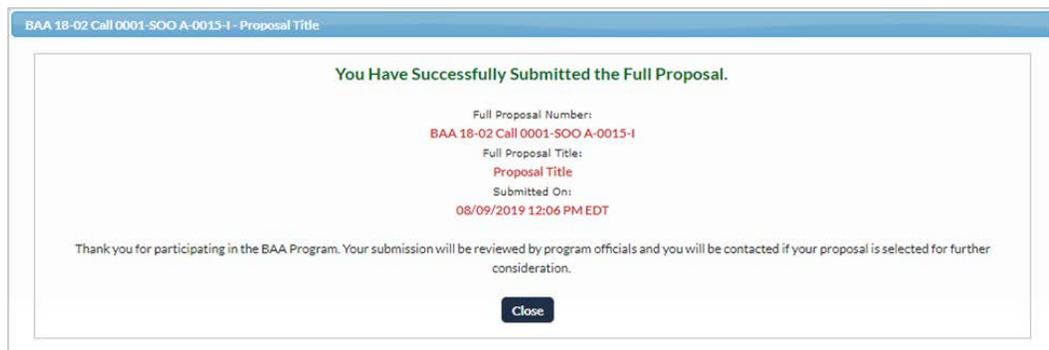
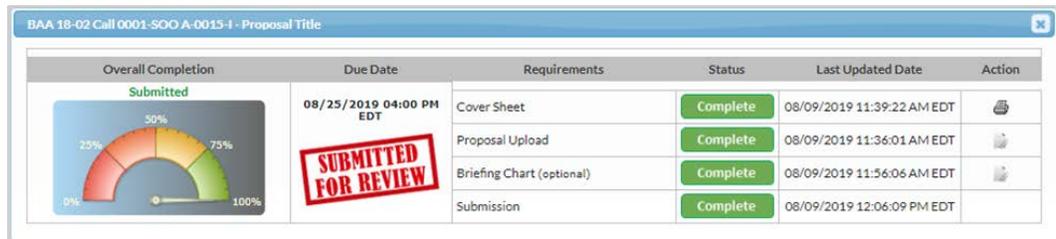


Figure 61: Example of the confirmation page

5. The Proposal Dashboard page displays. The proposal you submitted no longer displays in the *Proposals In Progress* tab. Instead, it displays in the Submitted tab.

6. Click on the Submitted Tab. Click on the recently submitted white paper/proposal number. You should see a similar window as shown below:



7. Notice that all Requirements have a status of “Complete”, including “Submission”.
8. You can access your Cover Sheet form in a PDF format by clicking on the icon provided in the Action column. Similarly, you can access your white paper/proposal uploads by clicking on the icon in the Action column.

The system will automatically send you a Submission Confirmation e-mail to the e-mail address you specified on Cover Sheet. **If you do not receive a submission confirmation**, check your e-mail account’s Spam/Junk folder and/or contact the BAA Technical Support immediately.

Important Note: Your proposal will be reviewed by program officials and you will be contacted if your proposal is selected for award.

Important Note: Proposals received after the deadline will not be accepted or evaluated.

5.0 SBIR Proposals Submissions

5.1 Overview

You may submit a proposal in response to a specific solicitation topic.

After you start a proposal, you will be required to enter information in four different proposal components. At any time before you submit a proposal, you may choose to remove it from the system and not submit it.

You will need to submit the proposal in order for it to be entered into the review process for potential award.

5.2 Start a New Phase I SBIR Proposal

Follow the instructions below to start a new proposal.

1. To respond to a SBIR solicitation, go to the SBIR Public Portal at <https://sbir2.st.dhs.gov/>.
2. Login by clicking on the Portal Login link, located at top-right corner of the page.

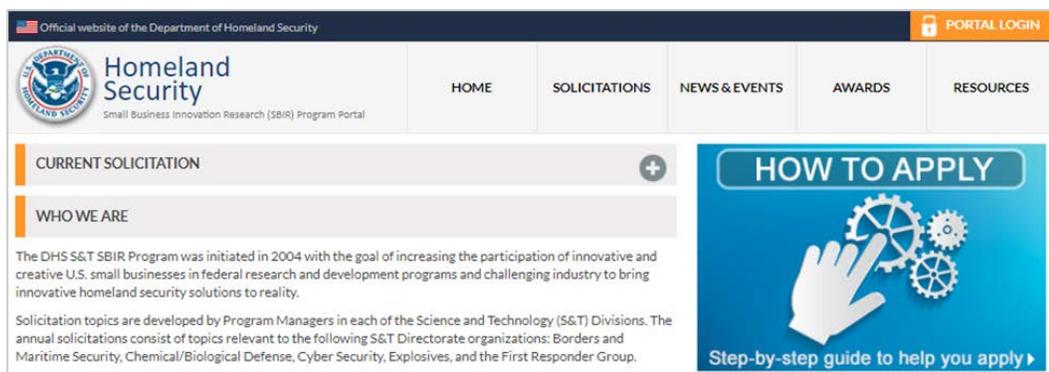


Figure 62: Example of SBIR Portal Login link

3. The Proposal Submissions Login page displays (shown below). To enter the portal, you must agree to the security agreement, and enter your company's username and password that you created during registration.

PORTAL LOGIN

Haven't Registered? Register Now

DHS ST Security Agreement
 You are about to access a DHS computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

You must agree to the security agreement to continue to the login page
 I agree to the terms

Login

Username:

Password:

[Forgot Your Password? Not Registered?](#)

Figure 63: Example of Login page

Note: If you have not yet registered, click the Register Now button or the Not Registered link and refer to the Registration portion of this manual for detailed instructions.

Note: If you do not know your password, click the Forgot Your Password? link. You will be prompted to submit your username. Your password will be re-set and e-mailed to you.

- a. Read the Security Agreement. If you agree to the security agreement, click the Check here to agree check box. If you do not agree, do not enter the site. Contact the Technical Support if desired. (Technical Support information is displayed in portal footer)
- b. In the *Username* field, enter your user name.
- c. In the *Password* field, enter your password.
- d. Click the *Sign In* button.

Important Note: While you are logged in, there is a session timeout running. If you are inactive for more than 20 minutes (e.g., no keystrokes or mouse clicks on the page), you will automatically be logged out. The countdown displays in red at the top of the page. Be sure to type or click anywhere on the page in order to reset the session timeout to 20 minutes.

4. The Submissions Portal Dashboard displays, an example shown below.

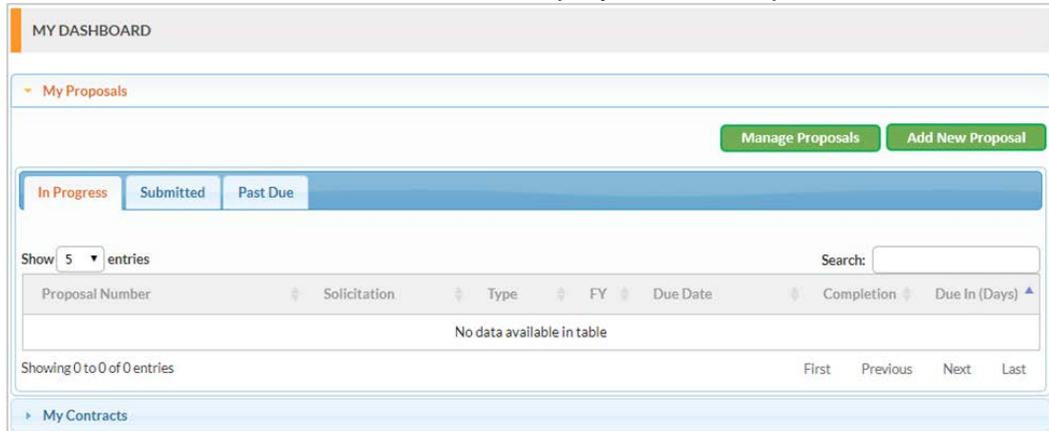


Figure 64: An Example of Submission Dashboard (Proposal Activity Worksheet) > Proposals In Progress view

5. *My Proposals* section has three tabs:
- i. *In Progress*: Includes all proposals that are in-progress (initiated but not submitted).
In the screenshot above, no proposals are in-progress,
 - ii. *Submitted*: Includes all proposals that have been submitted to S&T for review.
 - iii. *Past Due*: Includes proposals that are now considered past-due (initiated but not submitted by the due date).
6. To begin the process of submitting a new proposal, click the *Add New Proposal* button, located in top-right corner of the *My Proposals* section.
7. The *Add New Proposal* pop-up window displays (shown below).

Figure 65: Example of the Start New Proposal page

8. The following options display: Phase I, Phase II, 2nd Phase II, CRPP and Phase III.
9. For Phase I, select Phase I option.
10. Upon selection, the open Solicitation drop-down will list.
11. Select the desired Solicitation from the drop-down list; upon selection, additional information/fields will display, including the Submission Deadline. A drop-down list of the Topics offered in the Solicitation will also display.

Be sure to review the information to verify that you have selected the correct solicitation and topic to which you will be submitting your proposal.
12. Select the desired Topics and enter a Proposal Title. Click on *Add Proposal to Activity Worksheet*.

Add New Proposal

Select a proposal type:
 Phase I Phase II 2nd Phase II CRPP Phase III

Solicitation:
 FY19.1 **Note: Only open solicitations are available to initiate a proposal.**

Submission Deadline: 08/12/19 12:00 PM EDT

Topic:
 H-SB019.1-001

Title: Reach-Back Capability for Fielded Rapid DNA Systems

Proposal Title:

[Add Proposal to Activity Worksheet](#)

DHS Form 10062 (12/10)

13. The updated My Proposal > In Progress page displays, listing the recently initiated Phase I proposal, as seen below.

My Proposals

[Manage Proposals](#) [Add New Proposal](#)

In Progress Submitted Past Due

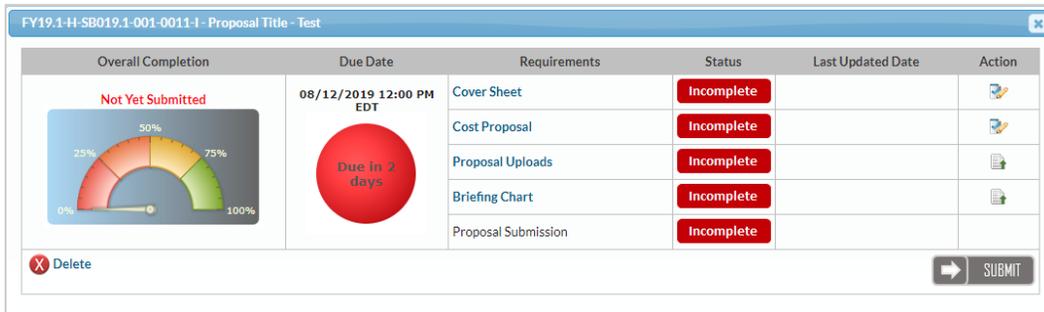
Show 5 entries Search:

| Proposal Number | Solicitation | Type | FY | Due Date | Completion | Due In (Days) |
|-----------------------------|--------------|---------|------|-------------------------|------------|---------------|
| FY19.1-H-SB019.1-001-0011-I | FY19.1 | Phase I | 2019 | 08/12/2019 12:00 PM EDT | 0% | 2 |

Showing 1 to 1 of 1 entries First Previous 1 Next Last

[My Contracts](#)

14. This view provides you a summarized view of the proposal information along with the percentage completion based on your input.
15. To continue working on your proposal submission, click on the Proposal Number listed in the 1st column.
16. A Proposal Activity Worksheet displays, similar to the screenshot below:



17. From left to right, this view provides you an Overall Completion “meter”, the submission Due Date, a list of Requirements. Each required component further displays info in the Status, Last Updated Date, and any Actions in the associated columns.

18. **Important:** Different components of the proposal must be completed before it can be successfully submitted. In the example above, *Cover Sheet*, *Cost Proposal*, *Proposal Uploads*, and *Briefing Chart* must be completed. If a component is not required, “optional” would display next to the component name.

Notice that each component displays the message, “Incomplete.” To open and complete a component, click its name, such as *Cover Sheet*. When you have completed a component, the message will display “Complete.”

19. If you do not want to continue with the submission process, simply click on the X at the top-corner of the pop-up window to close.

5.3 Complete/Submit a Phase I SBIR Proposal

You must complete five components of a proposal before it can be submitted:

- a. Cover Sheet
- b. Cost Proposal
- c. Proposal Uploads
- d. Briefing Chart

The five components are displayed below:

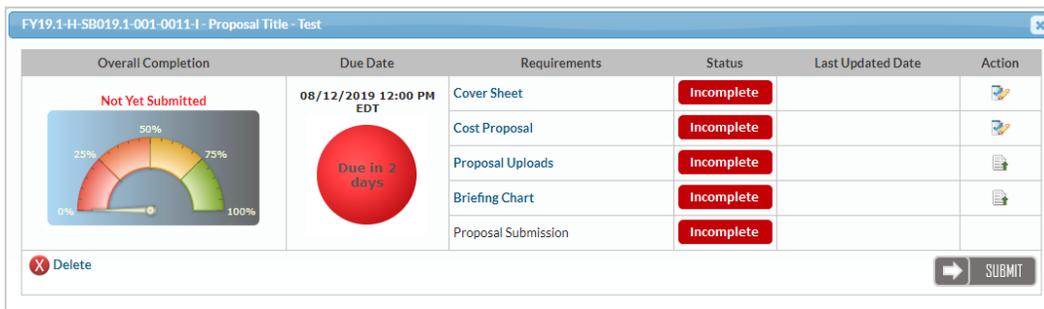


Figure 66: Example of the required proposal components

5.3.1 SBIR Cover Sheet

From the Proposal Activity Worksheet, click the Cover Sheet link.

The SBIR Proposal Cover Sheet displays. There are eight different data entry sections.

1. Company
2. POC (Company Point of Contact)
3. Certification
4. PI (Principal Investigator Information)
5. Key Individuals
6. Participants
7. Other
8. Summary

In each section, fields marked with an asterisk are required fields.

5.3.2 Cover Sheet – Company Information

Enter Company Information in the form (shown below). The red asterisk indicates that the field is required

| COVER SHEET | | HSHQDC-17-R-00020-TOPIC-01-0002-1 | |
|--|---|------------------------------------|--|
| For details, please refer to the solicitation details located at FedBizOpps website. Test Be sure to click "Save" before changing tabs. | | | |
| Company | POC | Certification | PI |
| Key Individuals | Participants | Other | Summary |
| Company Information | | | |
| Proposal Number: | HSHQDC-17-R-00020-TOPIC-01-0002-1 | | |
| Topic: | TOPIC-01 - Test Topic One | | |
| Proposal Title*: | <input type="text" value="Test SBIR Topic"/> | | |
| Company Name: | REI Scan Inc | | |
| Mailing Address (Line 1)*: | <input type="text" value="12345 Security Lane"/> | | |
| Mailing Address (Line 2): | <input type="text"/> | | |
| City*: | <input type="text" value="Charm"/> | | |
| State & Zip Code*: | <input type="text" value="MD"/> | <input type="text" value="22222"/> | <input type="text" value="- 1111"/> Need help for ZIP+4? |
| Phone*: | <input type="text" value="7031234567"/> | | |
| Fax: | <input type="text"/> | | |
| TIN: | 123456789 | | |
| DUNS + 4: | <input type="text"/> - <input type="text"/> What is DUNS? (9-digit Data Universal Number System plus a 4-digit suffix given by parent concern) | | |
| CAGE Code: | <input type="text"/> How do I get a CAGE? | | |
| Proposal Contains Proprietary Information*: | <input type="text" value="No"/> | | |
| Amount Requested (in dollars): | (filled automatically from Cost Proposal Form) | | |
| Duration*: | <input type="text" value="12"/> months | | |
| Requested Starting Date*: | <input type="text" value="04/18/2017"/> (mm/dd/yyyy) example: 01/01/2000 | | |
| Have you registered with the company registry at SBIR.gov?* | <input type="text" value="Yes"/> | | |
| | If yes, provide your SBC Control ID ¹ : SBC: <input type="text" value="123456789"/> | | |
| | ¹ Reminder: Append your PDF from SBIR.gov's company registry to your technical proposal. | | |
| Transition Rate/Commercialization Benchmarks Questionnaire*: | <p>1.) Has your company received more than 20 Phase I awards across all agencies? <input type="text" value="No"/></p> <p>2.) Does your company meet the DHS Phase I to Phase II transition rate (refer to the Phase I and Phase II transition rate and relevant time periods cited in the solicitation)? <input type="text" value="Yes"/></p> <p><i>NOTE: If the small business firm does not meet the Phase I to Phase II transition rate over the relevant time periods, the firm is not eligible to receive a new SBIR Phase I award from the DHS Science and Technology Directorate for one year from the date of proposal submission to DHS.</i></p> <p>What is Transition Rate? How do I dispute my transition rate?</p> <p>3.) How many Phase I awards has the small business firm received over the relevant time period (refer to the Phase I and Phase II relevant time periods cited in the solicitation)? <input type="text" value="1"/></p> <p>4.) How many Phase II awards has the small business firm received over the relevant time period (refer to the Phase I and Phase II relevant time periods cited in the solicitation)? <input type="text" value="1"/></p> | | |
| * Required Information | | | |
| <input type="button" value="Save"/> <input type="button" value="Save and Continue"/> <input type="button" value="Go to Activity Worksheet"/> | | | |

Figure 67: Example of the SBIR Proposal Cover Sheet – Company section

Enter information into the fields. Below is a description of each field:

| Field | Description |
|--------------------------|---|
| Proposal Number | This field is automatically populated with the proposal number and cannot be edited. |
| Topic | This field is automatically populated with the topic and cannot be edited. |
| Proposal Title | This is a required field. Enter the proposal title. The title may consist of digits, letters, and spaces. Use a maximum of 200 characters. |
| Company Name | This field is automatically populated with your company's name and cannot be edited. |
| Mailing Address (Line 1) | This is a required field. The Line 1 mailing address may consist of digits, letters, and spaces. Use a maximum of 100 characters. |
| Mailing Address (Line 2) | The Line 2 mailing address may consist of digits, letters, and spaces. Use a maximum of 100 characters. |
| City | This is a required field. The city may consist of letters and spaces. Use a maximum of 50 characters. |
| State & Zip Code | These are required fields. Select the state from the drop-down list. Enter the ZIP + 4 code. If you do not know the + 4 code, click the <i>Need help for ZIP+4?</i> link to be directed to the Zip Code Lookup page of the United States Postal Service web site. |
| Phone | This is a required field. Enter your phone number (10 digits) <i>without</i> any hyphens or parentheses, e.g., 5555555555. |

| | |
|--|---|
| Fax | Enter your fax number (10 digits) <i>without</i> any hyphens or parentheses, e.g., 5555555555. |
| TIN | This field is automatically populated with your company's TIN and cannot be edited. |
| DUNS + 4 | Enter your 9-digit Data Universal Number System (DUNS) plus a 4-digit suffix. If you do not know your DUNS + 4 number, click the <i>What is DUNS?</i> link to be directed to a helpful web site. |
| CAGE Code | Enter your Commercial And Government Entity (CAGE) code (which is issued by the Central Contractor Registration (CCR)). If you do not have or know your CAGE code, click the <i>How do I get a CAGE?</i> link to be directed to a helpful web site. |
| Proposal Contains Proprietary Information | This is a required field. Select your answer of Yes or No. |
| Amount Requested (in dollars) | This field will be populated with information that you will enter on the Cost Proposal form. |
| Duration | This is a required field. Enter the duration of the project, in months. |
| Requested Starting Date | Enter the start date of the project. The required format is mm/dd/yyyy, e.g., 02/14/2011. |
| Have you registered with the company registry at SBIR.gov? | This is a required field. Select Yes or No. If Yes, then provide your SBC Control ID (Reminder: Append your PDF from SBIR.gov company registry to your technical proposal). |

| | |
|---|--|
| <p>Transition Rate/Commercialization Benchmarks Questionnaire</p> | <p>This is a required field. Select Yes or No for the first 2 sub questions. If you do not know what Transition Rate is referring to, click the <i>What is Transition Rate?</i> link. Enter the number of received Phase I and Phase II awards accordingly for the next 2 sub questions.</p> |
|---|--|

When done, click on Save or Save and Continue to proceed to the next Cover Sheet tab.

5.3.3 POC (Company Point of Contact)

The Company Point of Contact Information section displays the information entered about your company's point of contact during the registration process. If necessary, update the point of contact information.

COVER SHEET FY19.1-H-SB019.1-001-0011-I

For details, please refer to the solicitation details located at FedBizOpps website.
 Be sure to click "Save" before changing tabs.

Company **POC** Certification PI Key Individuals Participants Other Summary

Company POC Information

| | |
|------------------|----------------------------|
| Salutation:* | Ms. |
| First Name:* | Andrew |
| Middle Name: | H |
| Last Name:* | Howarth |
| Title:* | title-57136 |
| Phone:* | 2022222222 Ext: |
| Fax: | 2022222222 |
| E-mail Address:* | test_dhsdev@reisystems.com |

* Required Information

Save Save and Continue Go to Dashboard

Figure 68: Example of the SBIR Proposal Cover Sheet – Company POC page

Enter information into the fields. Below is a description of each field:

| Field | Description |
|----------------|--|
| Salutation | This field is automatically populated with the information entered during Registration. This is an editable field. |
| First Name | This field is automatically populated with the information entered during Registration. This is an editable field. |
| Middle Name | This field is automatically populated with the information entered during Registration. This is an editable field. |
| Last Name | This field is automatically populated with the information entered during Registration. This is an editable field. |
| Title | This field is automatically populated with the information entered during Registration. This is an editable field. |
| Phone/Ext. | This field is automatically populated with the information entered during Registration. This is an editable field. |
| Fax | This field is automatically populated with the information entered during Registration. This is an editable field. |
| E-mail Address | This field is automatically populated with the information entered during Registration. This is an editable field. |

Edit the form as necessary and click *Save* or *Save and Continue* to proceed to the next section (Certification).

Certification

Certification Section displays a list of questions (as shown below). **All questions must be answered.** Answer ‘Yes’ or ‘No’ (or N/A if applicable) for each of the questions by clicking the circular radio button.

As you enter responses to the questions, it is recommended that you save periodically to ensure that your responses are stored.

| COVER SHEET | | FY19.1-H-SB019.1-001-0011-1 |
|--|--|--|
| For details, please refer to the solicitation details located at FedBizOpps website. Be sure to click "Save" before changing tabs. | | |
| Company | POC | Certification PI Key Individuals Participants Other Summary |
| Certification Questions | | |
| OFFEROR CERTIFIES THAT: | | |
| As defined in the current Solicitation, the offeror certifies: | | |
| A. The Principal Investigator proposed in your proposal is employed by your firm/company at the time of award and during the conduct of research. | | <input type="radio"/> Yes <input type="radio"/> No |
| As defined in the current Solicitation, the offeror qualifies as a: (for statistical purposes) | | |
| B. Small Business Concern (SBC) | | <input type="radio"/> Yes <input type="radio"/> No |
| Number of Employees (including all affiliates): | <input type="text"/> | |
| C. Socially and economically disadvantaged SBC | | <input type="radio"/> Yes <input type="radio"/> No |
| D. Woman-owned SBC | | <input type="radio"/> Yes <input type="radio"/> No |
| E. HUBZone SBC certified by SBA (Determine if your company is located in a HUB Zone) | | <input type="radio"/> Yes <input type="radio"/> No |
| F. Student/Faculty Owned SBC | | <input type="radio"/> Yes <input type="radio"/> No |
| As defined in the current Solicitation, the offeror complies with: | | |
| G. The provisions of the Civil Rights Act of 1964 (PL 88-352) and the regulations pursuant thereto. | | <input type="radio"/> Yes <input type="radio"/> No |
| Additional questions: | | |
| H. As defined in the current solicitation, will any foreign nationals be involved on this project? | | <input type="radio"/> Yes <input type="radio"/> No |
| I. Will you permit the Government to disclose the title and technical abstract page of your proposed project, plus the name, address, and telephone number of the corporate official of your concern, if your proposal does not result in an award, to the appropriate local and State-level economic development organizations that may be interested in contacting you for further information? | | <input type="radio"/> Yes <input type="radio"/> No |
| J. If this is a Phase II proposal, are you proposing outside investment funds under the DHS Cost Matching Program, as defined in the current solicitation? | | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A |
| K. Has this proposal been submitted to other US Government agencies or their components? | | <input type="radio"/> Yes <input type="radio"/> No |
| <i>(If yes, list the name(s) of the agency or component and topic number in the space provided below.)</i> | | |
| Agency | Topic Number | |
| <input type="text"/> | <input type="text"/> | |
| L.1. Is the Phase I project Manufacturing-Related or is the resultant Phase II project Manufacturing-Related? | | <input type="radio"/> Yes <input type="radio"/> No |
| L.2. If this is a Phase II proposal, is this project Manufacturing-Related? <small>(Meaning relating to: (i) manufacturing processes, equipment and systems; or (ii) manufacturing workforce skills and protection as defined in Executive Order 13329.)</small> | | <input type="radio"/> Yes <input type="radio"/> No |
| M. Are you working with a subcontractor? <small>(If yes, please select the option that best describe them.)</small> | | <input type="radio"/> Yes <input type="radio"/> No |
| <input type="text"/> Nonprofit College or University <input type="text"/> Domestic Nonprofit Research Organization <input type="text"/> Federally Funded Research and Development Center (FFRDC) | | |
| N. If your proposal results in an award, will your company give the government permission to include your proposal in the Navy SBIR/STTR search database (https://navysbirsearch.com/)? Inclusion in the database may increase the transition of SBIR technologies and facilitate partnerships between small businesses, large integrators, and program offices. See Solicitation section 5.6 for further details. | | <input type="radio"/> Yes <input type="radio"/> No |
| O. Is the Phase I project or Phase II resultant project related to Energy Efficiency or Renewable Energy? <small>(As defined in the Energy Independence and Security Act of 2007 (Act) P.L. 110-140)</small> | | <input type="radio"/> Yes <input type="radio"/> No |
| P. Has your company received Federal & State Technology Partnership Program (FAST) Assistance? | | <input type="radio"/> Yes <input type="radio"/> No |
| Q. Has any individual in your company or your company been convicted of a fraud-related crime involving funding received under the SBIR program or STTR program? | | <input type="radio"/> Yes <input type="radio"/> No |
| R. Has any individual in your company or your company been found civilly liable for a fraud-related violation involving funding received under the SBIR program or STTR program? | | <input type="radio"/> Yes <input type="radio"/> No |
| S. Is your company majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms? <small>(Please note that the SBIR Program will not accept proposals from or make awards to small business concerns that are owned by such entities. Small business concerns with such ownership are ineligible to submit proposals under this solicitation.)</small> | | <input type="radio"/> Yes <input type="radio"/> No |
| All questions must be answered. | | |
| <input type="button" value="Save"/> | <input type="button" value="Save and Continue"/> | <input type="button" value="Go to Dashboard"/> |

Figure 69: SBIR Proposal Cover Sheet – Certification section

Below are more details about the questions to answer.

| Item | Question | Answer Description |
|--|--|---|
| A | The Principal Investigator proposed in your proposal is employed by your firm/company at the time of award and during the conduct of research. | Select Yes or No. |
| As defined in the current Solicitation, the offeror qualifies as a: (for statistical purposes) | | You can select Yes to more than one option for this question. |
| B | Small Business Concern (SBC) | Select Yes or No. If you select Yes, enter the number of employees in the Number of Employees (<i>including all affiliates</i>) field. |
| C | Socially and economically disadvantaged SBC | Select Yes or No. |
| D | Woman-owned SBC | Select Yes or No. |
| E | HUB Zone SBC certified by SBA (<u>Determine if your company is located in a HUB Zone</u>) | Select Yes or No. If you are unsure, click the <i>Determine if your company is located in a HUB Zone</i> link. |
| F | Student/Faculty Owned SBC | Select Yes or No. |
| As defined in the current Solicitation, the offeror complies with: | | |
| G | The provisions of the Civil Rights Act of 1964 (P.L.88-352) and the regulations pursuant thereto. | Select Yes or No. |
| Additional questions: | | |

| | | |
|-------|--|---|
| H | As defined in the current solicitation, will any foreign nationals be involved on this project? | Select Yes or No. |
| I | Will you permit the Government to disclose the title and technical abstract page of your proposed project, plus the name, address, and telephone number of the corporate official of your concern, if your proposal does not result in an award, to the appropriate local and State-level economic development organizations that may be interested in contacting you for further information? | Select Yes or No. |
| J | If this is a Phase II proposal, are you proposing outside investment funds under the DHS Cost Matching Program, as defined in the current solicitation? | If this is a Phase I proposal, answer Yes or No. If this is not a Phase II proposal, answer N/A. |
| K | Has this proposal been submitted to other US Government agencies or their components? | Select Yes or No. If Yes, list the names of the agency or component and topic number in the space(s) located below the question. |
| L. 1. | Is the Phase I project Manufacturing-Related or is the resultant Phase II project Manufacturing-Related? | Select Yes or No. "Manufacturing-Related" means relating to: manufacturing processes, equipment and systems; or manufacturing workforce skills and protection as defined in Executive Order 13329. |

| | | |
|---|--|---|
| L. 2. | If this is a Phase II proposal, is this project Manufacturing-Related? | Select Yes or No. "Manufacturing-Related" means relating to: manufacturing processes, equipment and systems; or manufacturing workforce skills and protection as defined in Executive Order 13329. |
| M | Are you working with a subcontractor? | Select Yes or No. If Yes, select one option that best describes the subcontractor from the scroll box located below the question. |
| N | If your proposal results in an award, will your company give the government permission to include your proposal in the Navy SBIR/STTR search database (https://navysbirsearch.com/)? Inclusion in the database may increase the transition of SBIR technologies and facilitate partnerships between small businesses, large integrators, and program offices. See Solicitation 5.6 for further details. | Select Yes or No. |
| O | Is the Phase I project or Phase II resultant project related to Energy Efficiency or Renewable Energy? | Select Yes or No. |
| (As defined in the Energy Independence and Security Act of 2007 (Act) P.L. 110-140) | | |

| | | |
|---|---|-------------------|
| P | Has your company received Federal & State Technology Partnership Program (FAST) Assistance? | Select Yes or No. |
| Q | Has any individual in your company or your company been convicted of a fraud-related crime involving funding received under the SBIR program or STTR program? | Select Yes or No. |
| R | Has any individual in your company or your company been found civilly liable for a fraud-related violation involving funding received under the SBIR program or STTR program? | Select Yes or No. |
| S | Is your company majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms? | Select Yes or No. |

There may be additional questions required, based on the Solicitation setup. When you have completed the section, click *Save OR Save and Continue* to proceed to the next tab.

PI (Principal Investigator Information)

In the Principal Investigator Information section (shown below), enter information about the proposal's Principal Investigator.

If you are the Principal Investigator, click the check box located at the top of the section. Your name, email, and phone number will automatically populate those fields; however, you will still need to enter information in the Address 1, City, State, and Zip code fields.

COVER SHEET
FY19.1-H-SB019.1-001-0011-I

For details, please refer to the solicitation details located at FedBizOpps website.
Be sure to click "Save" before changing tabs.

Company
POC
Certification
PI
Key Individuals
Participants
Other
Summary

Principal Investigator Information

Check here if you are the Principal Investigator. *(This will pre-populate your name, email and phone ONLY.)*

| | |
|--|--|
| Salutation:* | <input type="text" value="-- Choose an option --"/> |
| First Name:* | <input type="text"/> |
| Middle Name:* | <input type="text"/> <input type="checkbox"/> No Middle Name |
| Last Name:* | <input type="text"/> |
| Title:* | <input type="text"/> |
| Address (Line 1):* | <input type="text"/> |
| Address (Line 2): | <input type="text"/> |
| City:* | <input type="text"/> |
| State:* | <input type="text" value="v"/> |
| Zip Code:* | <input type="text"/> - <input type="text"/> Need help for ZIP+4? |
| Phone:* | <input type="text"/> Ext: <input type="text"/> |
| Fax: | <input type="text"/> |
| E-mail Address:* | <input type="text"/> |
| Socially and Economically Disadvantaged PI:* | <input type="text" value="No"/> v |
| Women PI:* | <input type="text" value="No"/> v |
| Percentage of Time:* | <input type="text"/> % |

* Required Information

Save
Save and Continue
Go to Dashboard

Figure 70: Principal Investigator Information page.

Enter/edit information into the fields. Below is a description of each field:

| Field | Description |
|--|---|
| Checkbox: Check here if you are the Principal Investigator. <i>(This will pre-populate your name, email and phone ONLY.)</i> | If check-marked, majority of the fields will pre-populate with Company POC information. |
| Salutation, First Name, Middle Name, Last Name, Title, Phone, Fax, and E-mail Address | Enter data OR if the above was check-marked, the data will pre-populate with Company POC information. |
| Address (Line1) | This is a required field. Enter the street number and name. |

| | |
|--|---|
| Address (Line 2) | Enter additional address information, such as apartment, floor, or suite numbers. |
| City | This is a required field. Enter the city. |
| State | This field will be automatically populated with the information from the TIN. |
| ZIP+4 | The Zip Code is a required field, supported with a 4 digit suffix. If you do not know the 4 digit suffix, click the <i>Need Help for ZIP + 4</i> link. This will open the United States Postal Service website's ZIP Code Lookup page to search for the four- digit suffix. |
| Socially and Economically Disadvantaged PI | Select Yes or No. |
| Women PI | Select Yes or No. |
| Percentage of Time | This is a required field. Enter only numbers. |

When you have completed the section, click *Save OR Save and Continue* to proceed to the next tab.

Key Individuals

This form allows you to enter Key Individuals' information for the Proposal.

COVER SHEET FY19.1-H-SB019.1-001-0011-I

For details, please refer to the solicitation details located at FedBizOpps website.
Be sure to click "Save" before changing tabs.

Company POC Certification PI **Key Individuals** Participants Other Summary

Key Individuals Information

Check here to remove this Key Individual

Salutation:** -- Choose an option --

First Name:**

Last Name:**

Position/Title:**

E-mail Address:**

Phone:** Ext:

% of Effort Individual Will Contribute to The Project:** %

** Required only if this section is being completed

Click on Add Key Individual to add additional Key Individuals **Add Key Individual**

Save **Save and Continue** **Go to Dashboard**

Figure 71: Key Individuals' Information page.

Enter information into the fields. Below is a description of each field:

| Field | Description |
|---|---|
| Checkbox: Check here if to remove this Key Individual | If check-marked, you will not be required to enter any information for the marked individual. |
| The following fields are only required if you want to enter data in this section. | |
| Salutation | Select from dropdown list. |
| First Name | Enter First name. |
| Middle Name | Enter Middle Name. |

| | |
|---|--|
| Last Name | Enter Last Name. This is an editable field. |
| Position/Title | This field is automatically populated with the information entered during Registration. This is an editable field. |
| E-mail Address | This field is automatically populated with the information entered during Registration. This is an editable field. |
| Phone/Ext. | This field is automatically populated with the information entered during Registration. This is an editable field. |
| % of Effort Individual Will Contribute to the Project | This field is automatically populated with the information entered during Registration. This is an editable field. |

When you have completed the section, click Save OR Save and Continue to proceed to the next tab.

5.3.4 Participants

In the Participant Information section (shown below), enter information about the subcontractor, partner, or other participant, if applicable.

If there is not a subcontractor, partners, or other participant, click the *Check here to remove this participant* check box.

If you have more than one subcontractor, partner, or other participant, click the *Add Participant* button (located at the bottom of this section) to add another section in which to enter his/her information.

In the *Type* field, the options are: Subcontractor, Research Institution, Partner, and Other Participant. If you do not know who your subcontractor, partner, or other participant will be, you can click the TBD check box.

COVER SHEET FY19.1-H-SB019.1-001-0011-I

For details, please refer to the solicitation details located at FedBizOpps website.
Be sure to click "Save" before changing tabs.

Company POC Certification PI Key Individuals **Participants** Other Summary

Subcontractor/Partner/Other Participant Information

Check here to remove this participant

Type:** -- Choose an option -- ▾

Name:** TBD

Address (Line 1):

Address (Line 2):

City:

State: ▾

Zip Code: - [Need help for ZIP+4?](#)

POC Salutation: -- Choose an option -- ▾

POC First Name:

POC Middle Name:

POC Last Name:

POC Phone: Ext:

POC Fax:

POC E-mail Address:

** Required only if this section is being completed

Click on Add Participant to add additional participants **Add Participant**

Save **Save and Continue** **Go to Dashboard**

Figure 72: Participants Information page.

When you have completed this section, click *Save OR Save and Continue* to proceed to the next tab.

Other

This section has four parts: Technical Abstract, Project AIMS, Summary of Results, and Keywords (shown below).

Technical Abstract: Enter your technical abstract in this section. The technical abstract should be limited to 250 words. The abstract must identify the purpose of the work and briefly describe the work to be carried out, the finding or results, and the potential commercial applications of the effort. Since DHS will publish the abstract, it must not contain any proprietary or classified data.

Project Aims: This section is limited to 500 words. State the specific objectives of the Phase I research and development effort, including the technical questions you will try to answer to determine the Phase I feasibility of the proposed approach and the impact that the results of the proposed research will exert on the research field(s) involved. State concisely and realistically what the proposed research is intended to accomplish in terms of its potential for technological innovation and commercial application. Define the proposed product, process or service to ultimately be developed. Include milestones for each of the aims as these will be used in the evaluation process.

Summary of Results: The summary of results should be limited to 500 words.

Summary of the anticipated results and implications of the approach (both Phases I and II) and the potential commercial applications of the research.

Important Note: Applies to the two sections mentioned above. Due to security considerations, restrictions have been placed upon the use of special characters in the Technical Abstract field. Special characters are limited to simple punctuation marks only. We recommend that you type your text directly into the free-text field. If you must “copy and paste” your text, copy from a basic text editor (not a word processing program) and paste it into the Technical Abstract field. If you need help, please contact the Technical Support.

Keywords: In this section, enter key words that would be useful for the Program Office to use to identify specific content within your proposal.

Summary

The Summary page provides a preview of all the information entered in earlier steps. Any fields that display “required” in red indicates required field and must be completed in order to finish with the Coversheet. Once you’re reviewed all the information, click on Complete Cover Sheet.

| COVER SHEET | | FY19.1-H-SB019.1-001-0011-1 |
|--|---|-----------------------------|
| For details, please refer to the solicitation details located at FedBizOpps website. In order to complete the Cover Sheet, you must click the "Complete Cover Sheet" button. | | |
| Company POC Certification PI Key Individuals Participants Other Summary | | |
| Cover Sheet Summary | | |
| COMPANY INFORMATION: | | |
| Proposal Number: | FY19.1-H-SB019.1-001-0011-1 | |
| Topic: | H-SB019.1-001 - Reach-Back Capability for Fielded Rapid DNA Systems | |
| Proposal Title:* | Proposal Title - Test | |
| Company Name: | company-name_9263 | |
| Mailing Address (Line 1):* | 1 Main Drive | |
| Mailing Address (Line 2): | | |
| City:* | Washington | |
| State & Zip Code:* | DC, 20000 - 2222 | |
| Phone:* | 2022222222 | |
| Fax: | | |
| TIN: | 123456789 | |
| DUNS + 4: | 222222222 - 2222 | |
| CAGE Code: | | |
| Proposal Contains Proprietary Information:* | No | |
| Amount Requested (in dollars): | (filled automatically from Cost Proposal Form) | |
| Duration:* | 12 | |
| Requested Starting Date:* | 09/01/2019 | |
| Have you registered with the company registry at SBIR.gov?:* | Yes SBC Control ID: SBC_125468832 | |
| Transition Rate/Commercialization Benchmarks Questionnaire:* | 1.) Has your company received more than 20 Phase I awards across all agencies? Yes 2.) Does your company meet the DHS Phase I to Phase II transition rate (refer to the Phase I and Phase II transition rate and relevant time periods cited in the solicitation)? Yes 3.) How many Phase I awards has the small business firm received over the relevant time period (refer to the Phase I and Phase II relevant time periods cited in the solicitation)? 21 | |
| TECHNICAL ABSTRACT:* | | |
| Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur? At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere. | | |
| PROJECT AIMS (for Government use only): | | |
| Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Etiam sit amet orci eget eros faucibus tincidunt. Duis leo. Sed fringilla mauris sit amet nibh. Donec sodales sagittis magna. | | |
| SUMMARY OF RESULTS (for Government use only):* | | |
| Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. | | |
| KEYWORDS:* | | |
| Cargo, Contraband, Detection, Explosives, Narcotics, Opioids, Screening, Securing Aviation | | |
| * Required Information ** Required only if this section is being completed | | |
| Complete Cover Sheet Go to Dashboard | | |

Figure 73: Summary page.

If all required fields are completed, the page displays a confirmation message

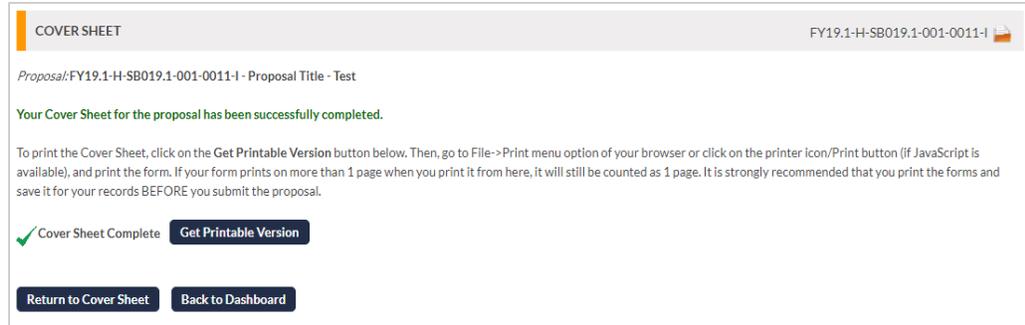


Figure 74: Confirmation page with confirmation message.

Click *Back to Dashboard* to sheet button to access the Proposal Activity Worksheet page. If you completed Cover Sheet, it is now marked as Complete and displays the date and time that you last updated it.

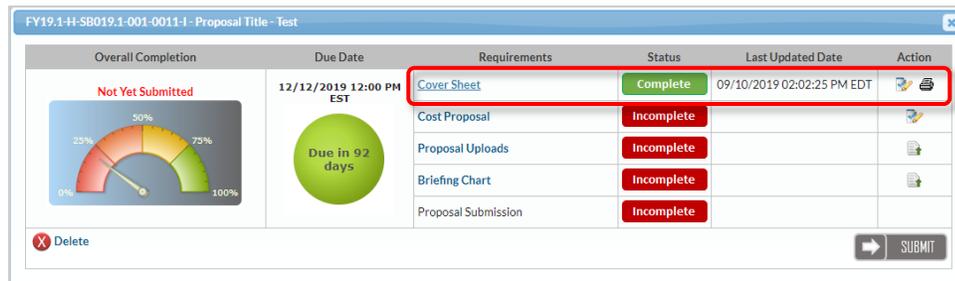


Figure 75: Proposal Activity Worksheet pop-up window with Complete Cover Sheet

5.3.5 SBIR Cost Proposal

1. From the Proposal Activity Worksheet page, click the *Cost Proposal* link.

The screenshot shows a web interface for a proposal. At the top, it says 'FY19.1-H-SB019.1-001-0011-1 - Proposal Title - Test'. Below this is a progress bar labeled 'Overall Completion' with a gauge showing 0% completion and the text 'Not Yet Submitted'. To the right, the 'Due Date' is '12/12/2019 12:00 PM EST' with a green circle indicating 'Due in 9.2 days'. A table lists requirements with their status:

| Requirements | Status | Last Updated Date | Action |
|---------------------|------------|----------------------------|--------|
| Cover Sheet | Complete | 09/10/2019 02:02:25 PM EDT | [Icon] |
| Cost Proposal | Incomplete | | [Icon] |
| Proposal Uploads | Incomplete | | [Icon] |
| Briefing Chart | Incomplete | | [Icon] |
| Proposal Submission | Incomplete | | |

At the bottom left is a 'Delete' button with a red 'X' icon. At the bottom right is a 'SUBMIT' button with a right-pointing arrow.

2. The Cost Proposal page displays. There are seven different sections/tabs that must be completed:

- Section A: Direct Labor Cost
- Section B: Overhead Cost
- Section C: Other Direct Costs (ODCs)
- Section D: General & Administrative (G&A) Cost
- Section E: Profit/Cost Sharing
- Section F: Deliverables and Audit Info
- Summary: Cost Proposal Summary Review

For details about the cost proposal, refer to the solicitation details located on the Federal Business Opportunities website (www.fbo.gov).

3. On the Section A tab (shown below), enter the Direct Labor Cost information.
 - a. In the *Labor Category* field, enter the proposed labor categories, e.g., Principal Investigator/Project Manager, Research Assistant/Laboratory Assistant, Analyst, and Administrative Staff.
 - b. In the Hours field, enter the proposed hours required for the specific labor category.
 - c. In the Rate (\$) field, enter the proposed hourly rate for the specific labor category.
 - d. When you enter numbers into the Hours and the Rate (\$) fields, the Cost (\$) (hours x rate) field automatically populates with the calculation. You may remove a labor category by clicking the Delete button.
 - e. Add subsequent labor costs in the remaining rows. If you need to add more than three labor categories, click the Add More Lines button to add an additional row.
 - f. When you are finished with Section A, click Save and Continue to proceed to the Section B tab.

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For details, please refer to the solicitation details located at FedBizOpps website.
 Be sure to click "Save" before changing tabs. Edits will be lost if you navigate away from this section without saving.
 * Required Fields

Section A
Section B
Section C
Section D
Section E
Section F
Summary

Section A: Direct Labor Cost

Enter labor categories proposed (e.g., Principal Investigator, Project Manager, Research Assistant, Laboratory Assistant, Analyst, Administrative Staff), labor rates and the hours for each labor category.

- Please do not use commas (,) in hours, rate, and cost.
- Hours must be whole numbers.
- Rate and cost will only accept up to two (2) decimal places.

Save
Save and Continue
Back to Dashboard

| Labor Category* | Hours* | Rate (\$)* | Cost (\$) (hours x rate) | Remove? |
|--|--|--|--|--|
| <input style="width: 95%;" type="text"/> | <input style="width: 50%;" type="text"/> | <input style="width: 50%;" type="text"/> | <input style="width: 50%;" type="text"/> | Delete |
| <input style="width: 95%;" type="text"/> | <input style="width: 50%;" type="text"/> | <input style="width: 50%;" type="text"/> | <input style="width: 50%;" type="text"/> | Delete |
| <input style="width: 95%;" type="text"/> | <input style="width: 50%;" type="text"/> | <input style="width: 50%;" type="text"/> | <input style="width: 50%;" type="text"/> | Delete |

Add More Lines

Save
Save and Continue
Back to Dashboard

Figure 76: Example of Section A of the Cost Proposal

4. On the Section B tab (shown below), enter Overhead cost information.
 - a. You may choose to enter the rate of the overhead cost as the percentage of the Total Direct Labor. Use the current rate(s) negotiated with the cognizant federal negotiating agency, if available.
 - b. You may choose to enter the total cost for the total estimated overhead costs to execute the project. If you enter the total cost, also enter the explanation for the total cost in the *Explanation* field.
 - c. When you are finished with Section B, click *Save and Continue* to proceed to the Section C tab.

The screenshot shows the 'Section B: Overhead Cost' form. At the top, it says 'COST PROPOSAL' and 'FY19.1-H-SB019.1-001-0011-I'. Below this, there is a warning: 'For details, please refer to the solicitation details located at FedBizOpps website. Be sure to click "Save" before changing tabs. Edits will be lost if you navigate away from this section without saving. * Required Fields'. A navigation bar includes tabs for Section A, Section B (selected), Section C, Section D, Section E, Section F, and Summary. The main heading is 'Section B: Overhead Cost'. The instructions state: 'Specify current rate and base. Use current rate(s) negotiated with the cognizant federal negotiating agency, if available, OR provide a number for total estimated overhead costs to execute the project.' There are three buttons: 'Save', 'Save and Continue', and 'Back to Dashboard'. The form has two radio buttons: 'Rate' (selected) and 'Cost'. The 'Rate' section has a text input field followed by '% of Total Direct Labor (which is currently at 384800.00)'. The 'Cost' section has a text input field with a '\$' symbol. Below the 'Cost' input is an 'Explanation' text area with a note: '(Limit 1000 characters, approximately 100 words)'. At the bottom, there are three buttons: 'Save', 'Save and Continue', and 'Go to Dashboard'.

Figure 77: Example of Section B of the Cost Proposal

5. On the Section C tab, enter Other Direct Costs (ODCs) information. Each section on the page pertains to a specific ODC type:

- A: Direct Material Cost
- B: Special Testing
- C: Special Equipment
- D: Travel
- E: Subcontracts
- F: Other

For each ODC you enter, provide an explanation in the *Explanation* field located at the bottom of the form.

- In the Category field (shown below), enter the category of the ODC as it pertains to the section; e.g., in the Subcontracts section, you might enter a Consultant category.
 - In the Cost (\$) field (shown below), enter the projected cost for that category. Do not use commas (,) in the Cost (\$) field. The field will only accept up to two (2) decimal places.
 - You may remove a labor category by clicking the Delete button
- a. At the bottom of the page, enter your explanation of the ODC(s) in the *Explanation* field (shown below). Include the basis used for estimating costs (e.g., vendor quote, catalog price.). As an example, if any travel is proposed, include an explanation of the purpose of each trip, number of travelers, and cost of each trip. For materials, include a description of the materials, quantity required, and basis for the proposed cost.
- b. When you are finished with Section C, click *Save and Continue* to proceed to the Section D tab

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For details, please refer to the solicitation details located at FedBizOpps website.
Be sure to click "Save" before changing tabs. Edits will be lost if you navigate away from this section without saving.
 * Required Fields

Section A
Section B
Section C
Section D
Section E
Section F
Summary

Section C: Other Direct Costs (ODCs)

You must provide an explanation for each ODC specified in the text box displayed at the end of the form.

- Please do not use commas (,) in cost.
- Cost will only accept up to two (2) decimal places.
- Please put N/A in the description and Cost as 0.0 where not available/not applicable.

Save
Save and Continue
Go to Dashboard

a) Direct Material Cost*

| Category | Cost (\$) | Remove? |
|--|--|---------------------------------------|
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |

b) Special Testing (include field work at government installations)*

| Category | Cost (\$) | Remove? |
|--|--|---------------------------------------|
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |

c) Special Equipment*

| Category | Cost (\$) | Remove? |
|--|--|---------------------------------------|
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |

d) Travel (if direct charge)*

| Category | Cost (\$) | Remove? |
|--|--|---------------------------------------|
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |

e) Subcontracts (e.g., consultants)*

| Category | Cost (\$) | Remove? |
|--|--|---------------------------------------|
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |

Please check here if proposing a Discretionary Technical Assistance vendor and provide the subcontractor and amount (up to \$5,000/year) below.

| Category | Cost (\$) | Remove? |
|--|--|---------------------------------------|
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |

Note: Fee and/or profit must not be included for this assistance.

f) Other*

| Category | Cost (\$) | Remove? |
|--|--|---------------------------------------|
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="Delete"/> |

You must provide an explanation (in the textbox below or as the last page of your technical proposal) of all items identified as an ODC, including the basis used for estimating costs (vendor quote, catalog price, etc.). For example: if any travel is proposed, include an explanation of the purpose of each trip, number of travelers, and cost of each trip. For materials, include a description of the materials, quantity required and basis for the proposed cost.

Explanation of ODCs
 (Limit: 4000 characters, approximately 400 words)

Save
Save and Continue
Back to Dashboard

Figure 78: Example of the Section C of the Cost Proposal

6. On the Section D tab (shown below), enter General & Administrative (G&A) Cost information.
 - a. You may choose to enter the rate of the G&A cost as the percentage of the Subtotal. Use the current rate(s) negotiated with the cognizant federal negotiating agency, if available.
 - b. You may choose to enter the total cost for the total estimated G&A costs to execute the project. If you enter the total cost, also enter the explanation for the cost in the Explanation field.

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For details, please refer to the solicitation details located at FedBizOpps website.
 Be sure to click "Save" before changing tabs. Edits will be lost if you navigate away from this section without saving.
 * Required Fields

Section A Section B Section C **Section D** Section E Section F Summary

Section D: General & Administrative (G&A) Cost

Specify current rate and base. Use current rate(s) negotiated with the cognizant federal negotiating agency, if available, OR provide a number for total estimated general & administrative costs to execute the project.

Save Save and Continue Go to Dashboard

G&A Rate/Cost *

Rate
 % of Subtotal (which is currently at 449610.00)

-- OR --

Cost
 \$

Explanation (Limit 1000 characters, approximately 100 words)

Save Save and Continue Back to Dashboard

Figure 79: Example of the Section D of the Cost Proposal

- c. When you are finished with Section D, click *Save and Continue* to proceed to the Section E tab.

7. On the Section E tab (shown below), enter Profit/Cost Sharing information. This includes the profit to be added to total budget, shared costs to be subtracted from total budget, as applicable. For Cost Sharing, enter rate or cost as a negative number.
 - a. You may choose to enter the rate as the percentage of the Total Cost.
 - b. You may choose to enter the total cost. If you enter the total cost, also enter the explanation for the cost in the *Explanation* field.
 - c. When you are finished with Section E, click *Save and Continue* to proceed to the Section F tab.

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For details, please refer to the solicitation details located at FedBizOpps website.
 Be sure to click "Save" before changing tabs. Edits will be lost if you navigate away from this section without saving.
 * Required Fields

Section A Section B Section C Section D **Section E** Section F Summary

Section E: Profit/Cost Sharing

Save Save and Continue Go to Dashboard

Profit will be added to total budget.

Profit/Fee Rate/Cost *

Rate
 % of Total Cost (which is currently at 460850.25)

-- OR --

Cost
 \$

Explanation (Limit 1000 characters, approximately 100 words)

Shared costs will be subtracted from total budget.
 Please put N/A in the description and Cost as 0.0 if not available/not applicable.

Cost Sharing *

\$

Explanation (Limit 1000 characters, approximately 100 words)

Save Save and Continue Back to Dashboard

Figure 80: Example of the Section E of the Cost Proposal

8. On the Section F tab (shown on next page), enter Deliverables and Audit information.
 - e. Upon selection, you will be required to submit mandatory deliverables such as progress reports, final report, and New Technology report per the contract. If your company is proposing any additional deliverables, list them in the Additional Deliverables field.
 - f. In the Quantity field, include the unit of measurement, e.g., 2 models or 1.5 lbs. of material.
 - g. In the Project Delivery Milestone field, identify the milestone at which you will submit the specified deliverable.
 - h. To remove a deliverable, click the Delete button.
 - i. If you require the use of government facilities or equipment, identify them in the available text box.
 - j. In the Audit Agency Contact information section, if a federal agency has ever audited your accounting system, specify the agency, office location, and contact information.
 - k. In the Contract Type section, indicated the type of contract proposed: cost-plus-fixed-fee or firm-fixed price.
 - l. When you are finished with Section F, click Save and Continue to proceed to the Summary tab.

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For details, please refer to the solicitation details located at FedBizOpps website.
Be sure to click "Save" before changing tabs. Edits will be lost if you navigate away from this section without saving.
 * Required Fields

Section A Section B Section C Section D Section E **Section F** Summary

Section F: Deliverables and Audit Info

Save Save and Continue Go to Dashboard

DELIVERABLES: Upon selection, Companies will be required to submit mandatory deliverables such as progress reports, final report and updated Company Commercialization report as per their contract. If your company is proposing any additional deliverables, list them below.

| Additional Deliverables | Quantity ¹ | Project Delivery Milestone ² | Remove ³ |
|-------------------------|-----------------------|---|---------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | Delete |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | Delete |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | Delete |

¹Include unit of measurement, e.g. 2 models or 1.5 lbs. of material
²Example: End of Contract
³To remove an existing entry, click on the "Delete" button

Add More Lines

GOVERNMENT FACILITIES AND EQUIPMENT: If you require the use of Government Facilities or Equipment, identify the Government Facilities or Equipment below:

Government Facilities and Equipment

Do not exceed 1000 characters (about 100 words)

AUDIT AGENCY CONTACT INFORMATION: If a federal agency has ever audited your accounting system, specify the agency, office location, and contact information below:

| Contact Information | |
|---------------------|---|
| Agency | <input type="text"/> |
| Office/Location | <input type="text"/> |
| Phone | <input type="text"/> (Enter only numbers) |
| E-mail Address | <input type="text"/> |

Save Save and Continue Back to Dashboard

Figure 81: Example of the Section E of the Cost Proposal

9. On the Summary tab, review the Cost Proposal information.

a. If you need to edit information:

- Click the tab to return to that specific tab.
- Update the information.
- Click Save.
- Click the Summary tab to return to the summary.

b. If everything is correct, click the *Complete Cost Proposal* button.

Note: If you do not click this button, the Cost Proposal will be considered "Incomplete" and will not be printable by the system.

Clicking the *Complete Cost Proposal* button does NOT prevent you from making changes to the Cost Proposal form. However, if you make any changes, your budget form will once again be marked as "Incomplete."

COST PROPOSAL
FY19.1-H-SB019.1-001-0011-I

For details, please refer to the solicitation details located at FedBizOpps website.
Be sure to click "Save" before changing tabs. Edits will be lost if you navigate away from this section without saving.
 * Required Fields

Section A
Section B
Section C
Section D
Section E
Section F
Summary

Cost Proposal Summary - Review

Please review your budget form below. If everything is correct, please click on the **Complete Cost Proposal** button to complete the Cost Proposal form. Please note that unless you click on this button, your Cost Proposal will be considered "Incomplete" and will not be printable by the system.

Clicking on the **Complete Cost Proposal** button does NOT prevent you from making changes to the Cost Proposal form. However, please note that if you make any changes, your budget form will once again be marked as "Incomplete."

Complete Cost Proposal
Go to Activity Worksheet

Cost Proposal Breakdown

| Cost Breakdown Items (in this order, as appropriate) | Funds Requested | | | | | | | | |
|--|-------------------------|----------------------------|----------------------------|------|-------|------|----------------|------------|--|
| 1. Total dollar amount proposed: | \$472369.01 | | | | | | | | |
| 2. Direct labor cost: | | | | | | | | | |
| a. Enter labor categories proposed (e.g., Principal Investigator/Project Manager, Research Assistant/Laboratory Assistant, Analyst, Administrative Staff), labor rates and the hours for each labor category. | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #cccccc;"> <th>Category</th> <th>Hours</th> <th>Rate</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">2000</td> <td></td> <td style="text-align: right;">\$41600.00</td> </tr> </tbody> </table> | Category | Hours | Rate | Cost | | 2000 | | \$41600.00 | |
| Category | Hours | Rate | Cost | | | | | | |
| | 2000 | | \$41600.00 | | | | | | |
| 10. Technical assistance: | | | | | | | | | |
| 11. Total proposed amount: | \$472369.01 | | | | | | | | |
| 12. Deliverables and audit info: | | | | | | | | | |
| a. DELIVERABLES: Upon selection, Companies will be required to submit mandatory deliverables such as progress reports, final report and updated Company Commercialization report as per their contract. If your company is proposing any additional deliverables, list them below: | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #cccccc;"> <th>Additional Deliverables</th> <th>Quantity</th> <th>Project Delivery Milestone</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Additional Deliverables | Quantity | Project Delivery Milestone | | | | | | |
| Additional Deliverables | Quantity | Project Delivery Milestone | | | | | | | |
| | | | | | | | | | |
| b. GOVERNMENT FACILITIES AND EQUIPMENT: If you require the use of Government Facilities or Equipment, identify the Government Facilities or Equipment below: | | | | | | | | | |
| c. AUDIT AGENCY CONTACT INFORMATION: If a federal agency has ever audited your accounting system, specify the agency, office location, and contact information below: | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tbody> <tr> <td style="background-color: #cccccc; width: 20%;">Agency</td> <td> </td> </tr> <tr> <td style="background-color: #cccccc;">Office/Location</td> <td> </td> </tr> <tr> <td style="background-color: #cccccc;">Phone</td> <td> </td> </tr> <tr> <td style="background-color: #cccccc;">E-mail Address</td> <td> </td> </tr> </tbody> </table> | Agency | | Office/Location | | Phone | | E-mail Address | | |
| Agency | | | | | | | | | |
| Office/Location | | | | | | | | | |
| Phone | | | | | | | | | |
| E-mail Address | | | | | | | | | |

Complete Cost Proposal
Back to Dashboard

Figure 82: Example of the Section E of the Cost Proposal

10. The SBIR Cost Proposal > Update Status page opens (shown below).

Click the *Back to Dashboard* button to access the next component in the proposal. You may also click the *Get Printable Version* button to download a PDF version of the completed Cost Proposal.

COST PROPOSAL FY19.1-H-SB019.1-001-0011-I

Proposal: FY19.1-H-SB019.1-001-0011-I Proposal Title - Test

Your Cost Proposal for the proposal has been successfully completed.

To print the Cost Proposal, click on the Get Printable Version button below. Then, go to File->Print menu option of your browser or click on the printer icon/Print button (if JavaScript is available), and print the form. If your form prints on more than 1 page when you print it from here, it will still be counted as 1 page. It is strongly recommended that you print the forms and save it for your records BEFORE you submit the proposal.

✓ Cost Proposal Complete [Get Printable Version](#)

[Return to Cost Proposal](#) [Back to Dashboard](#)

Figure 83. SBIR Cost Proposal > Update Status page

11. When you click the *Go to Activity Worksheet* button, the Proposal Activity Worksheet page displays. The Cost Proposal component is now marked as Complete and displays the date and time that you last updated it.

| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action |
|--------------------------|-------------------------|---------------------|------------|----------------------------|--------|
| <p>Not Yet Submitted</p> | 12/12/2019 12:00 PM EST | Cover Sheet | Complete | 09/10/2019 02:02:25 PM EDT | |
| | | Cost Proposal | Complete | 09/12/2019 11:36:52 AM EDT | |
| | | Proposal Uploads | Incomplete | | |
| | | Briefing Chart | Incomplete | | |
| | | Proposal Submission | Incomplete | | |

[Delete](#) [SUBMIT](#)

5.3.6 SBIR Proposal Uploads

1. From the Proposal Activity Worksheet page, click the *Proposal Uploads* link to upload your Technical Proposal.

The screenshot shows a web interface for a proposal submission. On the left, there is a progress gauge labeled 'Not Yet Submitted' with a needle pointing to 0%. Below it is a 'Delete' button. In the center, the 'Due Date' is 12/12/2019 12:00 PM EST, with a green circle indicating 'Due in 91 days'. On the right, a table lists requirements with their status and last updated dates. The 'Proposal Uploads' row is highlighted with a red box.

| Requirements | Status | Last Updated Date | Action |
|---------------------|------------|----------------------------|--------|
| Cover Sheet | Complete | 09/10/2019 02:02:25 PM EDT | |
| Cost Proposal | Complete | 09/12/2019 11:36:52 AM EDT | |
| Proposal Uploads | Incomplete | | |
| Briefing Chart | Incomplete | | |
| Proposal Submission | Incomplete | | |

At the bottom right, there is a 'SUBMIT' button.

2. The Technical Proposal Upload page displays. Click the *Browse or Choose File* button.

The screenshot shows the 'PROPOSAL UPLOADS' page. It includes instructions for uploading files, a list of requirements, and a table for currently uploaded files. The 'File(s) to be uploaded' section shows a 'Browse...' button and a 'No file selected.' message. There are 'Upload Now' and 'Back to Dashboard' buttons at the bottom.

PROPOSAL UPLOADS FY19.1-H-SB019.1-001-0011-I

For details, please refer to the solicitation details located at FedBizOpps website.

Use this form to upload your file. Find the file to upload using the "Browse..." button below. When ready to upload, click on the "Upload Now" button.

- It must be in PDF format.
- Do not include forms in this document.
- The file size must not exceed the maximum size listed in the solicitation.
- File name must not exceed 100 characters.
- Uploading a new document will replace the previous uploaded document.

NOTE: Do not upload classified information through this page.

Currently Uploaded File(s)

| File Type | File Name | File Size | Uploaded Date |
|--------------------|------------|-----------|---------------|
| Technical Proposal | No uploads | | |

File(s) to be uploaded

Technical Proposal * No file selected. (must not exceed 20 page(s))

* Required Upload

3. When you have selected the documents to upload, click the Upload Now button. **Important Note:** Refer to the specific solicitation for guidelines pertaining to document format and size.

- When you have selected the documents to upload, click the Upload Now button. Important Note: Refer to the specific solicitation for guidelines pertaining to document format and size.

PROPOSAL UPLOADS
FY19.1-H-SB019.1-001-0011-I

For details, please refer to the solicitation details located at FedBizOpps website.

Your transaction has been processed.

Use this form to upload your file. Find the file to upload using the "Browse..." button below. When ready to upload, click on the "Upload Now" button.

- It must be in PDF format.
- Do not include forms in this document.
- The file size must not exceed the maximum size listed in the solicitation.
- File name must not exceed 100 characters.
- Uploading a new document will replace the previous uploaded document.

NOTE: Do not upload classified information through this page.

Currently Uploaded File(s)

| File Type | File Name | File Size | Uploaded Date |
|--------------------|------------------------|-----------|-------------------------|
| Technical Proposal | Technical Proposal.pdf | 1 MB | 09/12/2019 11:54 AM EDT |

File(s) to be uploaded

Technical Proposal * No file selected. (must not exceed 20 page(s))

* Required Upload

If you decide to upload a different document, it will replace the previously uploaded document.

- The system will automatically send you a confirmation e-mail to the e-mail address you specified on Cover Sheet.
- When you are finished, click the *Back to Dashboard* button.
- The *In Progress* dashboard displays. Click on the Proposal number and the Proposal Activity Worksheet page displays. The Proposal Uploads component is now marked as Complete and displays the date and time that you last updated it.

FY19.1-H-SB019.1-001-0011-I - Proposal Title - Test

| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action |
|--|---|---------------------|------------|----------------------------|--------|
| <p style="color: red; font-weight: bold; margin: 0;">Not Yet Submitted</p> | <p style="font-weight: bold; margin: 0;">12/12/2019 12:00 PM EST</p> <div style="border: 2px solid green; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 5px auto;"> Due in 91 days </div> | Cover Sheet | Complete | 09/10/2019 02:02:25 PM EDT | |
| | | Cost Proposal | Complete | 09/12/2019 11:36:52 AM EDT | |
| | | Proposal Uploads | Complete | 09/12/2019 11:54:17 AM EDT | |
| | | Briefing Chart | Incomplete | | |
| | | Proposal Submission | Incomplete | | |

5.3.7 SBIR Briefing Chart

1. From the Proposal Activity Worksheet page, click the *Briefing Chart* link.

The screenshot shows a web interface for a proposal activity worksheet. It features a progress gauge on the left labeled 'Not Yet Submitted' with a needle pointing to 0%. A central badge indicates 'Due in 91 days' with a green circle. A table lists requirements with their status and last updated dates. The 'Briefing Chart' requirement is highlighted with a red box and has a red 'Incomplete' status label.

| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action |
|--------------------|-----------------------------|---------------------|------------|----------------------------|--------|
| | 12/12/2019 12:00 PM EST | Cover Sheet | Complete | 09/10/2019 02:02:25 PM EDT | |
| | | Cost Proposal | Complete | 09/12/2019 11:36:52 AM EDT | |
| | | Proposal Uploads | Complete | 09/12/2019 11:54:17 AM EDT | |
| | | Briefing Chart | Incomplete | | |
| | | Proposal Submission | Incomplete | | |

2. The Briefing Chart Upload page displays.

The screenshot shows the 'BRIEFING CHART' upload page. It includes instructions for file upload, a list of requirements, a table for 'Currently Uploaded File(s)', and a 'File(s) to be uploaded' section with a 'Browse...' button and an 'Upload Now' button.

For details, please refer to the solicitation details located at FedBizOpps website.

Use this form to upload your file. Find the file to upload using the "Browse..." button below. When ready to upload, click on the "Upload Now" button.

- It must be in PDF format.
- Do not include forms in this document.
- The file size must not exceed the maximum size listed in the solicitation.
- File name must not exceed 100 characters.
- Uploading a new document will replace the previous uploaded document.

NOTE: Do not upload classified information through this page.

Currently Uploaded File(s)

| File Type | File Name | File Size | Uploaded Date |
|----------------|------------|-----------|---------------|
| Briefing Chart | No uploads | | |

File(s) to be uploaded

Briefing Chart * No file selected.

* Required Upload

3. Click the *Browse* button.
4. When you have selected the document to upload, click the *Upload Now* button. **Important Note:** Refer to the specific solicitation for guidelines pertaining to document format and size.
5. If your Chart upload is successful, the page will display a confirmation message of your upload, and the document name will display in the Currently Uploaded File(s) section.

If you decide to upload a different document, it will replace the previously uploaded document.

6. The system will automatically send you a confirmation e-mail to the e-mail address you specified on Cover Sheet.

BRIEFING CHART FY19.1-H-SB019.1-001-0011-1

For details, please refer to the solicitation details located at FedBizOpps website.

Your transaction has been processed.

Use this form to upload your file. Find the file to upload using the "Browse..." button below. When ready to upload, click on the "Upload Now" button.

- It must be in PDF format.
- Do not include forms in this document.
- The file size must not exceed the maximum size listed in the solicitation.
- File name must not exceed 100 characters.
- Uploading a new document will replace the previous uploaded document.

NOTE: Do not upload classified information through this page.

Currently Uploaded File(s)

| File Type | File Name | File Size | Uploaded Date |
|----------------|--------------------|-----------|-------------------------|
| Briefing Chart | Briefing Chart.pdf | 152 KB | 09/12/2019 12:06 PM EDT |

File(s) to be uploaded

Briefing Chart * No file selected.

*** Required Upload**

- When you are finished, click the *Back to Dashboard* button.
- The In Progress dashboard displays. Click on the Proposal number and the Proposal Activity Worksheet page displays. The Briefing Chart upload component is now marked as Complete and displays the date and time that you last updated it.

FY19.1-H-SB019.1-001-0011-1 - Proposal Title - Test

| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action |
|---|--|-------------------------------------|------------|----------------------------|--------|
| <p>Not Yet Submitted</p>  | <p>12/12/2019 12:00 PM EST</p> <p>Due in 91 days</p> | Cover Sheet | Complete | 09/10/2019 02:02:25 PM EDT | |
| | | Cost Proposal | Complete | 09/12/2019 11:36:52 AM EDT | |
| | | Proposal Uploads | Complete | 09/12/2019 11:54:17 AM EDT | |
| | | Briefing Chart | Complete | 09/12/2019 12:06:17 PM EDT | |
| | | Proposal Submission | Incomplete | | |

5.3.8 Submit a Phase I SBIR Proposal

1. If you are already logged into the system and you are on the Proposal Activity Worksheet page, go to Step 2 below.

If you have exited and are returning to submit the proposal, go to the Public Portal, log in. You will be brought to the Proposal Activity Worksheet page (shown below).

2. From the Proposal Activity Worksheet page, if all of the components of your proposal are marked as Complete, click *Submit* located in the bottom left corner (shown below).

Note: The Submissions component is displayed as Incomplete, indicating that your proposal “package” has yet to be submitted. The *Submit* button will take you to the Submit page.

The screenshot shows a web interface for a proposal titled "FY19.1-H-SB019.1-001-0011-1 - Proposal Title - Test". It features a progress gauge labeled "Not Yet Submitted" at 50% completion. A due date of "12/12/2019 12:00 PM EST" is shown with a "Due in 91 days" indicator. A table lists requirements: Cover Sheet, Cost Proposal, Proposal Uploads, and Briefing Chart are all marked as "Complete", while Proposal Submission is marked as "Incomplete". A "Submit" button is highlighted in a red box in the bottom right corner.

| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action |
|---|---|---------------------|------------|----------------------------|--------|
| Not Yet Submitted 50% 0% 25% 50% 75% 100% | 12/12/2019 12:00 PM EST Due in 91 days | Cover Sheet | Complete | 09/10/2019 02:02:25 PM EDT | |
| | | Cost Proposal | Complete | 09/12/2019 11:36:52 AM EDT | |
| | | Proposal Uploads | Complete | 09/12/2019 11:54:17 AM EDT | |
| | | Briefing Chart | Complete | 09/12/2019 12:06:17 PM EDT | |
| | | Proposal Submission | Incomplete | | |

3. You must click the *Submit* button to submit your Proposal.
4. Important Note: You will **not** be able to make any changes to your Proposal after it is submitted.
5. The Proposal Submission Confirmation page displays (shown below). You should print/save this page for your records.

The screenshot shows a confirmation message: "You Have Successfully Submitted the Phase I Proposal." It lists the following details: Proposal Number: FY19.1-H-SB019.1-001-0011-1, Proposal Title: Proposal Title - Test, and Submitted On: 09/12/2019 12:16 PM EDT. A message at the bottom states: "Thank you for participating in the SBIR Program. Your submission will be reviewed by program officials and you will be contacted if your proposal is selected for further consideration." A "Close" button is located at the bottom center.

6. Click on *Close* button, and notice that the submitted proposal is now listed in the *Submitted* (proposals) tab

MY DASHBOARD

My Proposals

Manage Proposals Add New Proposal

In Progress **Submitted** Past Due

Show 5 entries Search:

| Proposal Number | Solicitation | Type | FY | Submission Date | Invited? |
|--|-------------------|--------------|------|-------------------------|----------|
| FY19.1-H-SB019.1-001-0011-I | FY19.1 | Phase I | 2019 | 09/12/2019 12:16 PM EDT | |
| HSHQDC-14-R-00035-H-SB014.2-002-0019-II2 | HSHQDC-14-R-00035 | 2nd Phase II | 2014 | 08/22/2019 08:49 AM EDT | |
| HSHQDC-14-R-00035-H-SB014.2-002-0019-II | HSHQDC-14-R-00035 | Phase II | 2014 | 08/21/2019 02:07 PM EDT | Yes |
| HSHQDC-14-R-00035-H-SB014.2-002-0019-I | HSHQDC-14-R-00035 | Phase I | 2014 | 08/21/2019 01:47 PM EDT | Yes |
| HSHQDC-14-R-00035-H-SB014.2-002-0004-II2 | HSHQDC-14-R-00035 | 2nd Phase II | 2014 | 07/15/2019 02:19 PM EDT | |

Showing 1 to 5 of 16 entries First Previous 1 2 3 4 Next Last

7. Clicking on the Proposal Number will take you back to the Activity Worksheet. Notice that all components are marked “Complete” including Proposal Submission
8. You may use the icons in the Actions column to access the proposal documents for your records.

FY19.1-H-SB019.1-001-0011-I - Proposal Title - Test

Overall Completion: Submitted (25%)

Due Date: 12/12/2019 12:00 PM EST

Requirements:

| Requirements | Status | Last Updated Date | Action |
|---------------------|----------|----------------------------|--------|
| Cover Sheet | Complete | 09/10/2019 02:02:25 PM EDT | 📄 |
| Cost Proposal | Complete | 09/12/2019 11:36:52 AM EDT | 📄 |
| Proposal Uploads | Complete | 09/12/2019 11:54:17 AM EDT | 📄 |
| Briefing Chart | Complete | 09/12/2019 12:06:17 PM EDT | 📄 |
| Proposal Submission | Complete | 09/12/2019 12:16:31 PM EDT | |

Figure 84: The submit Proposal link is highlighted

9. **The system will automatically send you a submission confirmation e-mail** to the e-mail address you specified on Cover Sheet.

If you do not receive a submission confirmation, check your e-mail account’s Spam/Junk folder and/or contact the Technical Support immediately.

Important Note: Your proposal will be reviewed by program officials and you will be contacted if your proposal is selected for award.

Important Note: Proposals received after the deadline will not be accepted or evaluated.

5.4 Start a New Phase II SBIR Proposal

Follow the instructions below to start a new proposal.

- a. To respond to an invitation to submit a Phase II SBIR proposal, go to the SBIR Public Portal at <https://sbir2.st.dhs.gov/>.
- b. Login by clicking on the *Portal Login* link, located at top-right corner of the page.

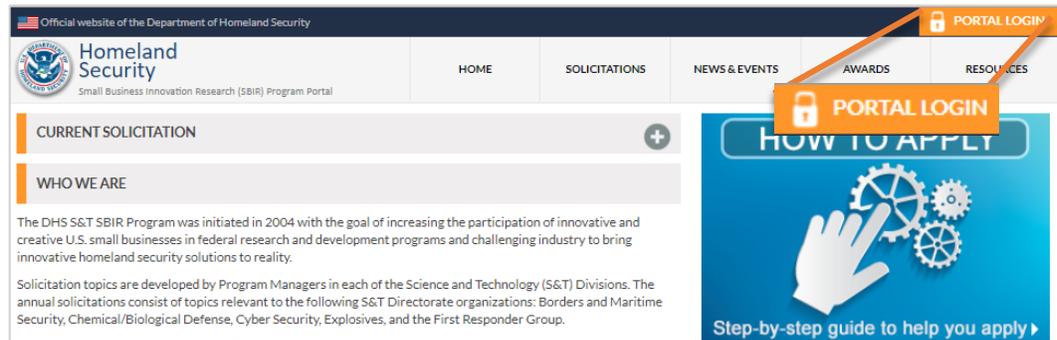


Figure 85: Example of SBIR Portal Login link

- c. The Proposal Submissions Login page displays (shown below). To enter the portal, you must agree to the security agreement, and enter your company's username and password that you created during registration.

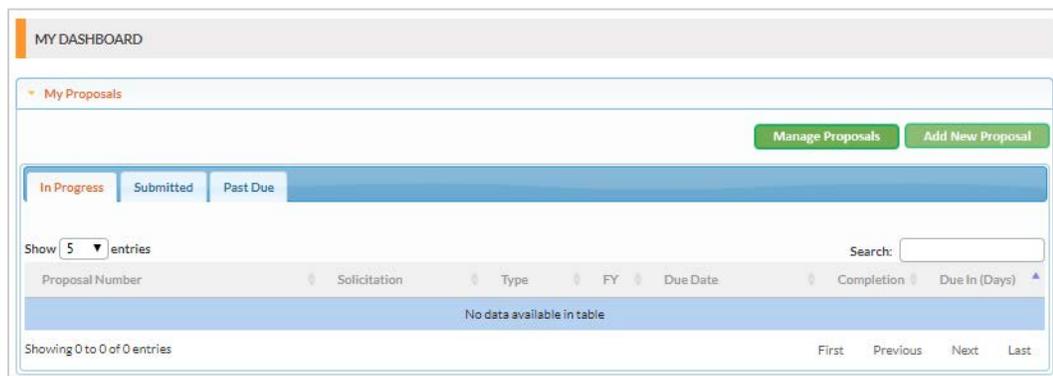
Figure 86: Example of Login page

Note: If you do not know your password, click the [Forgot Your Password? Link](#). You will be prompted to submit your username. Your password will be re-set and e-mailed to you.

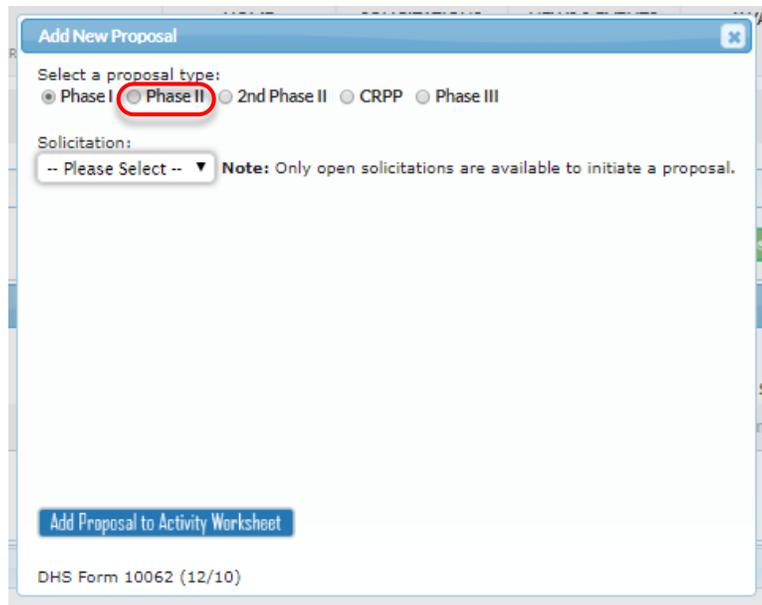
- i. In the Username field, enter your user name.
- ii. In the Password field, enter your password.
- iii. Click the Sign In button.

Important Note: While you are logged in, there is a session timeout running. If you are inactive for more than 20 minutes (e.g., no keystrokes or mouse clicks on the page), you will automatically be logged out. The countdown displays in red at the top of the page. Be sure to type or click anywhere on the page in order to reset the session timeout to 20 minutes.

1. The Proposal Activity Worksheet page displays.



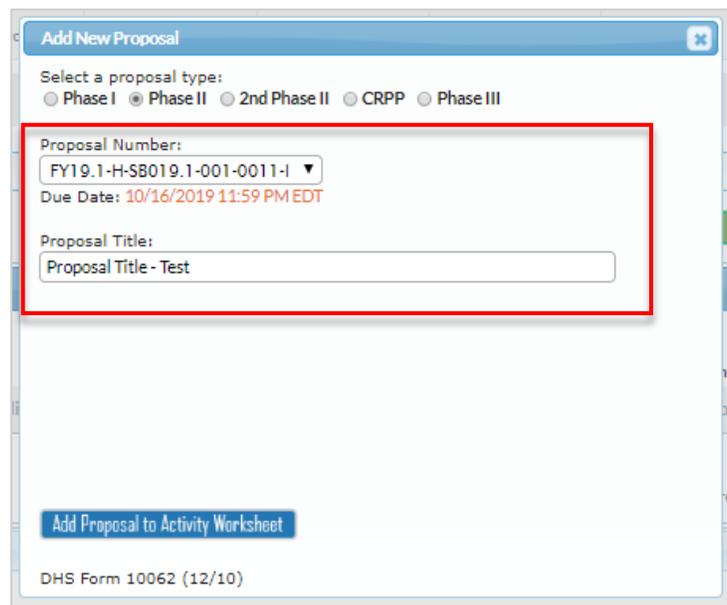
2. Click the Add New Proposal button, located in top-right corner of the My Proposals section.
3. The Add New Proposal pop-up window displays (shown below).



The screenshot shows a web form titled "Add New Proposal". Under the heading "Select a proposal type:", there are five radio button options: "Phase I", "Phase II", "2nd Phase II", "CRPP", and "Phase III". The "Phase II" option is selected and highlighted with a red circle. Below this is a "Solicitation:" dropdown menu with the text "-- Please Select --" and a downward arrow. To the right of the dropdown is a note: "Note: Only open solicitations are available to initiate a proposal." At the bottom of the form is a blue button labeled "Add Proposal to Activity Worksheet" and the text "DHS Form 10062 (12/10)".

Figure 87: Example of the Add New Proposal page.

4. The following options display: Phase I, Phase II, 2nd Phase II, CRPP and Phase III.
5. Select Phase II option.
6. Upon selection, the Proposal Number drop-down list will display. Select the associated Phase I from dropdown list.
7. Enter/Edit the Proposal Title.



This screenshot shows the same "Add New Proposal" form, but with the "Phase II" option selected. A red rectangle highlights the "Proposal Number:" dropdown menu, which now displays "FY19.1-H-SB019.1-001-0011-I" with a downward arrow. Below the dropdown is the "Due Date:" field, which shows "10/16/2019 11:59 PM EDT" in red text. Below the due date is the "Proposal Title:" text box, which contains the text "Proposal Title - Test". The "Add Proposal to Activity Worksheet" button and "DHS Form 10062 (12/10)" text are also visible at the bottom.

8. Click Add Proposal to Activity Worksheet.
9. Alternatively, you can navigate to My Proposals > Submitted tab; this page displays the proposals you have submitted.

Notice that the Phase I proposal that was submitted has been invited to submit a Phase II proposal (highlighted below).

| Proposal Number | Solicitation | Type | FY | Submission Date | Invited? |
|--|-------------------|--------------|------|-------------------------|----------|
| FY19.1-H-SB019.1-001-0011-I | FY19.1 | Phase I | 2019 | 09/12/2019 12:16 PM EDT | Yes |
| HSHQDC-14-R-00035-H-SB014.2-002-0019-II2 | HSHQDC-14-R-00035 | 2nd Phase II | 2014 | 08/22/2019 08:49 AM EDT | |
| HSHQDC-14-R-00035-H-SB014.2-002-0019-II | HSHQDC-14-R-00035 | Phase II | 2014 | 08/21/2019 02:07 PM EDT | Yes |

10. To begin the process of submitting a Phase II proposal, click the Start Phase II link, located at top-right corner of the Proposal Activity Worksheet.

| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action |
|--------------------|-------------------------|---------------------|----------|----------------------------|--------|
| Submitted (50%) | 12/12/2019 12:00 PM EST | Cover Sheet | Complete | 09/10/2019 02:02:25 PM EDT | |
| | | Cost Proposal | Complete | 09/12/2019 11:36:52 AM EDT | |
| | | Proposal Uploads | Complete | 09/12/2019 11:54:17 AM EDT | |
| | | Briefing Chart | Complete | 09/12/2019 12:06:17 PM EDT | |
| | | Proposal Submission | Complete | 09/12/2019 12:16:31 PM EDT | |

Figure 88: Example of the *Start Phase II* link

11. The Start New Proposal > Phase II (proposal) page displays (shown below).

In the Proposal Title field, enter a new title for the Phase II proposal.

START NEW PROPOSAL > PHASE II

Proposal: FY19.1-H-SB019.1-001-0011-I

Enter the Proposal Title for the new proposal. Please note that only you will be the only individual allowed to UPDATE forms and upload documents for this proposal.

Proposal Title:

Figure 89: Example of the Start New proposal > Phase II

12. Click the *Add Proposal to Activity Worksheet* button.
13. The Proposal Activity Worksheet > Proposals In Progress page re-displays. The Phase II proposal now displays.

| FY19.1-H-SB019.1-001-0011-II - Proposal Title - Test | | | | | |
|--|----------------------------|-----------------------------|------------|-------------------|--------|
| Overall Completion | Due Date | Requirements | Status | Last Updated Date | Action |
| Not Yet Submitted | 10/16/2019 11:59 PM EDT | Cover Sheet | Incomplete | | |
| | | Cost Proposal | Incomplete | | |
| | | Proposal Uploads (optional) | Incomplete | | |
| | | Briefing Chart | Incomplete | | |
| | | Commercialization Report | Incomplete | | |
| | | Proposal Submission | Incomplete | | |
| | | | | | SUBMIT |
| BACK | | | | | |

Figure 70: Example of the Phase II proposal displaying on the Proposals In Progress section

5.5 Complete/Submit a Phase II SBIR Proposal

1. After you have started a Phase II SBIR proposal, you must complete each required component. The steps are identical to those detailed in the [Complete/Submit a Phase I SBIR Proposal](#) section of this manual, additionally, a Commercialization Report upload is required for Phase II.
2. After you have completed all required components for the Phase II SBIR proposal, you must submit the Phase II proposal. The steps are identical to those detailed in the [Submit a Phase I SBIR Proposal](#) section of this manual.

5.6 Start/Submit additional subsequent SBIR Proposals

SBIR Portal has the capability to allow for additional subsequent proposals via the SBIR Submissions Portal. These include:

- 2nd Phase II
- CRPP
- Phase III

To start any of these above proposals (assuming that you've been invited to submit one of the above Proposal Types), follow the instructions provided in the [Start a New Phase II SBIR Proposal](#) section. Simply select the applicable Proposal Type in the Add New Proposal window. When done, click Add Proposals to Activity Worksheet

- Once the proposal has been added to the Activity Worksheet, follow the instructions to Complete and Submit these proposals, but referring to the instructions provided in the sections mentioned below:
 - [Complete/Submit a Phase I SBIR Proposal](#)

Note: The suffix for a 2nd Phase II Proposal Number is “II2”
 The suffix for a CRPP Proposal Number is “CRPP”
 The suffix for a Phase III Proposal Number is “III”
- Complete all the components displayed for your proposal type, confirm all details, and click on Submit button. You will see a Submission Confirmation page when finished.

6.0 Useful Tips for Proposals in Progress

6.1 View Only Incomplete/Incorrect Data

From the Proposal Activity Worksheet, to view only the list of the information that is considered incomplete or incorrect in a particular component, click the *Incomplete* button, and the list will display (partial view shown below).

6.2 Save vs Save and Continue

You do not need to complete all fields in a component or all proposal components in one sitting; instead, you can save information, exit, and return to the proposal at any time prior to the proposal deadline. Remember, however, each solicitation requires that a proposal be submitted by a specific due date in order for the proposal to be reviewed for potential award.

- To save your information in a particular component and remain in that component, click the Save button.
- If you click Save and Continue and there is still information that is incomplete or incorrect, a list of these incomplete or incorrect items will display. You will have the option to return to the component to complete it or to return to the Proposal Activity Worksheet page.
- If you click Save and Continue and all fields are complete and correct, you will be brought to the Proposal Activity Worksheet page.

6.3 Manage Proposals

6.3.1 Delete a Proposal

If you have not already submitted a proposal, you may delete it from the system.

1. If you are already logged into the system and you are on the Proposal Activity Worksheet page, go to Step 2 below. If you have exited from the system and are returning to manage the proposal, log in to the Public Portal, via Portal Login, located at top-right corner of the window.
2. The My Proposals dashboard displays; click the Manage Proposals button (shown below)



Figure 71: Example of the Manage Proposals option

3. The Manage Proposals page displays (shown below).

The Active Proposals section displays a list of proposals that have been started or submitted. Each Proposal number and Proposal Title displays.

Proposals that have already been submitted cannot be deleted, and therefore are not displayed.

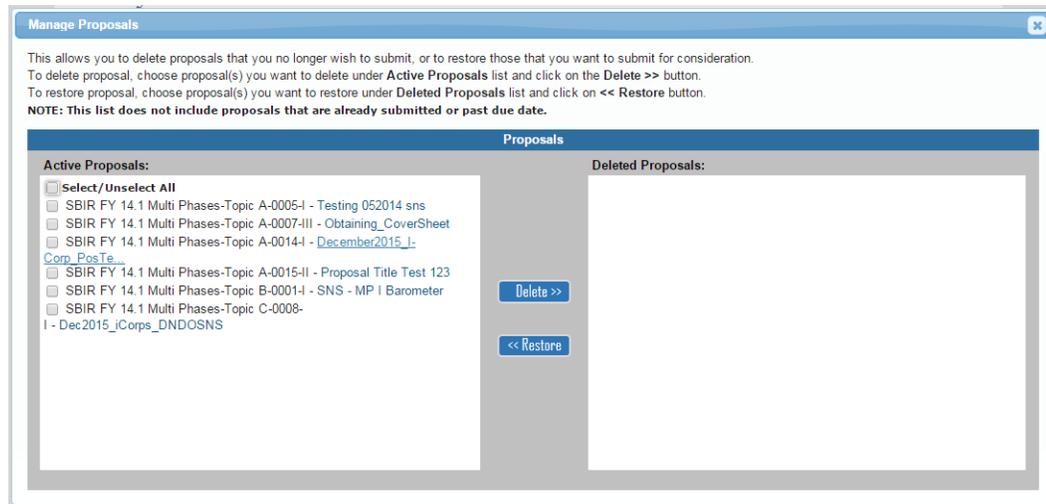


Figure 72: Example of the Manage Proposals page with only active proposals

4. Select the check box next to an active/un-submitted proposal.
5. Click the Delete Proposal button. The proposal will move to the Deleted Proposals section (shown below).

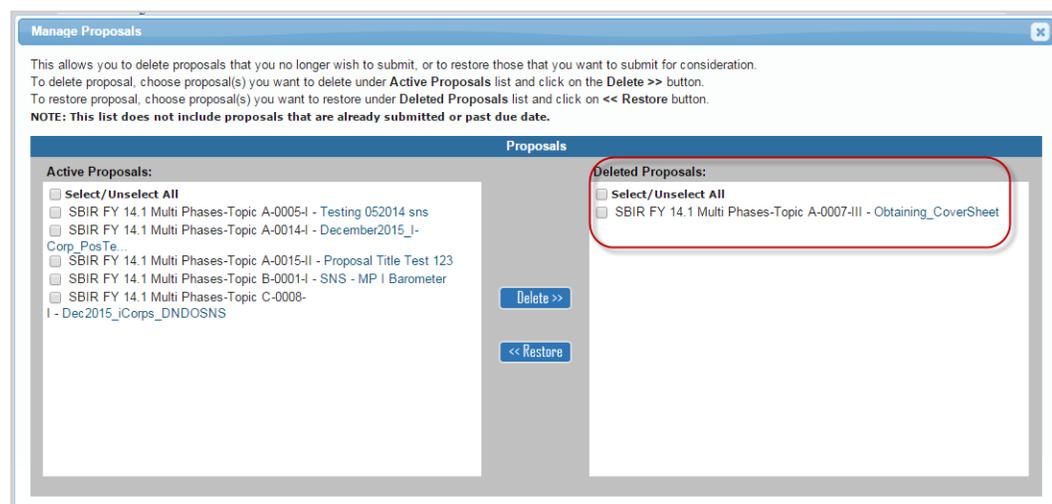


Figure 73: Example of the Mange Proposals page with a deleted proposal

6.3.2 Reactivate a Proposal

Even if you have deleted a proposal, you can reactivate it so that you may submit it for consideration.

1. If you are already logged into the system and you are on the Proposal Activity Worksheet page, go to Step 2 below.

If you have exited from the system and are returning to manage the proposal, log in to the Public Portal using the Portal Login, located at the top-right corner of the page.

2. From the main submissions dashboard, click the Manage Proposals button.
3. The Manage Proposals page displays (shown below).

The Deleted Proposals section displays a list of deleted proposals. Each Proposal number and Proposal Title displays.

Click the check mark next to the proposal you want to reactivate.

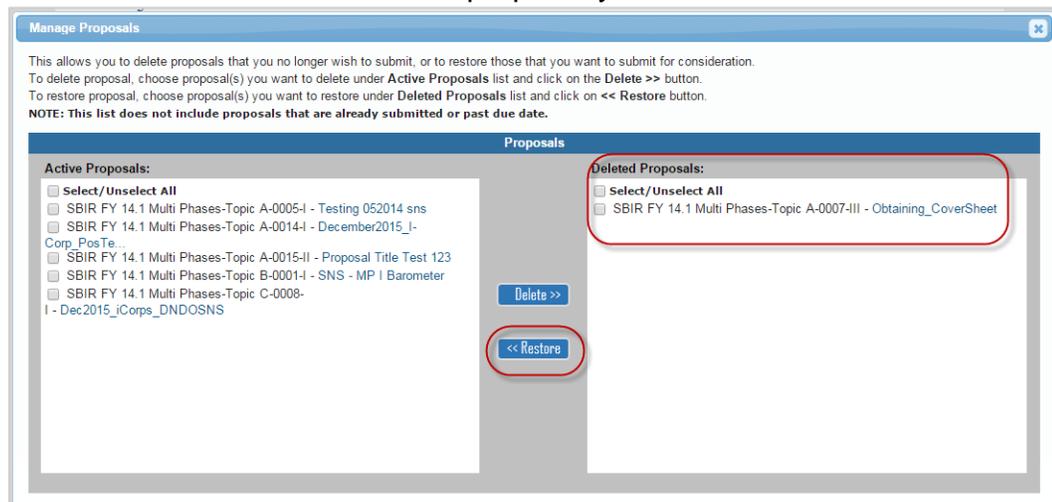


Figure 74: Example of the Manage Proposal page with a deleted proposal

4. Click the Restore button; the proposal will move to the Active Proposals section (shown below).

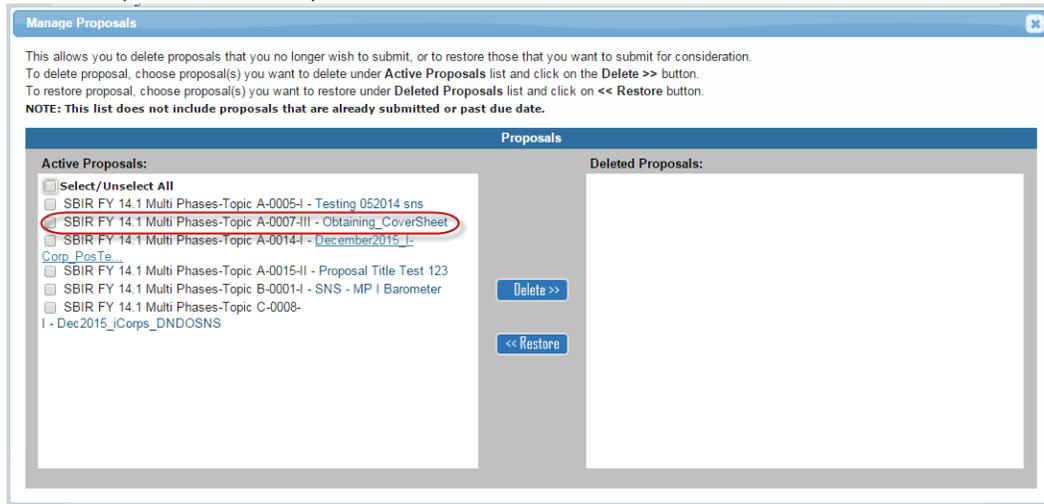
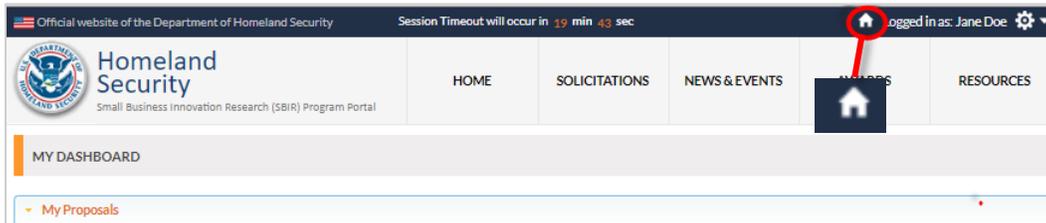


Figure 75: Example of the Mange Proposals page with a restored proposal

6.4 Home icon – Submissions Dashboard

If you navigate out of the Submissions Dashboard, and you are still logged in. Simply click on the Home icon located in the top-right header, to the left of your logged in name (as shown below).



Clicking on the Home icon  will take you back to your Submissions Dashboard, so you can access My Proposals and My Contracts, as applicable (as shown below)

| Proposal Number | Solicitation | Type | FY | Submission Date | Invited? |
|--|-------------------|--------------|------|-------------------------|----------|
| FY19.1-H-SB019.1-001-0011-I | FY19.1 | Phase I | 2019 | 09/12/2019 12:16 PM EDT | Yes |
| HSHQDC-14-R-00035-H-SB014.2-002-0019-II2 | HSHQDC-14-R-00035 | 2nd Phase II | 2014 | 08/22/2019 08:49 AM EDT | |
| HSHQDC-14-R-00035-H-SB014.2-002-0019-II | HSHQDC-14-R-00035 | Phase II | 2014 | 08/21/2019 02:07 PM EDT | Yes |
| HSHQDC-14-R-00035-H-SB014.2-002-0019-I | HSHQDC-14-R-00035 | Phase I | 2014 | 08/21/2019 01:47 PM EDT | Yes |
| HSHQDC-14-R-00035-H-SB014.2-002-0004-II2 | HSHQDC-14-R-00035 | 2nd Phase II | 2014 | 07/15/2019 02:19 PM EDT | |