



# DSIP

# Defense SBIR/STTR Innovation Portal

## DoD SBIR/STTR Proposal Submissions

Training Webinar

January 9, 2020

# Today's Speakers



**DSIP**  
Defense SBIR/STTR  
Innovation Portal



**Susan Celis**  
SBIR/STTR Program Manager



**Kasey Morrow**  
Training Facilitator



**Jennifer Eng**  
Technical Team Representative

# Agenda



- Introduction
- Significant Changes
- DSIP Walkthrough Proposal Submissions
- FAQs
- Help, Support and Reminders
- Q&A

# Introduction





# Significant Changes in DSIP

To help you with the new system, we will walk through the changes you will experience in the new DSIP

# Significant Changes



- Firm Information
  - Separated from proposal forms so you only have to complete once
  - Firm Details, Firm Certifications, and Audit Information
- New URL to log in
  - <https://www.dodsbirsttr.mil/submissions/login>
- Registration Changes
  - Migrated User accounts from the prior system – Reset Passwords
  - Must register new accounts to the new DSIP
- Volume I Cover Sheet streamlined
  - Similar information grouped together
  - Proposal Summary, Proposal Certification, Contact Information
- Volume IV – Company Commercialization Report
  - Not yet captured in DSIP and will not be required for 20.1 and 20.A

# Form Changes



- **Volume I – Contact Information**
  - Easily add contacts from your existing list of registered users.
- **Volume II – Technical Volume**
  - View related BAA instructions for the related component and topic on the upload page.
  - Automatic count of pages to help you determine if you've exceeded page limit.
- **Volume III – Cost Volume**
  - More details on next slide
- **Volume IV – CCR**
  - Not required in current BAAs
- **Volume V Supporting Documents**
  - Streamlined to show only what is relevant for the related BAA/Component.
  - Grouped by type and clearly labeled which are required, if any.

# Volume III – Cost Volume Changes



- **Proposal Budget Overview**
  - Select only the parts of your budget that are relevant to you
- **Cost Volume Tailored to BAA**
  - The template is tailored to the relevant BAA/Component
- **Review Page**
  - Review page allows you to easily track your progress and budget
- **Running Budget Total**
  - View your running budget total at the top of all sections



# System Walkthrough

High-level walk-through and demo of DSIP

# System Walkthrough



- Registration
- Submissions Landing Page
- Firm Forms
- Starting a new Proposal
  - Proposal Landing Page
  - Volume I – Cover Sheet
  - Volume II – Technical Volume
  - Volume III – Cost Volume
- Certify Proposal

# Registration



- Returning Users login
- First-time users register their SBC
- Additional users register to an existing SBC

# Registration – Returning Users



The screenshot shows the DSIP login page. At the top, there is a navigation bar with the DSIP logo, the text "Defense SBIR/STTR Innovation Portal", and a "Proposal Submissions" link. A blue callout bubble on the right side of the page points to the text "Active BAAs". Below the navigation bar, a yellow box contains the text "Click here for active Broad Agency Announcements." A blue callout bubble on the left side of the page points to the "Login" button. At the bottom of the page, there is a "Forgot Username or Password" link. A blue callout bubble at the bottom right points to this link.

Active BAAs

Click here for active Broad Agency Announcements.

Welcome to the DSIP (Defense SBIR/STTR Innovation Portal)!

First visit? We've created an in-depth [Learning & Support](#) section to guide you through the elements of the Innovation Portal and the submission process.

If you already have a Submissions account, you can log in using your existing credentials. If you don't remember your username and/or password, you can recover them [here](#)

Login

Forgot Username or Password

Username

Password

[NEW USER REGISTRATION](#) [LOGIN](#)

[Forgot Username or Password](#)

# Registration – First-time Users



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

**New User Registration**

Click here for active Broad Agency Announcements.

First visit to DSIP but prior user in the previous DoD Submissions Portal? We've imported your Submissions account into DSIP, so you can use your same username to log in. Please click [Forgot Username or password](#) and follow the steps to set up your new password and get started in DSIP.

Welcome to the DSIP (Defense SBIR/STTR Innovation Portal)!

First visit? We've created an in-depth [Learning & Support](#) section to guide you through the elements of the Innovation Portal and the submission process.

If you already have a Submissions account, you can log in using your existing credentials. If you don't remember your username and/or password, you can recover them [here](#)

Username

Password

[NEW USER REGISTRATION](#) [LOGIN](#)

[Forgot Username or Password](#)

# Registration – First-time Users



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

 **DSIP** Defense SBIR/STTR  
Innovation Portal

Proposal Submissions

### Registration - Small Business Concern (SBC)

You need your Small Business Concern's (SBC) DUNS to register.

**DUNS**

Enter your SBC's DUNS ?

Enter your DUNS

**Continue**

# Registration – First-time Users



**First-time users**

**DSIP** Defense SBIR/STTR  
Innovation Portal  
Proposal Submissions

[Back](#)

**Registration - Small Business Concern (SBC)**

*You provided: DUNS: 345345456*

*Looks like this is the first time you are participating in the DoD SBIR/STTR Program.  
Welcome!*

Before you proceed with your small business's registration, read this important information:

You will be designated as the **Firm Admin** for the DoD SBIR/STTR Program. This role lets you:

- Create the **Firm PIN** and control access for your SBC users.
- Complete Firm information forms (Firm Registration Information, Firm Certifications, Audit Information, etc.)

You will be required to provide your Firm's Tax ID and CAGE Code prior to contract award, but they are not needed to either create a Firm or to start a proposal.

If this is not correct, try a new search:

Enter your SBC's DUNS

Enter your DUNS

**OR**

**Proceed with Registration**

[Proceed with Registration](#)

[Search](#)

# Registration – First-time users



# DSIP

Defense SBIR/STTR  
Innovation Portal

## Firm Information

**Firm  
rmation**

**DSIP** Defense Small Business  
Investment Program  
Principal Submissions

## Registration - Small Business Concern (SBC)

Let's get started with some information about your Firm.

**NOTE:** Do not register yourself more than once.

\* denotes required information

---

**Firm Name \*** \_\_\_\_\_

**Tax ID** \_\_\_\_\_

Please do not provide SSN as Tax ID.

*Tax ID and CAGE Code are required prior to contract award but are not needed to either create a firm or to start a proposal.*

**DUNS + 4 \***  
345345456-\_\_\_\_\_

**CAGE Code** \_\_\_\_\_

**Address \*** \_\_\_\_\_

**City \*** \_\_\_\_\_

**State \*** \_\_\_\_\_

**ZIP +4 \*** \_\_\_\_\_

**Phone \*** \_\_\_\_\_

**Company Website** \_\_\_\_\_

Small Business Concern (SBC)

Please do not provide SSN as Tax ID.

*Tax ID and CAGE Code are required prior to contract award but are not needed to either create a firm or to start a proposal.*

**CAGE Code** \_\_\_\_\_

**Address \*** \_\_\_\_\_

**City \*** \_\_\_\_\_

**State \*** \_\_\_\_\_

**ZIP +4 \*** \_\_\_\_\_

**Phone \*** \_\_\_\_\_

**Company Website** \_\_\_\_\_

**Small Business Concern (SBC)**

**DSIP** Defense Small Business  
Investment Program  
Principal Submissions

**Continue**

# Registration – First-time users



**Personal Information**

**Registration - Small Business Concern (SBC)**

**Firm Information**

Firm	REI
Name	
Address	Road
Sterling, Alabama 20148-2323	

**Personal Information**

Pr... ▾ First Name \*

Last Name \*  Suffix

*The DoD SBIR/STTR Innovation Portal (DSIP) requires users to create a username that they will use to access the system. You can enter your email address as your username, but please note that you will not be able to make changes to your username after completing registration.*

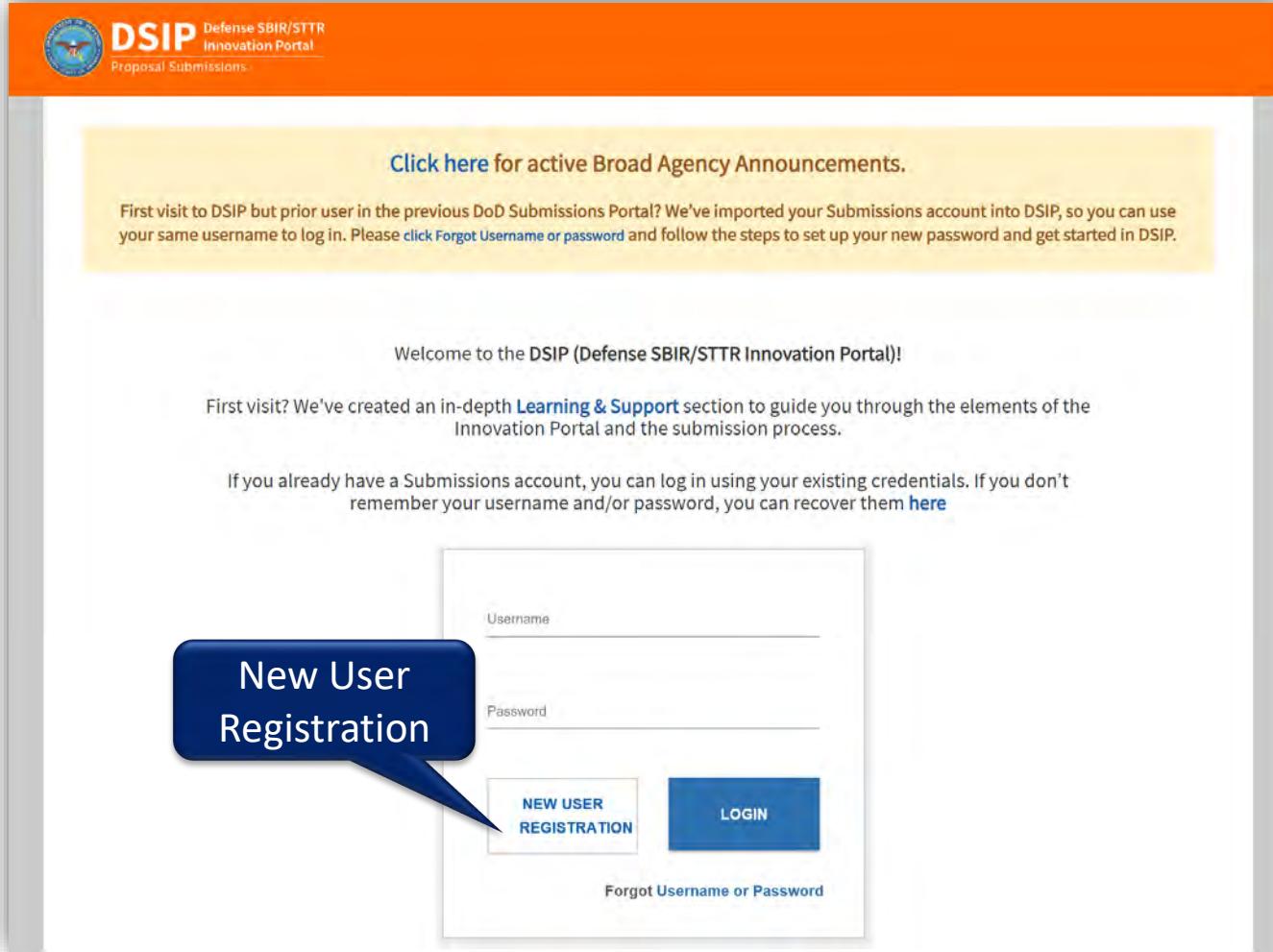
Username \*

Email Address \*

Phone \*

Fax

# Registration – Additional users



DSIP Defense SBIR/STTR Innovation Portal  
Proposal Submissions

Click here for active Broad Agency Announcements.

First visit to DSIP but prior user in the previous DoD Submissions Portal? We've imported your Submissions account into DSIP, so you can use your same username to log in. Please [click](#) [Forgot Username or password](#) and follow the steps to set up your new password and get started in DSIP.

Welcome to the DSIP (Defense SBIR/STTR Innovation Portal)!

First visit? We've created an in-depth [Learning & Support](#) section to guide you through the elements of the Innovation Portal and the submission process.

If you already have a Submissions account, you can log in using your existing credentials. If you don't remember your username and/or password, you can recover them [here](#)

Username

Password

[NEW USER REGISTRATION](#) [LOGIN](#)

[Forgot Username or Password](#)

**New User Registration**

# Registration – Additional Users



**Firm information**

**DSIP Defense SBIR/STTR Innovation Portal**  
Proposal Submissions

**Back**

**Registration - Small Business Concern (SBC)**

**You provided: DUNS: 456123464**

**Looks like your Firm has already been registered with the DoD SBIR/STTR Program.**

**Registered Firm**

Contact your Firm Admin to get the Firm PIN in order to proceed with creating a user account

**Firm**  
**Name:** REI  
**Address:** Road  
Sterling, CO 20148-4564

**Firm Admin:**  
James Maddison  
(301)000-0000  
min.namkoong@reisystems.com

If this is not correct, try a new search:

Enter your SBC's DUNS ?

**Firm PIN**

Enter the Firm's Personal Identification Number to continue with registration.

**PIN**

**Continue** **Search**

# Registration – Additional users



## Firm Information

**Registration - Small Business Concern (SBC)**

Let's get started with some information about your Firm.

**NOTE:** Do not register yourself more than once.  
\* denotes required information

**Firm Name \*** \_\_\_\_\_

**Tax ID** \_\_\_\_\_  
Please do not provide SSN as Tax ID.

*Tax ID and CAGE Code are required prior to contract award but are not needed to either create a firm or to start a proposal.*

**DUNS + 4 \***  
345345456-\_\_\_\_\_ i

**CAGE Code** \_\_\_\_\_ i

**Address \*** \_\_\_\_\_

**City \*** \_\_\_\_\_

**State \*** \_\_\_\_\_

**ZIP +4 \*** \_\_\_\_\_ i

**Phone \*** \_\_\_\_\_

**Company Website** \_\_\_\_\_

**Small Business Concern (SBC)**

**Tax ID** \_\_\_\_\_  
Please do not provide SSN as Tax ID.

*Tax ID and CAGE Code are required prior to contract award but are not needed to either create a firm or to start a proposal.*

**CAGE Code** \_\_\_\_\_ i

**State \*** \_\_\_\_\_ i

**ZIP +4 \*** \_\_\_\_\_ i

**Company Website** \_\_\_\_\_

**Confirm Firm Info** \_\_\_\_\_

**Continue**

# Registration – Additional users



**Personal Information**

**Registration - Small Business Concern (SBC)**

**Firm Information**

Firm Name	REI
Address	Road Sterling, Alabama 20148-2323

**Personal Information**

Pr... ▾ First Name \* Last Name \* Suffix

*The DoD SBIR/STTR Innovation Portal (DSIP) requires users to create a username that they will use to access the system. You can enter your email address as your username, but please note that you will not be able to make changes to your username after completing registration.*

Username \* Email Address \*

Phone \* Fax



## Check Point #1

**Question:** What information do you need to register an account with an existing firm?

# Check Point #1 – Answer



**Question:** What information do you need to register an account with an existing firm?

**Answer:** Firm DUNS and Firm PIN

# Submissions Landing Page



- Track information in the dashboard
  - Top Navigation bar
  - Firm Information Dashboard
  - Recent Activity
- Manage Proposals

# Top Navigation Bar



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

The screenshot shows the DSIP homepage with the following navigation structure:

- Top Navigation Bar:** DSIP Defense SBIR/STTR Innovation Portal, HOME, FIRM INFORMATION, MY PROPOSALS, JM (dropdown menu)
- Homepage Content:** Firm Information progress bar (100% completed), Firm Registration, Recent Activity (BUDGET FORM, T19B-001-0004)
- Central Navigation:** DSIP Defense SBIR/STTR Innovation Portal, Proposal Submissions, HOME, FIRM INFORMATION, MY PROPOSALS, JM (dropdown menu)
- Bottom Content:** DoD SBIR 2020.1 (2 proposals, 2 In Progress, 0 Ready to Certify, 0 Submitted), START NEW PROPOSAL button, N201-004-0004 - ISAR Imaging Target Recognition (Phase I, NAVY, IN PROGRESS (0%), last modified 11/26/2019), A2D-0004 - IFF Panel with LWIR Wavelengths (Direct to Phase II, ARMY, IN PROGRESS (0%), last modified 11/26/2019), DoD STTR 2020.A (0 proposals, 0 In Progress, 0 Ready to Certify, 0 Submitted), START NEW PROPOSAL button.

Blue callout boxes with white text point to specific features:

- Homepage
- My Proposals
- Firm Forms
- User Profile

# Firm Information Dashboard



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

Progress Bar

Firm Information



38%  
COMPLETED

Audit Information



100%



Firm Registration  
Information



15%



Firm  
Certifications



0%



Audit  
Information

Firm Registration  
Information

Firm Certifications

# Recent Activity



**Recent Activity**

**Now** **BUDGET FORM - DIRECT LABOR**  
H201-002-0017-Acute Radiation  
LAST ACCESSED: 01/08/2020 1:21 PM ET

**Now** **BUDGET FORM**  
H201-002-0017-Acute Radiation  
LAST ACCESSED: 01/08/2020 1:51 PM ET

**Activity**

**Proposal**

**Last Accessed Date**

The screenshot shows the DSIP portal interface. At the top, there's a navigation bar with the DSIP logo, 'HOME', 'FIRM INFORMATION', 'MY PROPOSALS', and a user icon 'JM'. A note below the navigation says: 'Note: You must click "Submit" on each of your Firm-level forms (Firm Registration Information, Firm Certifications, Audit Information) to mark them as 100% complete. You may make updates to these forms prior to submitting. If there are no updates, you can simply click the "Submit" button for each form.' The main area has a 'Recent Activity' sidebar on the right showing two 'BUDGET FORM' entries and one 'CERTIFY' entry. The main content area displays a 'Recent Activity' grid with columns for 'Status', 'Title', 'Last Accessed', and 'Last Accessed Date'. The grid shows several entries, including 'BUDGET FORM' and 'CERTIFY' entries for various projects like 'H201-002-0017-Acute Radiation' and 'A130-102-0094-Inspection of Explos...'. The 'Status' column indicates the progress of each proposal, such as 'IN PROGRESS (0%)' or 'SUBMITTED'. A 'START NEW PROPOSAL' button is visible in the bottom right of the grid area.

# Manage Proposals



## Phase I & Direct to Phase II Proposals Tab

Phase I & Direct to Phase II Proposals

Phase II Proposals

Archived Proposals

SBIR BAA

DoD SBIR 2020.1  
2 Proposal(s) | Due 12/18/2019

2  
In Progress

0  
Ready to Certify

0  
Submitted

START NEW PROPOSAL

Proposal

N201-004-0004 - ISAR Imaging Target  
Initiation  
Last modified: 11/26/2019 · 1:03 PM ET

Phase I  
Created: 11/26/2019

NAVY  
IN PROGRESS (0%)



A2D-0004 - IFF Panel with LWIR Wavelengths  
Last modified: 11/26/2019 · 1:01 PM ET

Direct to Phase II  
Created: 11/26/2019

ARMY  
IN PROGRESS (0%)



DoD STTR 2020.A  
0 Proposal(s) | Due 12/18/2019

0  
In Progress

0  
Ready to Certify

0  
Submitted

START NEW PROPOSAL

STTR BAA

# Manage Proposals



Phase I & Direct to Phase II Proposals      Phase II Proposals      Archived Proposals

Status      Start New Proposal

DoD SBIR 2020.1  
2 Proposal(s) | Due 12/18/2019      2 In Progress      0 Ready to Certify      0 Submitted      START NEW PROPOSAL

**N201-004-0004 - ISAR Imaging Target Recognition**  
Last modified: 11/26/2019 · 1:03 PM ET      Phase I      NAVY      IN PROGRESS (0%)     

**A2D-0004 - IFF Panel with LWIR Wavelengths**  
Last modified: 11/26/2019 · 1:01 PM ET      Direct to Phase II      ARMY      IN PROGRESS (0%)     

DoD STTR 2020.A  
0 Proposal(s) | Due 12/18/2019      0 In Progress      0 Ready to Certify      0 Submitted      START NEW PROPOSAL

Proposal Actions



## **Firm Forms can only be completed by the Firm Admin!**

- Access the Firm Forms
- Firm Registration Information
- Firm Certifications
- Audit Information
- Completed Forms

# Accessing Firm Forms



**Drop-down Menu**

Note: You must click "Save" to make any necessary updates to these forms prior to submission. If there are any errors, they will be highlighted in red.

**Firm Information**

389 CONTRACTS

100% Firm Registration Information

15% Firm Certifications

0% Audit Information

**FIRM INFORMATION**

Firm Registration Information  
Firm Certifications  
Audit Information

**MY PROPOSALS**

is, Audit Information) to mark them as 100% complete. You may "Submit" button for each form.

**Firm Information Links**

LAST ACCESSED: 01/08/2020 12:52 PM ET

Now AUDIT INFORMATION FORM  
REI Systems  
LAST ACCESSED: 01/08/2020 12:36 PM ET

Phase I & Direct to Phase II Proposals

Phase II Proposals

Archived Proposals

# Firm Registration Information



Firm Information      Personal Information      Change Password

Firm Name: REI Systems

Tax ID: \_\_\_\_\_

*Tax ID and CAGE Code are required prior to contract award but are not needed to either create a firm or to start a proposal.*

DUNS +4: 608999520-\_\_\_\_\_

CAGE Code: 44444

Address: 14325 Willard Road Suite 200

City: Chantilly

State: Virginia

ZIP +4: 20151-\_\_\_\_\_

Phone: \_\_\_\_\_

Company Website: <http://www.reisystems.com>

Non-Firm Admin  
Read-only

# Firm Registration Information



## Firm Admin – Firm Registration Information

**Firm Information** **Personal Information** **Active/Inactive Users** **Firm PIN** **Change Password**

Firm Name  
DODSUBTEST LLC.

Tax ID  
*Tax ID and CAGE Code are required prior to contract award but are not needed to either create a firm or to start a proposal.*

TAX ID

DUNS + 4 \*  
888000000-\_\_\_\_\_

CAGE Code  
53453

Address \*  
99-10 00th Ave.

City \*  
Queens

State \*  
Maryland

ZIP +4 \*  
12340-9876

Phone \*  
(543) 543-5435

Company Website  
REI.com

**Submit**

# Firm Certifications



Tab & Status

Instruction

- Firm Certifications
- Audit Information

## FIRM CERTIFICATIONS

25%

## AUDIT INFORMATION

0%

### FIRM CERTIFICATIONS

Please read carefully the following certification statements. The Federal government relies on the information to determine whether the business is eligible for a Small Business Innovation Research (SBIR) Program award. A similar certification will be used to ensure continued compliance with specific program requirements during the life of the funding agreement. The definitions for the terms used in this certification are set forth in the Small Business Act, SBA regulations (13 C.F.R. Part 121), the SBIR Policy Directive and also any statutory and regulatory provisions referenced in those authorities.

If the funding agreement officer believes that the business may not meet certain eligibility requirements at the time of award, they are required to file a size protest with the U.S. Small Business Administration (SBA), who will determine eligibility. At that time, SBA will request further clarification and supporting documentation in order to assist in the verification of any of the information provided as part of a protest. If the funding agreement officer believes, after award, that the business is not meeting certain funding agreement requirements, the agency may request further clarification and supporting documentation in order to assist in the verification of any of the information provided.

Even if correct information has been included in other materials submitted to the Federal government, any action taken with respect to this certification does not affect the Government's right to pursue criminal, civil or administrative remedies for incorrect or incomplete information given in the certification. Each person signing this certification may be prosecuted if they have provided false information.

**Note:** You will only have to fill these out once each year (per Solicitation period), regardless of the number of proposals submitted.

**The undersigned has reviewed, verified and certifies that:**

\*1. Does your business concern meet the ownership and control requirements in [13 C.F.R. §121.702](#).

Yes

No

Questions

# Firm Certifications



Signature

Title

Printed Name	Signature	Title	Business Name	Date
Al	<hr/> <hr/>		REI Systems	12/12/2019

Signature is required. Title is required.

[Back](#) [Save](#) [Save & Continue](#) [Submit](#)

Submit

# Audit Information



Tab & Status

FIRM CERTIFICATIONS      AUDIT INFORMATION

25%      0%

**AUDIT INFORMATION**

Note: The designated Firm Admin, typically the first person to register your firm, is the only individual authorized to update the form identified below.

\*Has your Firm ever had a DCAA review?

Yes       No

Question

Submit

Back      Save      Save & Continue      Submit

# Completed Firm Forms



Progress bar -  
100% Completed





Let's see what it looks like!



## Check Point #2

**Question:** Who can edit the Firm Forms?

# Check Point #2 – Answer



**Question:** Who can edit the Firm Forms?

**Answer:** The Firm Admin



## Check Point #3

**Question:** How many Firm Forms is the Firm Admin required to complete?

# Check Point #3 – Answer

**Question:** How many Firm Forms is the Firm Admin required to complete?

**Answer:** 3: Firm Registration Information, Firm Certifications and Audit Information

# Starting a new Proposal

- Proposal Landing Page
- Volume I – Cover Sheet
- Volume II – Technical Volume
- Volume III – Cost Volume

Some components may additionally require Volume V: Supporting Documents and Volume VI: Fraud, Waste and Abuse Training Certification.

# Proposal Landing Page



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

The screenshot shows the DSIP (Defense SBIR/STTR Innovation Portal) landing page. At the top, there is a navigation bar with links for HOME, FIRM INFORMATION, and MY PROPOSALS, and a timer indicating 'SUBMISSION CLOSES IN 03 DAYS 11:55:35'. A dropdown menu for 'JD' is also present. Below the navigation, a note states: 'Note: You must click "Submit" on each of your Firm-level forms (Firm Registration Information, Firm Certifications, Audit Information) to mark them as 100% complete. You may make any necessary updates to these forms prior to submitting. If there are no updates, you can simply click the "Submit" button for each form.' A section for 'Archived BAAs' is also shown.

The main content area displays a proposal for 'DoD 2019.2: A192-102-0004 - Inspection of Explosives' (Phase: Phase I, Program: SBIR, Component: ARMY). The proposal information is summarized in a grid:

Category	Progress (%)	Description
VOL I - Proposal Summary	99%	
VOL I - Proposal Certification	0%	
VOL I - Contact Information	0%	
VOL II - Technical Volume	0%	
VOL III - Cost Volume	0%	
VOL V - Supporting Documents	0%	
VOL VI - Training Certification	0%	

A 'Certify Proposal' button is located on the right side of this section. Below this, there are three main sections: 'My Proposals', 'Firm Information', and 'Recent Activity'.

**My Proposals** (Left): Lists four proposals:

- C192-002-0020 Contaminated Equipment (Last Modified: 11/15/2019 1:18 PM ET)
- N2-0009 Navy drone tech (Last Modified: 11/15/2019 12:44 PM ET)
- L2-0003 Technology Research (Last Modified: 11/15/2019 12:42 PM ET)
- F2-0004 Integrated Engine of Intelligent Systems (Last Modified: 11/15/2019 12:45 PM ET)

**Firm Information** (Middle): Shows a progress bar at 33% completed. It includes a placeholder for the firm admin (Mike Jackson) and contact information (PHONE: 3010000000, EMAIL: M.jackson@reisystem.com).

**Recent Activity** (Right): Lists recent actions:

- CERTIFY**: A192-102-0004-Inspection of Explos... (Last Accessed: 11/21/2019 4:36 PM ET)
- FRAUD, WASTE, AND ABUSE TRAINING AND CERTIFICATION**: A192-102-0004-Inspection of Explos... (Last Accessed: 11/21/2019 4:36 PM ET)
- CERTIFY**: A192-102-0004-Inspection of Explos... (Last Accessed: 11/21/2019 4:36 PM ET)
- TECHNICAL VOLUME**: A192-102-0004-Inspection of Explos... (Last Accessed: 11/21/2019 4:36 PM ET)
- PROPOSAL SUMMARY FORM**: A192-102-0004-Inspection of Explos... (Last Accessed: 11/21/2019 4:33 PM ET)

My Proposals

Dashboard

Recent Activity

Certify Proposal

Firm Information

# Volume I – Cover Sheet (Proposal Summary)



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

Proposal Details

Progress Bar

DoD SBIR 2020.1: A201-006-0004 - Artificial Intelligence for Emergency

Phase: Phase I | Program: SBIR | Component: ARMY



0%  
COMPLETED



FIRM FORMS



**VOL I - COVER SHEET**



VOL II -  
TECHNICAL  
VOLUME



VOL III - COST  
VOLUME



VOL V -  
SUPPORTING  
DOCUMENTS



VOL VI -  
TRAINING  
CERTIFICATION



CERTIFY



VOL I - Cover Sheet (0%)

VOL I - Proposal Summary (0%)

VOL I - Proposal Certification (0%)

VOL I - Contact Information (0%)

VOL II - Technical Volume (0%)

## PROPOSAL SUMMARY

*The Proposal Summary, including the Technical Abstract, is public information and may be disclosed. Do not include proprietary or ITAR restricted information in this form.*

Complete each section of the form below a

Questions

\*Proposed Base Duration (in months)

Sub-tabs

# Volume I – Cover Sheet (Proposal Certifications)



**PROPOSAL CERTIFICATIONS**

Selected Principal Investigator/Project Manager

\*1. At a minimum, will two-thirds of the research and/or analytical work in Phase I be carried out by your small business as defined by [13 C.F.R §§ 701-705](#)?

Yes  No

\*2. Is primary employment of the principal investigator with your firm as defined by [13 C.F.R §§ 701-705](#)?

Yes  No

\*3. During the performance of the contract, the research/research and development will be performed in the United States.

Yes  No

\*4. During the performance of the contract, the research/research and development will be performed at the offeror's facilities by the offeror's employees except as otherwise indicated in the technical proposal.

Yes  No

Questions

# Volume I – Cover Sheet (Contact Information)



FIRM FORMS	<b>VOL I - COVER SHEET</b>	VOL II - TECHNICAL VOLUME	VOL III - COST VOLUME	VOL V - SUPPORTING DOCUMENTS	VOL VI - TRAINING CERTIFICATION	CERTIFY
0 %	0 %	0 %	0 %	0 %	0 %	0 %

**CONTACT INFORMATION**

Provide Contact Information for:

- Corporate Official (CO)
- Principal Investigator (PI)
- Authorized Contract Negotiator (ACN)

**Assign Contact**

Contact Type	Contact Details	Actions
* Corporate Official	Unassigned	<a href="#">Assign CO</a>
* Principal Investigator	Unassigned	<a href="#">Assign PI</a>
Authorized Contract Negotiator	Unassigned	<a href="#">Assign ACN</a>

[Back](#) [Save & Continue](#) [Submit](#)

**Submit**

# Volume II – Technical Volume



Instructions Based on  
the Component

Vol. I: Cover Sheet (0%)
Vol. II - Technical Volume (0%)
Vol. III - Cost Volume (0%)

## TECHNICAL VOLUME

The Technical Volume has a 20-page limit including: table of contents, pages intentionally left blank, references, letters of support, appendices, technical portions of subcontract documents (e.g., statements of work and resumes) and any other attachments. Do not duplicate the electronically generated Cover Sheets or put information normally associated with the Technical Volume in other sections of the proposal as these will count toward the 20-page limit.

...

[Read more](#)

\*Upload the Technical Volume here.

Drag & Drop File(s) here to Upload



Upload

or

Select File(s) to Upload

Expand the  
Instructions

NOTE: The maximum file size permitted is 15 MB. The allowed file format(s): pdf.

[Back](#)

[Save](#)

[Save & Continue](#)

[Submit](#)

# Volume III – Cost Volume



- Standard Components
  - Direct Labor
  - Overhead
  - G&A
  - Profit Rate/Cost Sharing
- Select Components
  - Subcontractors/Consultants
  - Other Direct Costs (ODCs)
- Review Page

# Cost Volume – Standard Components



Max Budget

Vol. I: Cover Sheet (0%)

Vol. II - Technical Volume (0%)

Vol. III - Cost Volume (0%)

Direct Labor (0%)

Overhead (0%)

G&A (0%)

Profit Rate / Cost Sharing (0%)

Review

## COST VOLUME

Budget Allocated  
\$0.00 / \$250,000.00

Companies submitting a Phase I proposal under this BAA must complete the Cost Volume using the on-line form, within a total cost not to exceed \$250,000 over a period of up to six months.

Below are the standard components of your proposal budget.

Direct Labor Overhead G&A Profit Rate / Cost Sharing

Standard Component

# Cost Volume - Select Components



Do any of these additional components apply to your proposed research? Select the applicable component(s) and save your updates.

**Note:** Once saved, the selected components will be added to the proposal budget form and to the left menu for navigation.

Subcontractors /  
Consultants

Materials

Supplies

Equipment

Travel

TABA

Other

ODCs

# Cost Volume – Profit Rate/Cost Sharing



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

**Budget**

Budget Allocated  
\$0.00 / \$250,000.00

Profit: \$0.00 | Cost Sharing: - \$0.00

Companies submitting a Phase I proposal under this BAA must complete the Cost Volume using the on-line form, within a total cost not to exceed \$250,000 over a period of up to six months.

**Cost Sharing**

**\*Cost Sharing** i  
- \$

Please provide details below on cost-sharing calculations if desired.

Costs-Sharing Explanation.

**Profit Rate**

**\*Profit Rate** i  
%

Please provide details below on profit calculations if desired.

Profit Explanation.

**Back** **Save** **Save & Continue**

# Cost Volume – Review Page



**COST VOLUME**

**Budget Review**

**Budget Allocated**  
**\$8,508.69 / \$250,000.00**

[Download as PDF](#)

Category	Status	Progress	Allocated Amount	Action
Direct Labor	Completed (100%)		\$2,501.07	<a href="#">Edit</a> <a href="#">View</a>
Overhead	Completed (100%)		\$1,250.54	<a href="#">Edit</a> <a href="#">View</a>
G&A	Completed (100%)		\$2,000.86	<a href="#">Edit</a> <a href="#">View</a>
Subcontractors / Consultants	Incomplete	Not Started (0%)	\$0.00	<a href="#">Edit</a> <a href="#">View</a>
ODC-Materials	Incomplete	Not Started (0%)	\$0.00	<a href="#">Edit</a> <a href="#">View</a>
ODC-Summary	Incomplete	Not Started (0%)	\$0.00	<a href="#">Edit</a> <a href="#">View</a>
Profit Rate / Cost Sharing	Completed (100%)		Profit: \$2,836.23 Cost Sharing: - \$80.00	<a href="#">Edit</a> <a href="#">View</a>

**Download**

**Status**

[Back](#)

[Submit](#)



Let's see what it looks like!



## Check Point #4

**Question:** Are Other Direct Costs a standard budget component?

# Check Point #4 – Answer



**Question:** Are Other Direct Costs a standard budget component?

**Answer:** No. They are in the optional components that you can select.

# Certify Proposal



- How to Certify
- Certify Page
- Requesting CO Certification
- Certify Proposal

# How to Certify



The screenshot shows the DSIP portal interface. At the top, there is a navigation bar with links for 'HOME', 'FIRM INFORMATION', 'MY PROPOSALS', and a timer indicating 'SUBMISSION CLOSES IN 03 DAYS 11:55:35'. A dropdown menu for 'JD' is open. A note on the left says: 'Note: You must click "Submit" on each of your Firm-level forms (Firm Registration Information, Firm Certifications, Audit Information) to mark them as 100% complete. You may make any necessary updates to these forms prior to submitting. If there are no updates, you can simply click the "Submit" button for each form.' Below this, a section for 'Archived BAAs' is shown. The main content area displays 'Proposal Information' with a progress bar at 99% completed. It lists several sections: VOL I - Proposal Summary (99%), VOL I - Proposal Certification (0%), VOL I - Contact Information (0%), VOL II - Technical Volume (0%), VOL III - Cost Volume (0%), VOL V - Supporting Documents (0%), and VOL VI - Training Certification (0%). On the right, a large blue box titled 'Certify Proposal' contains the text 'CORPORATE OFFICIAL' and 'Bing Chandler'. A red exclamation mark icon is on the right with the text 'READY TO CERTIFY'. A blue speech bubble with a white pencil icon and the word 'Edit' is positioned above the 'Certify Proposal' box. Another blue speech bubble with the text 'Ready to Certify' is positioned to the right of the 'CORPORATE OFFICIAL' text. The bottom of the screen shows sections for 'My Proposals', 'Firm Information' (with a 33% completed status), and 'Recent Activity'.

# Certify Page



100% Completed

Ready to Certify

## DoD SBIR 2020.1: A201-006-0004 - Artificial Intelligence for Emergency

Phase: Phase I | Program: SBIR | Component: ARMY

100%  
COMPLETED

! READY TO  
CERTIFY



- VOL I - Cover Sheet (100%)
- VOL II - Technical Volume (100%)
- VOL III - Cost Volume (100%)
- VOL V - Supporting Documents (100%)
- VOL VI - Training Certification (100%)

### CERTIFY

It looks like your is ready to be certified! 1 certification is required before you can submit this . You can see the status of those certifications, as well as the certifier details below.

Corporate Official

- I am the CO
- I am authorized to certify the on behalf of the CO
- Request certification from the CO ( contact )

Certifier Details

Proceed

Note: If the proposal owner assigned themselves as the Corporate Official, the first radio button will be available.

# Request CO Certification



Corporate Official	<input type="radio"/> I am the CO <input type="radio"/> I am authorized to certify the proposal on behalf of the CO <input checked="" type="radio"/> Request certification from the CO (H M)	
--------------------	--	--

**Proceed**

Please verify the information below for the individual who will be certifying as the Corporate Official (CO). Once verified, click 'Notify' and we'll contact your CO via email to certify the Proposal. We'll also notify you once the CO has certified it.

Name H M  
Role Corporate Official  
Phone (301) 000-0000  
email test@test.com

**Notify the CO**

**Notify**

**CO Contact**

# Certify Proposal



**CERTIFY PROPOSAL**

Please review the components of your proposal package below. If you are ready, go ahead and certify. If you see something changed, you can go back and edit before you certify.

**VOL I - Cover Sheet (100%)**

**VOL II - Technical Volume (100%)**

**VOL III - Cost Volume (100%)**

**VOL V - Supporting Documents (100%)**

**VOL VI - Training Certification (100%)**

**VOL I - Cover Sheet**

[Download PDF](#) or [Download HTML](#)

**VOL II - Technical Volume**

Name	Last Modified	File Size	Actions
newsletter2.pdf	Nov 15, 2019	1.053 MB	

**VOL III - Cost Volume**

[Download PDF](#) or [Download HTML](#)

**VOL V - Supporting Documents**

[Download PDF](#) or [Download HTML](#)

**VOL VI - Training Certification**

[Download PDF](#) or [Download HTML](#)

**Expand**

**Download**

# Certify Proposal



## Certifications

- The Offeror will notify the Federal agency immediately if all or a portion of the work proposed is subsequently funded by another Federal agency.
- I understand that the information submitted may be given to Federal, State and local agencies for determining violations of law and other purposes.
- I am an officer of the business concern authorized to represent it and sign this certification on its behalf. By signing this certification, I am representing on my own behalf, and on behalf of the business concern that the information provided in this certification, the application, and all other information submitted in connection with this application, is true and correct as of the date of submission. I acknowledge that any intentional or negligent misrepresentation of the information contained in this certification may result in criminal, civil or administrative sanctions, including but not limited to: (1) fines, restitution and/or imprisonment under 18 U.S.C. §1001; (2) treble damages and civil penalties under the False Claims Act (31 U.S.C. Sect 3729 et seq.); (3) double damages and civil penalties under the Program Fraud Civil Remedies Act (31 U.S.C. Sect 3801 et seq.); (4) civil recovery of award funds, (5) suspension and/or debarment from all Federal procurement and non-procurement transactions (FAR Subpart 9.4 or 2 C.F.R. part 180); and (6) other administrative penalties including termination of SBIR/STTR awards.

Download the entire package



[Click here to download your entire proposal package as a ZIP file.](#)

- I have reviewed this proposal and certify that all the information is accurate

**Certify**



Let's see what it looks like!



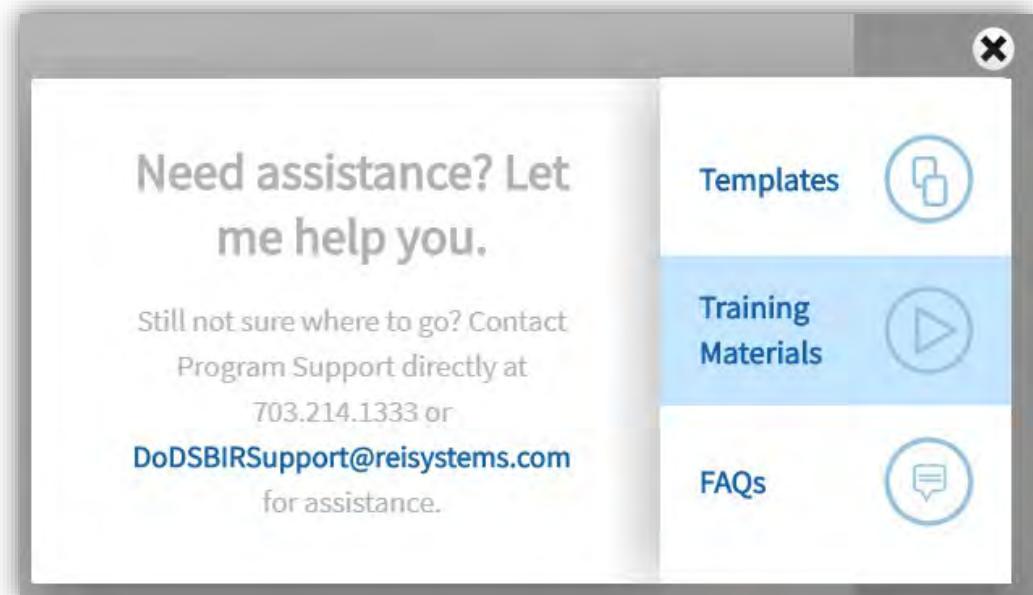
# Learning & Support

## Support Options and Training Materials

# Help & Support Options



- Technical Support via phone or email
  - DSIP Help Desk: 703.214.1333 or [DoDSBIRSupport@reisystems.com](mailto:DoDSBIRSupport@reisystems.com)
- Templates and Training Materials
  - Tip Sheets and Help Videos
  - Templates for Forms
  - FAQs





# FAQs

Frequently Asked Questions to help you get started

# Frequently Asked Questions



## Review of FAQs from the Help Desk

#	Question	Answer
1.	Why is my former username and password not working in DSIP?	For returning program participants, usernames and company information have been imported into DSIP, but passwords have NOT been imported. Follow the steps for “Forgot Username or Password,” to reset your password and get started in DSIP.
2.	Where are the instructions for 20.1 SBIR and 20.A STTR?	Instructions are still posted on the legacy site for now. There is a link from the DSIP log in page. The URL is <a href="https://sbir.defensebusiness.org/topics/instructions">https://sbir.defensebusiness.org/topics/instructions</a> .
3.	Where is the Company Commercialization Report?	The Company Commercialization Report (CCR) is slowly being transitioned from the old website to DSIP. Currently this report is not available to firms but will be back online in the coming months. The CCR will not be required as part of the proposal submissions for the 20.1, 20.A, X20.1 and X20.A BAAs. Stay tuned for additional updates.

# Transition Challenges



Workarounds for some challenges experienced during transition to DSIP

#	Challenge	Solution
1.	I am not receiving the password reset email or the two-factor authentication email.	Please first check your Spam and Junk folders. There are some issues with emails and firewalls. These are being investigated and resolved as quickly as possible. Please contact the help desk if you are still having issues.
2.	The Cost Volume calculations aren't adding up properly.	There were some issues on the Phase II proposals Cost Volume calculations. These are being fixed and will be resolved by the morning of January 14 <sup>th</sup> .
3.	The proposal technical abstract description is asking for 200 character limit, instead of 200 word limit.	This will be fixed by the morning of January 14 <sup>th</sup> . If you have a phase II proposal that is due before this time, please comply with the system requirements in order to submit.
4.	Receiving an access denied message on the firm forms.	Only the Firm Admin user can edit the Firm forms. All other users can only view them.
5.	The Firm Admin needs to change.	Contact the Help Desk and provide the Firm Name, Firm DUNS and the new Firm Admin info.



# Reminders!

A few reminder to help you get started



## Get started now!

- Register your business:
  - You will need your SBC's DUNS number to register in DSIP
    - DUNS numbers are maintained by D&B and can be obtained at: <https://www.dnb.com/duns-number/get-a-duns.html>
  - Small Business Administration (SBA) -  
<https://www.sbir.gov>
    - To get your SBC ID from SBA (you will need your DUNS number)
- DSIP Registration available now
  - Full DSIP access for proposal submission available Tuesday January 14, 2020.

# Reminders

**Don't miss  
future DSIP  
updates!**

Sign up for our  
listserv at:

DoDSBIRComms@  
reisystems.com



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

The DoD Small Business and Technology Partnerships Office is pleased to announce the official opening of the Defense SBIR/STTR Innovation Portal (DSIP), the new website for DoD SBIR/STTR Proposal Submissions.

**DSIP is now LIVE at <https://www.dodsbirsttr.mil/submissions/login> and is accepting Phase II Proposal Submissions.**

The DoD SBIR/STTR Submissions Website is slowly being replaced with the new DSIP. SITIS, Topic Search, and BAA Instructions will remain on the legacy website until further notice.

Please read the below information for additional details and training opportunities.

**Registration and Login**

**Help & Support**

**Training Materials**

**Training Webinars**

**Impact to BAAs**

**SITIS**

**CCR**

**Stay Informed**

**Registration and Login in DSIP**

For returning program participants, usernames and company information have been imported into DSIP. From the DSIP login page, follow the steps for "Forgot



# Q&A

## DSIP Help Desk

[DoDSBIRSupport@reisystems.com](mailto:DoDSBIRSupport@reisystems.com)

703-214-1333

# Thank you!



- Thank you for joining us!
- If we did not get to your questions, feel free to contact the help desk.
- Please provide your feedback in the Adobe Questions survey that will come up shortly.

## DSIP Help Desk

[DoDSBIRSupport@reisystems.com](mailto:DoDSBIRSupport@reisystems.com)

703-214-1333



Thank you!