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

Public Portal: Registration and Submissions Training Guide

September 2019
Table of Contents

1.0  Overview ............................................................................................................................... 1
2.0  Registration .......................................................................................................................... 2
  2.1  Access the Log In/Registration Page .................................................................................. 2
  2.2  Register Company with Existing Taxpayer Identification Number (TIN) ......................... 4
    2.2.1  Company Information ................................................................................................. 5
    2.2.2  Company Point of Contact Information ..................................................................... 8
    2.2.3  User Information ......................................................................................................... 9
  2.3  Create User for Company Registered with Existing TIN ..................................................... 12
    2.3.1  User Information ....................................................................................................... 14
  2.4  Generate an ID if your company does not have a TIN (optional) ........................................ 17
    2.4.1  Company Information ............................................................................................... 20
    2.4.2  Company Point of Contact Information ..................................................................... 23
    2.4.3  User Information ....................................................................................................... 24
  2.5  Change Password ............................................................................................................... 26
  2.6  My Account ....................................................................................................................... 28

3.0  BAA Industry Engagement, Virtual Pitch, and Written Proposal (LRBAA only) .............. 30
  3.1  Overview ............................................................................................................................ 30
  3.2  Start and Submit an Industry Engagement ......................................................................... 31
    3.2.1  Add New Industry Engagement .................................................................................. 33
    3.2.2  Industry Engagement Submission form and Uploads .................................................. 34
    3.2.3  Review & Submit the Industry Engagement ................................................................. 38
  3.3  Start and Submit a Virtual Pitch .......................................................................................... 39
    3.3.1  Start the Invited Virtual Pitch ..................................................................................... 39
    3.3.2  Upload the Virtual Pitch Material ............................................................................... 40
    3.3.3  Review and Submit the Virtual Pitch .......................................................................... 41
  3.4  Start a Written Proposal .................................................................................................... 42
  3.5  Complete and Submit a Written Proposal .......................................................................... 44
    3.5.1  BAA Written Proposal Cover Sheet .......................................................................... 44
    3.5.2  BAA Written Proposal Upload .................................................................................. 44
    3.5.3  BAA Written Proposal Briefing Chart (optional) ....................................................... 44
    3.5.4  Submit a Written Proposal .......................................................................................... 44

4.0  BAA Proposals Submissions ................................................................................................. 46
  4.1  Overview ............................................................................................................................ 46
  4.2  Start a New White Paper or Proposal .................................................................................. 47
  4.3  Complete/Submit a BAA White Paper ............................................................................... 52
    4.3.1  BAA White Paper/Proposal Cover Sheet .................................................................... 52
    4.3.2  BAA White Paper Upload .......................................................................................... 63
    4.3.3  Submit a BAA White Paper ......................................................................................... 65
  4.4  Start a BAA Full Proposal after a White Paper Submission ................................................. 67
    4.4.1  BAA Proposal Cover Sheet ......................................................................................... 70
    4.4.2  BAA Proposal Upload ................................................................................................ 70
    4.4.3  BAA Briefing Chart ..................................................................................................... 73
    4.4.4  Submit a BAA Proposal ............................................................................................... 75

5.0  SBIR Proposals Submissions ................................................................................................. 77
5.1 Overview ........................................................................................................................................ 77
5.2 Start a New Phase I SBIR Proposal ................................................................................................ 77
5.3 Complete/Submit a Phase I SBIR Proposal .................................................................................... 83
  5.3.1 SBIR Cover Sheet ............................................................................................................... 83
  5.3.2 Cover Sheet – Company Information ............................................................................... 84
  5.3.3 POC (Company Point of Contact) ................................................................................... 87
  5.3.4 Participants ...................................................................................................................... 98
  5.3.5 SBIR Cost Proposal ......................................................................................................... 102
  5.3.6 SBIR Proposal Uploads ................................................................................................... 113
  5.3.7 SBIR Briefing Chart ......................................................................................................... 115
  5.3.8 Submit a Phase I SBIR Proposal ...................................................................................... 117
5.4 Start a New Phase II SBIR Proposal ............................................................................................. 118
5.5 Complete/Submit a Phase II SBIR Proposal ................................................................................. 123
5.6 Start/Submit additional subsequent SBIR Proposals ................................................................... 123

6.0 Useful Tips for Proposals in Progress .................................................................................. 125
6.1 View Only Incomplete/Incorrect Data ......................................................................................... 125
6.2 Save vs. Save and Continue ......................................................................................................... 125
6.3 Mange Proposals ....................................................................................................................... 126
  6.3.1 Delete a Proposal ........................................................................................................... 126
  6.3.2 Reactivate a Proposal ..................................................................................................... 128
6.4 Home icon – Submissions Dashboard .......................................................................................... 130
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](image)

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.

![Figure 3: Example of the TIN registration page](image)

- In the **Enter your Company’s/Organization’s Taxpayer Identification Number (TIN)** field, enter your TIN. Do not enter any hyphens; e.g., 12345678.

- 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).

- Click the **Continue** button.

- 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.
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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>This is a required field and may contain numbers and characters.</td>
</tr>
<tr>
<td>TIN</td>
<td>This field is automatically populated with the TIN (or ID) and cannot be edited.</td>
</tr>
<tr>
<td>Address (Line1)</td>
<td>This is a required field. Enter the street number and name.</td>
</tr>
<tr>
<td>Address (Line 2)</td>
<td>Enter additional address information, such as apartment, floor, or suite numbers.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>City</td>
<td>This is a required field. Enter the city.</td>
</tr>
<tr>
<td>State</td>
<td>This field will be automatically populated with the information from the TIN.</td>
</tr>
<tr>
<td>ZIP+4</td>
<td>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.</td>
</tr>
<tr>
<td>Phone</td>
<td>This is a required field. Enter only numbers.</td>
</tr>
<tr>
<td>Fax</td>
<td>Enter only numbers.</td>
</tr>
<tr>
<td>CEO/President’s E-mail</td>
<td>This field is required. Enter the e-mail address in the proper format, e.g., <a href="mailto:president@acme.com">president@acme.com</a>.</td>
</tr>
<tr>
<td>DUNS + 4</td>
<td>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.</td>
</tr>
<tr>
<td>CAGE Code</td>
<td>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</td>
</tr>
<tr>
<td>SIC (BAA Registrations only)</td>
<td>The Standard Industrial Classification (SIC) classifies establishments by the primary type of activity.</td>
</tr>
</tbody>
</table>
FICE (BAA Registrations only) | The Federal Interagency Committee on Education (FICE) is a six-digit identifier for higher education institutions.

Company URL | Enter the full web address/URL for your company, e.g., http://www.google.com.

Year company founded | This is a required field. Enter the date with four numerical characters, e.g., 2010.

2.2.2 Company Point of Contact Information

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

**Note:** Required fields are marked with an asterisk.

![Company Point of Contact Information](image)

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td>This is a required field. Select the proper choice from the drop-down menu.</td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>This field is required. Enter the POC’s first name.</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Enter the POC’s middle name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>This is a required field. Enter the POC’s last name.</td>
</tr>
<tr>
<td>Title</td>
<td>This is a required field. Enter the title of the POC, e.g., Security Chief, Director, etc.</td>
</tr>
<tr>
<td>Phone/Ext</td>
<td>Phone is a required field, but the extension is not. Enter only numbers in each field (no symbols, such as dashes).</td>
</tr>
<tr>
<td>Fax</td>
<td>Enter only numbers in this field.</td>
</tr>
<tr>
<td>E-mail address</td>
<td>These are required fields. The fields must be in the correct format, e.g., <a href="mailto:smith@acme.com">smith@acme.com</a>. The E-mail must be entered twice to confirm accuracy.</td>
</tr>
<tr>
<td>Confirm e-mail address</td>
<td></td>
</tr>
</tbody>
</table>

---

**Note**: Required fields are marked with an asterisk.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td>This is a required field. Select the proper choice from the drop-down menu.</td>
</tr>
<tr>
<td>First Name</td>
<td>This field is required. Enter the POC’s first name.</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Enter the POC’s middle name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>This is a required field. Enter the POC’s last name.</td>
</tr>
<tr>
<td>Title</td>
<td>This is a required field. Enter the title of the POC, e.g., Security Chief, Director, etc.</td>
</tr>
<tr>
<td>Phone/Ext</td>
<td>Phone is a required field, but the extension is not. Enter only numbers in each field (no symbols, such as dashes).</td>
</tr>
<tr>
<td>Fax</td>
<td>Enter only numbers in this field.</td>
</tr>
<tr>
<td><strong>E-mail address</strong></td>
<td>These are required fields. The fields must be in the correct format, e.g., <a href="mailto:smith@acme.com">smith@acme.com</a>. The E-mail must be entered twice to confirm accuracy.</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Confirm e-mail address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Username</strong></td>
<td>This is a required field. Only alphanumeric characters and underscores are allowed. Username must be at least 8 characters.</td>
</tr>
<tr>
<td><strong>Password</strong></td>
<td>These are required fields. The Passwords must be entered twice to confirm the accuracy.</td>
</tr>
<tr>
<td><strong>Confirm Password</strong></td>
<td>Your password must be at least 10 characters long and must have an upper case, a lower case, a numeric, and a special character.</td>
</tr>
<tr>
<td><strong>Select your question</strong></td>
<td>This is a required field. Select a question from the drop-down menu. The options are:</td>
</tr>
<tr>
<td></td>
<td>• What is your mother’s maiden name?</td>
</tr>
<tr>
<td></td>
<td>• What is your pet’s name?</td>
</tr>
<tr>
<td></td>
<td>• What city were you born in?</td>
</tr>
<tr>
<td></td>
<td>• Who is your favorite person?</td>
</tr>
<tr>
<td><strong>Answer to above question</strong></td>
<td>This is a required field. Enter the answer to the question you selected in the previous step.</td>
</tr>
</tbody>
</table>

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.

![Registration Successful](image)

Figure 8: Example of successful registration section
2.3 Create User for Company Registered with Existing TIN:

1. If your company has a TIN and is already registered in this system:
   a. In the Enter your Company's/Organization's Taxpayer Identification Number (TIN) field, enter your TIN or ID. Do not enter any hyphens; e.g., 123456789.
   b. In the State where your company is registered as a Taxpayer field, select the appropriate state.
   
   If your organization is located outside of the United States, select the Check here if Outside of United States check box (applicable to BAA).
   
   c. Click the Continue button.
   
   d. The Registration page displays (shown below) providing registration instructions.

   ![Registration Page Example](image)

   Figure 9: Example of the Registration page for New Users

   e. Click the Continue with Registration button.
   
   f. The Registration Form 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.
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.

![User Information](image)

Figure 11: Example of the User Information section
Below is a description of each field in the User Information section.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td>This is a required field. Select the proper choice from the drop-down menu.</td>
</tr>
<tr>
<td>First Name</td>
<td>This field is required. Enter the POC’s first name.</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Enter the POC’s middle name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>This is a required field. Enter the POC’s last name.</td>
</tr>
<tr>
<td>Title</td>
<td>This is a required field. Enter the title of the POC, e.g., Security Chief, Director, etc.</td>
</tr>
<tr>
<td>Phone/Ext</td>
<td>Phone is a required field, but the extension is not. Enter only numbers in each field (no symbols, such as dashes).</td>
</tr>
<tr>
<td>Fax</td>
<td>Enter only numbers in this field.</td>
</tr>
<tr>
<td>E-mail address</td>
<td>These are required fields. The fields must be in the correct format, e.g., <a href="mailto:smith@acme.com">smith@acme.com</a>. The E-mail must be entered twice to confirm accuracy.</td>
</tr>
<tr>
<td>Confirm e-mail address</td>
<td></td>
</tr>
<tr>
<td>Username</td>
<td>This is a required field. Only alphanumeric characters and underscores are allowed. Username must be at least 8 characters.</td>
</tr>
<tr>
<td>Password</td>
<td>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.</td>
</tr>
<tr>
<td>Confirm Password</td>
<td></td>
</tr>
</tbody>
</table>
| 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? |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer to above question</td>
<td>This is a required field. Enter the answer to the question you selected in the previous step.</td>
</tr>
</tbody>
</table>
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]

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 Example]

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]

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.

![Figure 15: Example of the Company Information Section of the Registration Form](image)

**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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>This is a required field and may contain numbers and characters.</td>
</tr>
<tr>
<td>TIN</td>
<td>This field is automatically populated with the TIN (or ID) and cannot be edited.</td>
</tr>
<tr>
<td>Address (Line1)</td>
<td>This is a required field. Enter the street number and name.</td>
</tr>
<tr>
<td>Address (Line 2)</td>
<td>Enter additional address information, such as apartment, floor, or suite numbers.</td>
</tr>
<tr>
<td>City</td>
<td>This is a required field. Enter the city.</td>
</tr>
<tr>
<td>State</td>
<td>This field will be automatically populated with the information from the TIN.</td>
</tr>
<tr>
<td>ZIP+4</td>
<td>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.</td>
</tr>
<tr>
<td>Phone</td>
<td>This is a required field. Enter only numbers. (no symbols, such as dashes).</td>
</tr>
<tr>
<td>Fax</td>
<td>Enter only numbers.</td>
</tr>
<tr>
<td>CEO/President’s E-mail</td>
<td>This field is required. Enter the e-mail address in the proper format, e.g., <a href="mailto:president@acme.com">president@acme.com</a>.</td>
</tr>
<tr>
<td><strong>DUNS + 4</strong></td>
<td>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 <em>What is DUNS?</em> link. You will be brought to a useful website to learn more about the DUNS or register a DUNS for your company.</td>
</tr>
<tr>
<td><strong>CAGE Code</strong></td>
<td>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 <em>How do I get a CAGE?</em> link. You will be brought to a useful website containing more information on the CAGE Code</td>
</tr>
<tr>
<td><strong>SIC</strong></td>
<td>The Standard Industrial Classification (SIC) classifies establishments by the primary type of activity.</td>
</tr>
<tr>
<td><strong>FICE</strong></td>
<td>The Federal Interagency Committee on Education (FICE) is a six-digit identifier for higher education institutions.</td>
</tr>
<tr>
<td><strong>Company URL</strong></td>
<td>Enter the full web address/URL for your company, e.g., <a href="http://www.google.com">http://www.google.com</a>.</td>
</tr>
<tr>
<td><strong>Year company founded</strong></td>
<td>This is a required field. Enter the date with four numerical characters, e.g., 2010.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td>This is a required field. Select the proper choice from the drop-down menu.</td>
</tr>
<tr>
<td>First Name</td>
<td>This field is required. Enter the POC’s first name.</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Enter the POC’s middle name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>This is a required field. Enter the POC’s last name.</td>
</tr>
<tr>
<td>Title</td>
<td>This is a required field. Enter the title of the POC, e.g., Security Chief, Director, etc.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Phone/Ext</td>
<td>Phone is a required field, but the extension is not. Enter only numbers in each field (no symbols, such as dashes).</td>
</tr>
<tr>
<td>Fax</td>
<td>Enter only numbers in this field.</td>
</tr>
<tr>
<td>E-mail address</td>
<td>These are required fields. The fields must be in the correct format, e.g., <a href="mailto:smith@acme.com">smith@acme.com</a>. The E-mail must be entered twice to confirm accuracy.</td>
</tr>
<tr>
<td>Confirm e-mail address</td>
<td></td>
</tr>
</tbody>
</table>

2.4.3 User Information

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

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

**Note:** Required fields are marked with an asterisk.

![User Information](image)

Figure 17: Example of the User Information section

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

When you have completed the Registration From, click the Register button.

A registration confirmation message displays: “CONGRATULATIONS! Your registration was successful.”

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)
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)

![Example of accessing My Account](image)

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).
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](image)

**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](image)
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](image)

   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](image)
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”.

![Example of Provide Basic Company Information section](image)

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.](image-url)
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.

![Image of Share Your Scientific Research Concept section]

*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.

![Example of the Industry Engagement Review & Submit section.](image)

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/](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.

![Example of My Virtual Pitches accordion](image)

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 PowerPoint format.

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

![Example of Virtual Pitch Submission section.](image)

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.

![Example of BAA Portal > Portal Login](image)

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.

![Example of the Written Proposal displaying under “My Proposals”](image)
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](image)

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.](image-url)
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](image1)

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](image2)

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](image)

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

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

   **Note:** If you do not know your password, click the Forgot Your Password? link. You will be prompted to submit your username and the answer to your Security Question. Upon verification, your password will be reset and e-mailed to you.
a. Read the Security Agreement. If you agree to the security agreement, click the I agree to the terms check box. If you do not agree, do not enter the site. Contact the Technical Support if desired. (Technical Support information is displayed in the portal footer)

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

c. In the Password field, enter your password.

d. Click the Sign In button.

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

![Portal Login Example](image-url)

Figure 42: Example of the login page of the BAA Proposal Submission Portal
4. The Submissions Portal Dashboard displays, an example shown below.

![Submissions Dashboard](image)

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](image)

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

16. Important: Different components of the proposal or white paper must be completed before it can be successfully submitted. In the example above, Cover Sheet and White Paper Upload must be completed. If a component is not required, “optional” would display next to the component name.

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

17. If you do not want to continue with the submission process, simply click on the X at the top-corner of the pop-up window to close.
4.3 Complete/Submit a BAA White Paper

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

4.3.1 BAA White Paper/Proposal Cover Sheet

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Number</td>
<td>This field is automatically populated with the proposal number and cannot be edited.</td>
</tr>
<tr>
<td>Topic</td>
<td>This field is automatically populated with the topic and cannot be edited.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Proposal Title</td>
<td>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.</td>
</tr>
<tr>
<td>Company Name</td>
<td>This field is automatically populated with your company’s name and cannot be edited.</td>
</tr>
<tr>
<td>Mailing Address (Line 1)</td>
<td>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.</td>
</tr>
<tr>
<td>Mailing Address (Line 2)</td>
<td>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.</td>
</tr>
<tr>
<td>City</td>
<td>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.</td>
</tr>
<tr>
<td>State &amp; Zip Code</td>
<td>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.</td>
</tr>
<tr>
<td>Phone</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Fax</td>
<td>This field is automatically populated, but you may edit it. Enter your fax number (10 digits) without any hyphens or parentheses, e.g., 5555555555.</td>
</tr>
<tr>
<td>TIN</td>
<td>This field is automatically populated with your company’s TIN and cannot be edited.</td>
</tr>
<tr>
<td>DUNS + 4</td>
<td>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.</td>
</tr>
<tr>
<td>CAGE Code</td>
<td>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.</td>
</tr>
<tr>
<td>SIC</td>
<td>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.</td>
</tr>
<tr>
<td>FICE</td>
<td>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.</td>
</tr>
<tr>
<td>Proposal Contains Proprietary Information</td>
<td>This is a required field. Select your answer of Yes or No.</td>
</tr>
<tr>
<td>Amount Requested (in dollars)</td>
<td>This is a required field. Enter the amount requested.</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>This is a required field. Enter the duration of the project, in months.</td>
</tr>
<tr>
<td><strong>Requested Starting Date</strong></td>
<td>Enter the start date of the project. The required format is mm/dd/yyyy, e.g., 02/14/2011.</td>
</tr>
</tbody>
</table>
| **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.

![Example of BAA Cover Sheet – POC page](image)

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)

![Example of BAA Cover Sheet - Participants page](image)

**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](image)

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)

![Example of BAA Cover Sheet Summary page](image_url)

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](image)

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](image)
4.3.2 Targeted BAA White Paper Upload

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


3. Click the Choose File… button.

![Figure 55: Example of White Paper Upload page](image)

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](image)

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](image)
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](image)

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](image)

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).

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.

![Proposal Upload Page](image)

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.

![Briefing Chart](image)

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.

![Upload Process](image)

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.
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.](image)

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](image)

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.

![Login page image](image)

**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](image)

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).
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:

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.

![Example of the SBIR Proposal Cover Sheet – Company section](image)

Figure 67: Example of the SBIR Proposal Cover Sheet – Company section
Enter information into the fields. Below is a description of each field:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Number</td>
<td>This field is automatically populated with the proposal number and cannot be edited.</td>
</tr>
<tr>
<td>Topic</td>
<td>This field is automatically populated with the topic and cannot be edited.</td>
</tr>
<tr>
<td>Proposal Title</td>
<td>This is a required field. Enter the proposal title. The title may consist of digits, letters, and spaces. Use a maximum of 200 characters.</td>
</tr>
<tr>
<td>Company Name</td>
<td>This field is automatically populated with your company’s name and cannot be edited.</td>
</tr>
<tr>
<td>Mailing Address (Line 1)</td>
<td>This is a required field. The Line 1 mailing address may consist of digits, letters, and spaces. Use a maximum of 100 characters.</td>
</tr>
<tr>
<td>Mailing Address (Line 2)</td>
<td>The Line 2 mailing address may consist of digits, letters, and spaces. Use a maximum of 100 characters.</td>
</tr>
<tr>
<td>City</td>
<td>This is a required field. The city may consist of letters and spaces. Use a maximum of 50 characters.</td>
</tr>
<tr>
<td>State &amp; Zip Code</td>
<td>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.</td>
</tr>
<tr>
<td>Phone</td>
<td>This is a required field. Enter your phone number (10 digits) without any hyphens or parentheses, e.g., 5555555555.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Fax</td>
<td>Enter your fax number (10 digits) without any hyphens or parentheses, e.g., 5555555555.</td>
</tr>
<tr>
<td>TIN</td>
<td>This field is automatically populated with your company’s TIN and cannot be edited.</td>
</tr>
<tr>
<td>DUNS + 4</td>
<td>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.</td>
</tr>
<tr>
<td>CAGE Code</td>
<td>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.</td>
</tr>
<tr>
<td>Proposal Contains Proprietary Information</td>
<td>This is a required field. Select your answer of Yes or No.</td>
</tr>
<tr>
<td>Amount Requested (in dollars)</td>
<td>This field will be populated with information that you will enter on the Cost Proposal form.</td>
</tr>
<tr>
<td>Duration</td>
<td>This is a required field. Enter the duration of the project, in months.</td>
</tr>
<tr>
<td>Requested Starting Date</td>
<td>Enter the start date of the project. The required format is mm/dd/yyyy, e.g., 02/14/2011.</td>
</tr>
<tr>
<td>Have you registered with the company registry at SBIR.gov?</td>
<td>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).</td>
</tr>
</tbody>
</table>
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.

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

| 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. |

Figure 68: Example of the SBIR Proposal Cover Sheet – Company POC page
Enter information into the fields. Below is a description of each field:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td>This field is automatically populated with the information entered during Registration. This is an editable field.</td>
</tr>
<tr>
<td>First Name</td>
<td>This field is automatically populated with the information entered during Registration. This is an editable field.</td>
</tr>
<tr>
<td>Middle Name</td>
<td>This field is automatically populated with the information entered during Registration. This is an editable field.</td>
</tr>
<tr>
<td>Last Name</td>
<td>This field is automatically populated with the information entered during Registration. This is an editable field.</td>
</tr>
<tr>
<td>Title</td>
<td>This field is automatically populated with the information entered during Registration. This is an editable field.</td>
</tr>
<tr>
<td>Phone/Ext.</td>
<td>This field is automatically populated with the information entered during Registration. This is an editable field.</td>
</tr>
<tr>
<td>Fax</td>
<td>This field is automatically populated with the information entered during Registration. This is an editable field.</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>This field is automatically populated with the information entered during Registration. This is an editable field.</td>
</tr>
</tbody>
</table>

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.

Figure 69: SBIR Proposal Cover Sheet – Certification section
Below are more details about the questions to answer.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Answer Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>The Principal Investigator proposed in your proposal is employed by your firm/company at the time of award and during the conduct of research.</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>B</td>
<td>Small Business Concern (SBC)</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>C</td>
<td>Socially and economically disadvantaged SBC</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>D</td>
<td>Woman-owned SBC</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>E</td>
<td>HUB Zone SBC certified by SBA (Determine if your company is located in a HUB Zone)</td>
<td>Select Yes or No. If you are unsure, click the Determine if your company is located in a HUB Zone link.</td>
</tr>
<tr>
<td>F</td>
<td>Student/Faculty Owned SBC</td>
<td>Select Yes or No.</td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>H</th>
<th>As defined in the current solicitation, will any foreign nationals be involved on this project?</th>
<th>Select Yes or No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>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?</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>J</td>
<td>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?</td>
<td>If this is a Phase I proposal, answer Yes or No. If this is not a Phase II proposal, answer N/A.</td>
</tr>
<tr>
<td>K</td>
<td>Has this proposal been submitted to other US Government agencies or their components?</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td></td>
<td>If Yes, list the names of the agency or component and topic number in the space(s) located below the question.</td>
<td></td>
</tr>
<tr>
<td>L. 1.</td>
<td>Is the Phase I project Manufacturing-Related or is the resultant Phase II project Manufacturing-Related?</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td></td>
<td>&quot;Manufacturing-Related&quot; means relating to: manufacturing processes, equipment and systems; or manufacturing workforce skills and protection as defined in Executive Order 13329.</td>
<td></td>
</tr>
</tbody>
</table>
| 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/)? | Select Yes or No.  
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. |
| 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) |
<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Select Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Has your company received Federal &amp; State Technology Partnership Program (FAST) Assistance?</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>Q</td>
<td>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?</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>R</td>
<td>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?</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>S</td>
<td>Is your company majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms?</td>
<td>Select Yes or No.</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checkbox: Check here if you are the Principal Investigator. <em>(This will pre-populate your name, email and phone ONLY.)</em></td>
<td>If check-marked, majority of the fields will pre-populate with Company POC information.</td>
</tr>
<tr>
<td>Salutation, First Name, Middle Name, Last Name, Title, Phone, Fax, and E-mail Address</td>
<td>Enter data OR if the above was check-marked, the data will pre-populate with Company POC information.</td>
</tr>
<tr>
<td>Address (Line1)</td>
<td>This is a required field. Enter the street number and name.</td>
</tr>
<tr>
<td><strong>Address (Line 2)</strong></td>
<td>Enter additional address information, such as apartment, floor, or suite numbers.</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>This is a required field. Enter the city.</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>This field will be automatically populated with the information from the TIN.</td>
</tr>
<tr>
<td><strong>ZIP+4</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Socially and Economically Disadvantaged PI</strong></td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td><strong>Women PI</strong></td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td><strong>Percentage of Time</strong></td>
<td>This is a required field. Enter only numbers.</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checkbox: Check here if to remove this Key Individual</td>
<td>If check-marked, you will not be required to enter any information for the marked individual.</td>
</tr>
</tbody>
</table>

The following fields are only required if you want to enter data in this section.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td>Select from dropdown list.</td>
</tr>
<tr>
<td>First Name</td>
<td>Enter First name.</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Enter Middle Name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Enter Last Name. This is an editable field.</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Position/Title</td>
<td>This field is automatically populated with the information entered during Registration. This is an editable field.</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>This field is automatically populated with the information entered during Registration. This is an editable field.</td>
</tr>
<tr>
<td>Phone/Ext.</td>
<td>This field is automatically populated with the information entered during Registration. This is an editable field.</td>
</tr>
<tr>
<td>% of Effort Individual Will Contribute to the Project</td>
<td>This field is automatically populated with the information entered during Registration. This is an editable field.</td>
</tr>
</tbody>
</table>

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.

![Participants Information page](image)

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.

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

Figure 73: Summary page.
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.
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.
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](image-url)
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
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](image)

   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.
9. On the Summary tab, review the Cost Proposal information.
   
   - If you need to edit information:
     
     a. Click the tab to return to that specific tab.
     
     b. Update the information.
     
     c. Click Save.
     
     d. Click the Summary tab to return to the summary.
   
   - 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."

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.

![Briefing Chart](image)

2. The Briefing Chart Upload page displays.

![Briefing Chart Upload Page](image)

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

![Screen Shot](image.png)

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.

![Screen Shot](image.png)

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.

![Example of SBIR Portal Login](image)

Figure 85: Example of SBIR Portal Login

![Example of Login page](image)

Figure 86: Example of Login page

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.
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.

![Proposal Activity Worksheet](image)

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).
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.

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.
12. Click the *Add Proposal to Activity Worksheet* button.


![Figure 70: Example of the Phase II proposal displaying on the Proposals In Progress section](image)

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](image-url)
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.

![Image showing Manage Proposals page with active proposals](image1)

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).

![Image showing Manage Proposals page with deleted proposal](image2)

Figure 73: Example of the Manage 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).

![Image of the Manage Proposals page with a restored proposal]

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).