

9.0 DHS FY 09.1 PHASE I SBIR CHECKLIST

Page Numbering:

- Number all pages of your proposal consecutively
- Total for each proposal is 25 pages inclusive of cover sheets, technical proposal, cost proposal and resumes
- Beyond the 25-page limit do not send appendices, attachments and/or additional references

Proposal Format:

- Cover Sheet, Technical and Cost proposals MUST be submitted electronically at <https://sbir.dhs.gov>

The Technical Proposal Must Address:

- Identification and Significance of Problem or Opportunity
- Phase I Technical Objectives
- Phase I Work Plan
- Related Work
- Relationship with Future Research and Development
- Commercialization Strategy
- Key Personnel, Resumes
- Facilities/Equipment
- Consultants
- Prior, Current, or Pending Support

Final Checklist:

- The Cover Sheet was prepared on-line
- The Technical Proposal was uploaded
- The Cost Proposal was prepared on-line and shows detailed cost and fee/profit breakout and the total cost and fee/profit are also listed on the Cover Sheet. Ensure the total cost and fee/profit shown on the Cost Proposal matches the cost and fee/profit listed on the cover sheet.
- The Submit Proposal button was selected to transmit the Proposal to DHS and time stamp the Proposal
- Email confirmation of the receipt of your Proposal was received
- Website Help Desk 1-800-754-3043