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.

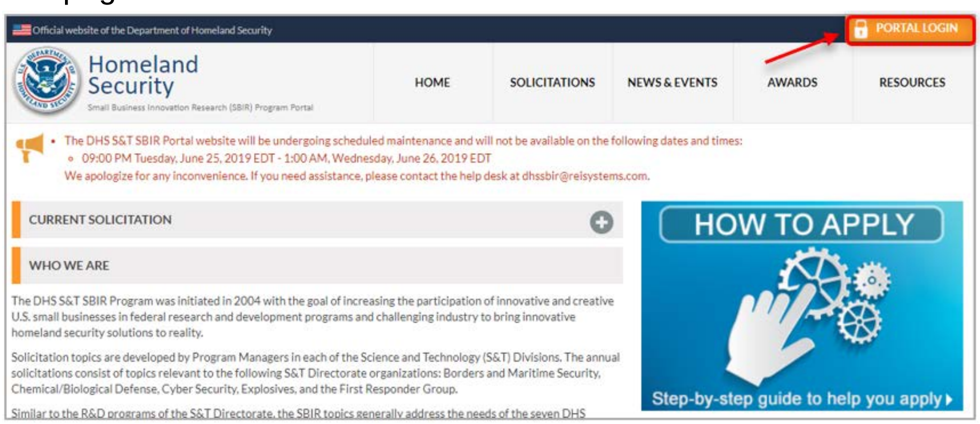


Figure 1: Example of the SBIR – Portal Login

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).

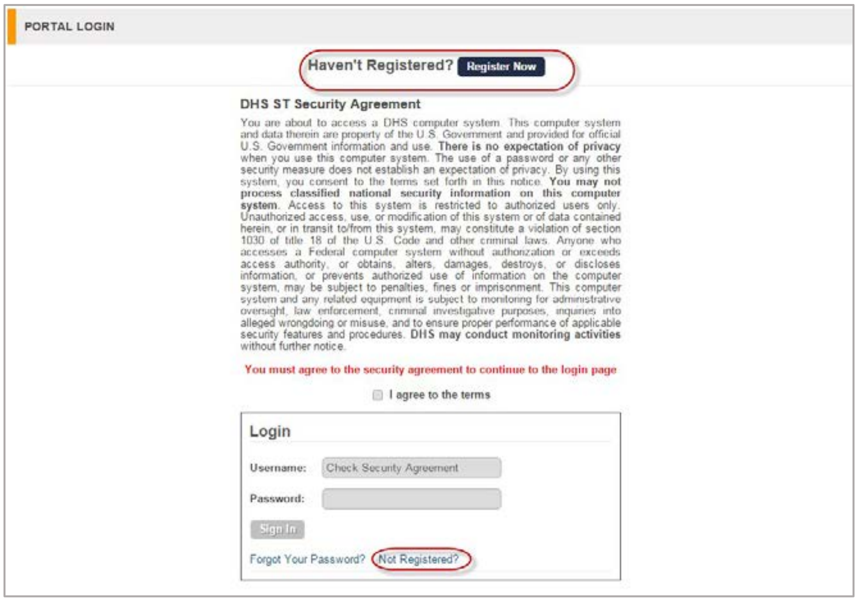
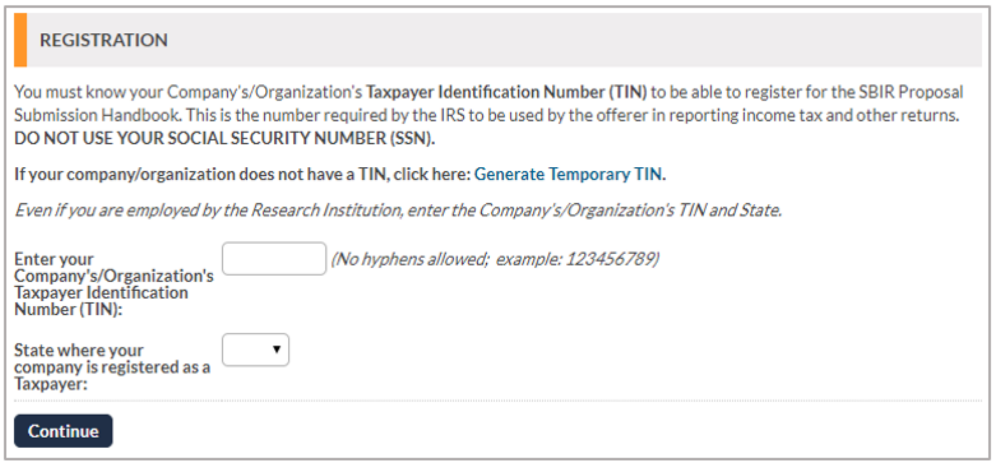


Figure 2: Example of the Proposal Submission Portal

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.



REGISTRATION

You must know your Company's/Organization's **Taxpayer Identification Number (TIN)** to be able to register for the SBIR 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:

Continue

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."

Figure 4: Example of the Registration page for new users

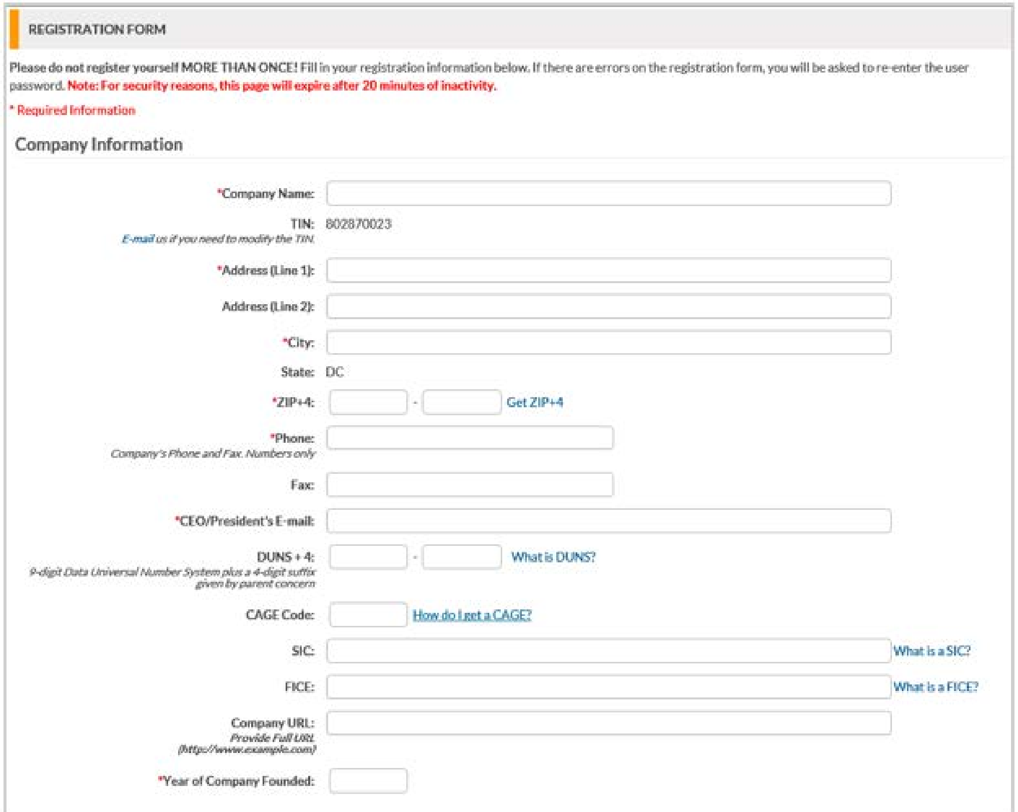
e. Click the Proceed with Registration button.

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 *Need Help for ZIP + 4* 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 *What is DUNS?* 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 *How do I get a Cage?* 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.

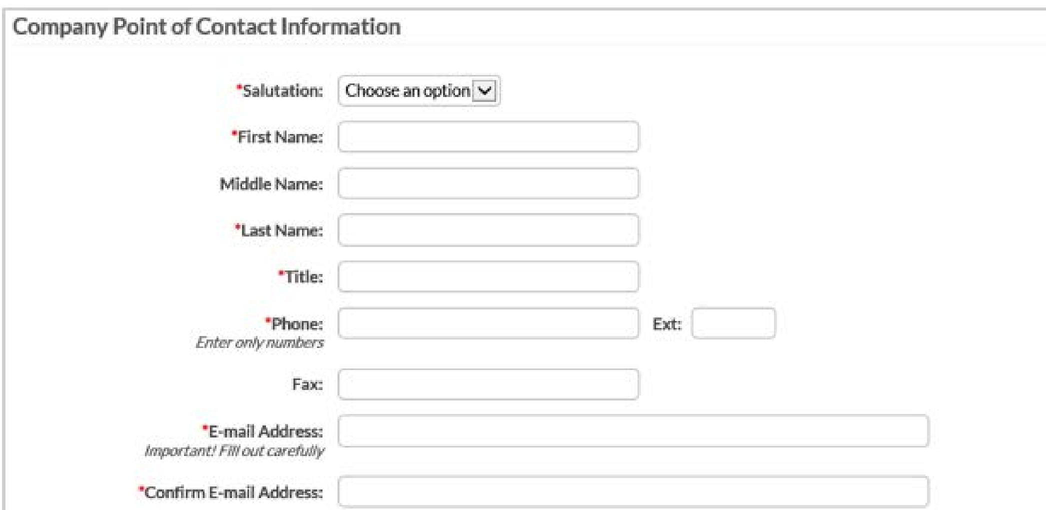


Figure 6: Example of the Company Point of Contact Information section

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.

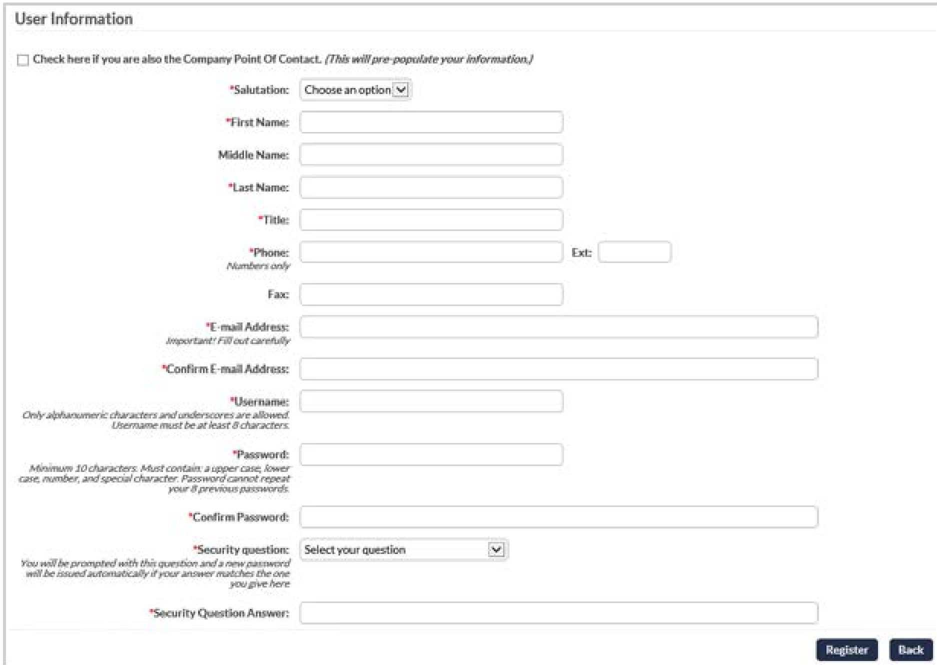


Figure 7: Example of the User Information section

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: • 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.

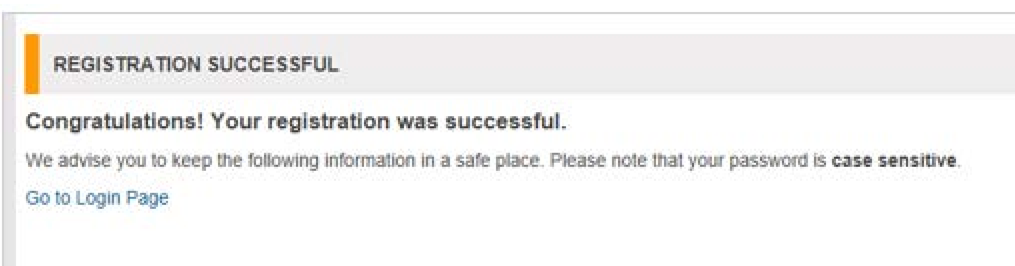


Figure 8: Example of successful registration section

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.

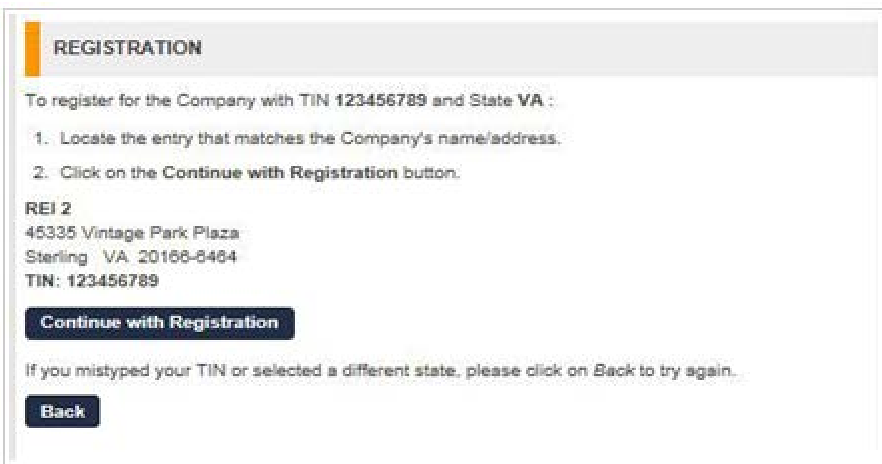
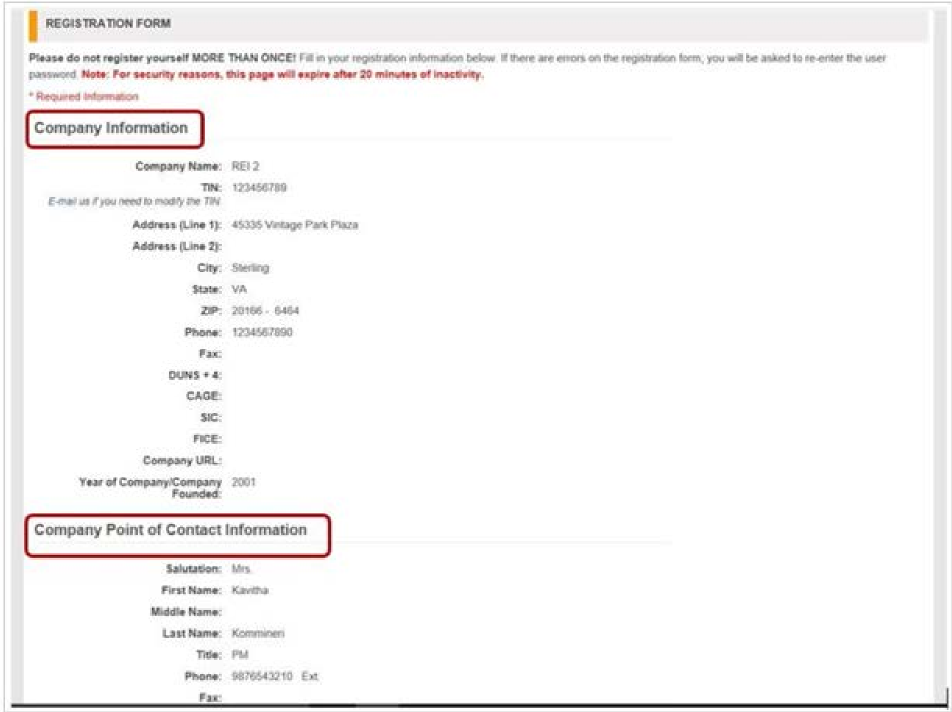


Figure 9: Example of the Registration page for New Users

   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: 20166 - 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.

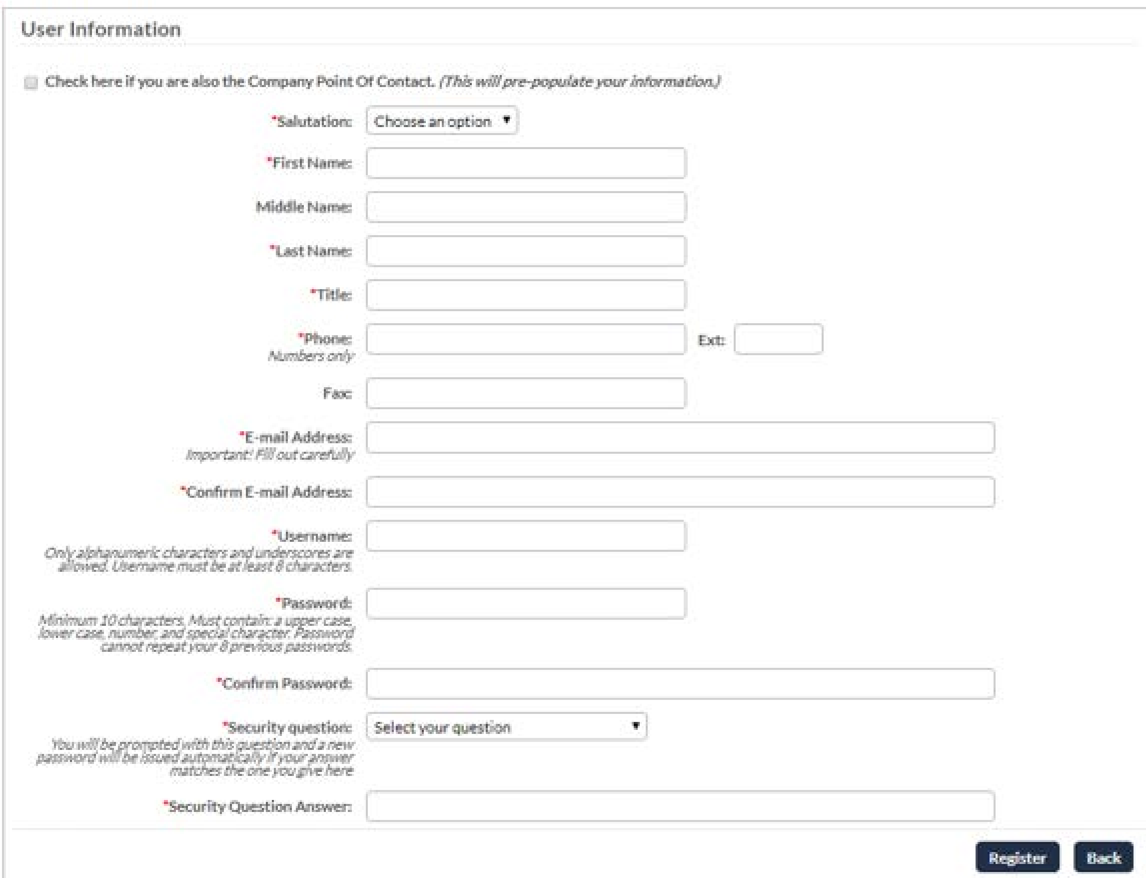


Figure 11: Example of the User Information section

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	This is a required field. Select a question from the drop-down menu. The options are: • 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.

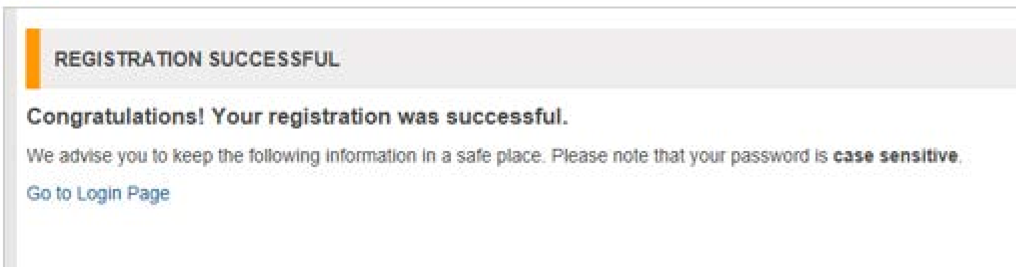


Figure 12: Example of successful registration section

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).

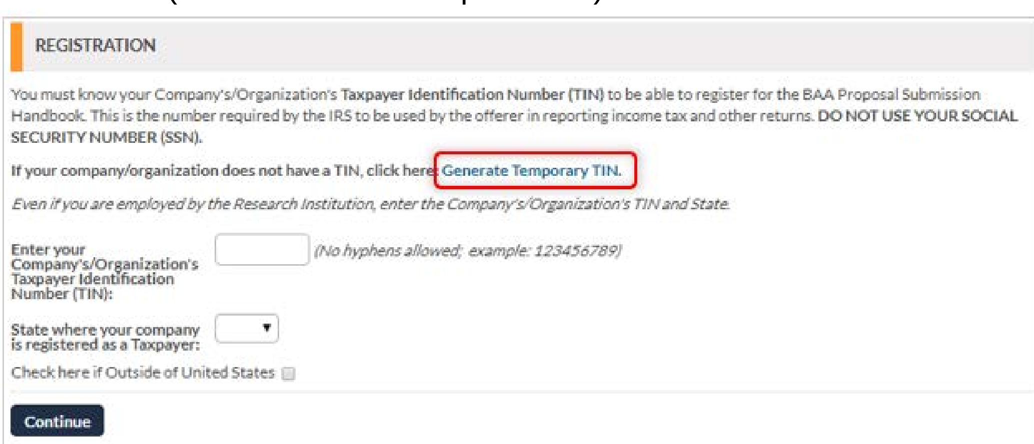
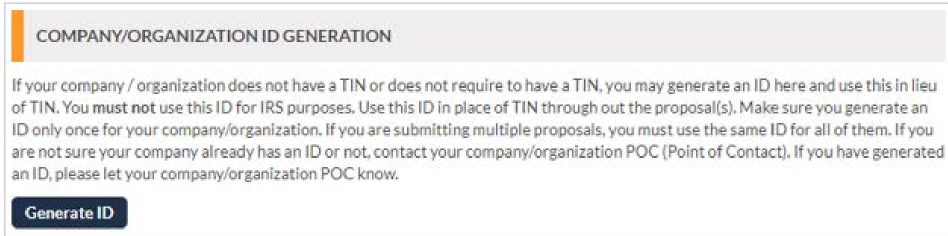


Figure 13: Example of the TIN registration page

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

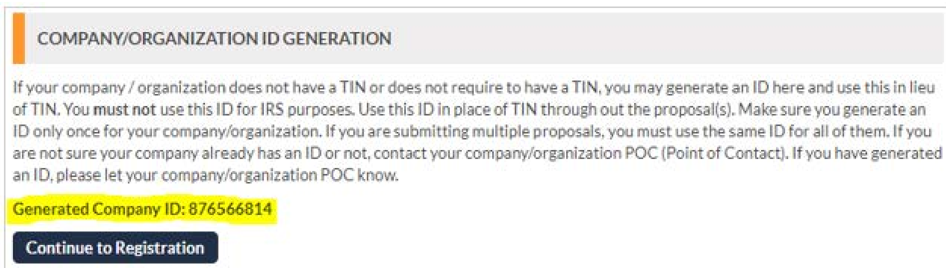

COMPANY/ORGANIZATION ID GENERATION

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.

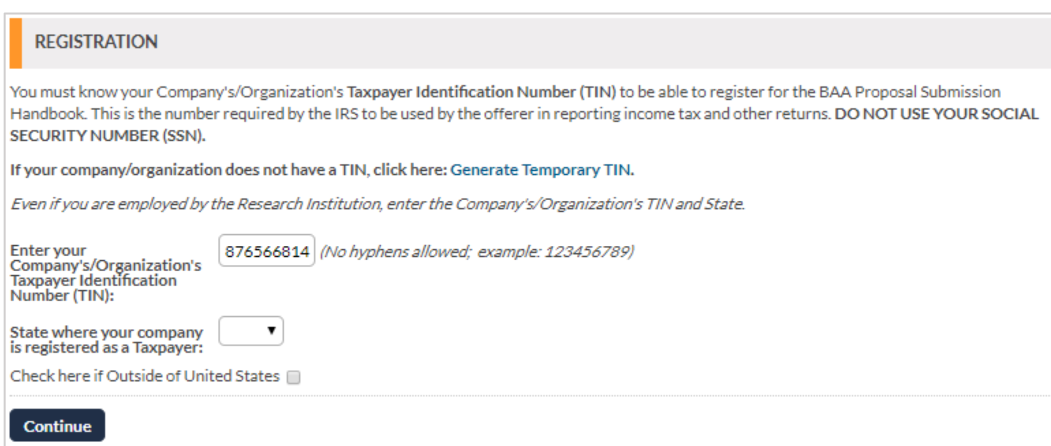
Generated Company ID: 876566814

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): 876566814 *(No hyphens allowed; example: 123456789)*

State where your company is registered as a Taxpayer:

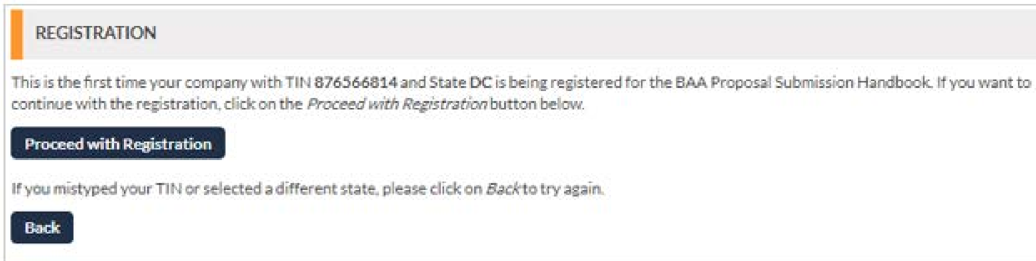
Check here if Outside of United States

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.”

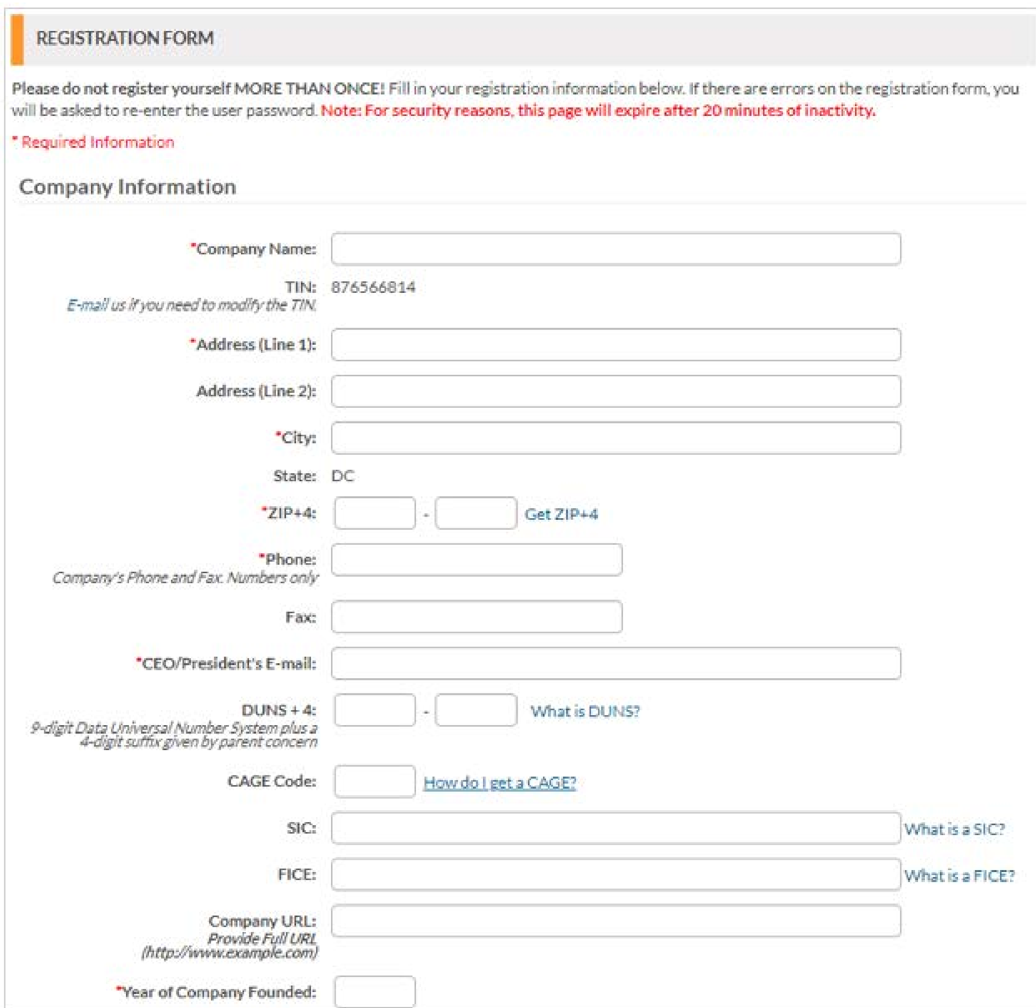


10. Click the *Proceed with Registration* button.
11. The Registration Form page displays.

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 *Get ZIP + 4* 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 *What is DUNS?* 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 How do I get a CAGE? 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.

2.4.2 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.

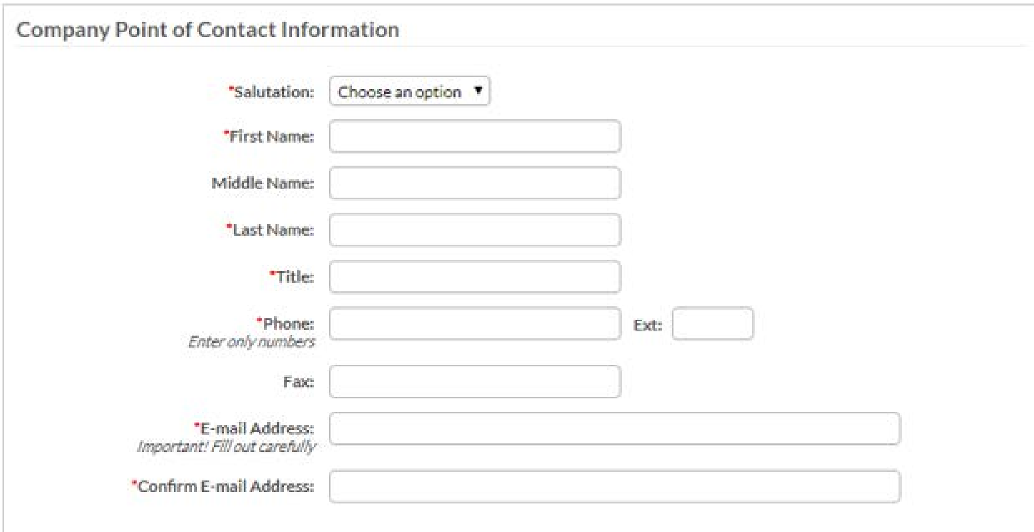


Figure 16: Example of the Company Point of Contact Information section

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.

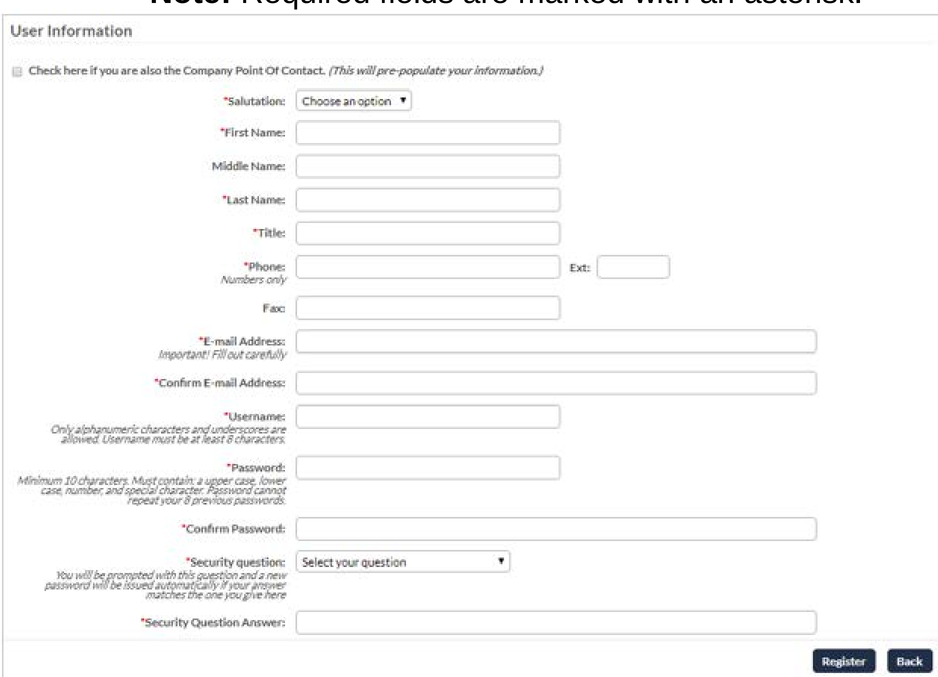


Figure 17: Example of the User Information section

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: • 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 From, click the **Register** button.

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

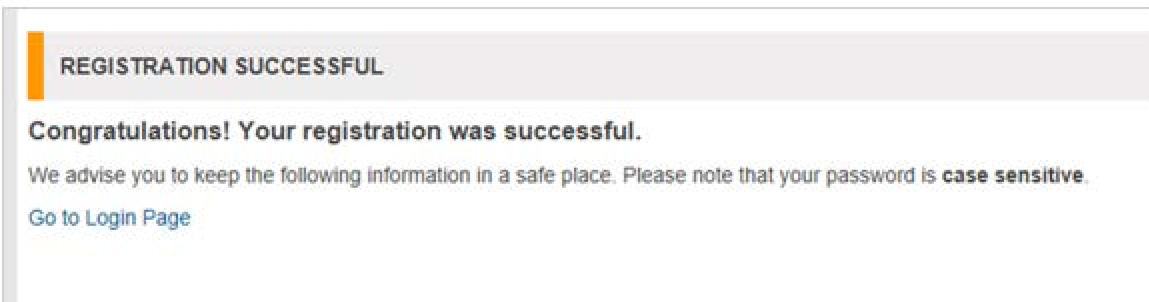


Figure 18: Example of successful registration section

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

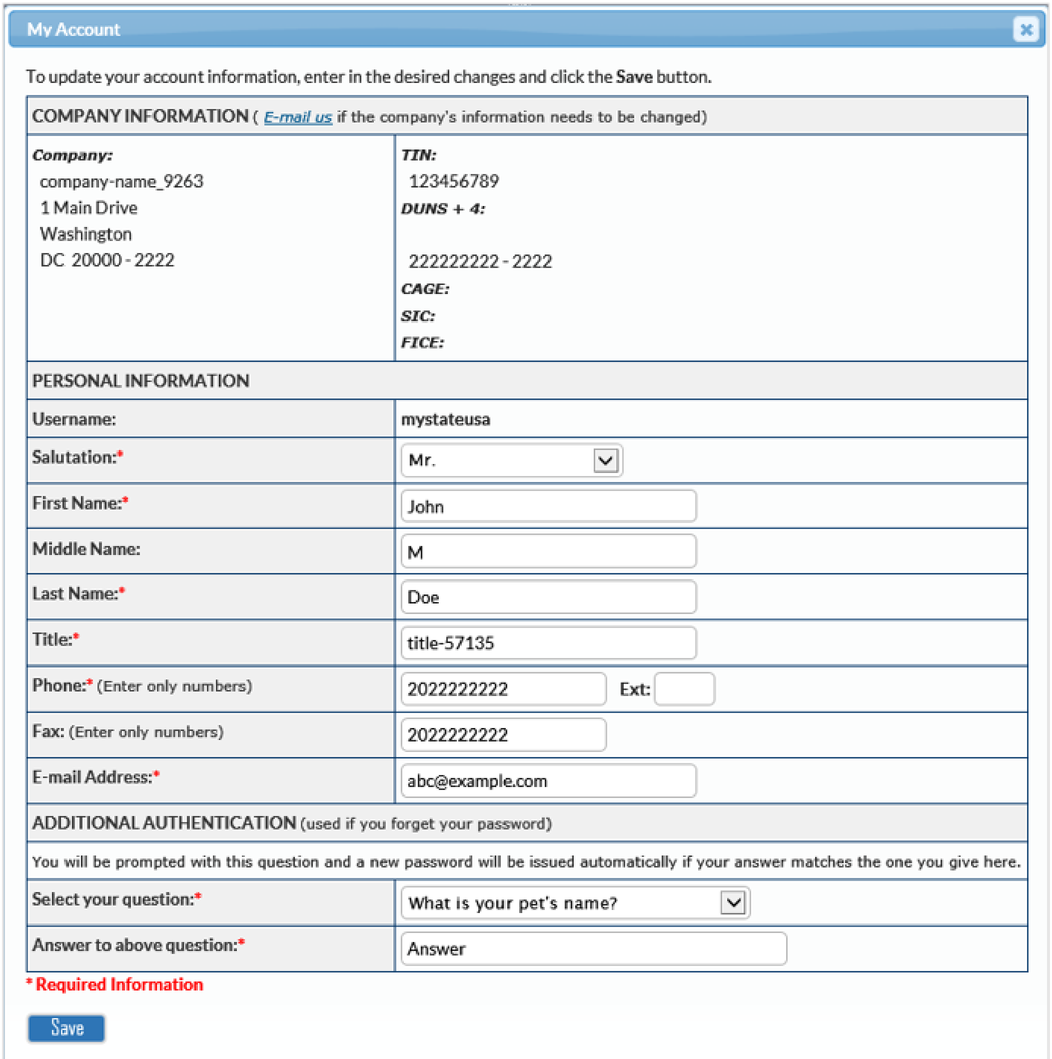
2. The My Account page displays (shown below).

    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.
First Name:*	John
Middle Name:	M
Last Name:*	Doe
Title:*	title-57135
Phone:* (Enter only numbers)	2022222222 Ext:
Fax: (Enter only numbers)	2022222222
E-mail Address:*	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?
Answer to above question:*	Answer

* Required Information

Save

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 LRBAA 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.

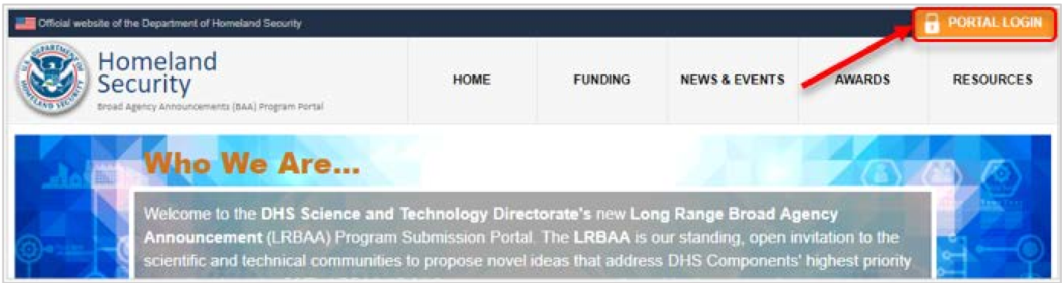


Figure 22: Example of the BAA – Portal Login

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.

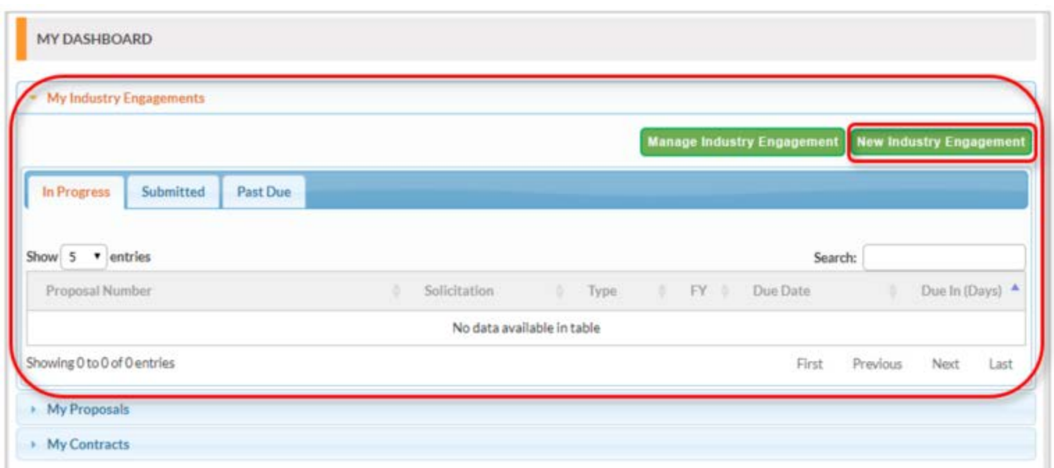


Figure 23: An example of My Industry Engagements (Activity Worksheet) > Industry Engagements in progress view

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).

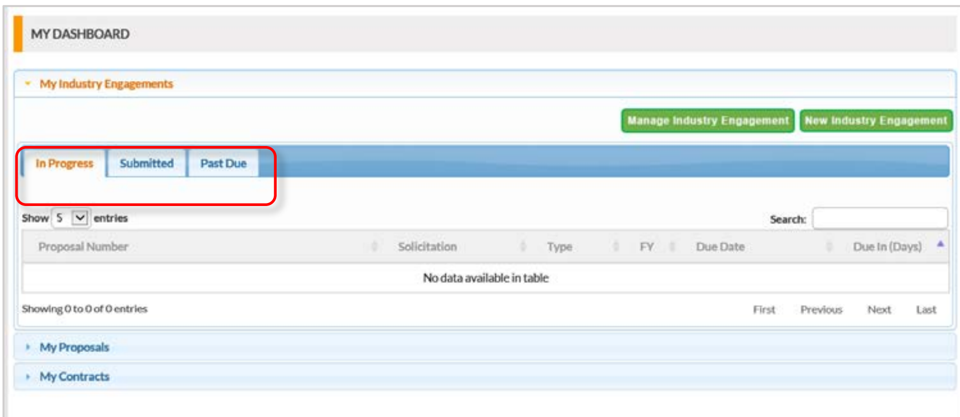


Figure 23: An example of the three tabs under *My Industry Engagements*

3.2.1 Add New Industry Engagement

1. 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:

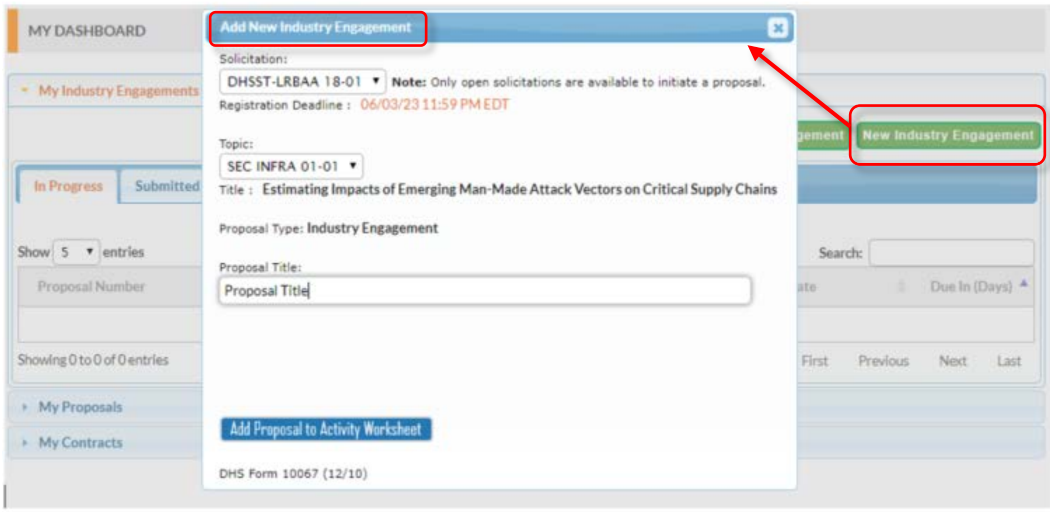


Figure 25: Example of New Industry Engagement pop-up display

   i. Select the Solicitation from the drop-down listing the LRBAA open Solicitation.

   ii. Select the desired Topic from the list, enter a *Proposal Title* and click on *Add Proposal to Activity Worksheet*.

   iii. The *My Industry Engagements* activity worksheet displays the new Industry Engagement that was added, as seen below.

2. The below view provides you a summarized view of the Industry Engagement information along with the *Due Date* and *Due in (Days)*.

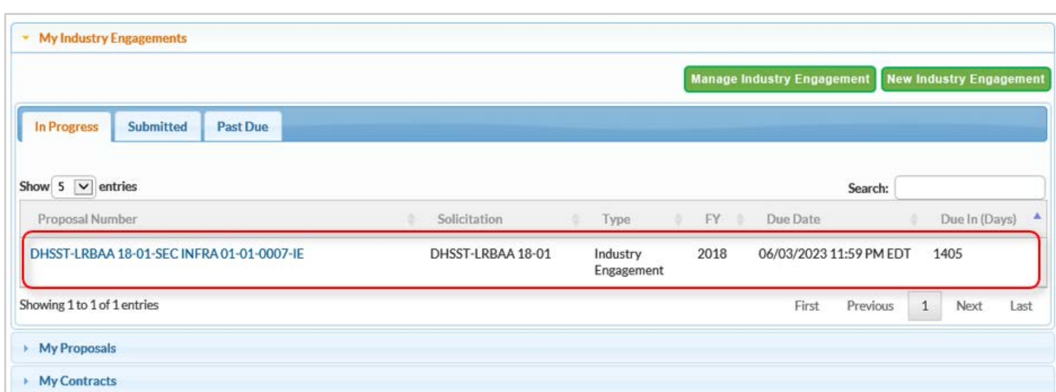


Figure 26: Example of activity worksheet with In Progress Industry Engagement

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”.

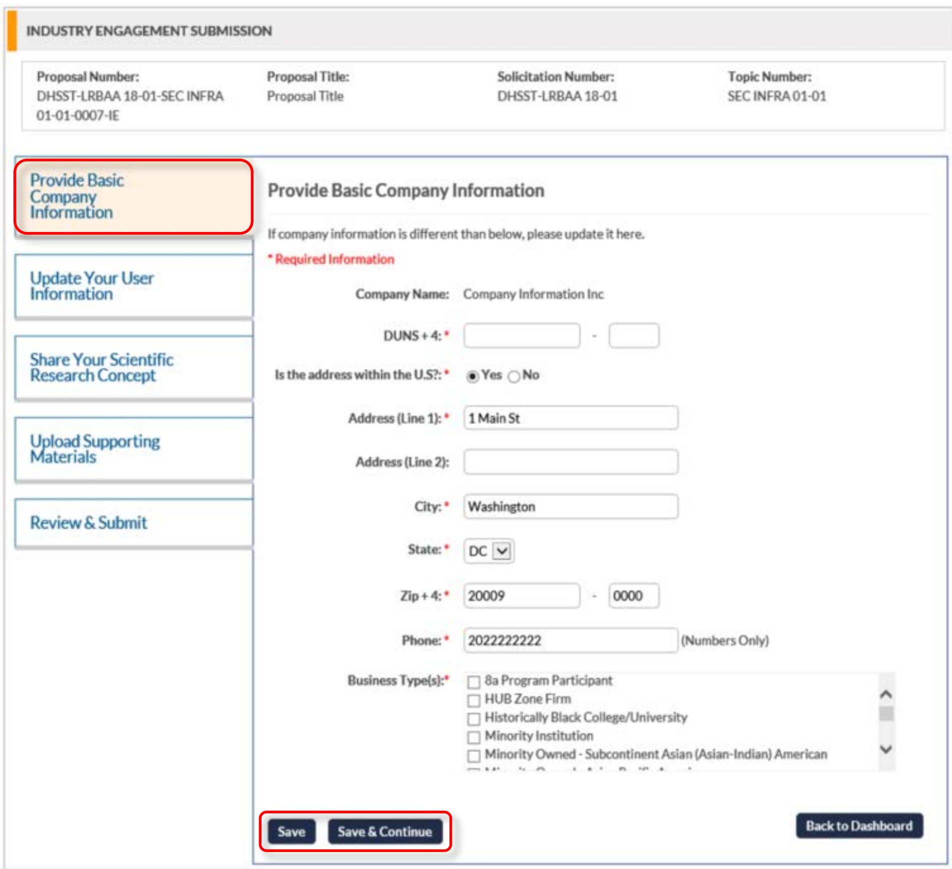


Figure 27: Example of *Provide Basic Company Information* section

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

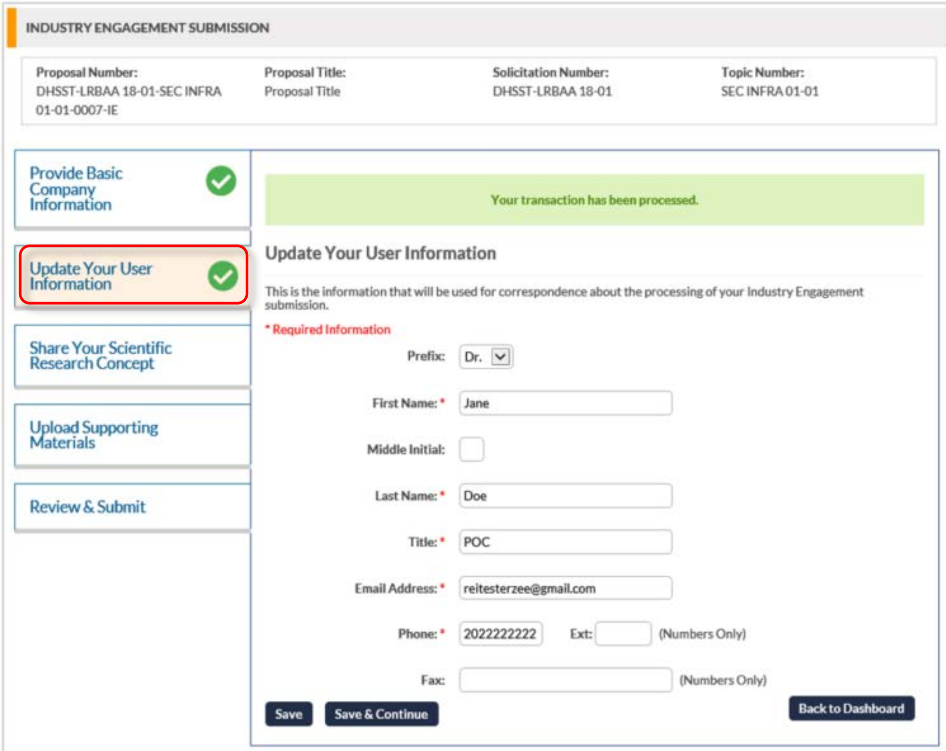


Figure 28: Example of Update Your User Information section.

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.

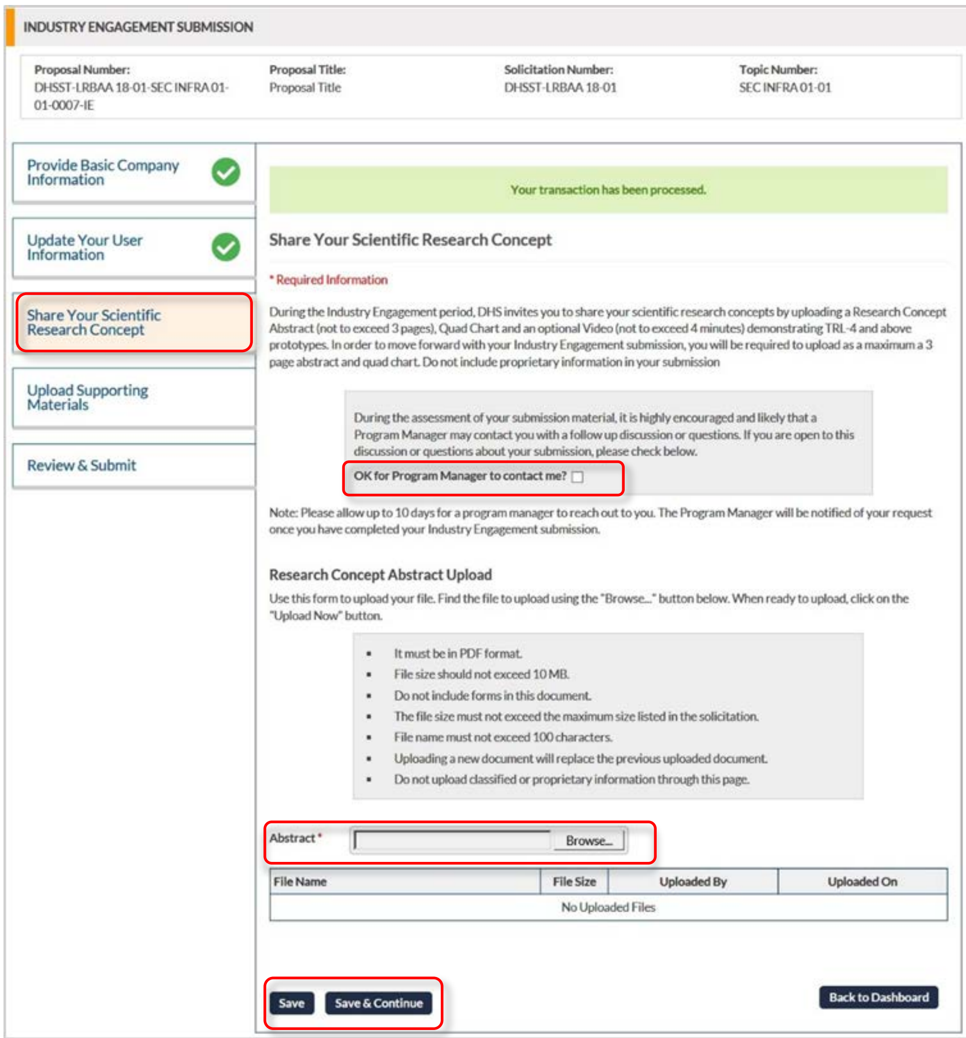


Figure 29: Example of Share Your Scientific Research Concept section

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.

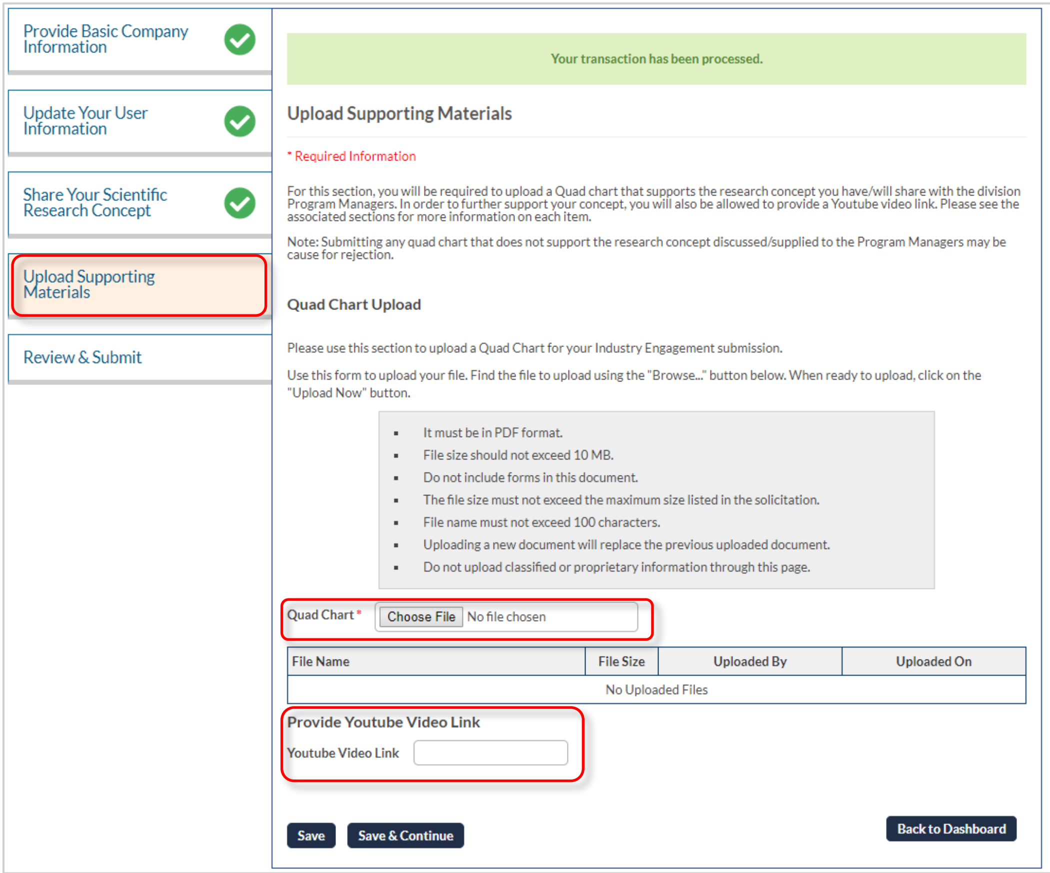


Figure 30: Example of *Uploading Supporting Materials* section.

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.

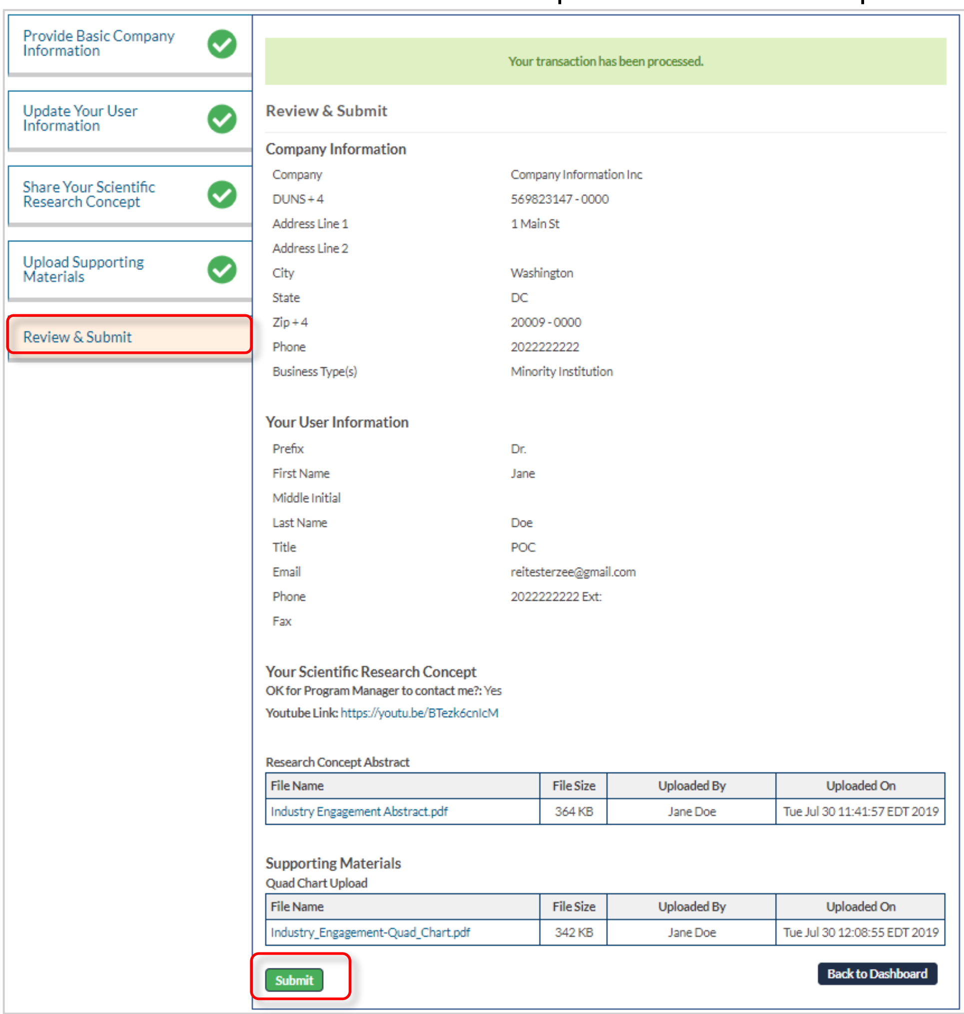


Figure 31: Example of the Industry Engagement *Review & Submit* section.

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 LRBAA 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. 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.

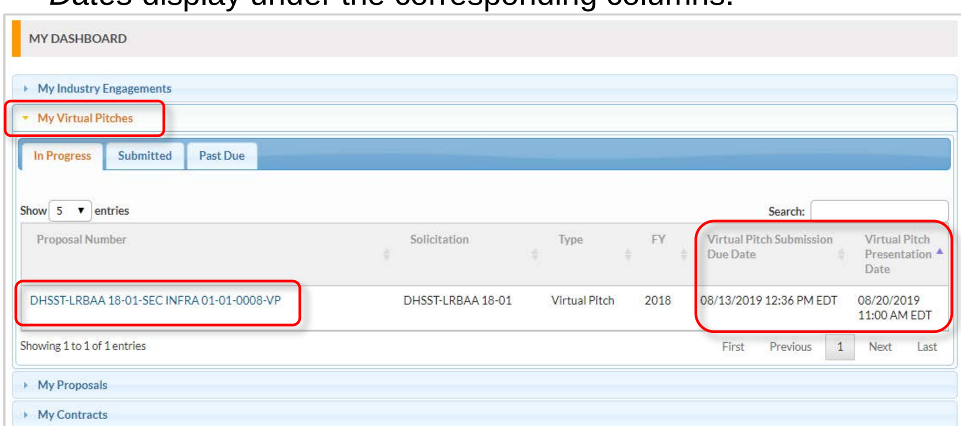


Figure 32: Example of *My Virtual Pitches* accordion

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).

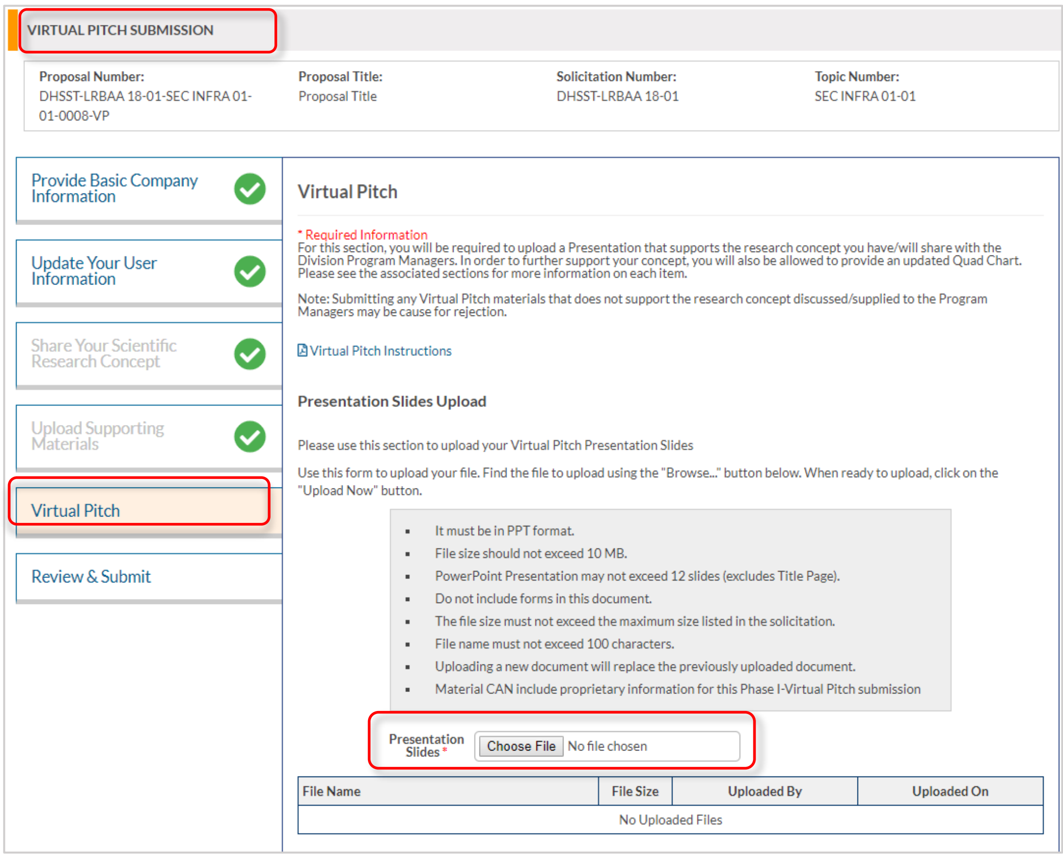
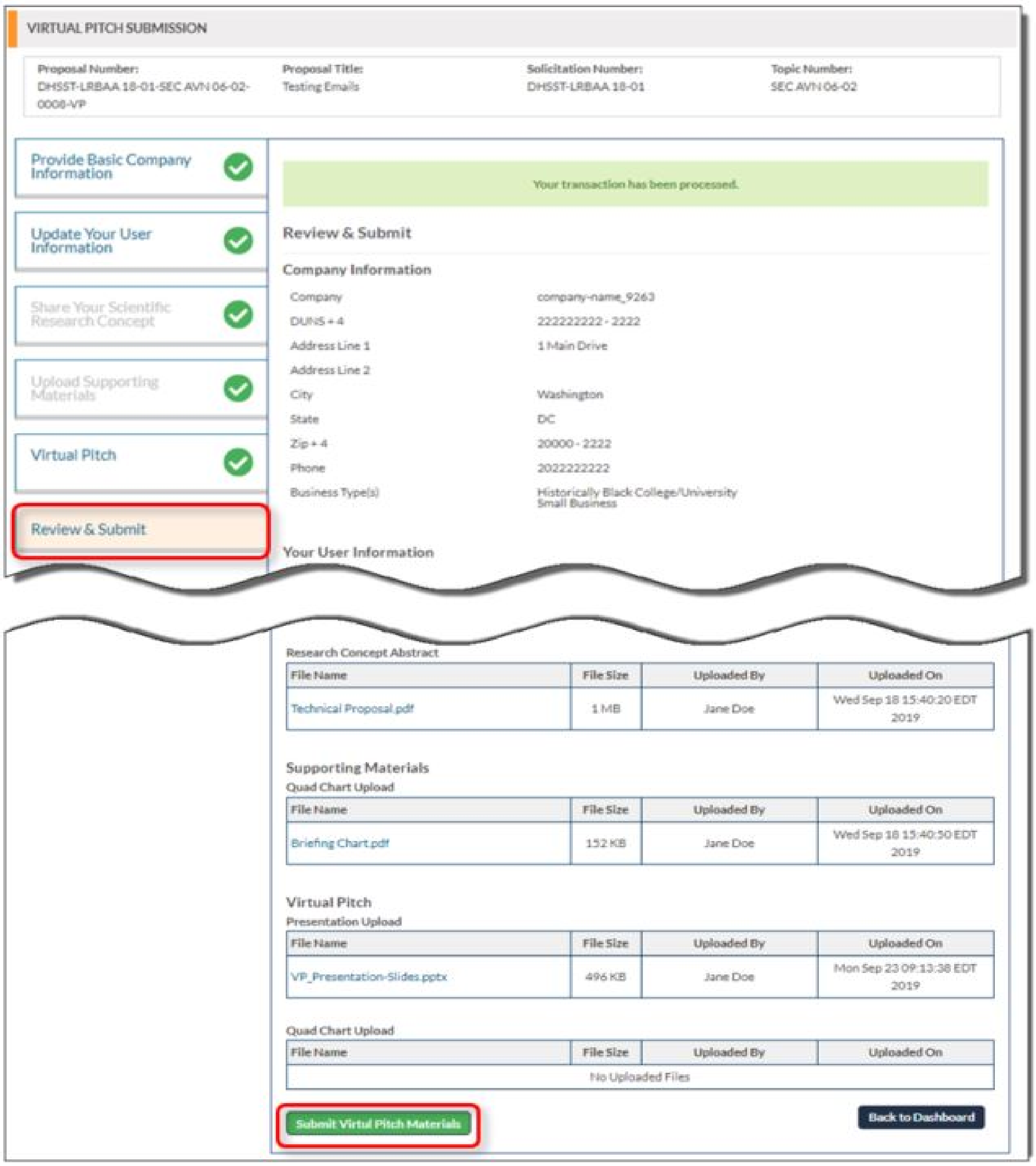


Figure 33: Example of *Virtual Pitch Submission* section.

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.



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.

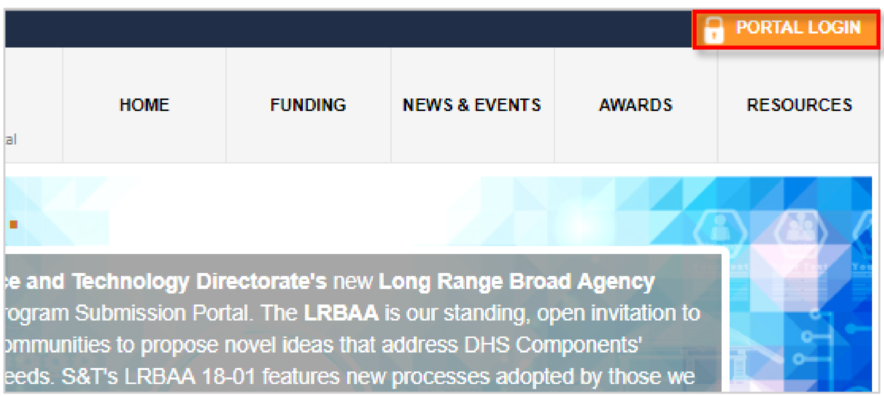


Figure 35: Example of BAA Portal > Portal Login

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.

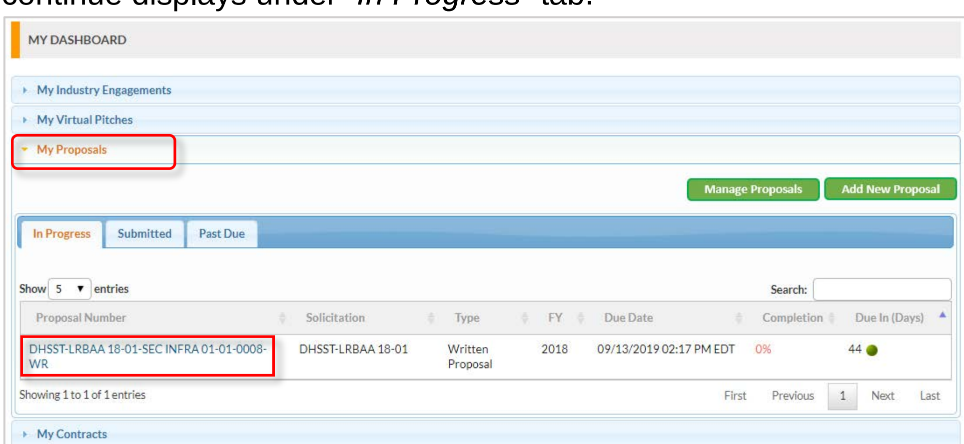


Figure 36: Example of the *Written Proposal* displaying under "*My Proposals*"

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:

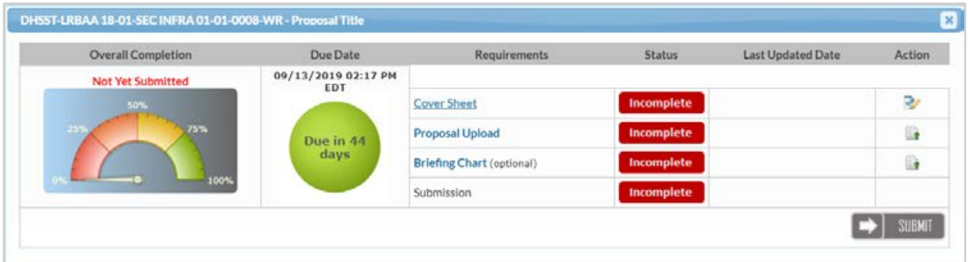


Figure 37: Example of the BAA Proposal Activity Worksheet > Proposals In Progress dashboard

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.

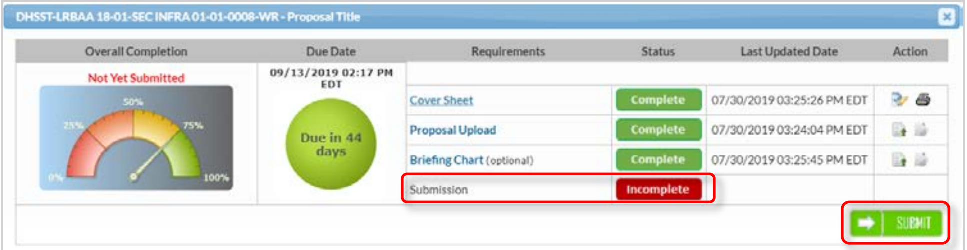


Figure 38: The Submit button is enabled.

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.

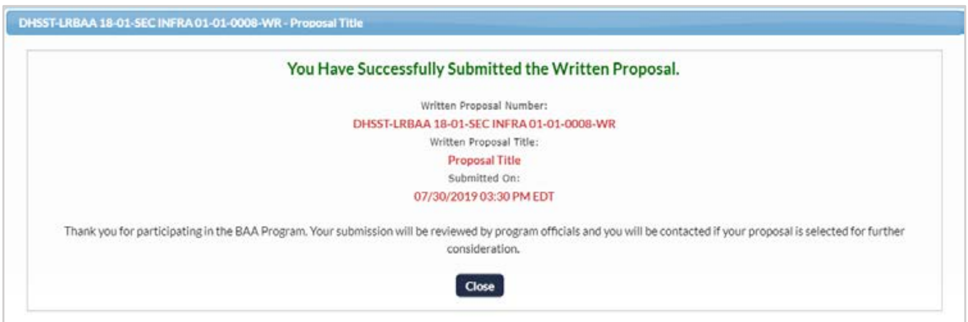


Figure 39: Example of the confirmation page

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

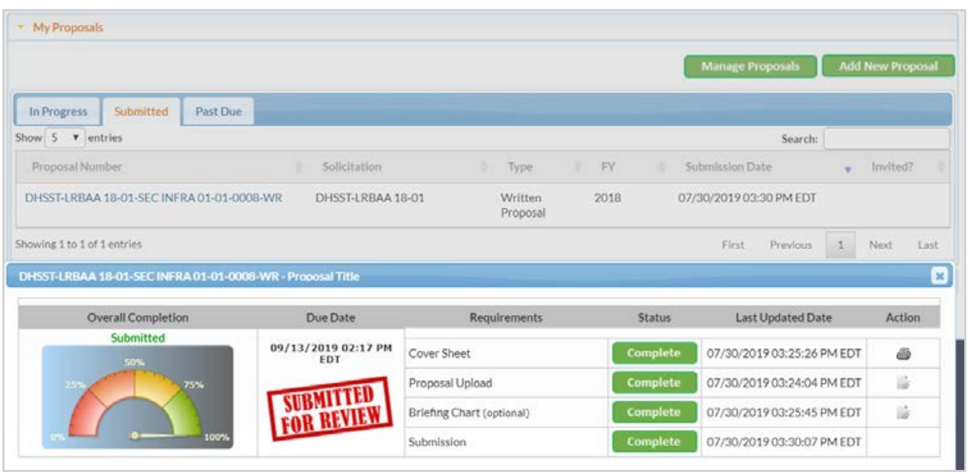


Figure 40: Example of the BAA Proposal Activity Worksheet > Proposals Submitted

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.

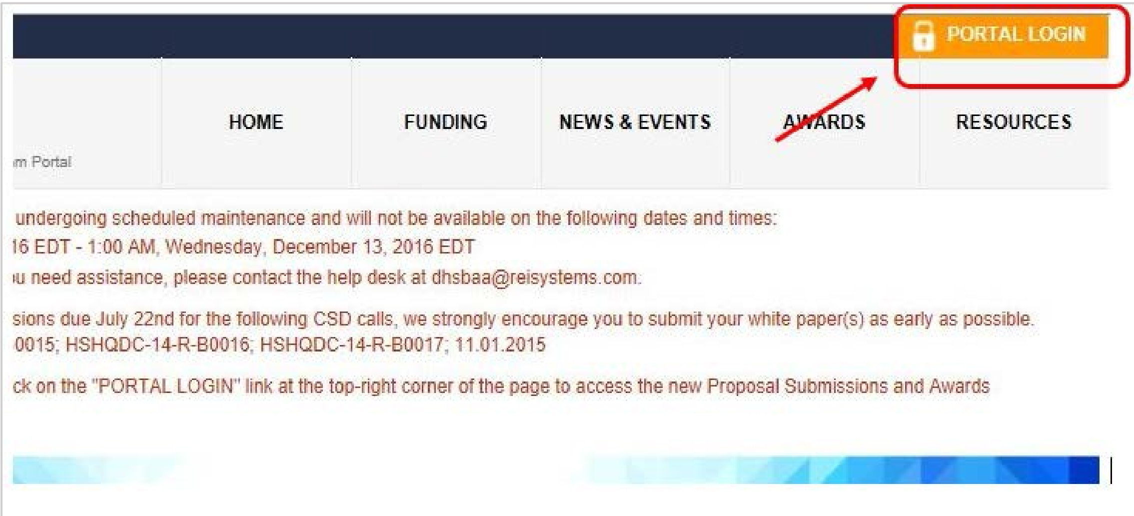


Figure 41: Example of BAA – Portal Login

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.

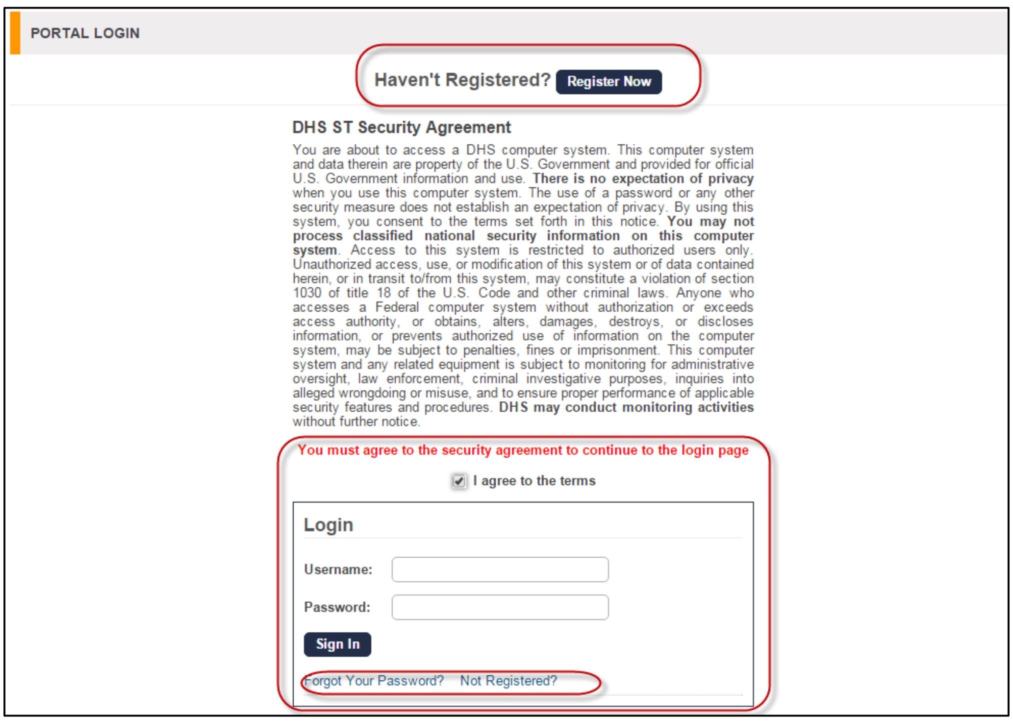


Figure 42: Example of the login page of the BAA Proposal Submission Portal

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

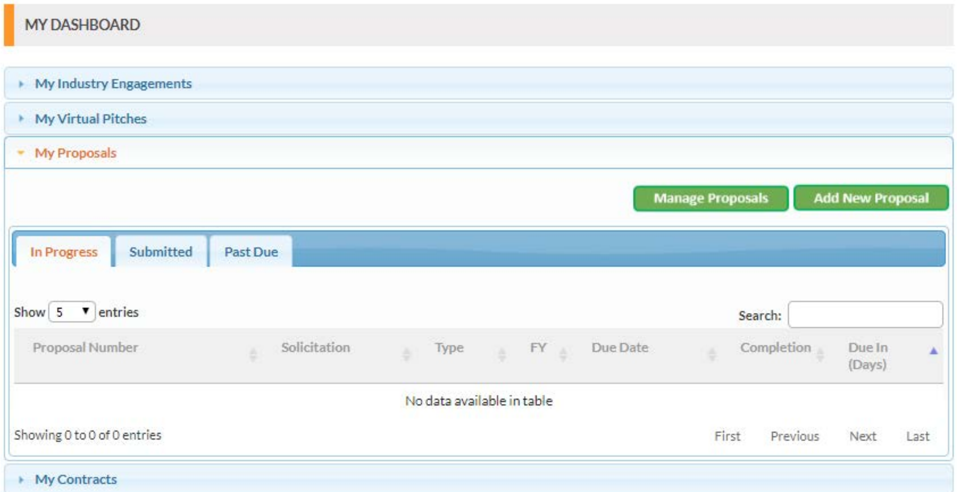


Figure 43: An example of Submissions Dashboard (Proposal Activity Worksheet) > Proposals *In Progress* view

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:

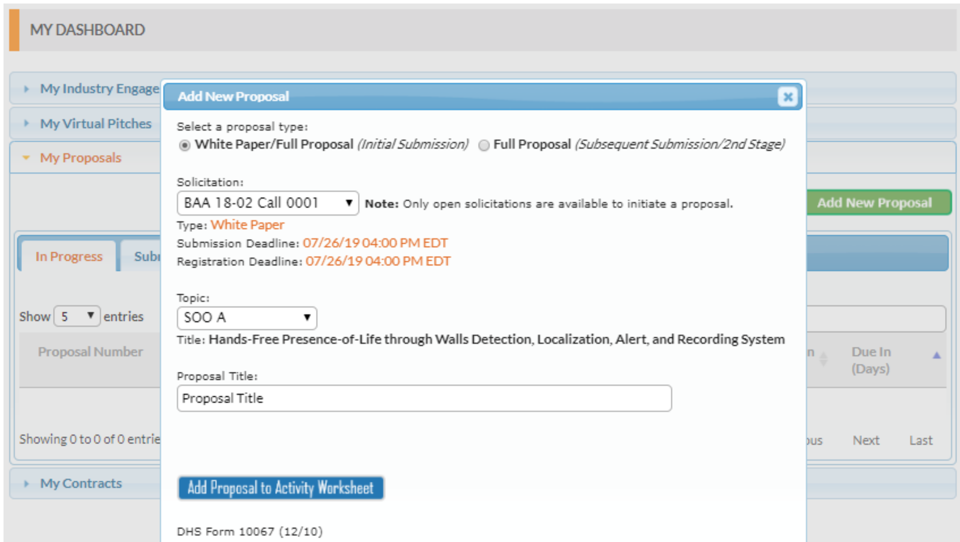


Figure 44: Example of Add White Paper / Full Proposal pop-up displays

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.

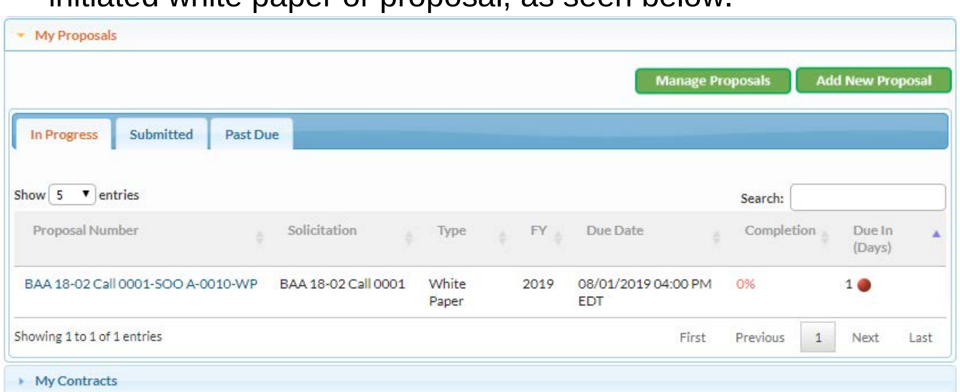


Figure 45: Example of recently initiated White Paper or Proposal

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:

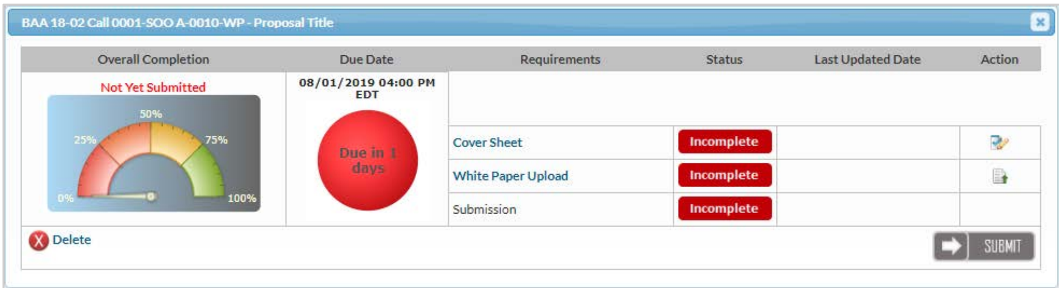


Figure 46: Example of Proposal Activity Worksheet

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.”

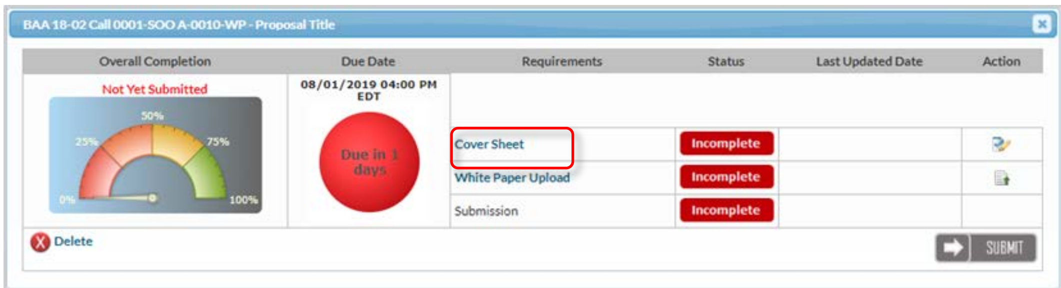
17. If you do not want to continue with the submission process, simply click on the X at the top-corner of the pop-up window to close.

4.3 Complete/Submit a BAA White Pape

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.



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.

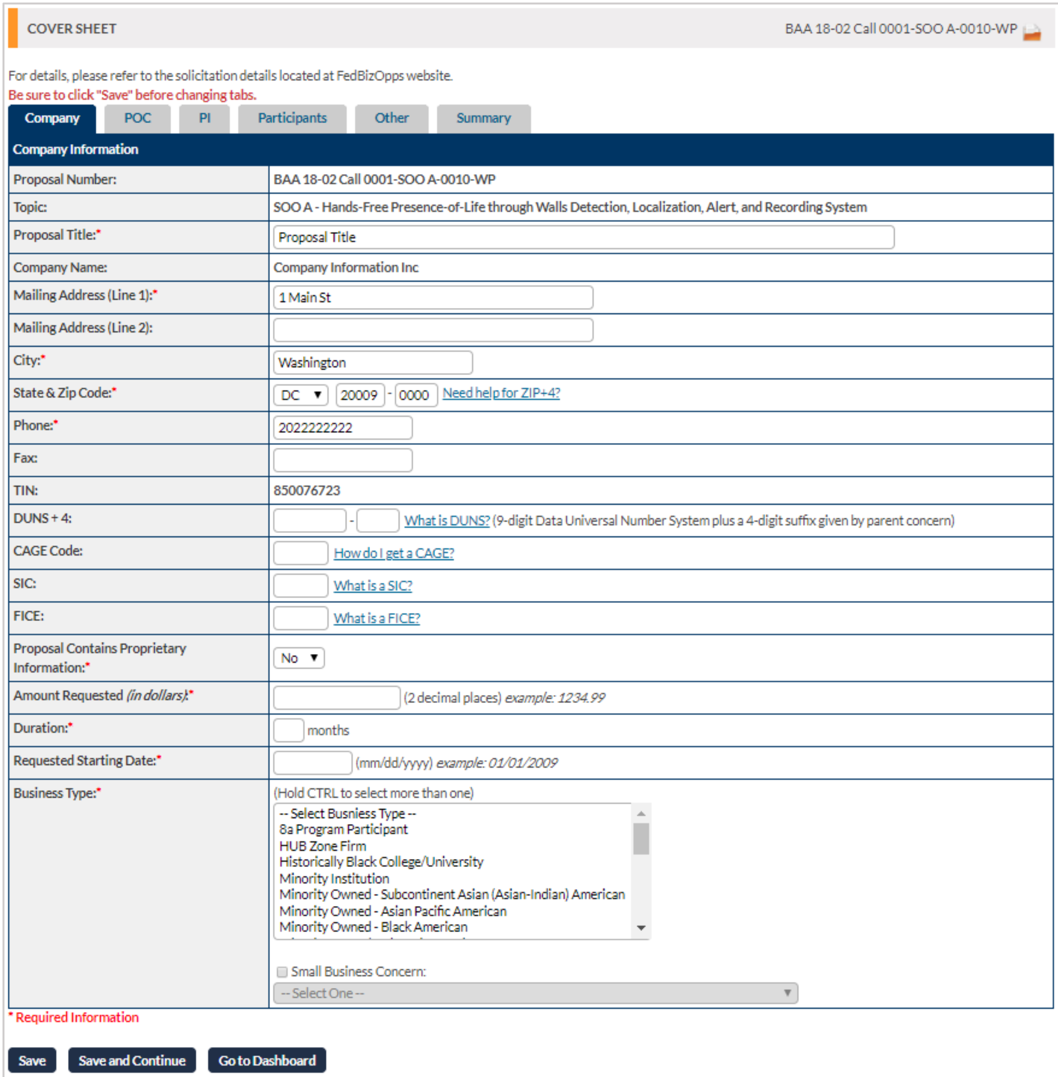


Figure 47: Example of the BAA Proposal Cover Sheet form.

4. 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 *Need help for ZIP+4?* 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 *What is DUNS?* 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 *How do I get a CAGE?* 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 *What is a SIC?* 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 *What is a FICE?* 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	This is a required field. Select the appropriate business type(s) for your business. You may select more than one. The options are: • 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 *Small Business Concern* check box and select the concern.

5. Click the *Save and Continue* button.

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

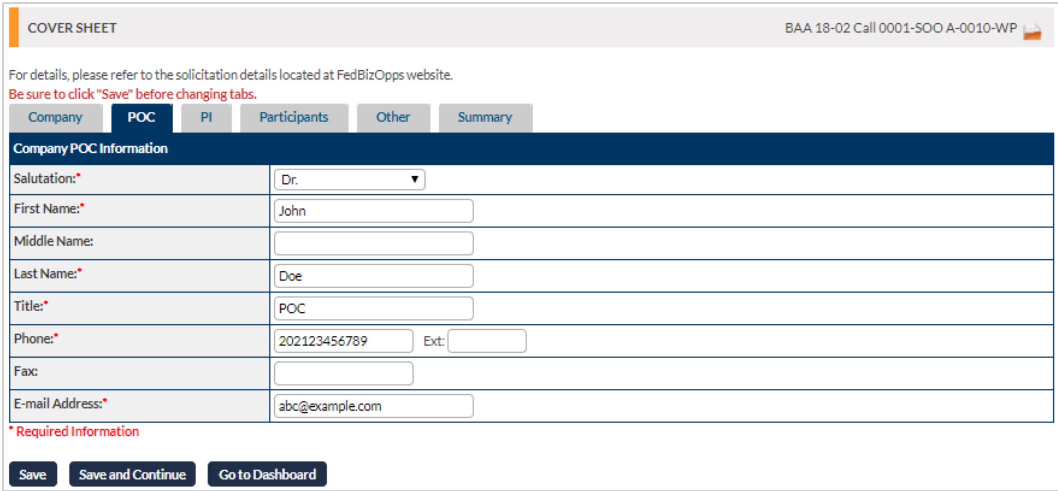


Figure 48: Example of BAA Cover Sheet – POC page

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.

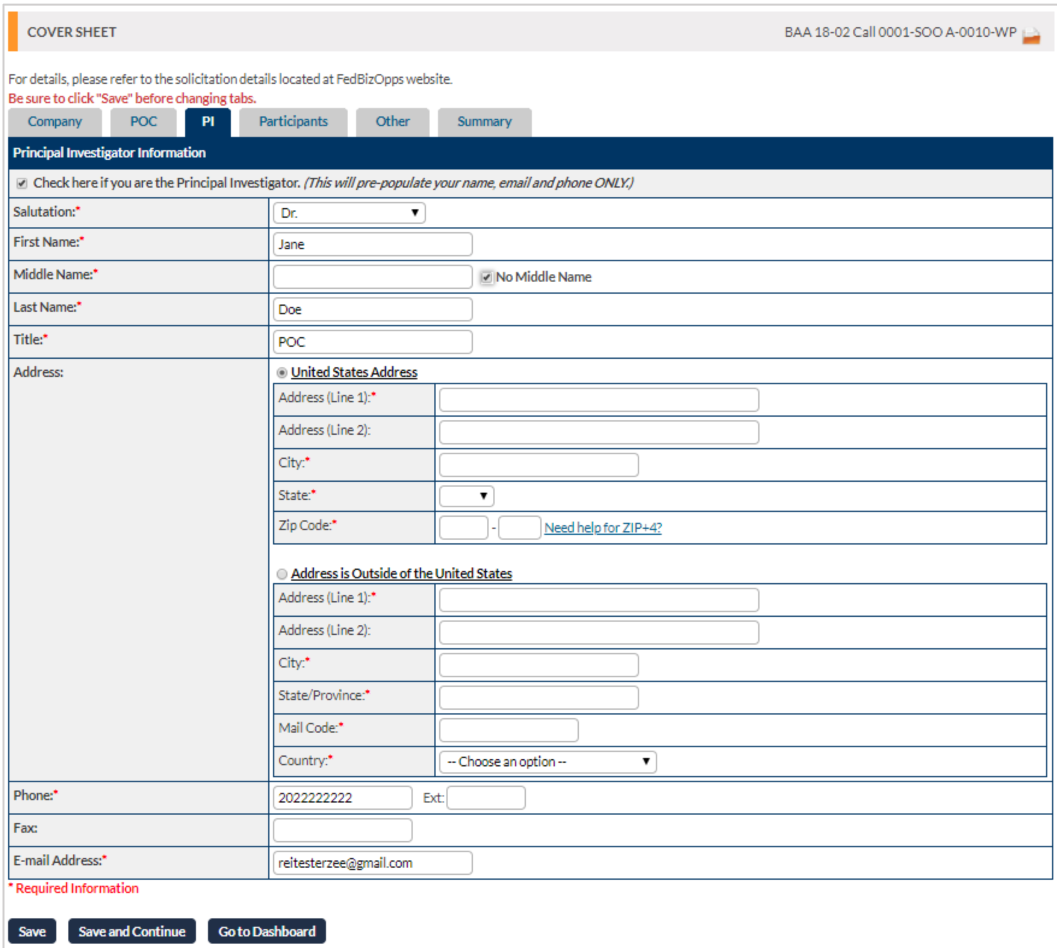


Figure 49: Example of BAA Cover Sheet - PI (Principal Investigator) page

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)

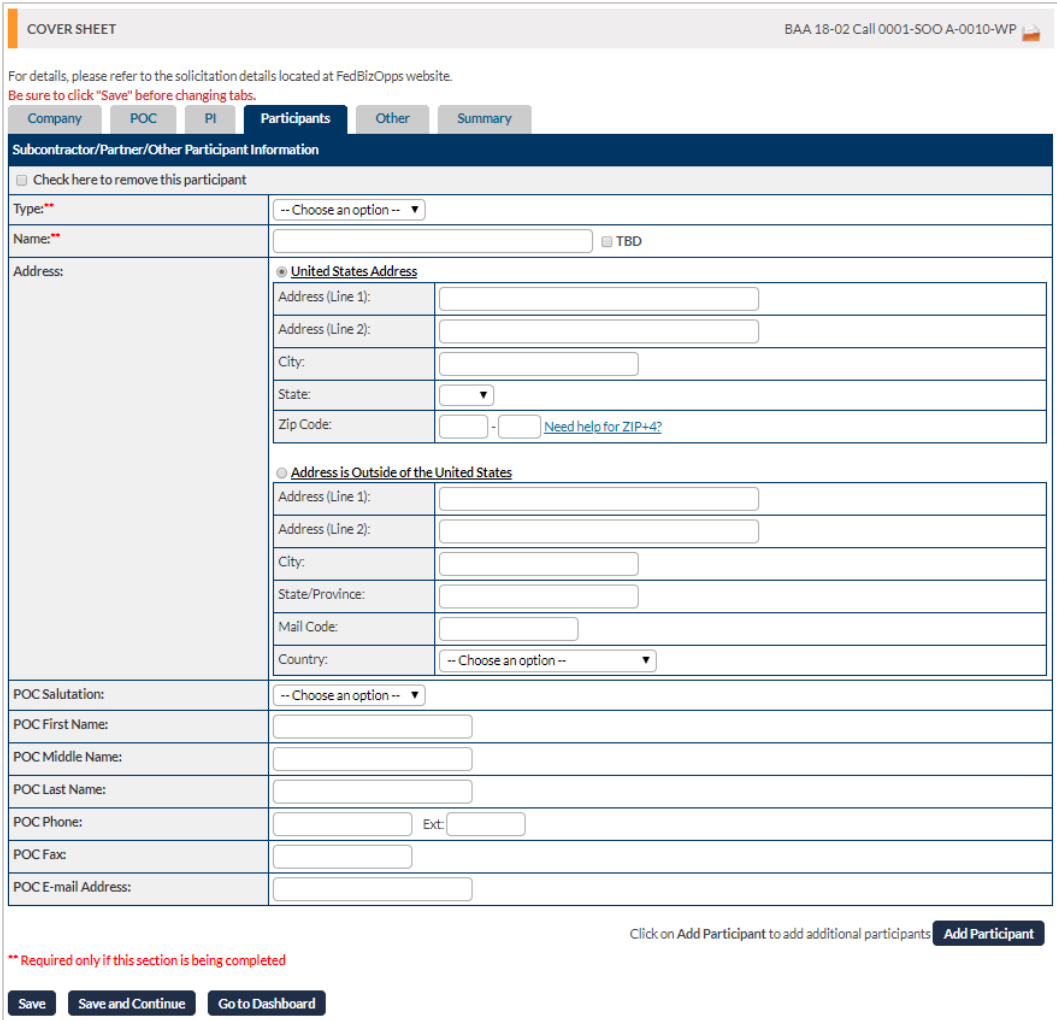


Figure 50: Example of BAA Cover Sheet - Participants page

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)

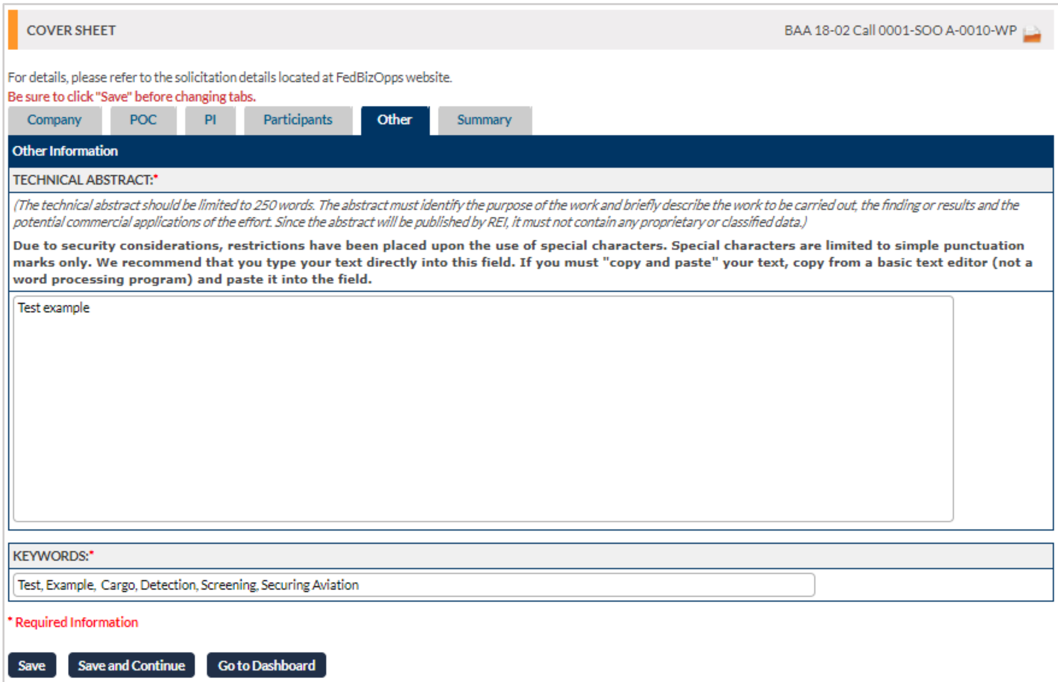


Figure 51: Example of BAA Cover Sheet - Other page

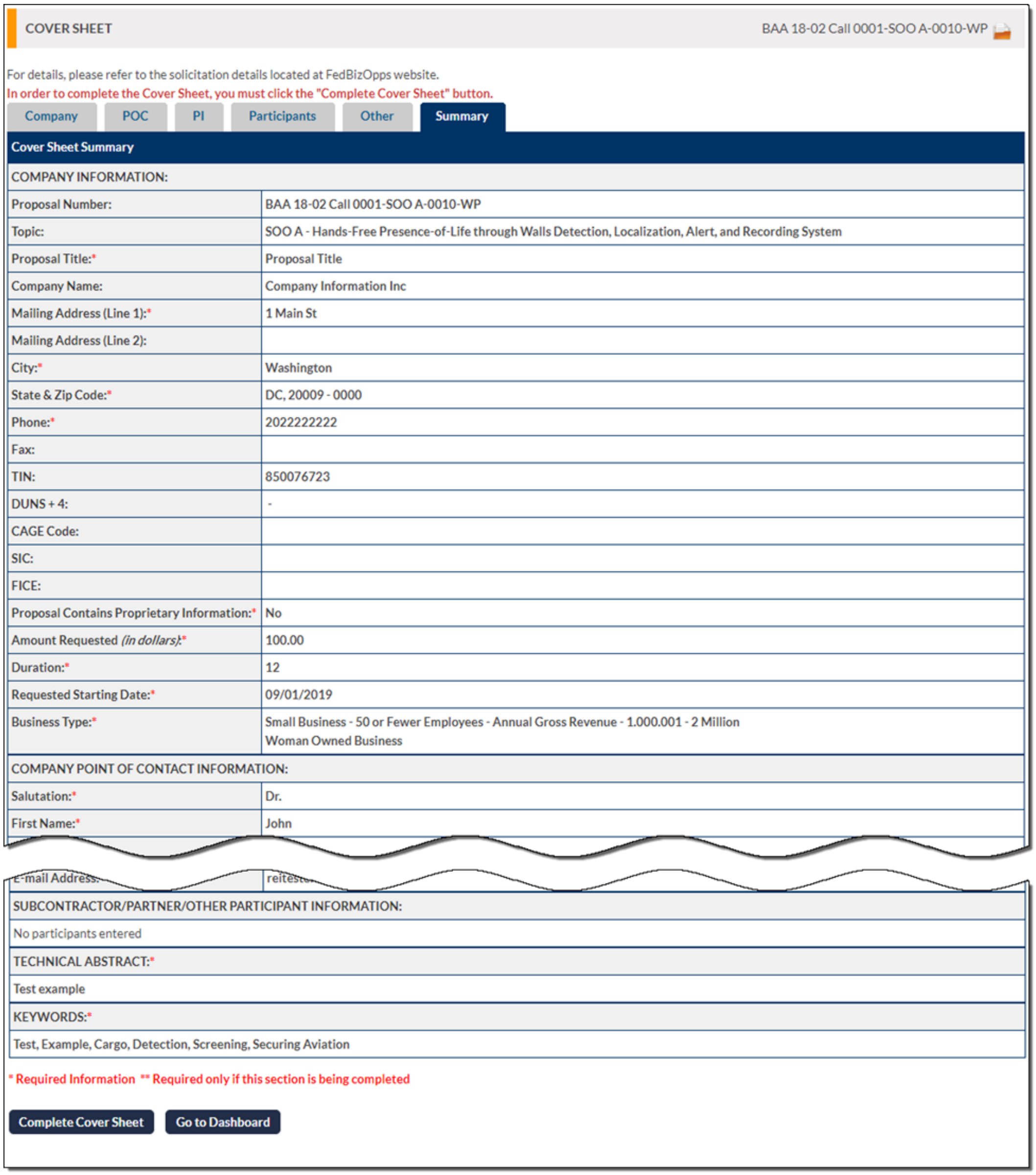
19. Enter pertinent details in the Technical Abstract section. The abstract should be limited to 250 words. The abstract must identify the purpose of the work and briefly describe the work to be carried out, the finding or results, and the potential commercial applications of the effort. Since DHS will 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:	reltes

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).

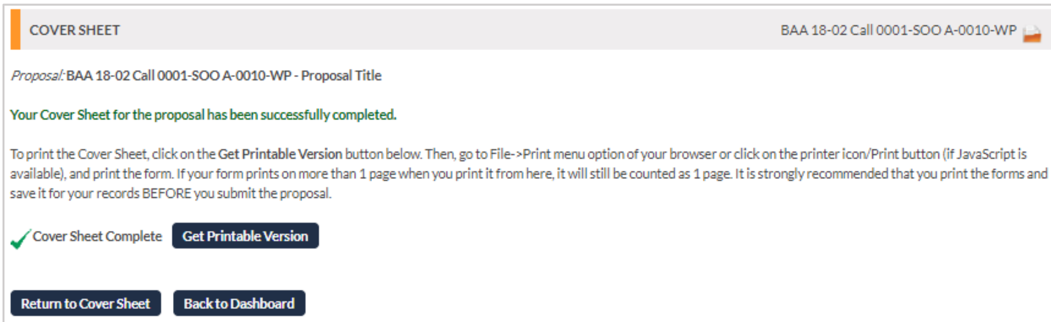


Figure 53: Example of BAA Proposal Cover Sheet Confirmation page

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.

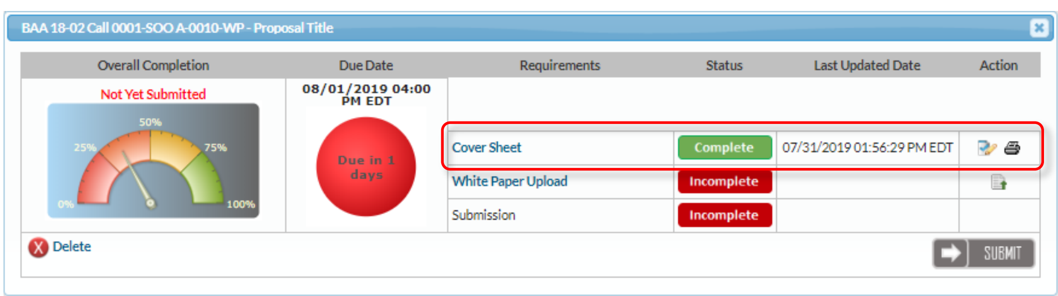


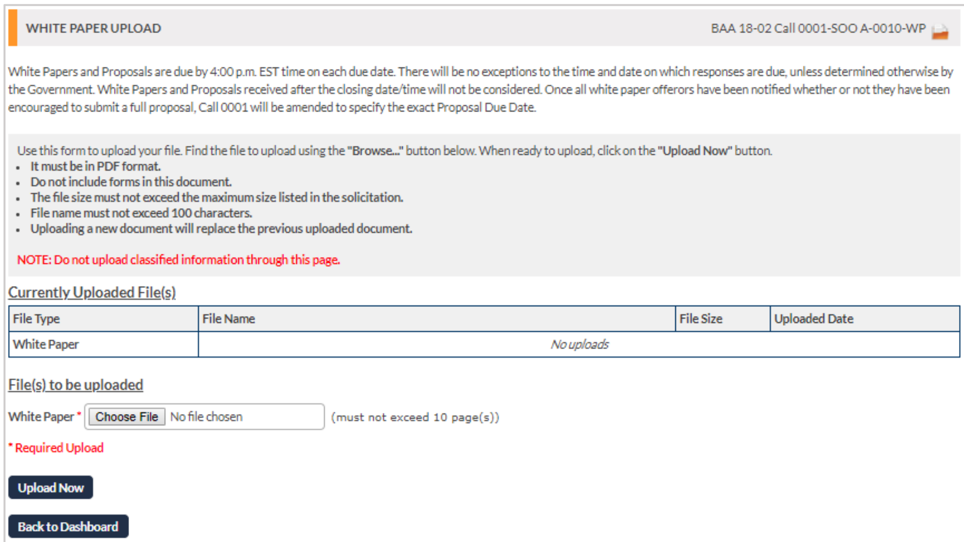
Figure 54: Example of Cover Sheet with a status of Complete

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 * Choose File No file chosen (must not exceed 10 page(s))

* Required Upload

Upload Now

Back to Dashboard

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.

6. 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.

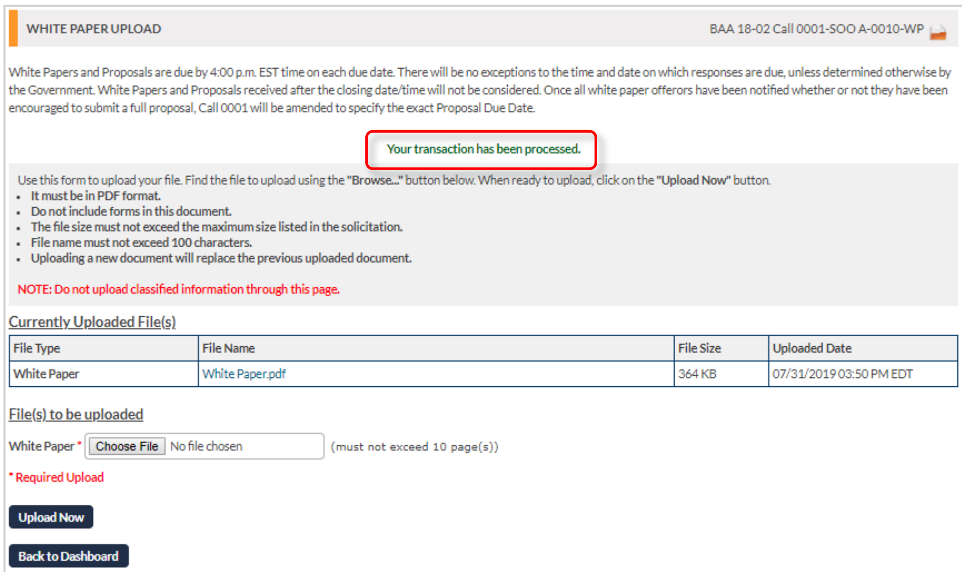


Figure 56: White Paper Upload confirmation message view

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

8. When you are finished, click the *Back to Dashboard* button.

9. 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).

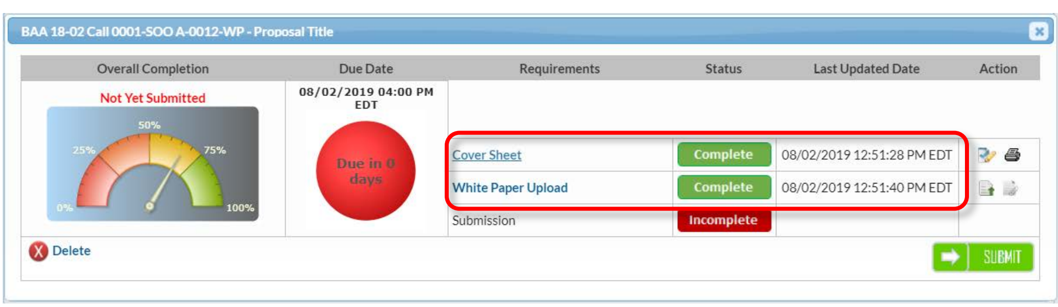


Figure 57: Example of all components being completed

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.

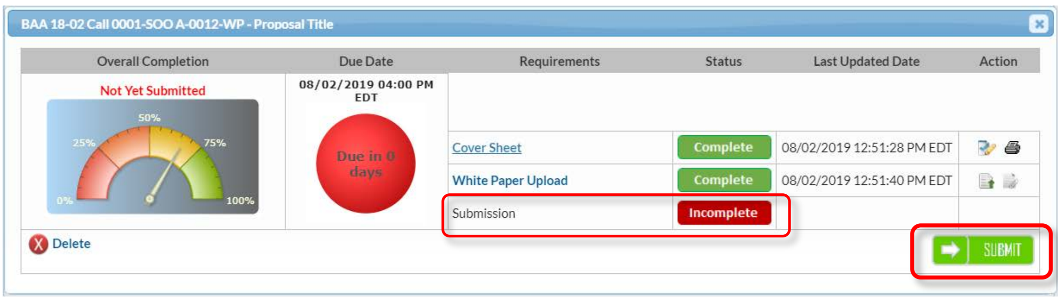


Figure 58: Submit White Paper is highlighted

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.

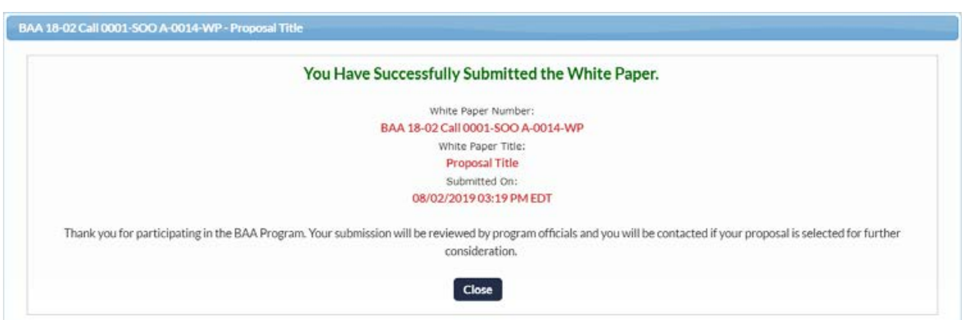


Figure 59: Example of the Confirmation page

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.

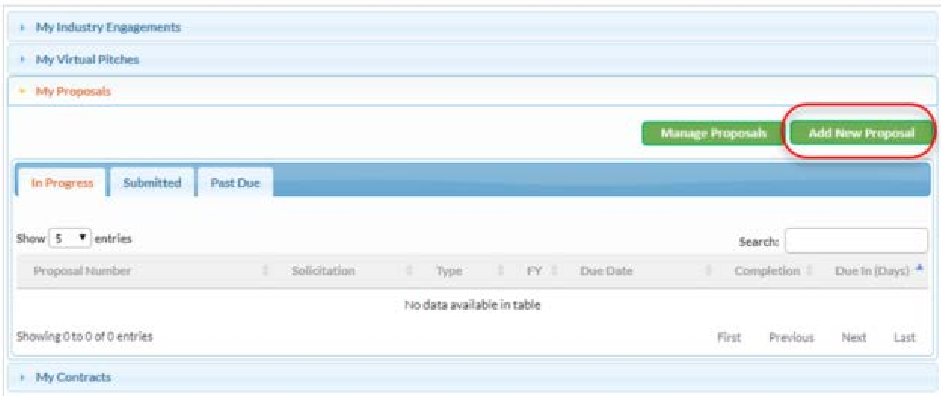
8. The system will automatically send you a Submission Confirmation e-mail to the e-mail address you specified on Cover Sheet. **If you do not receive a submission confirmation**, check your e-mail account’s Spam/Junk folder and/or contact the BAA Technical Support immediately.

   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.

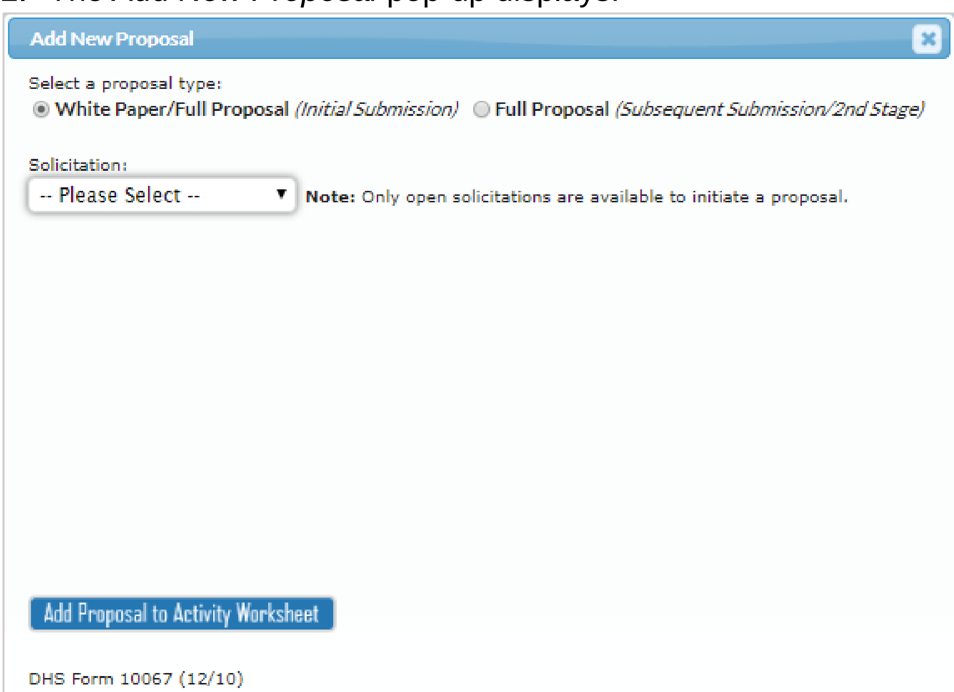
4.4 Start a BAA Full Proposal After a White Paper Submission

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.

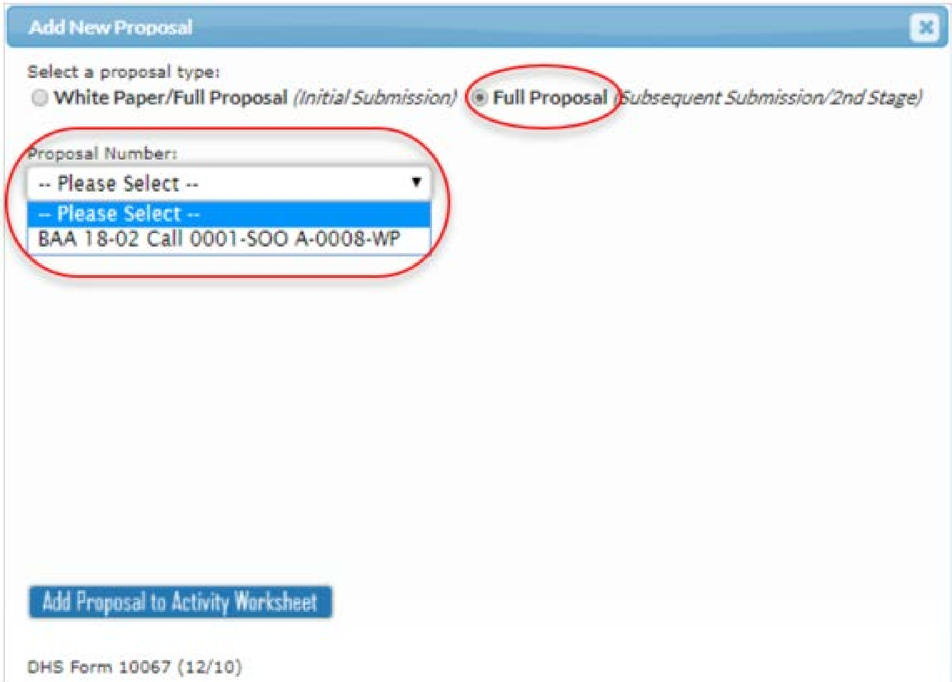


2. The *Add New Proposal* pop-up displays:



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

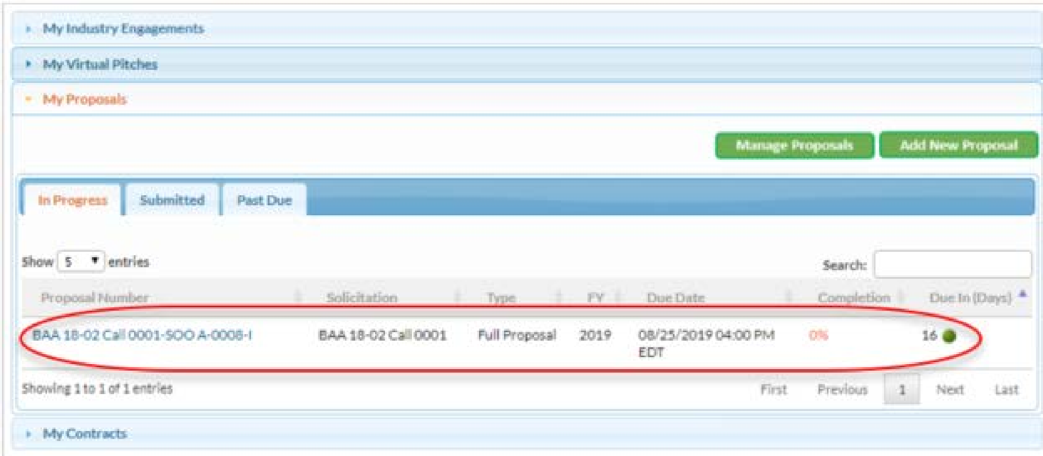
4. Upon “Full Proposal” Selection, the window will refresh and display all Solicitations that are either open or that you have been encouraged to respond with a Full Proposal submission.



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).

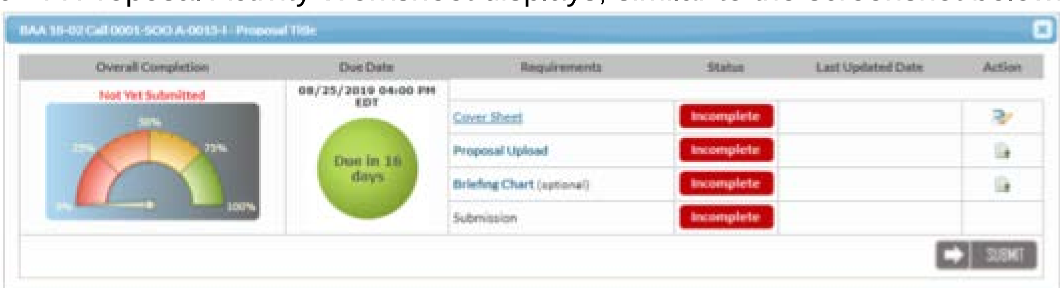
6. My Proposal > In Progress (Proposal Activity Worksheet) displays the added Full Proposal.



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:



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.

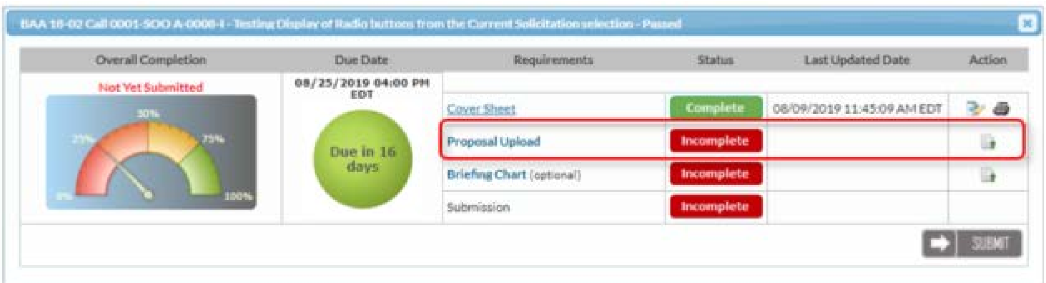
4.4.1 BAA Proposal Cover Sheet

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.

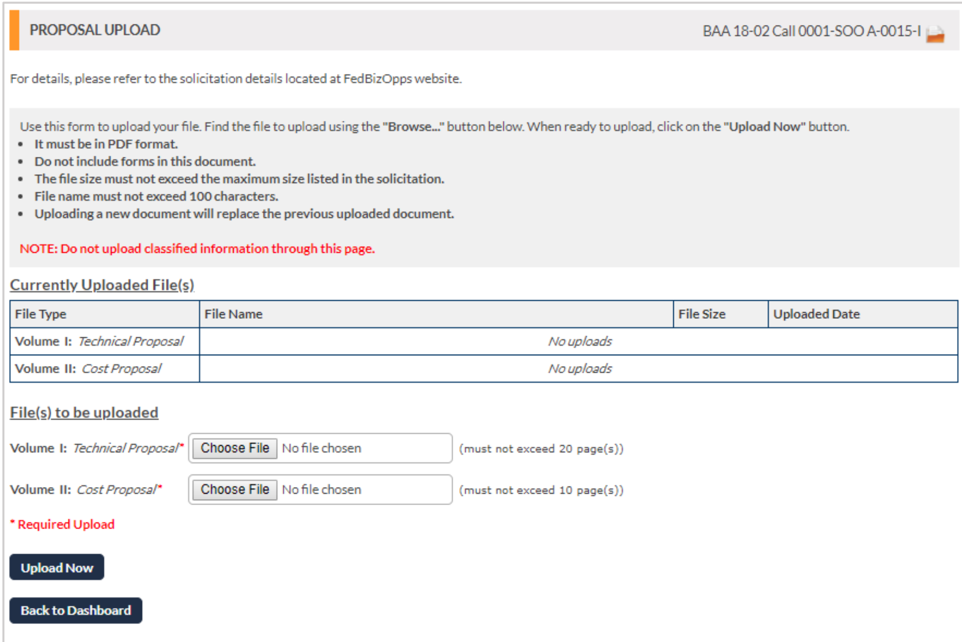
Refer to the BAA White Paper/Proposal Cover Sheet section in the White Paper Submission above. The process is the same.

4.4.2 BAA Proposal Upload

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



2. The Proposal Upload Page displays.

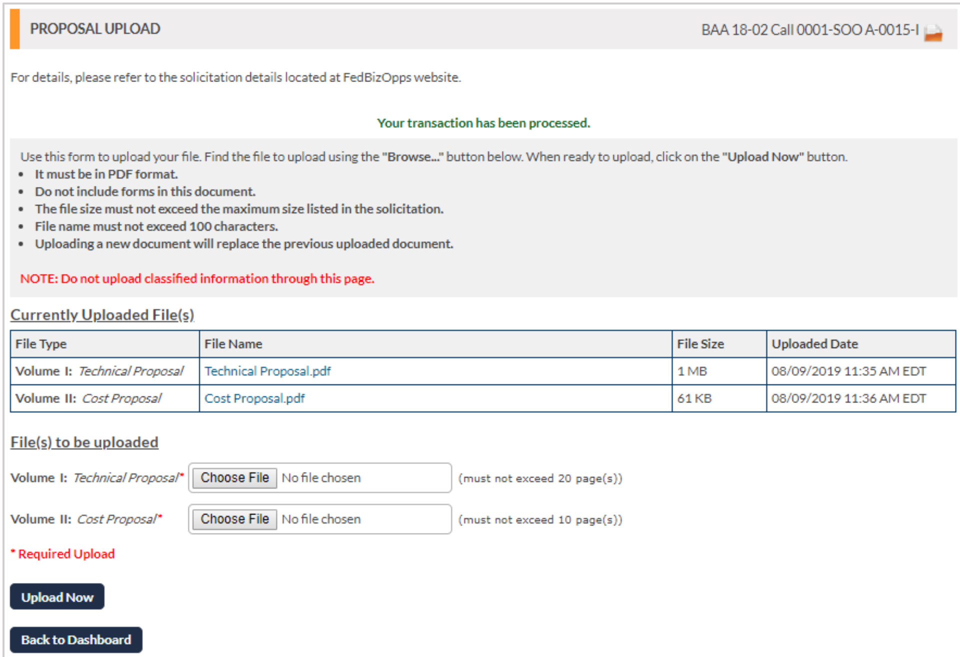


3. Click the Browse or Choose File button for each of the required components, upload the desired files.

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.

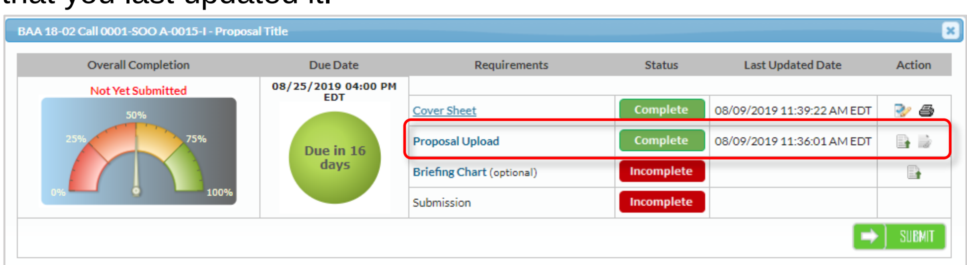
   If you decide to upload a different document, it will replace the previously uploaded document.



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.

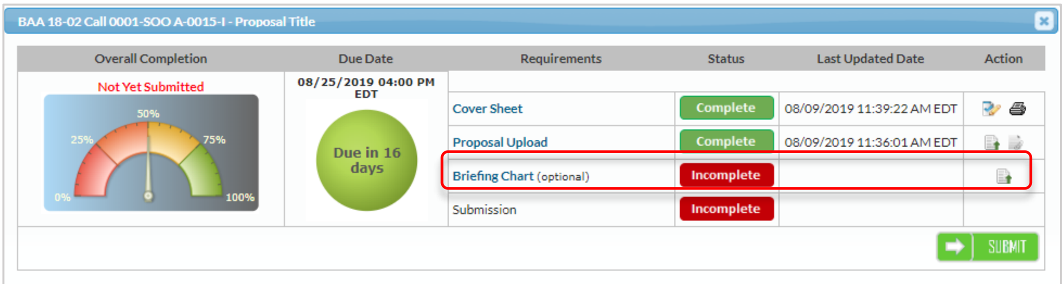
7. When you are finished, click the Go to Activity Worksheet button.

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.

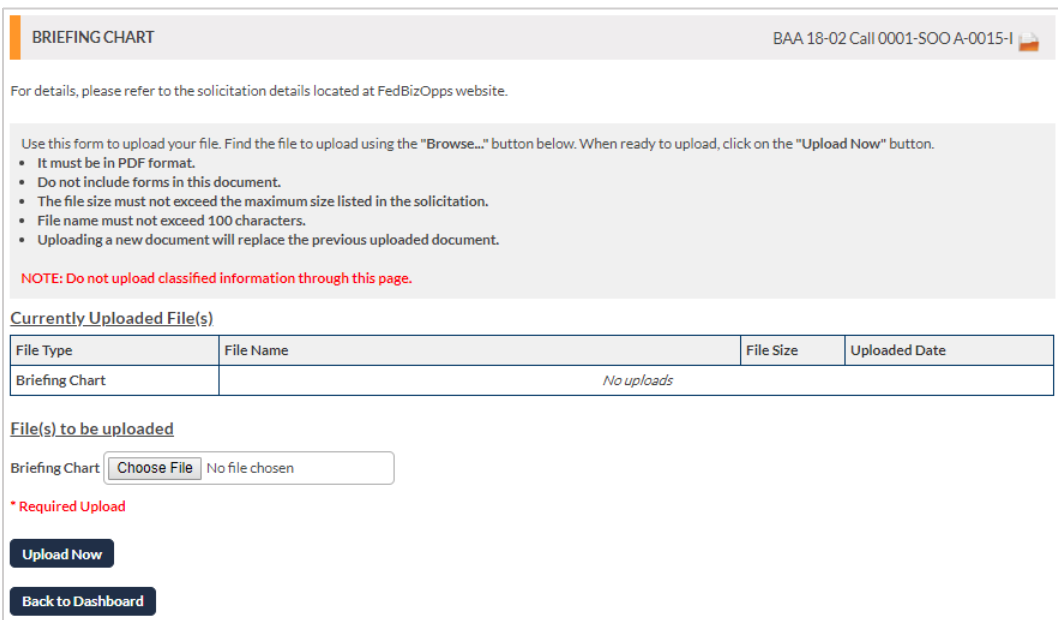


4.4.3 BAA Briefing Chart

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



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.



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.

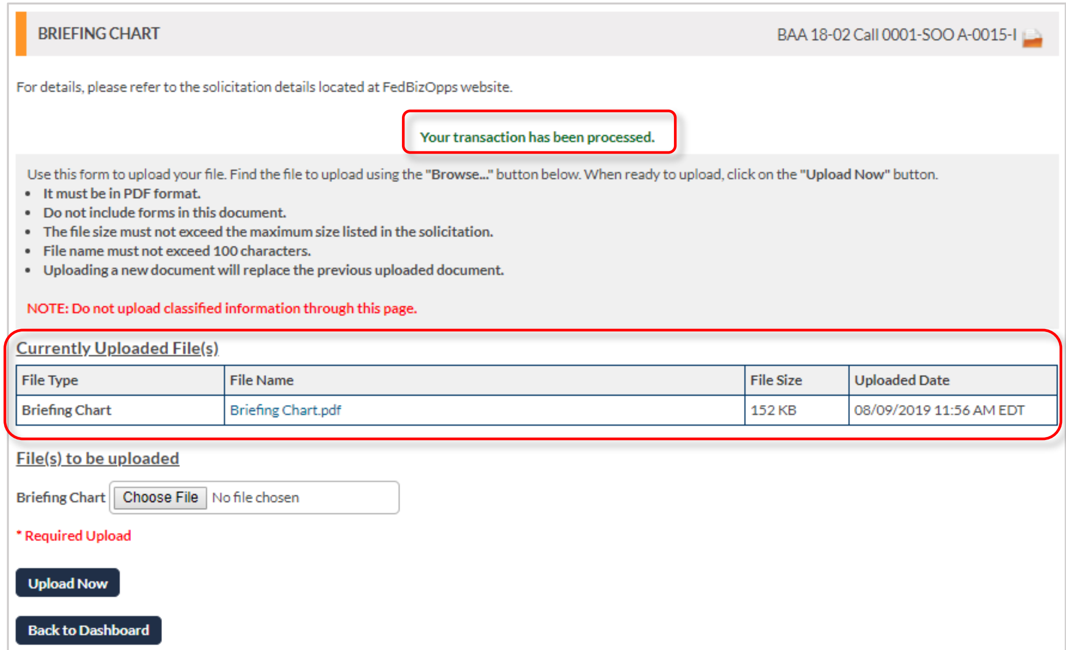


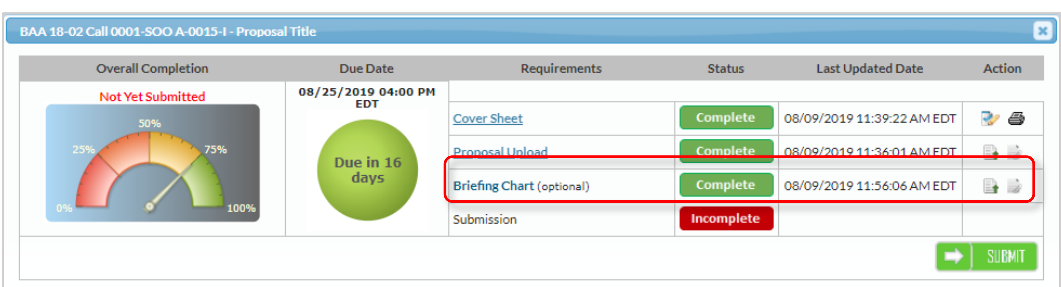
Figure 60: Example of the Currently Uploaded Files Section

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.



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.

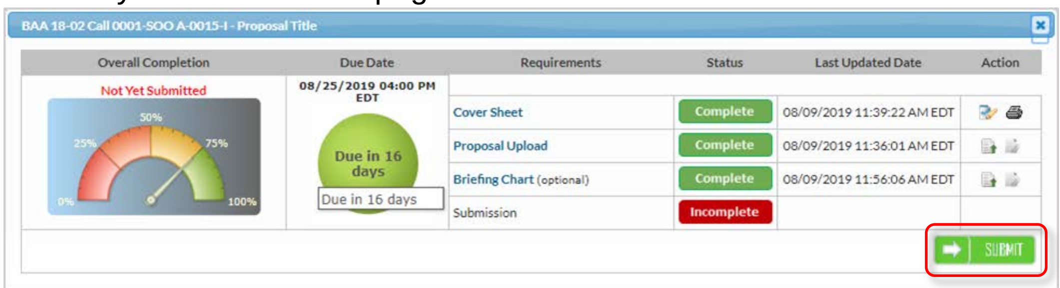


Figure 60: Example of the confirmation page.

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.

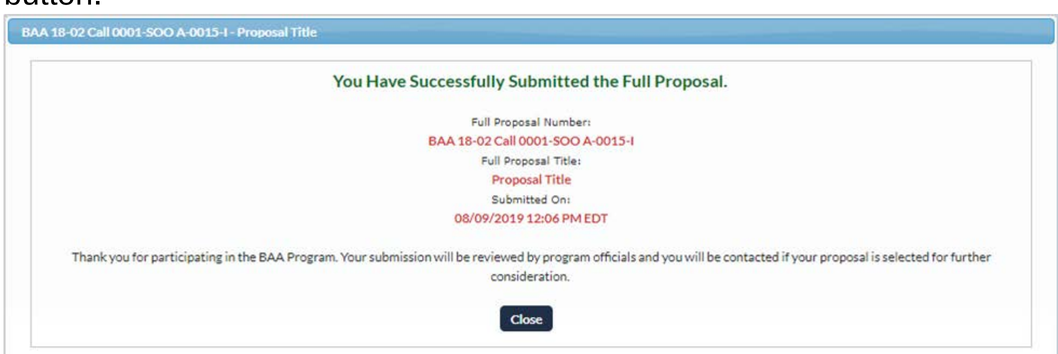
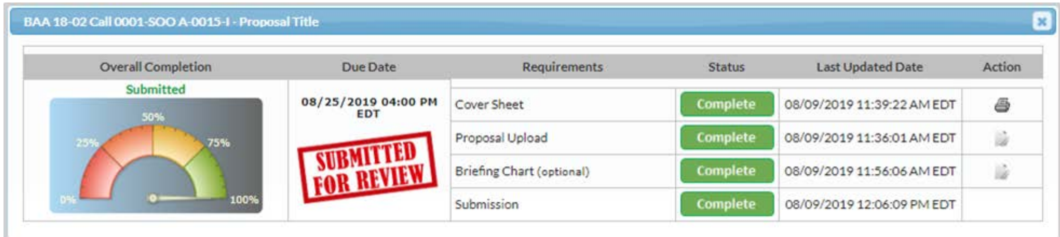


Figure 61: Example of the confirmation page

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.

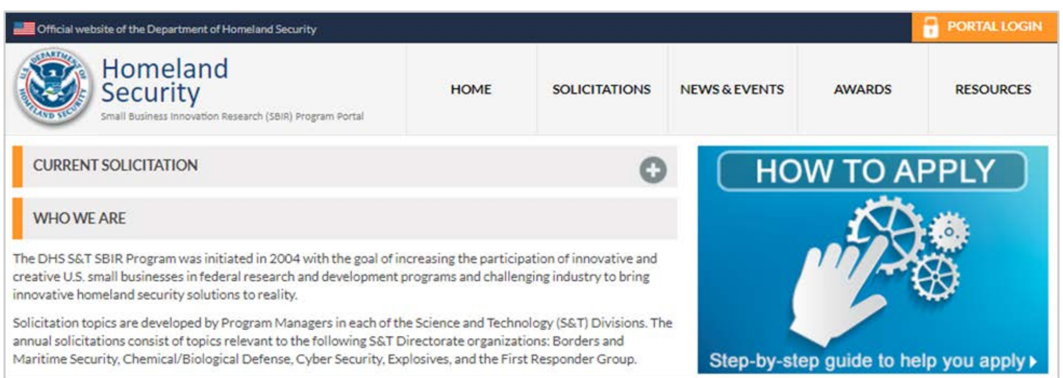


Figure 62: Example of SBIR Portal Login link

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.

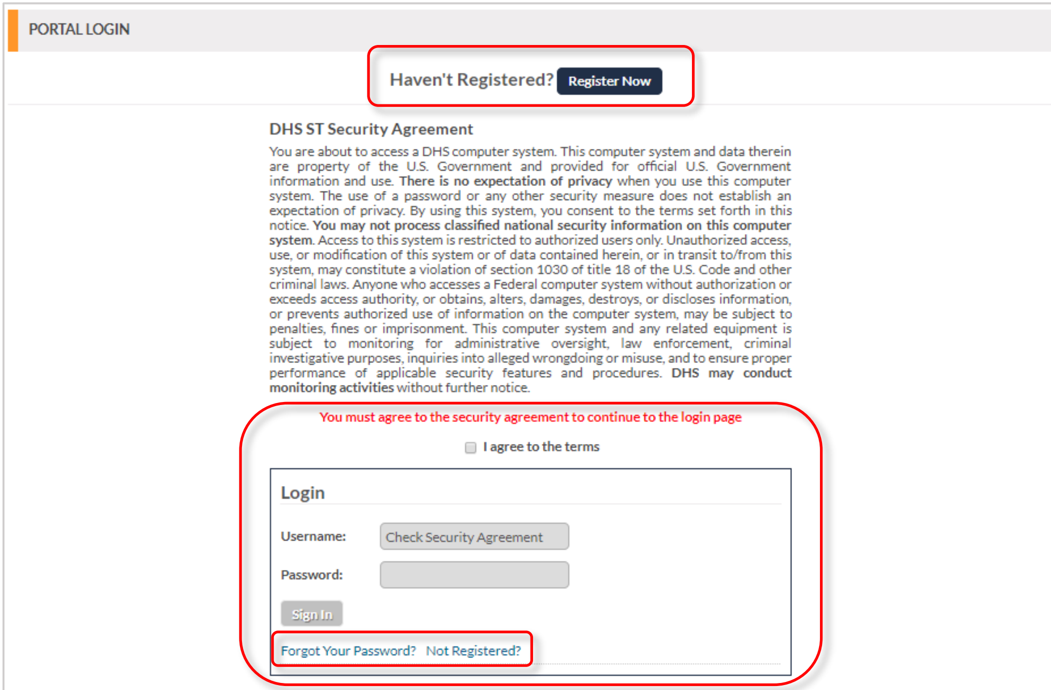


Figure 63: Example of Login page

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.

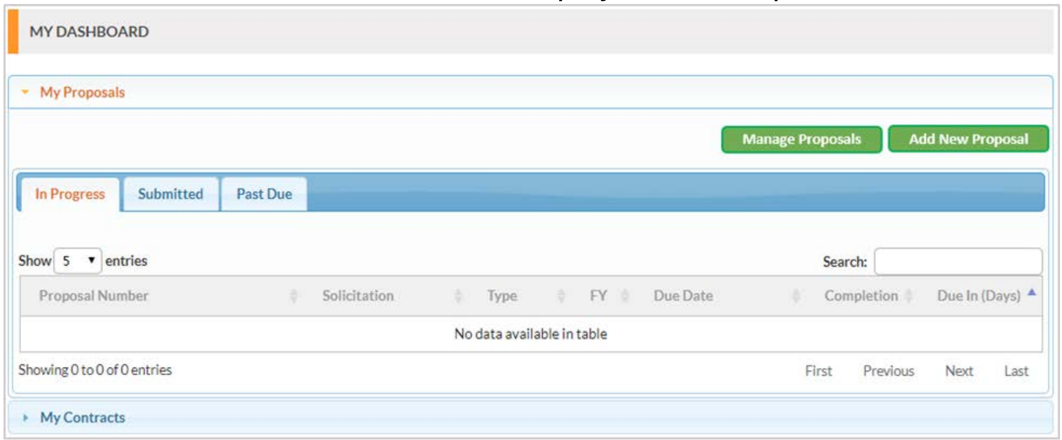


Figure 64: An Example of Submission Dashboard (Proposal Activity Worksheet) > Proposals In Progress view

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).

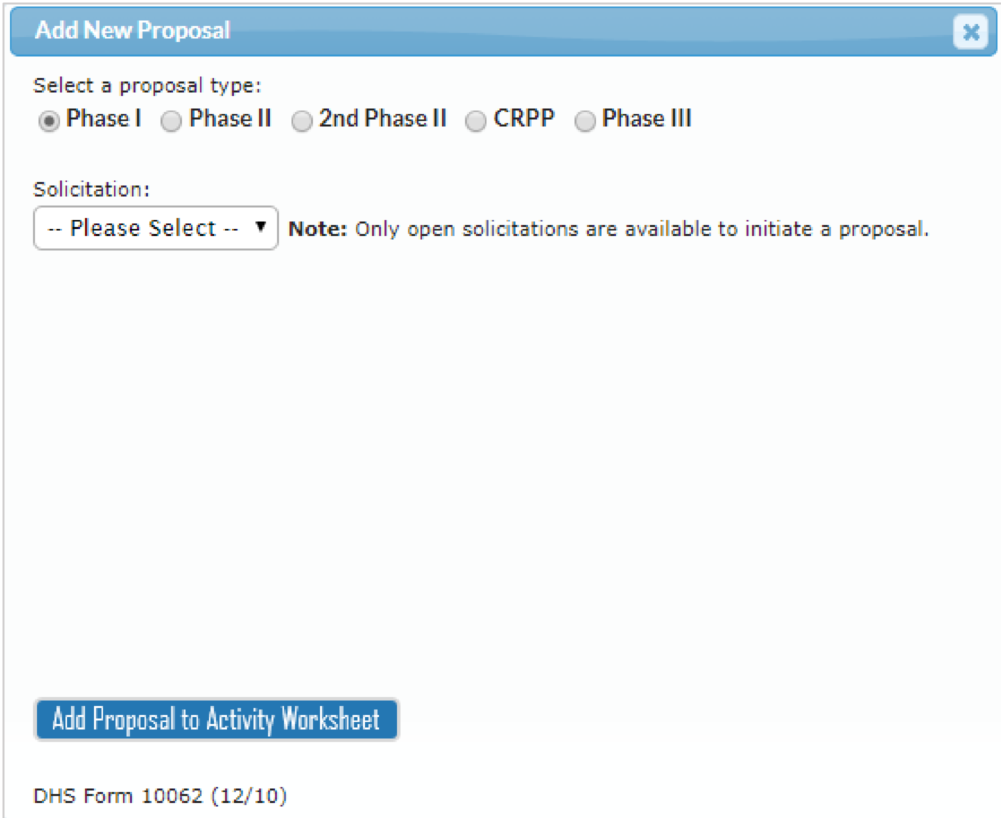


Figure 65: Example of the Start New Proposal page

8. The following options display: Phase I, Phase II, 2nd Phase II, CRPP and Phase III.

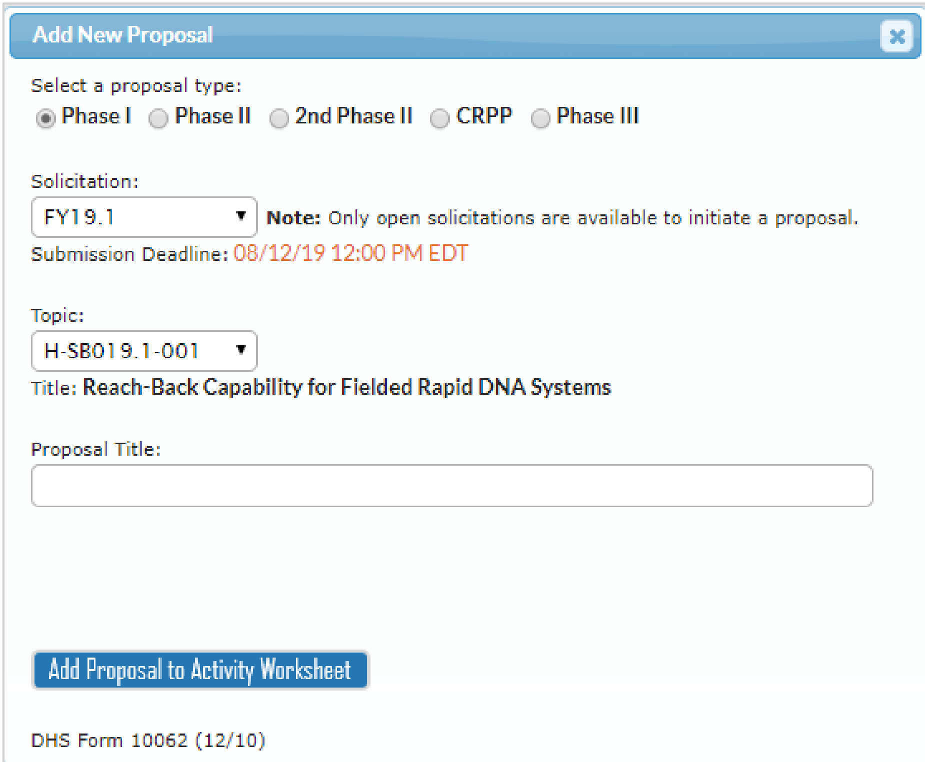
9. For Phase I, select Phase I option.

10. Upon selection, the open Solicitation drop-down will list.

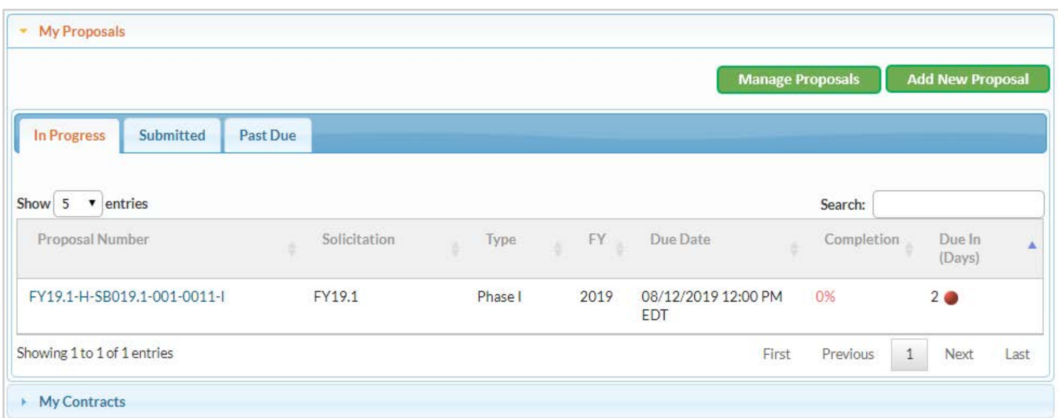
11. Select the desired Solicitation from the drop-down list; upon selection, additional information/fields will display, including the Submission Deadline. A drop-down list of the Topics offered in the Solicitation will also display.

    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*.



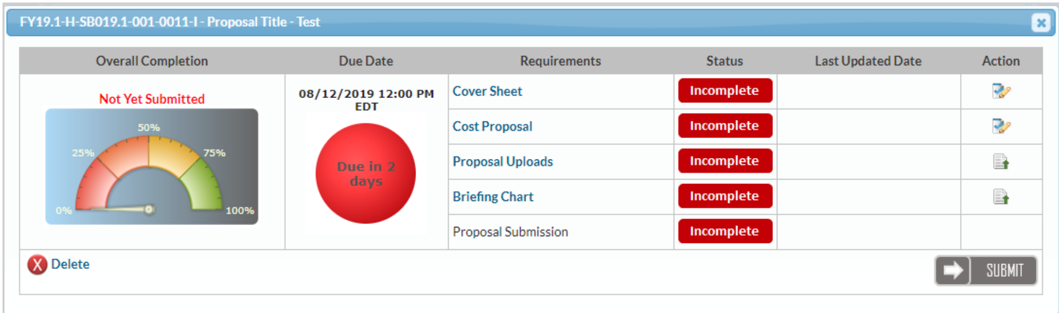
13. The updated My Proposal > In Progress page displays, listing the recently initiated Phase I proposal, as seen below.



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:

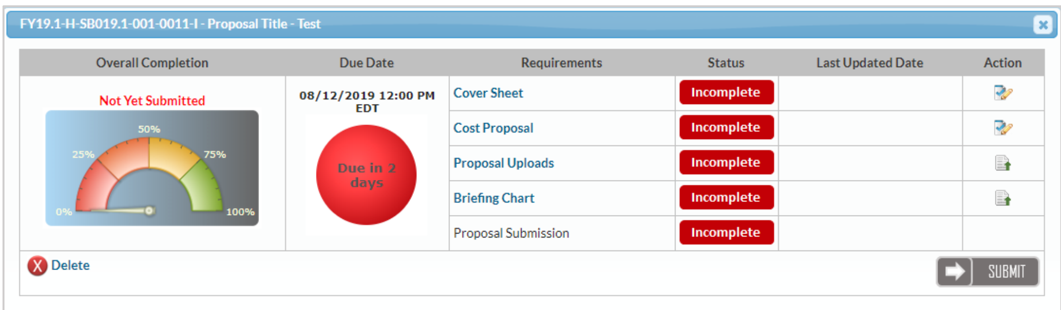


Figure 66: Example of the required proposal components

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-I

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-I
Topic:	TOPIC-01 - Test Topic One
Proposal Title:*	Test SBIR Topic
Company Name:	REI Scan Inc
Mailing Address (Line 1):*	12345 Security Lane
Mailing Address (Line 2):	
City:*	Charm
State & Zip Code:*	MD 22222 - 1111 Need help for ZIP+4?
Phone:*	7031234567
Fax:	
TIN:	123456789
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?
Proposal Contains Proprietary Information:*	No
Amount Requested (in dollars):	(filled automatically from Cost Proposal Form)
Duration:*	12 months
Requested Starting Date:*	04/18/2017 (mm/dd/yyyy) example: 01/01/2009
Have you registered with the company registry at SBIR.gov?:*	Yes If yes, provide your SBC Control ID[1]: SBC_ 123456789 [1]Reminder: Append your PDF from SBIR.gov's company registry to your technical proposal.
Transition Rate/Commercialization Benchmarks Questionnaire:*	1.) Has your company received more than 20 Phase I awards across all agencies? No 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 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. What is Transition Rate? How do I dispute my transition rate? 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)? 1 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)? 1

* Required Information

Save | Save and Continue | 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 *Need help for ZIP+4?* 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) *without* any hyphens or parentheses, e.g., 5555555555.

Fax	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 *What is DUNS?* 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 *How do I get a CAGE?* 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).

Transition Rate/Commercialization Benchmarks Questionnaire	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 *What is Transition Rate?* link. Enter the number of received Phase I and Phase II awards accordingly for the next 2 sub questions.

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 you company's point of contact during the registration process. If necessary, update the point of contact information.

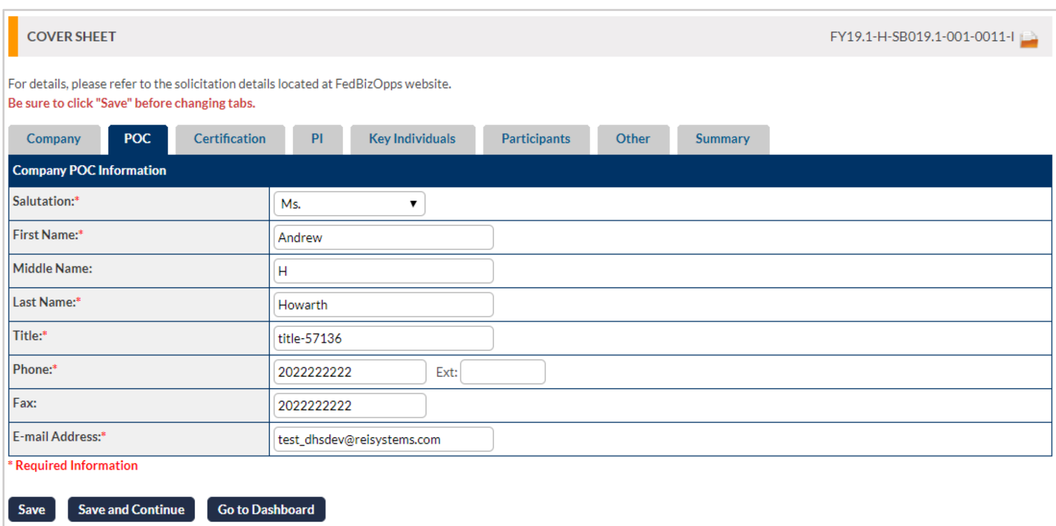


Figure 68: Example of the SBIR Proposal Cover Sheet – Company POC page

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

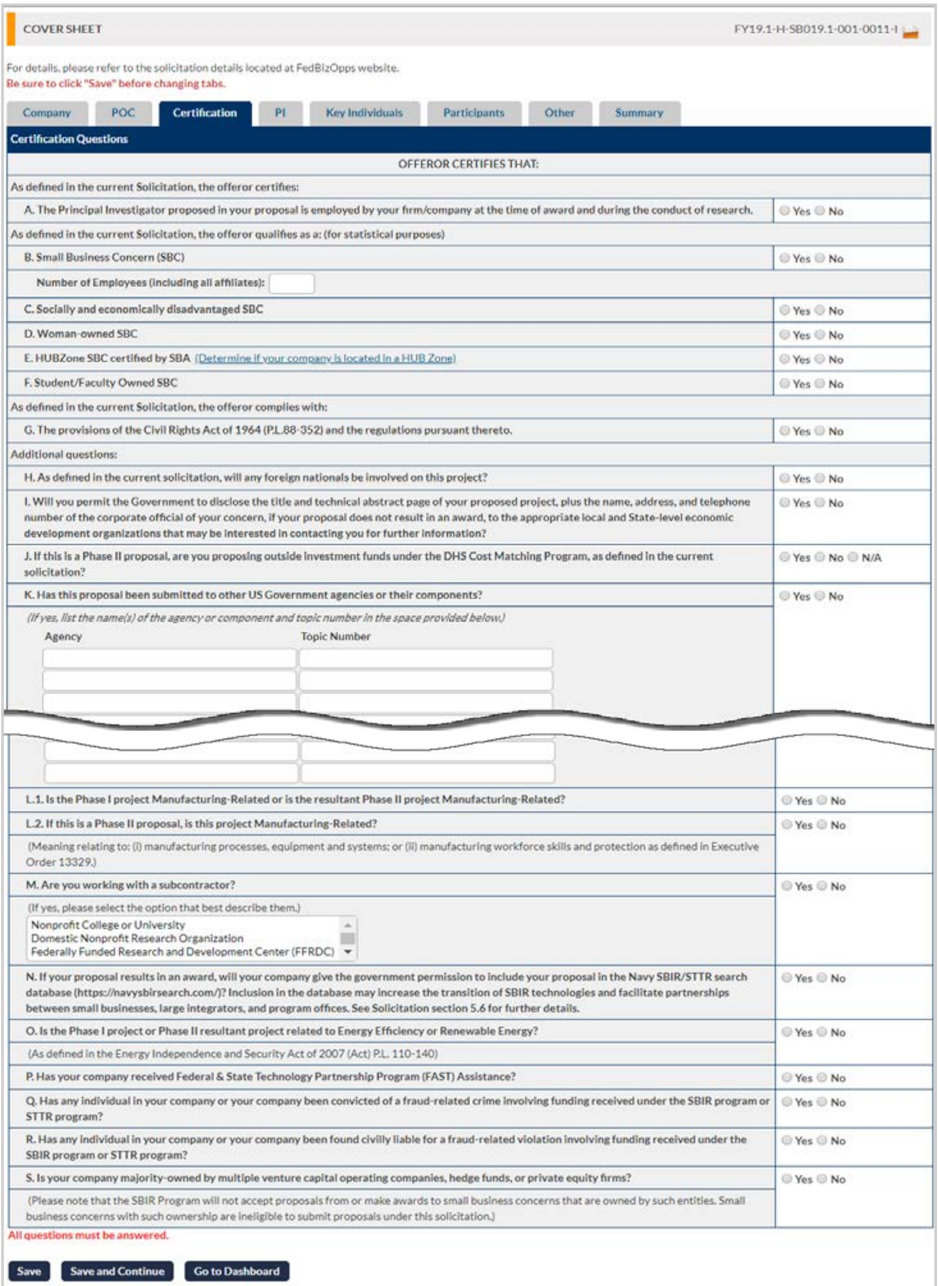
Field	**Description**
Salutation	This field is automatically populated with the information entered during Registration This is an editable field.
First Name	This field is automatically populated with the information entered during Registration. This is an editable field.
Middle Name	This field is automatically 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-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

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.	Yes No
As defined in the current Solicitation, the offeror qualifies as a: (for statistical purposes)	
B. Small Business Concern (SBC)	Yes No
Number of Employees (including all affiliates):	
C. Socially and economically disadvantaged SBC	Yes No
D. Woman-owned SBC	Yes No
E. HUBZone SBC certified by SBA (Determine if your company is located in a HUB Zone)	Yes No
F. Student/Faculty Owned SBC	Yes 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.	Yes No
Additional questions:	
H. As defined in the current solicitation, will any foreign nationals be involved on this project?	Yes 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?	Yes 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?	Yes No N/A
K. Has this proposal been submitted to other US Government agencies or their components? (If yes, list the name(s) of the agency or component and topic number in the space provided below.) Agency / Topic Number	Yes No
L.1. Is the Phase I project Manufacturing-Related or is the resultant Phase II project Manufacturing-Related?	Yes No
L.2. If this is a Phase II proposal, is this project Manufacturing-Related? (Meaning relating to: (i) manufacturing processes, equipment and systems; or (ii) manufacturing workforce skills and protection as defined in Executive Order 13329.)	Yes No
M. Are you working with a subcontractor? (If yes, please select the option that best describe them.) Nonprofit College or University; Domestic Nonprofit Research Organization; Federally Funded Research and Development Center (FFRDC)	Yes No
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.	Yes No
O. Is the Phase I project or Phase II resultant project related to Energy Efficiency or Renewable Energy? (As defined in the Energy Independence and Security Act of 2007 (Act) P.L. 110-140)	Yes No
P. Has your company received Federal & State Technology Partnership Program (FAST) Assistance?	Yes 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?	Yes 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?	Yes No
S. Is your company majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms? (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.)	Yes No

All questions must be answered.

Save | Save and Continue | 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 (*including all affiliates*) 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 (Determine if your company is located in a HUB Zone)	Select Yes or No. If you are unsure, click the *Determine if your company* is located in a HUB Zone 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.

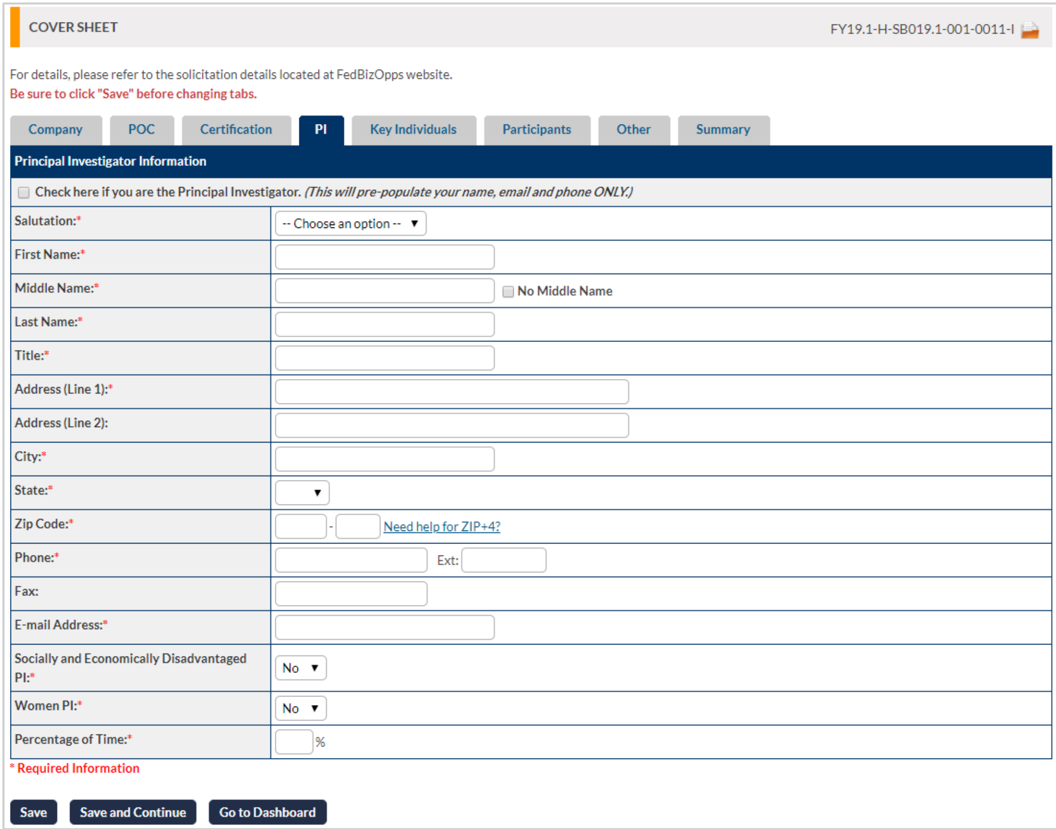


Figure 70: Principal Investigator Information page.

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

Field	**Description**
Checkbox: Check here if you are the Principal Investigator. *(This will pre-populate your name, email and phone ONLY.)*	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 *Need Help for ZIP + 4* 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.

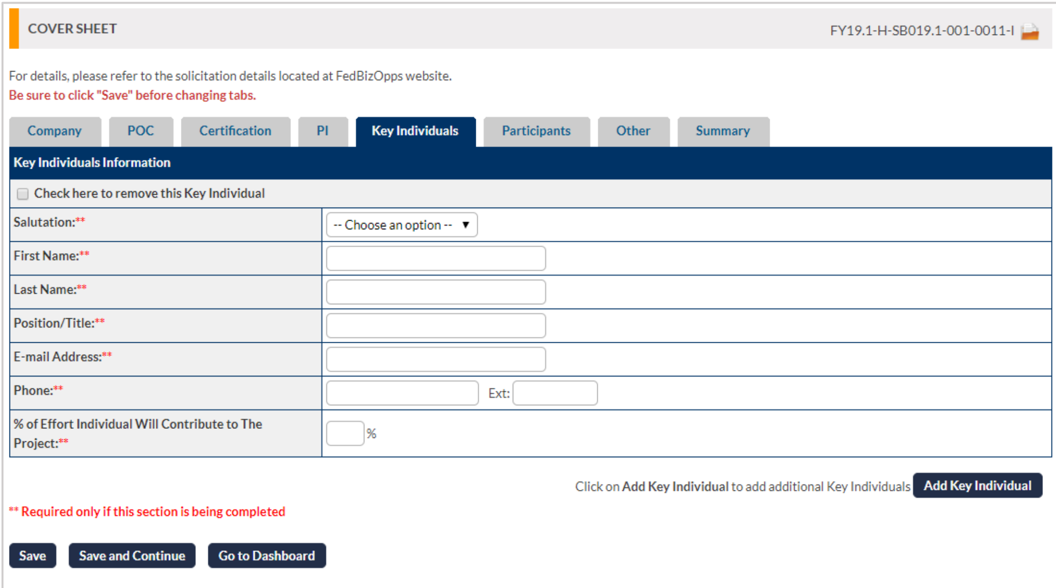


Figure 71: Key Individuals’ Information page.

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.

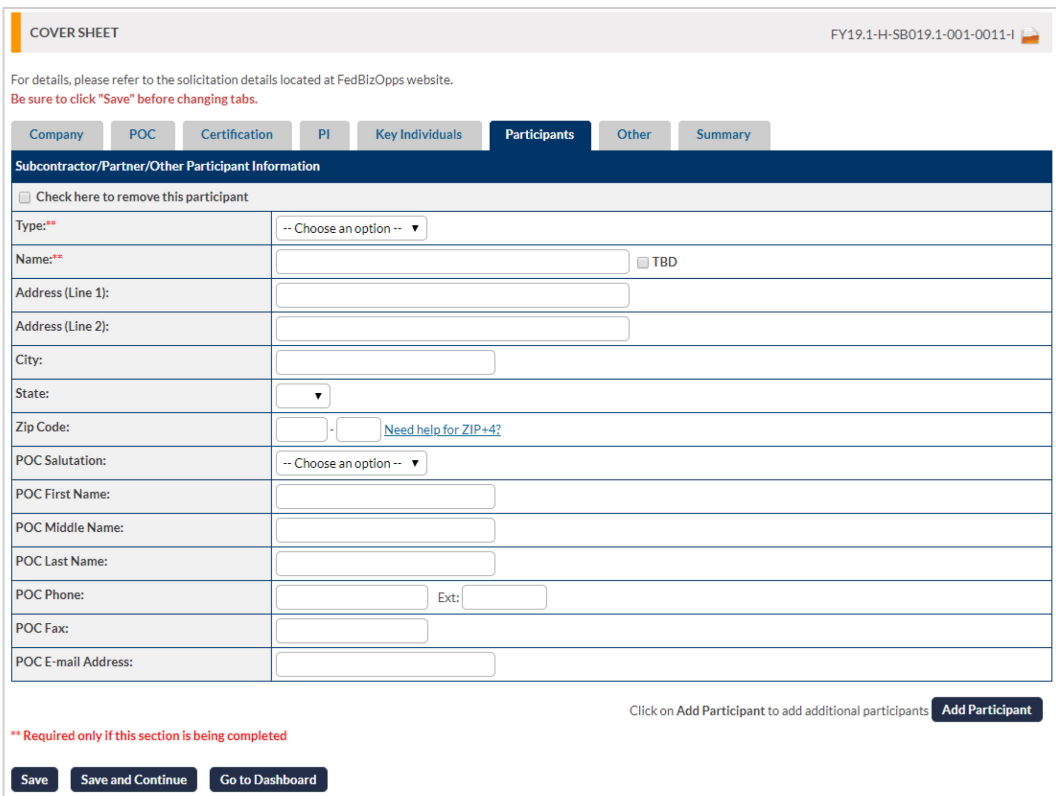


Figure 72: Participants Information page.

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.

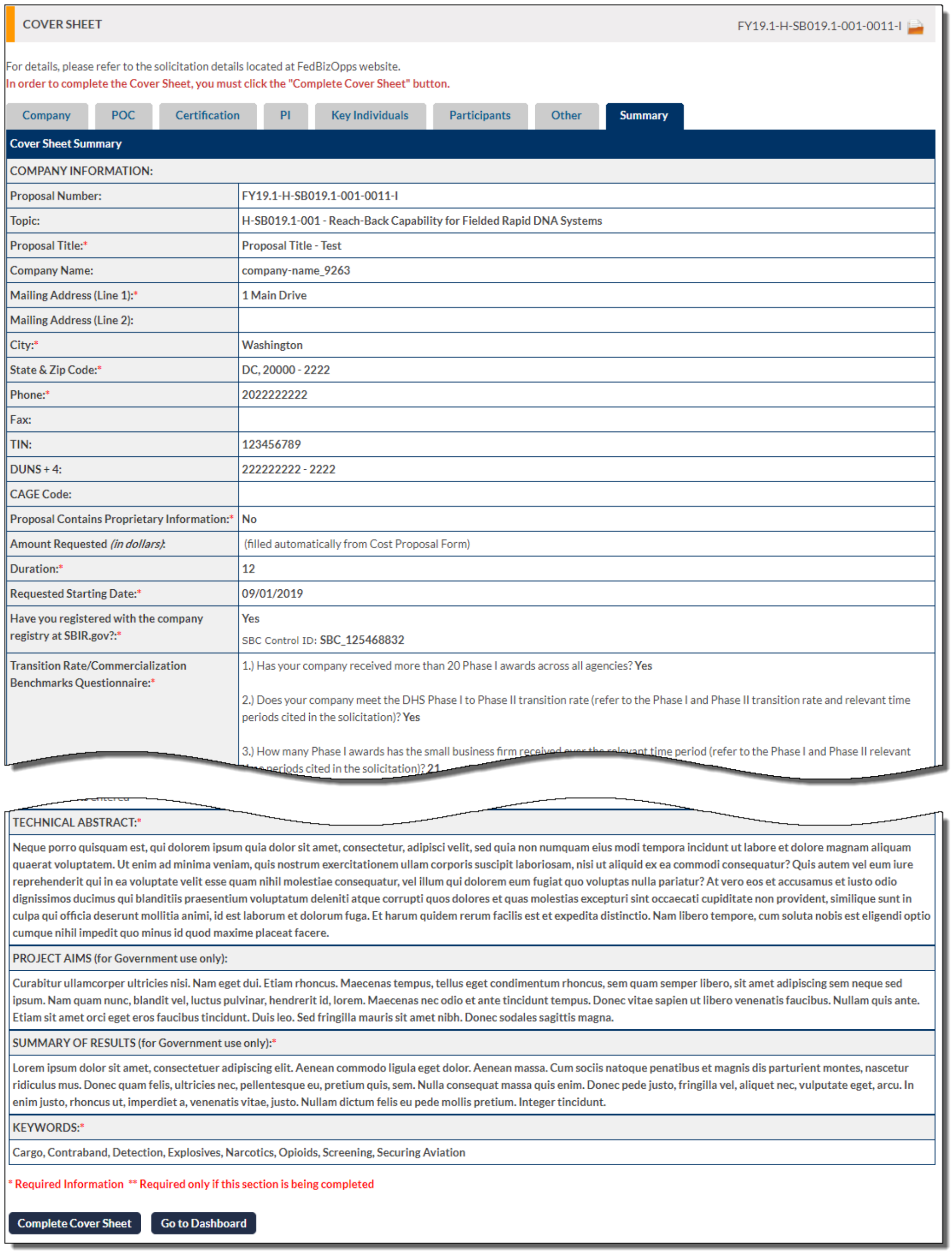
Project Aims: This section is limited to 500 words. State the specific objectives of the Phase I research and development effort, including the technical questions you will try to answer to determine the Phase I feasibility of the proposed approach and the impact that the results of the proposed research 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-I

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-I
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, consectetuer 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

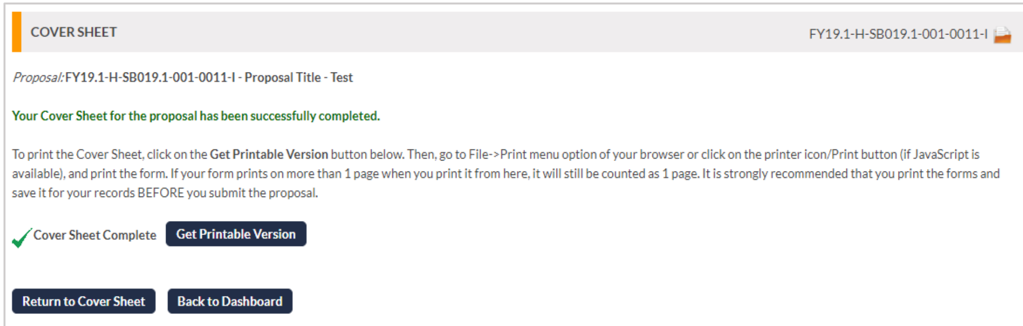


Figure 74: Confirmation page with confirmation message.

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.

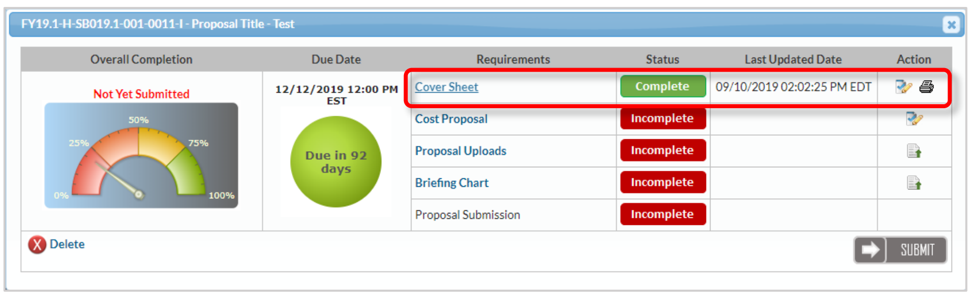
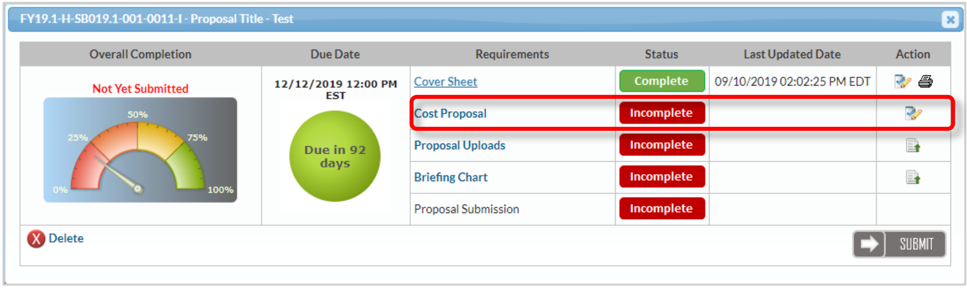


Figure 75: Proposal Activity Worksheet pop-up window with Complete Cover Sheet

5.3.5 SBIR Cost Proposal

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



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.

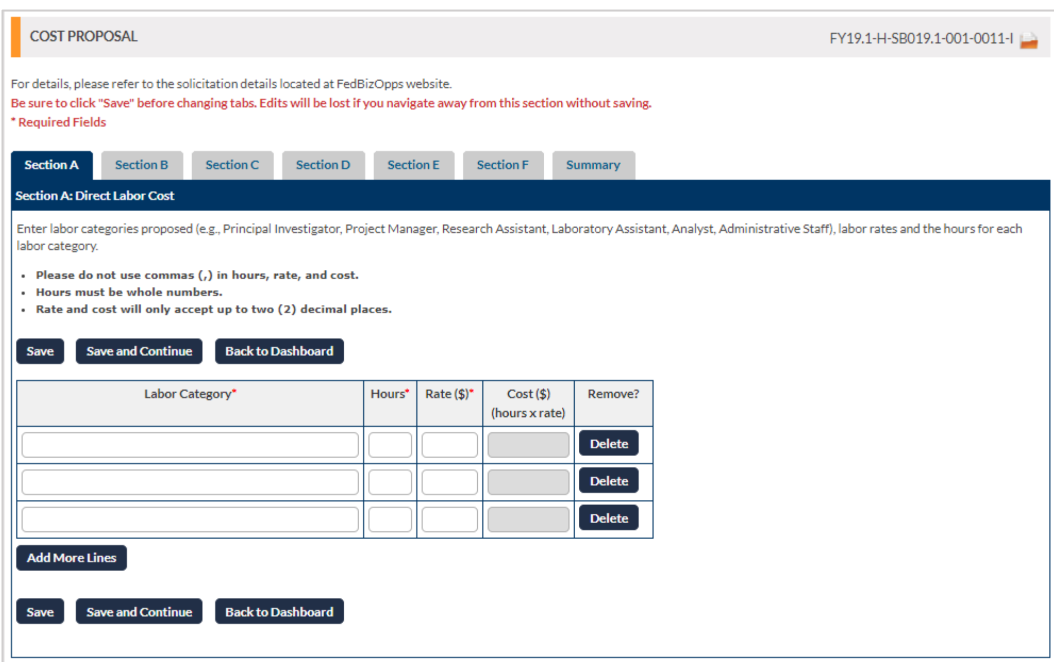


Figure 76: Example of Section A of the Cost Proposal

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.

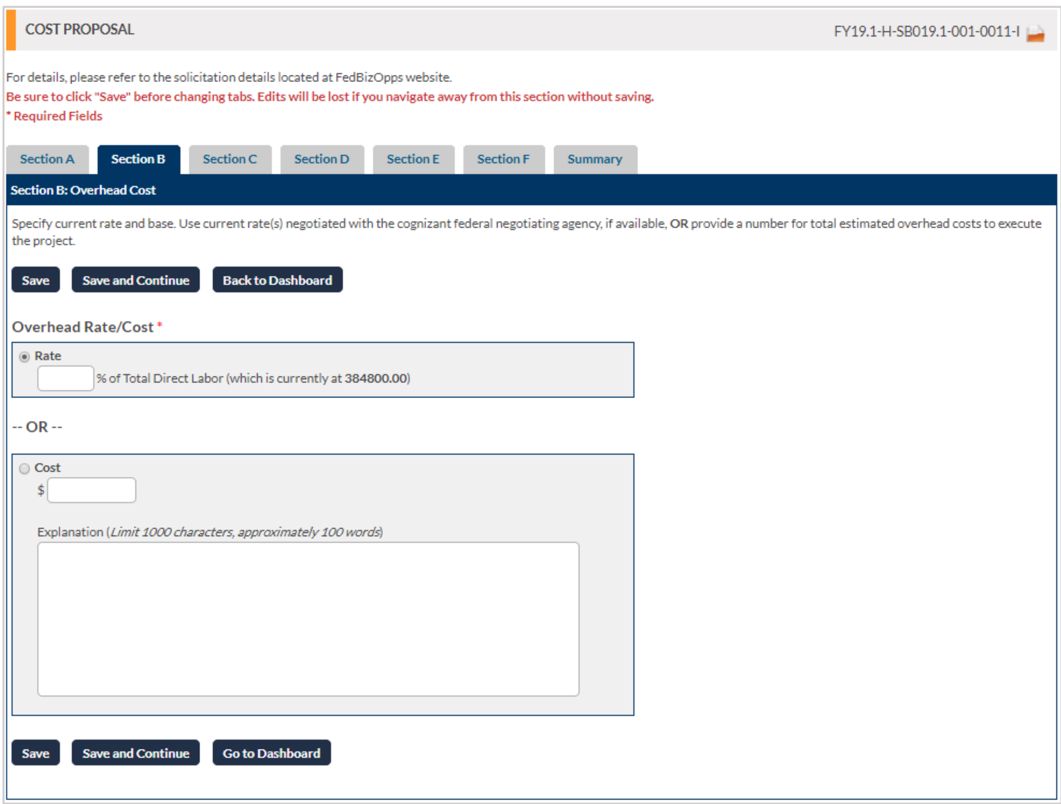


Figure 77: Example of Section B of the Cost Proposal

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

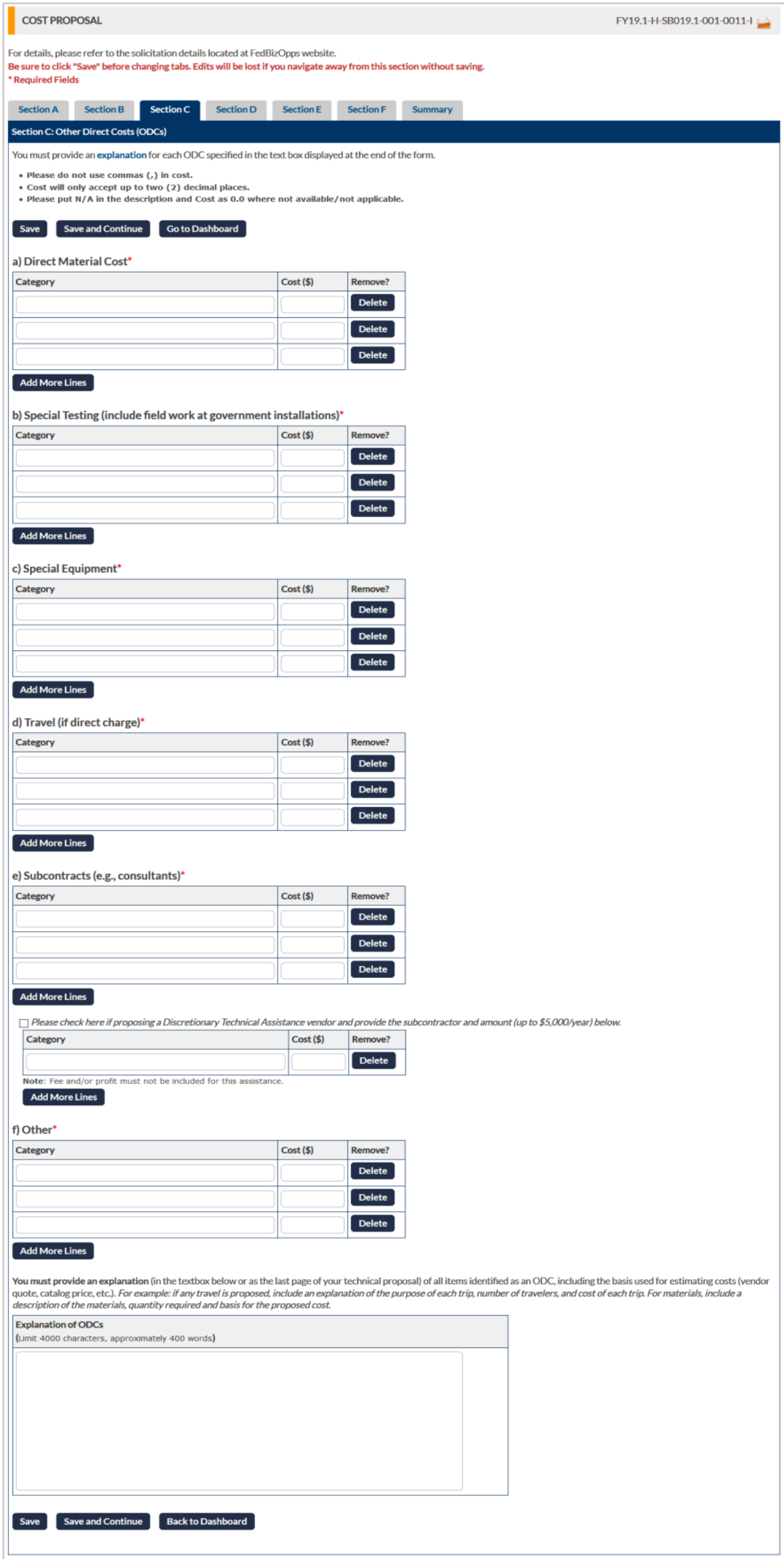
    - A: Direct Material Cost
    - B: Special Testing
    - C: Special Equipment
    - D: Travel
    - E: Subcontracts
    - F: Other

    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



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

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?
		Delete
		Delete
		Delete

Add More Lines

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

Category	Cost ($)	Remove?
		Delete
		Delete
		Delete

Add More Lines

c) Special Equipment*

Category	Cost ($)	Remove?
		Delete
		Delete
		Delete

Add More Lines

d) Travel (if direct charge)*

Category	Cost ($)	Remove?
		Delete
		Delete
		Delete

Add More Lines

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

Category	Cost ($)	Remove?
		Delete
		Delete
		Delete

Add More Lines

☐ *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?
		Delete

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

Add More Lines

f) Other*

Category	Cost ($)	Remove?
		Delete
		Delete
		Delete

Add More Lines

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.

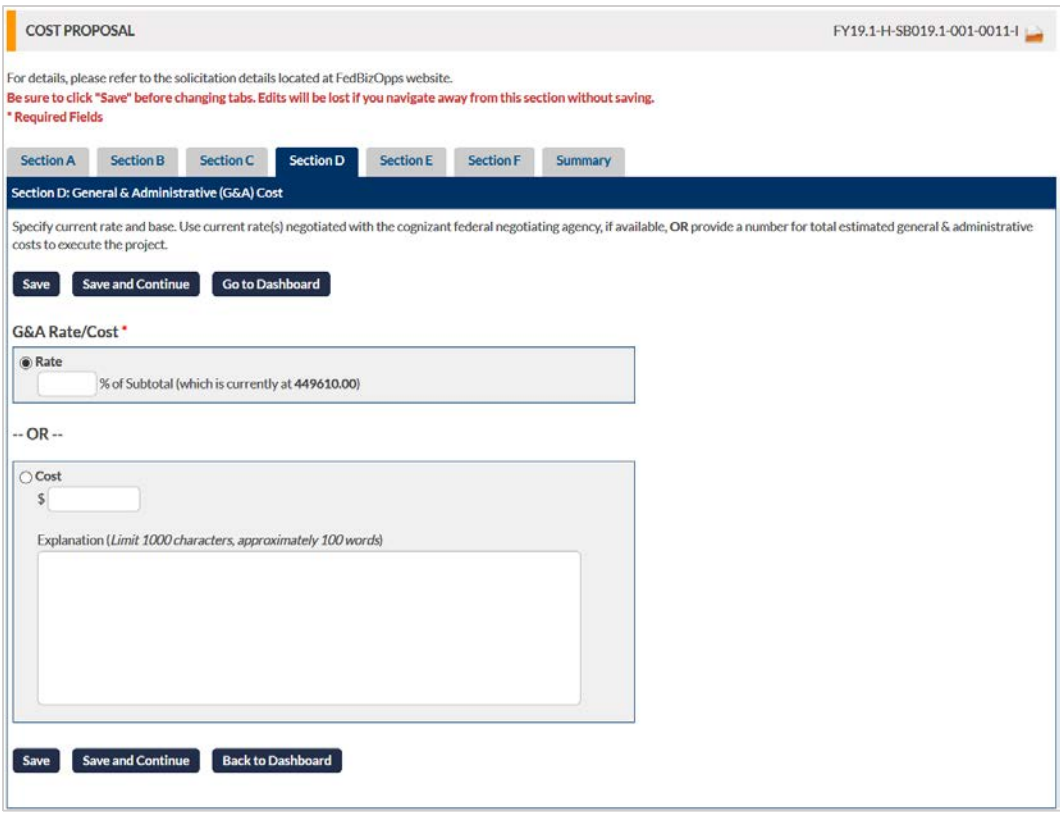


Figure 79: Example of the Section D of the Cost Proposal

    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.

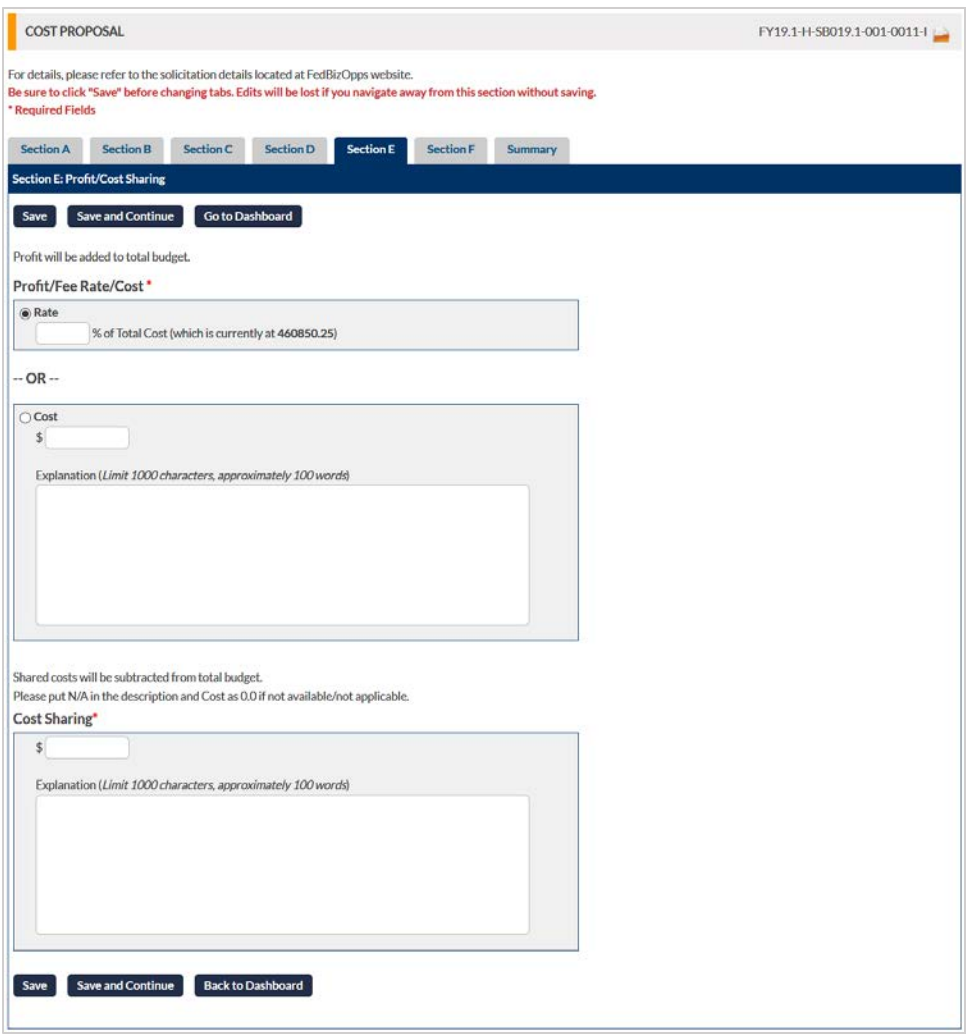


Figure 80: Example of the Section E of the Cost Proposal

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.

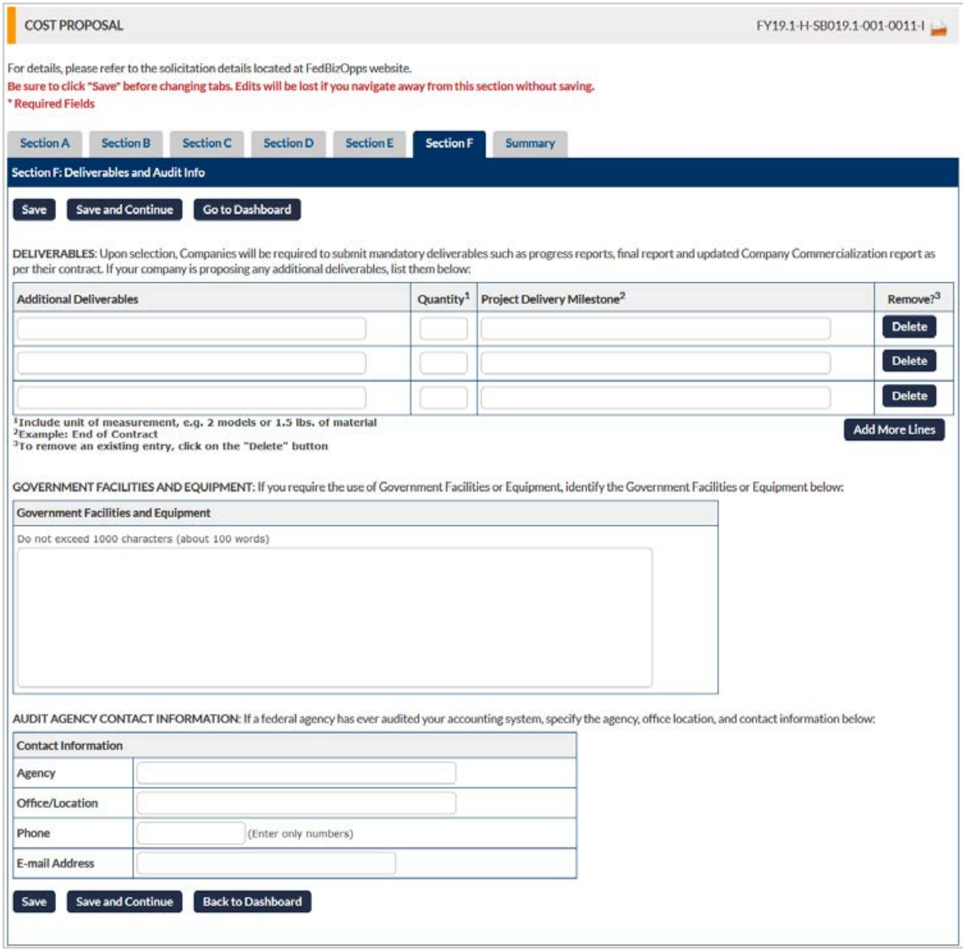


Figure 81: Example of the Section E of the Cost Proposal

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

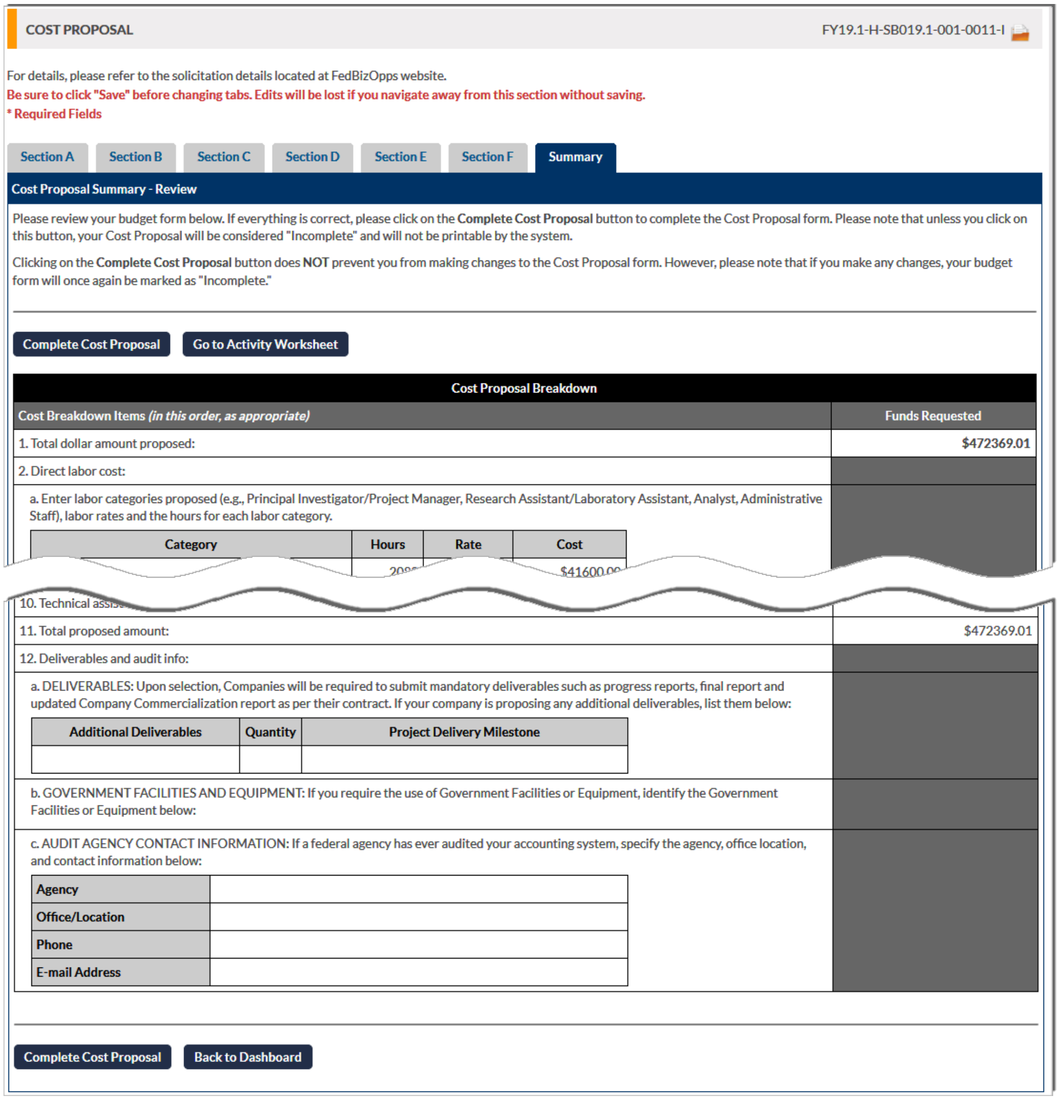
   a. If you need to edit information:

      - 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.	

Category	Hours	Rate	Cost
	208		$41600.00

10. Technical ass	
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:	

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:

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.

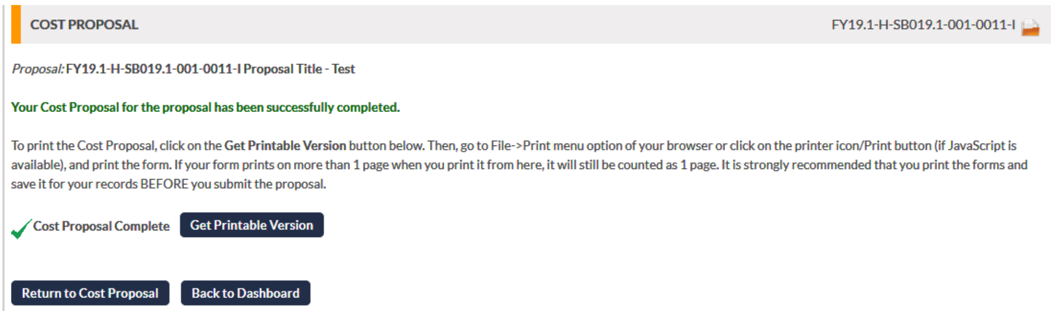
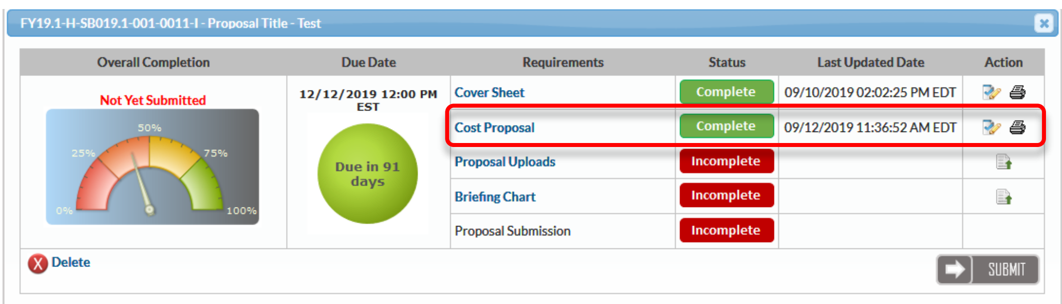


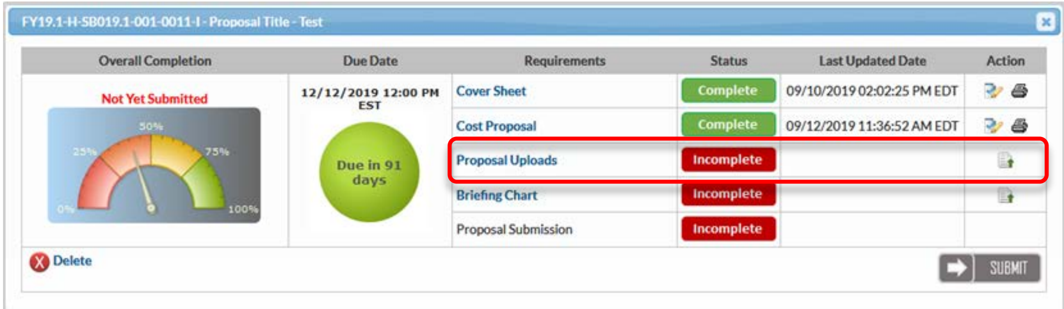
Figure 83. SBIR Cost Proposal > Update Status page

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.

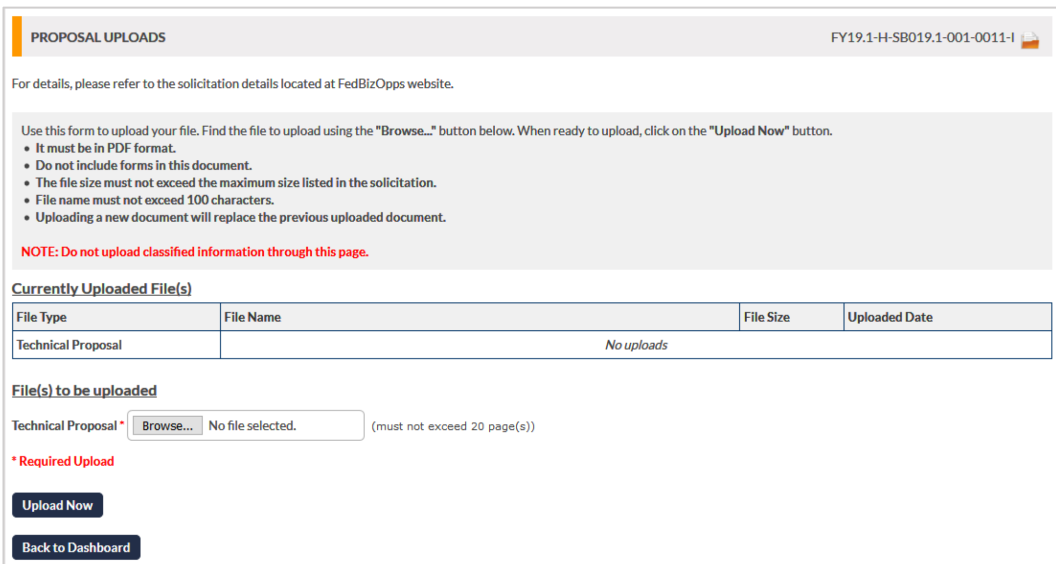


5.3.6 SBIR Proposal Uploads

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

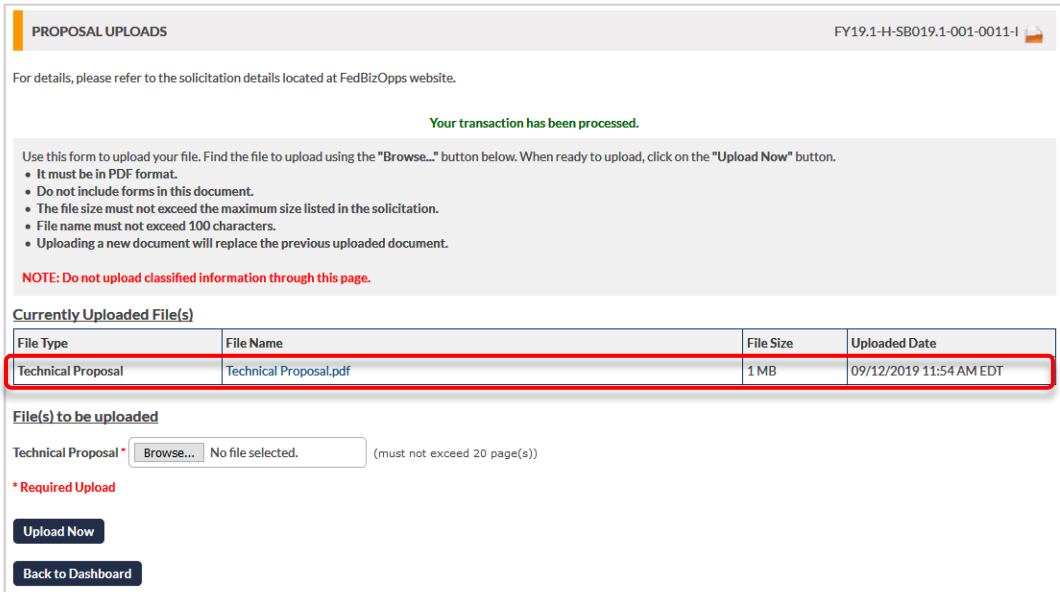


2. The Technical Proposal Upload page displays. Click the *Browse or Choose File* button.



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. 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.

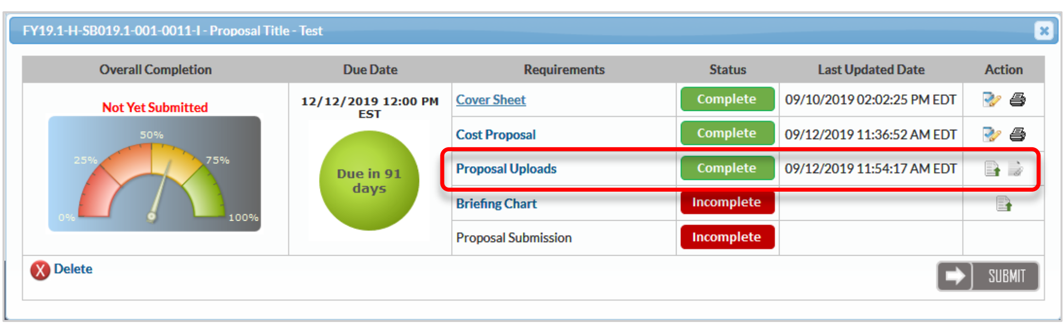


If you decide to upload a different document, it will replace the previously uploaded document.

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

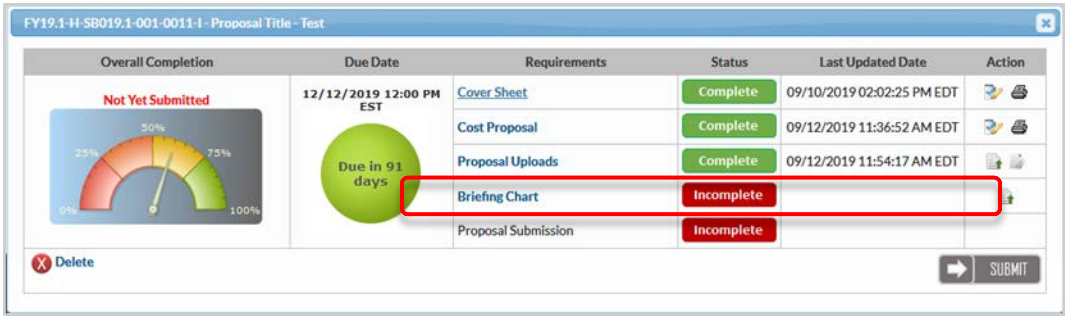
6. When you are finished, click the *Back to Dashboard* button.

7. 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.

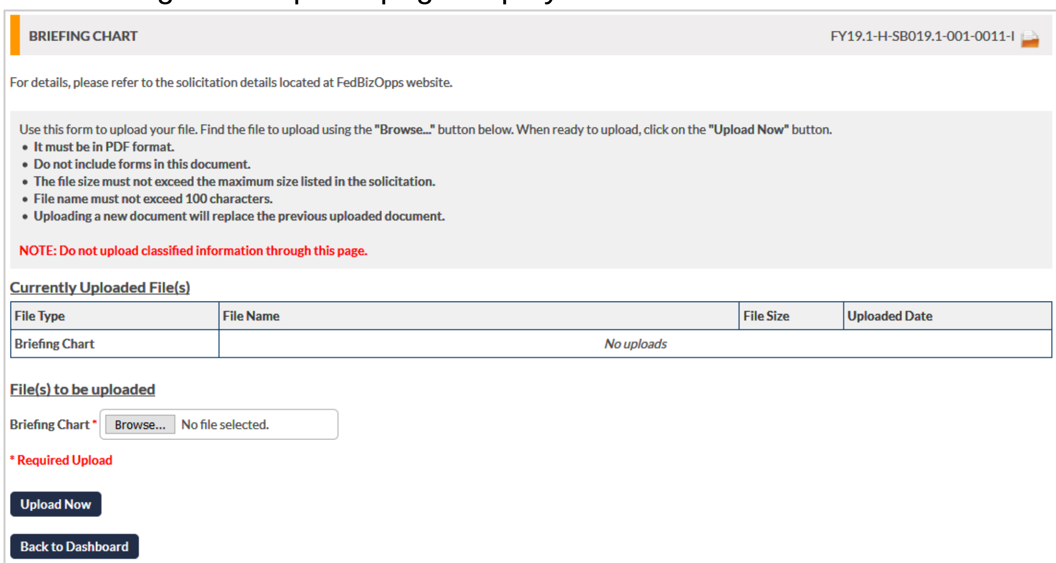


5.3.7 SBIR Briefing Chart

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



2. The Briefing Chart Upload page displays.



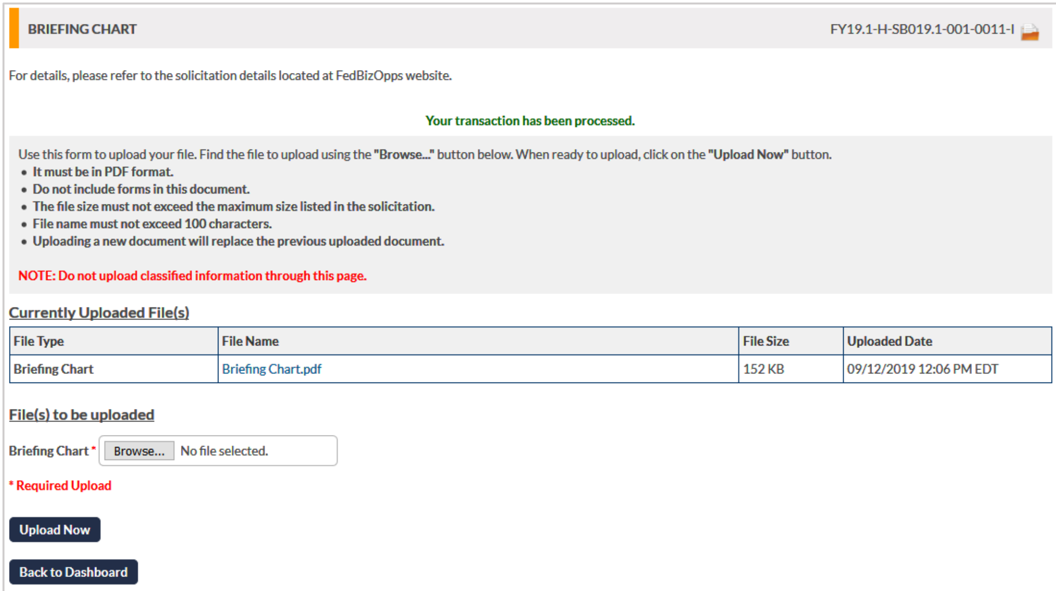
3. Click the *Browse* button.

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 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.

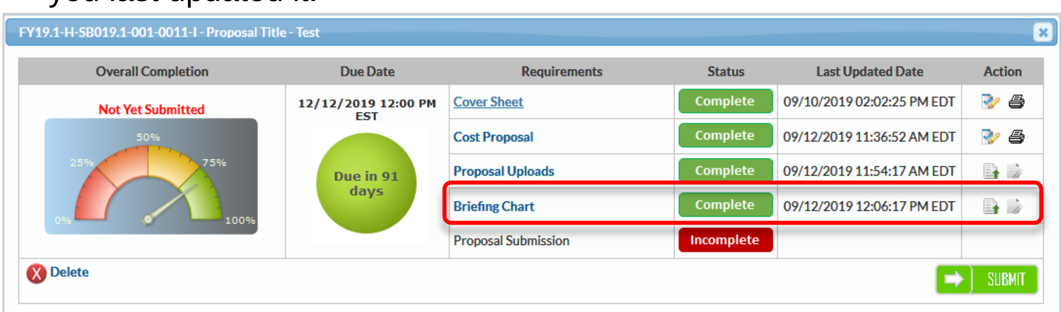
   If you decide to upload a different document, it will replace the previously uploaded document.

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



7. When you are finished, click the *Back to Dashboard* button.

8. 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.



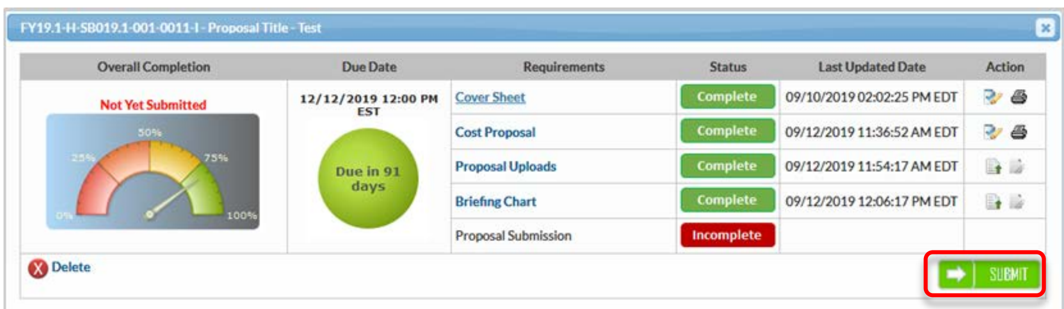
5.3.8 Submit a Phase I SBIR Proposal

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).

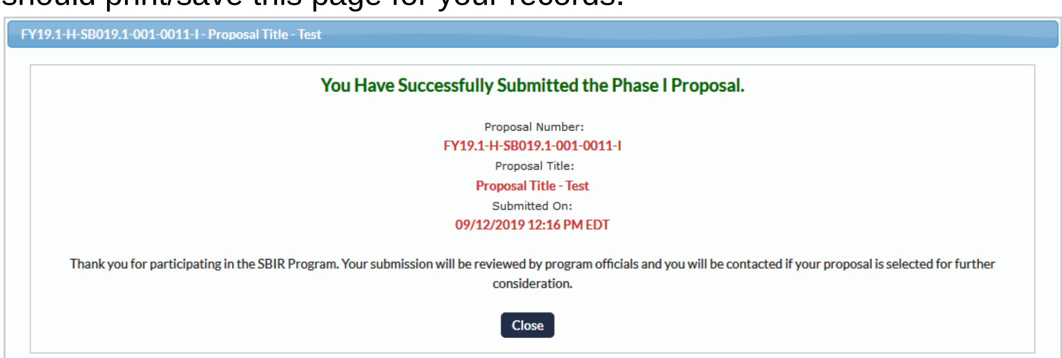
   Note: The Submissions component is displayed as Incomplete, indicating that your proposal "package" has yet to be submitted. The *Submit* button will take you to the Submit page.



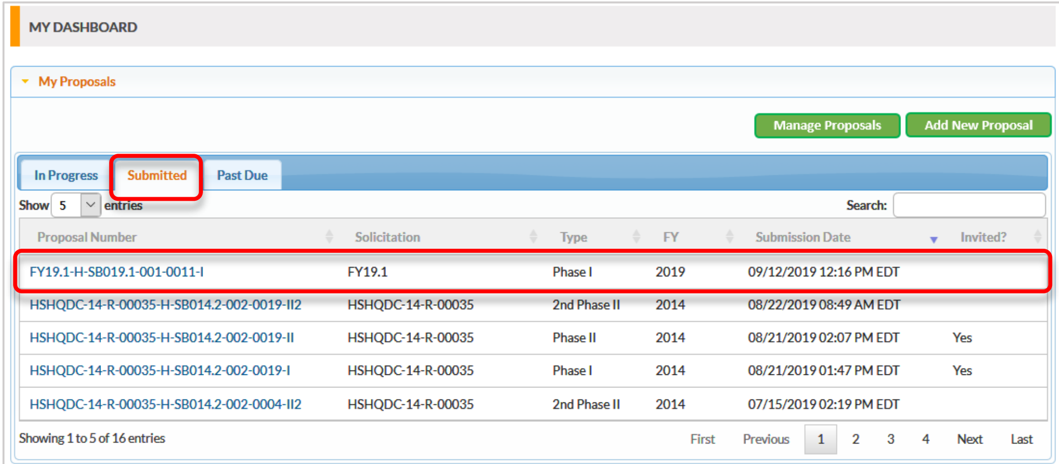
3. **You must click the *Submit* button to submit your Proposal.**

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.



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



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.

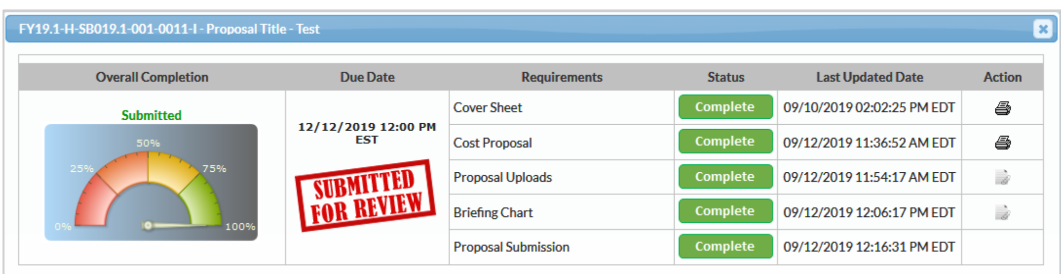


Figure 84: The submit Proposal link is highlighted

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.

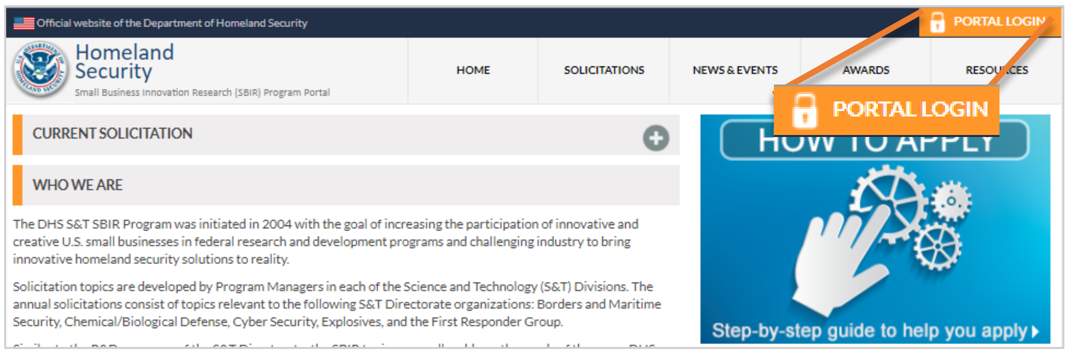


Figure 85: Example of SBIR Portal Login ling

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.

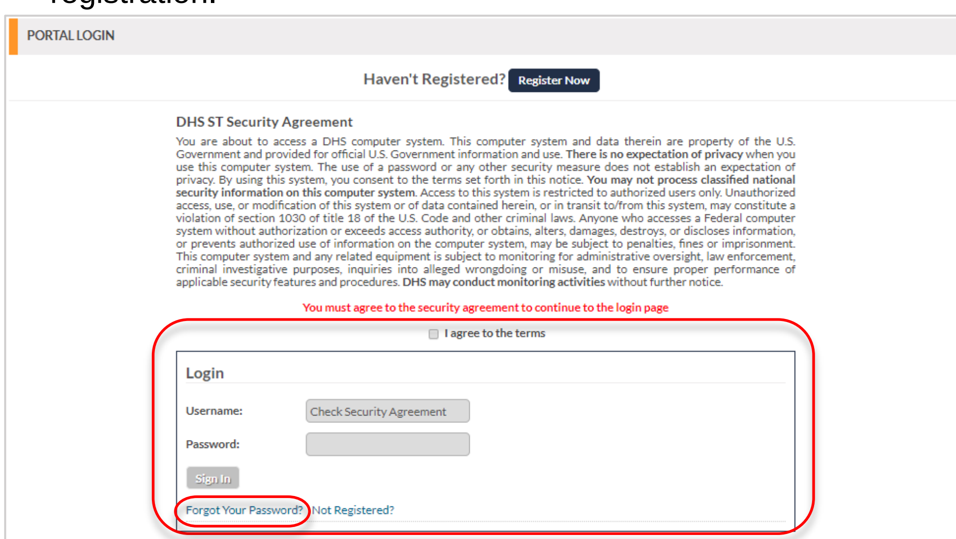


Figure 86: Example of Login page

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.

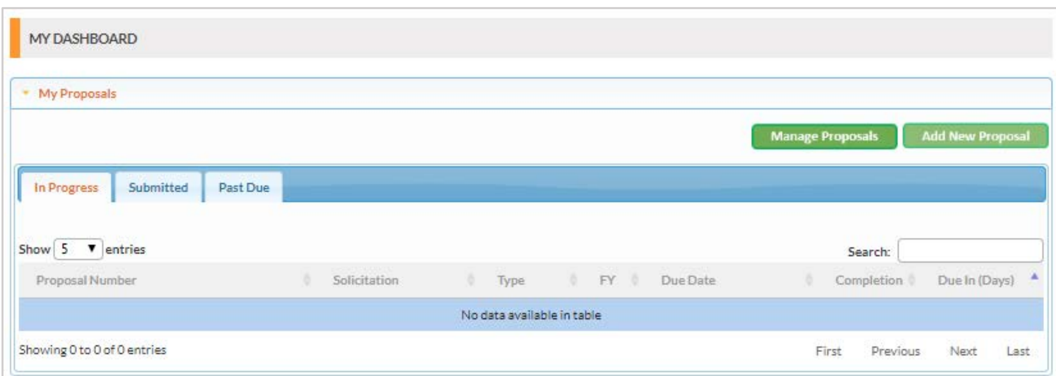
i. In the Username field, enter your user name.

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).

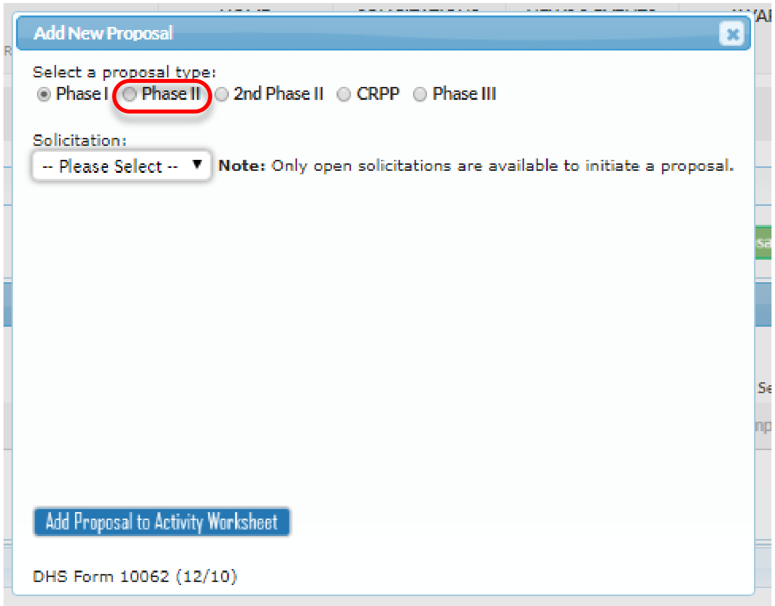


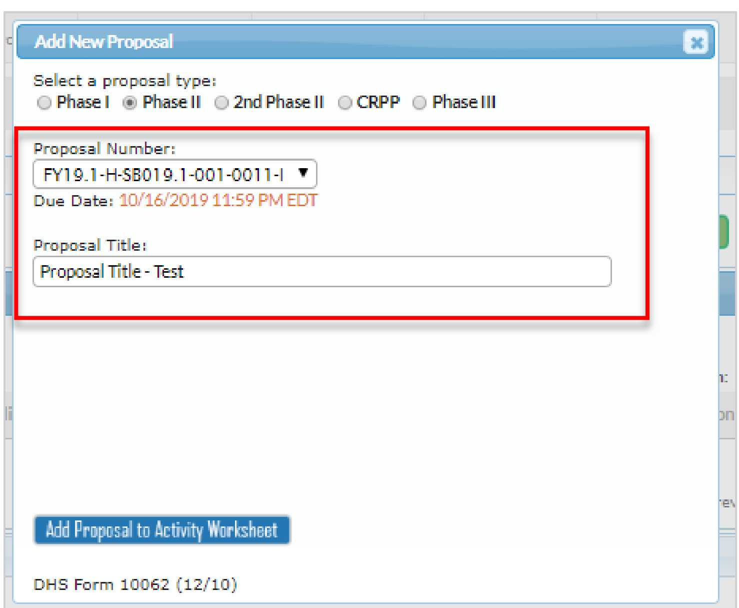
Figure 87: Example of the Add New Proposal page.

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.

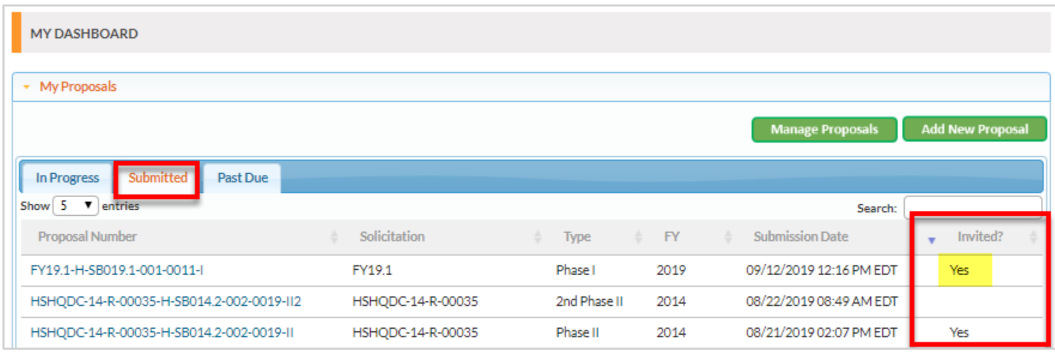
7. Enter/Edit the Proposal Title.



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).



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.

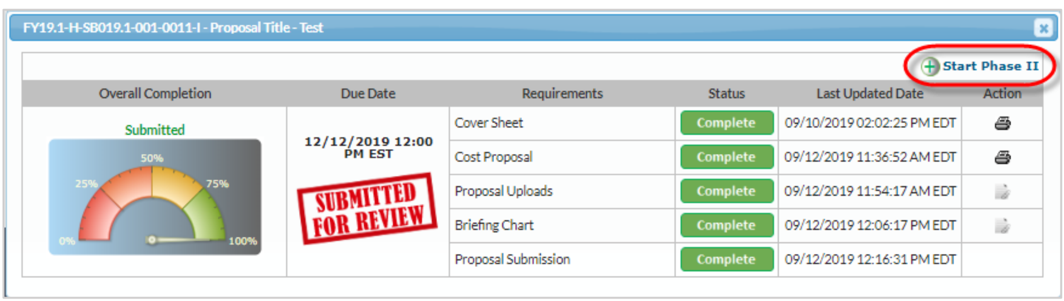


Figure 88: Example of the *Start Phase II* link

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.

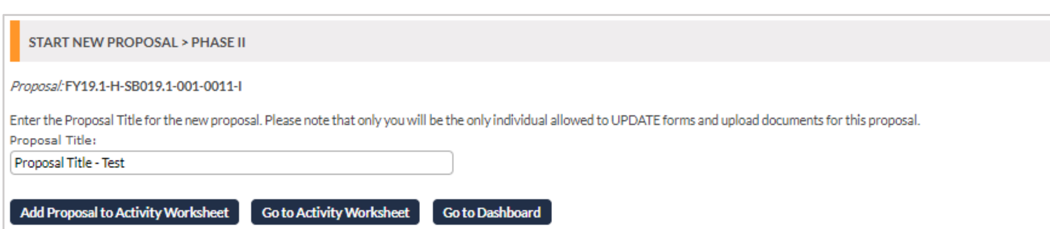
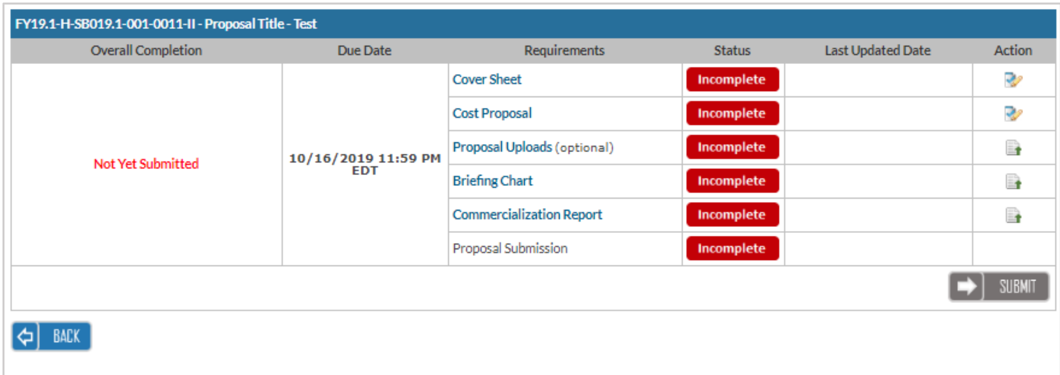


Figure 89: Example of the Start New proposal > Phase II

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)

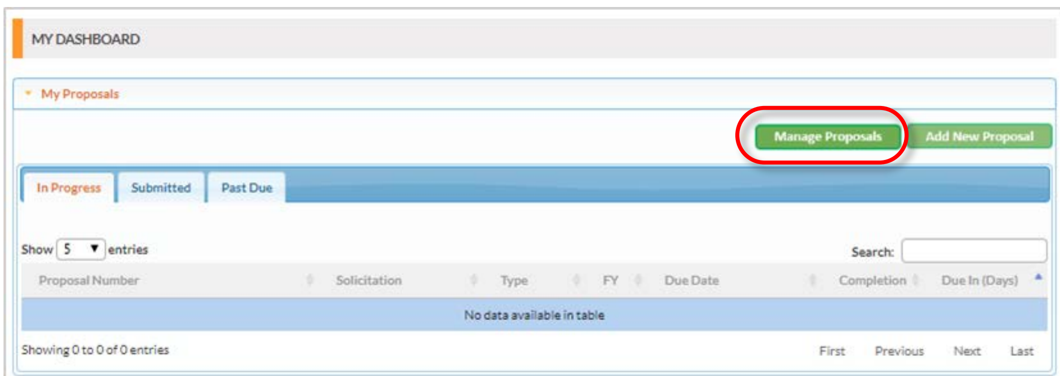


Figure 71: Example of the Manage Proposals option

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.

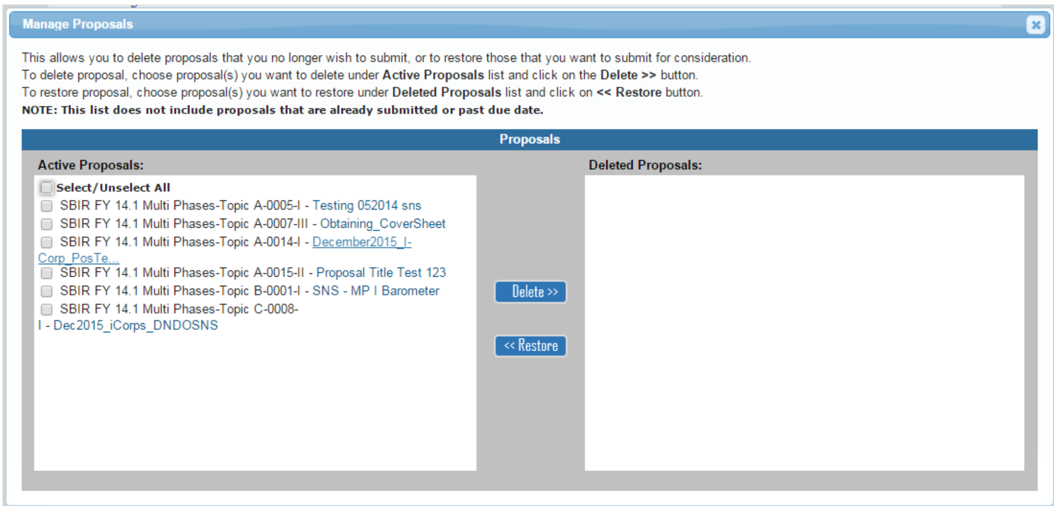


Figure 72: Example of the Manage Proposals page with only active proposals

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).

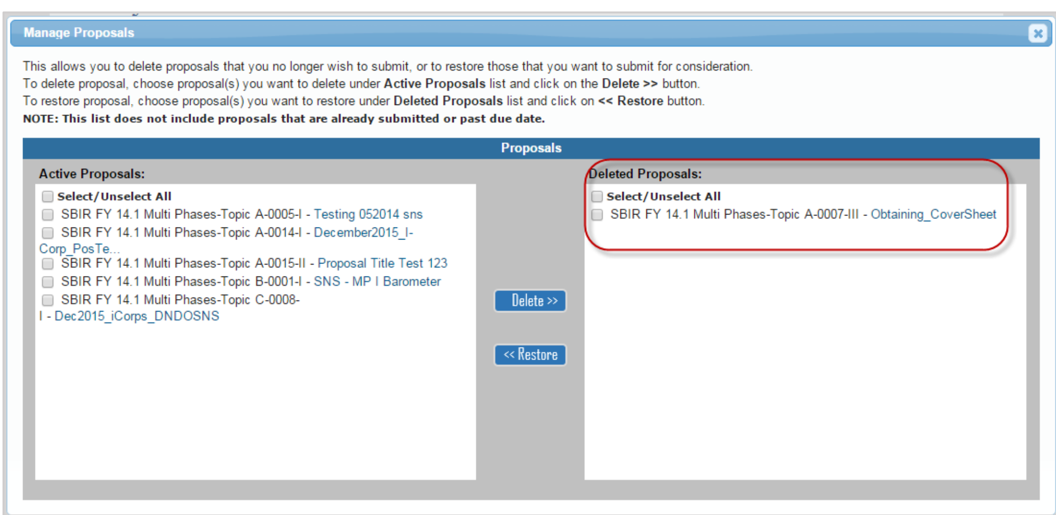


Figure 73: Example of the Mange Proposals page with a deleted proposal

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.

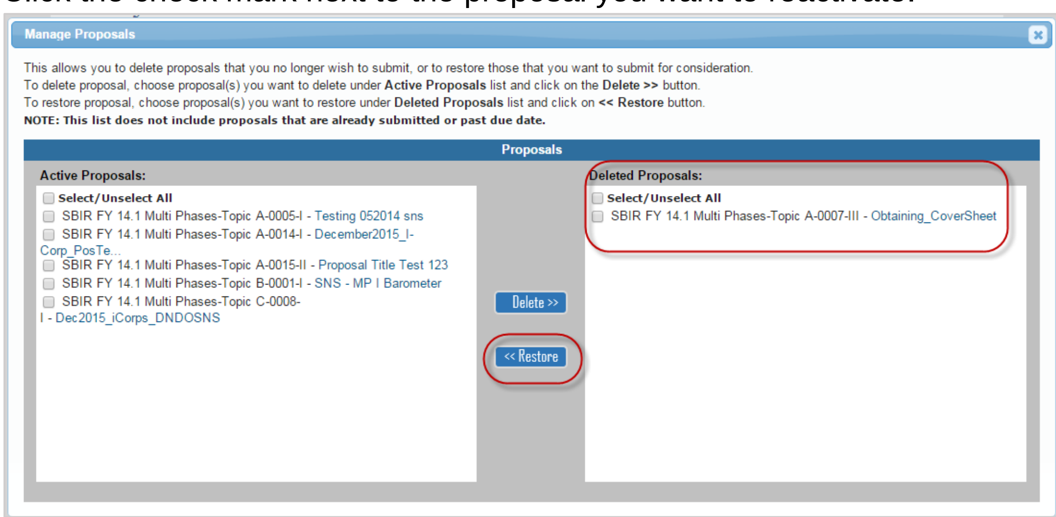


Figure 74: Example of the Manage Proposal page with a deleted proposal

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

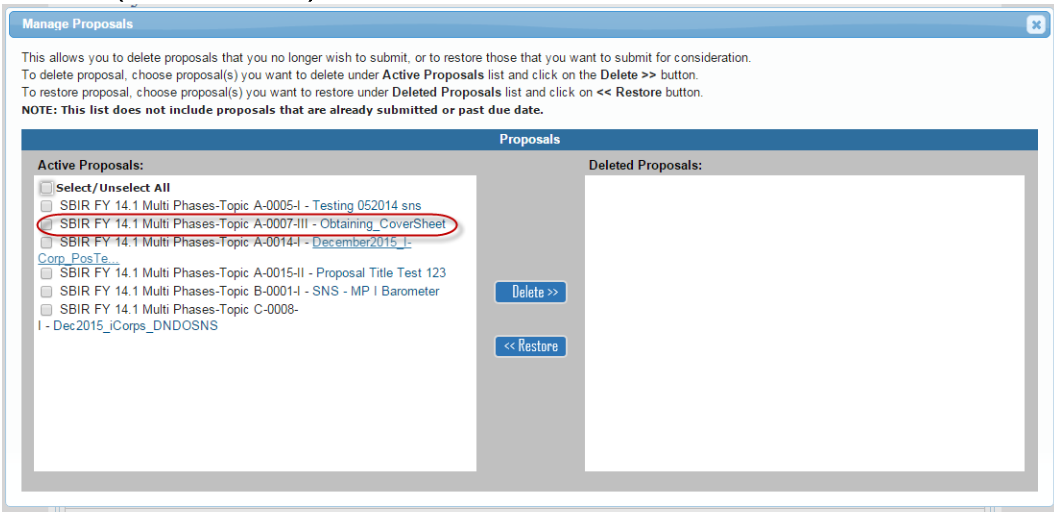
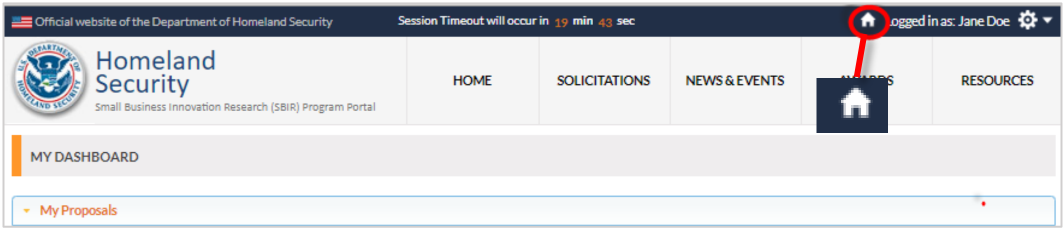


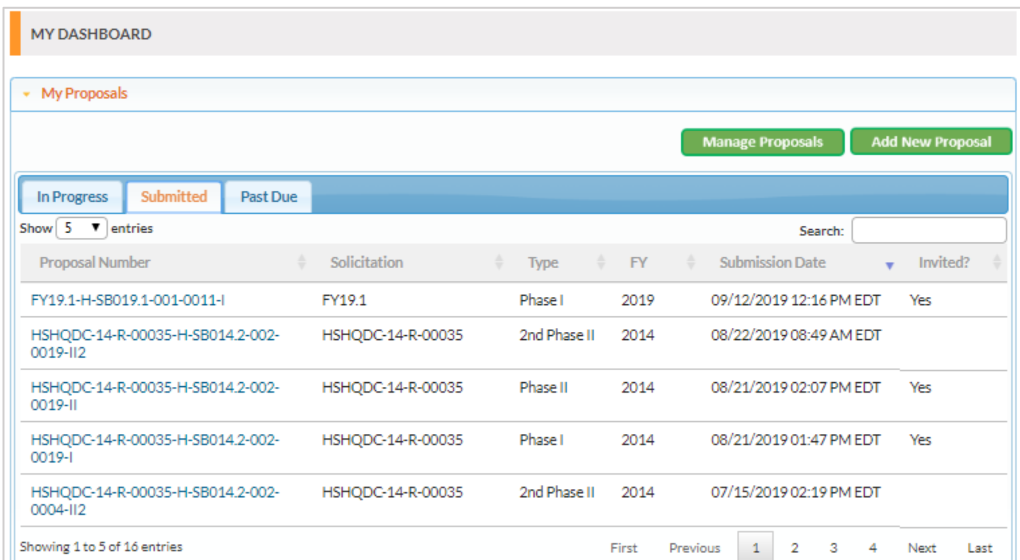
Figure 75: Example of the Mange Proposals page with a restored proposal

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	