



# 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



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

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

# Introduction



**DSIP**  
Defense SBIR/STTR  
Innovation Portal





# 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



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

- Firm Information
  - Separated from proposal forms so you only to 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

- 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.



- 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



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

- 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



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**Active BAAs**

**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](#)

**Login**

Username

Password

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

[Forgot Username or Password](#)

**Forgot Username or Password**

# Registration – First-time Users



**DSIP**  
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Innovation Portal

The screenshot shows the DSIP (Defense SBIR/STTR Innovation Portal) registration page. At the top is an orange header with the DSIP logo and text. Below the header, there's a yellow banner with a link to Broad Agency Announcements. The main content area has a welcome message and instructions for first-time users. A blue callout bubble with the text 'New User Registration' points to the 'NEW USER REGISTRATION' button on the login form. The form includes fields for Username and Password, and a link for 'Forgot Username or Password'.

**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](#)

**New User Registration**

Username

Password


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

[Forgot Username or Password](#)

# Registration – First-time Users



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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.

Enter your SBC's DUNS ⓘ

Enter your DUNS


Continue

DUNS

# Registration – First-time Users



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**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 ⓘ

OR

Enter your DUNS

Proceed with Registration

Search

First-time  
users

Proceed with  
Registration

# Registration – First-time 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-



CAGE Code



Address \*

City \*

State \*

ZIP +4 \*



Phone \*

Company Website

Continue



# Registration – First-time 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

# Registration – Additional users



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

The screenshot shows the DSIP (Defense SBIR/STTR Innovation Portal) registration page. At the top is an orange header with the DSIP logo and 'Proposal Submissions' link. Below the header is a yellow banner with a link to 'active Broad Agency Announcements'. The main content area has a welcome message and instructions for new and existing users. A login form is displayed, featuring fields for 'Username' and 'Password', and buttons for 'NEW USER REGISTRATION' and 'LOGIN'. A blue callout bubble with the text 'New User Registration' points to the 'NEW USER REGISTRATION' button. Below the buttons is a link for 'Forgot Username or Password'.

**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](#)

**New User Registration**

Username

Password


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

[Forgot Username or Password](#)

# Registration – Additional Users



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

 **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.

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

If this is not correct, try a new search:

<b>Firm Name:</b> REI	<b>Address:</b> Road Sterling, CO 20148-4564
<b>Firm Admin:</b> James Maddison (301)000-0000 min.namkoong@reisystems.com	

Enter your SBC's DUNS ⓘ

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

PIN

[Continue](#) [Search](#)

Registered Firm

Firm  
information

Firm PIN

# 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-



CAGE Code



Address \*

City \*

State \*

ZIP +4 \*



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



State \*

ZIP +4 \*



Company Website

Confirm Firm Key \*

Continue

# Registration – Additional users



## Registration - Small Business Concern (SBC)

### Firm Information

Firm Name REI  
Address Road  
Sterling, Alabama 20148-2323

Personal  
Information

### 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



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

**Answer:** Firm DUNS and Firm PIN

# Submissions Landing Page



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Innovation Portal

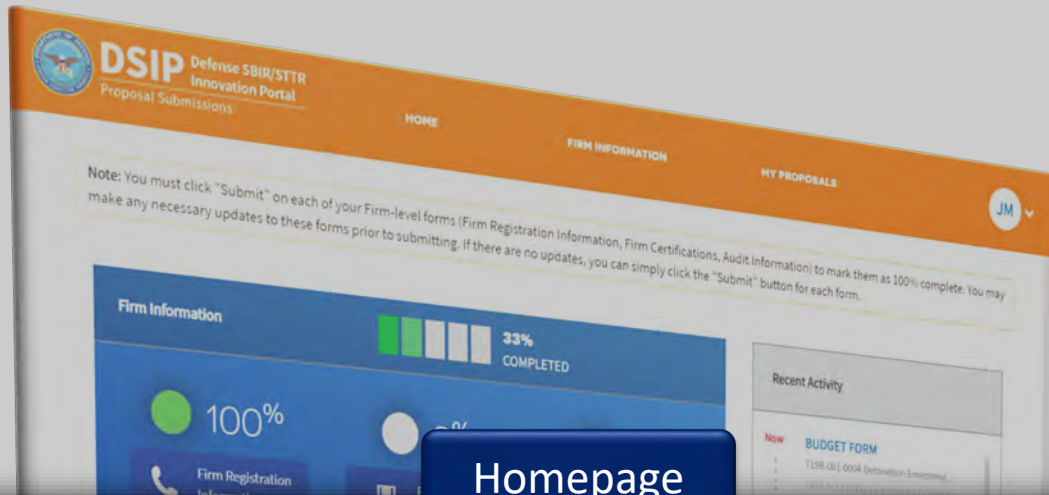
- Track information in the dashboard
  - Top Navigation bar
  - Firm Information Dashboard
  - Recent Activity
- Manage Proposals



# Top Navigation Bar



**DSIP**  
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Innovation Portal



Homepage

My Proposals



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

HOME

FIRM INFORMATION

MY PROPOSALS

JM

Firm Forms

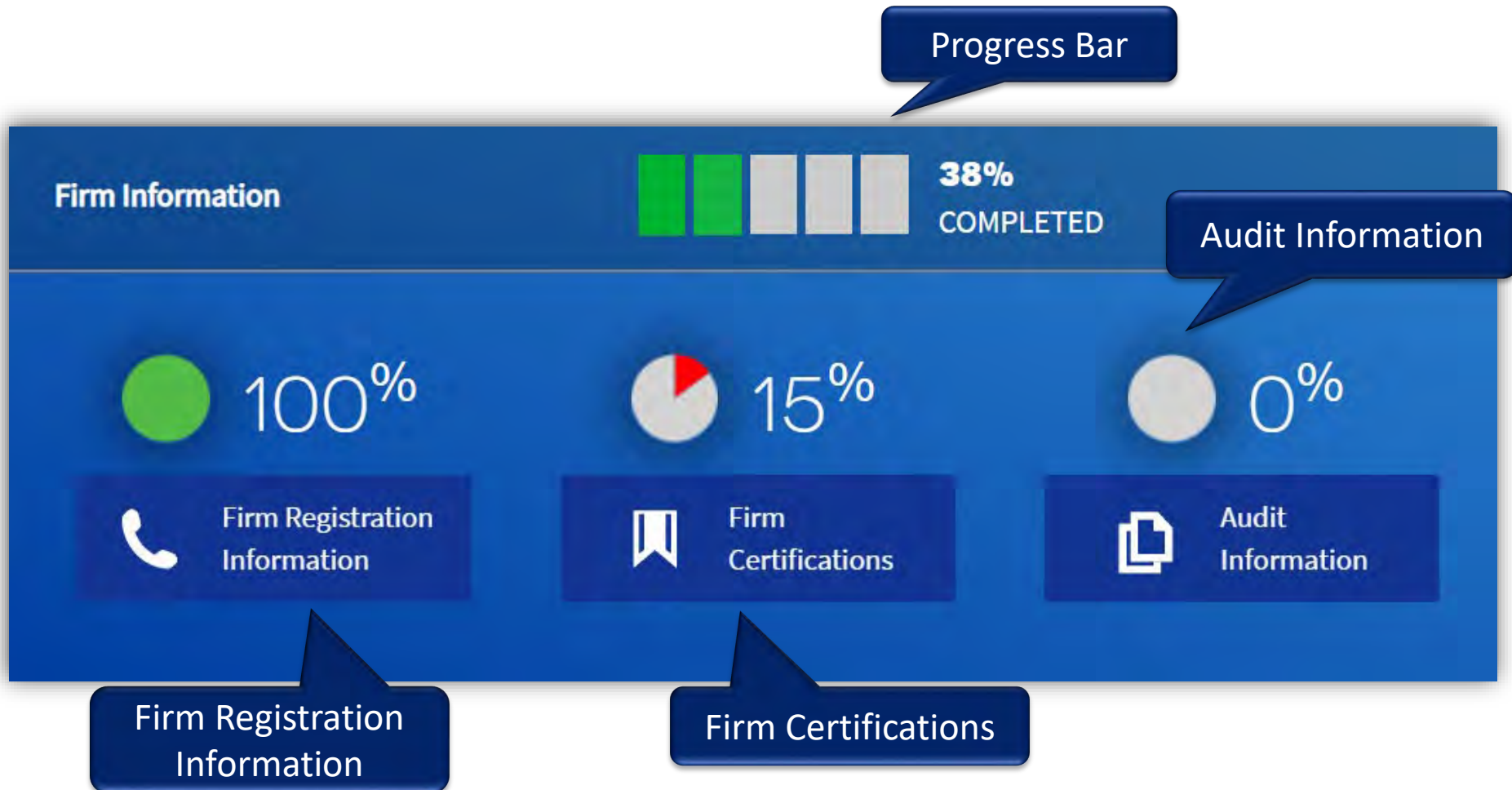
User Profile



# Firm Information Dashboard



**DSIP**  
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Innovation Portal



# Recent Activity



## Recent Activity

**Now** **BUDGET FORM - DIRECT LABOR**  
H201-002-0017-Acute Radiation  
LAST ACCESSED: 01/08/2020 1:03 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 interface with a navigation bar at the top containing 'HOME', 'FIRM INFORMATION', and 'MY PROPOSALS'. A user profile 'JM' is visible in the top right. 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 many 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 progress bar shows '33% COMPLETED'. Three circular progress indicators are shown: '100%' for 'Firm Registration Information', '0%' for 'Firm Certifications', and '0%' for 'Audit Information'. A 'Recent Activity' sidebar on the right lists 'BUDGET FORM' and 'CERTIFY' with their last accessed dates. The main content area shows a list of proposals with columns for 'Direct to Phase II Proposals', 'Phase II Proposals', and 'Archived Proposals'. Three proposals are listed: 'DoD SBIR 2020.1', '004-0004 - ISAR Imaging Target', and '004 - IFF Panel with LWIR Wavelengths'. Each proposal has a status indicator (e.g., 'In Progress', 'Ready to Certify', 'Submitted') and a 'START NEW PROPOSAL' button.

# Manage Proposals



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

## Phase I & Direct to Phase II Proposals Tab

SBIR BAA

Proposal

STTR BAA

Phase I & Direct to Phase II Proposals

Phase II Proposals

Archived Proposals

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

Definition

Created: 11/26/2019

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



# Manage Proposals



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

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  
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%)

**Proposal Actions**

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

0 In Progress    0 Ready to Certify    Submitted

**PROPOSAL**



## **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



**DSIP**  
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The screenshot shows the DSIP Firm Information page. The top navigation bar is orange and contains the DSIP logo, the text "Defense SBIR/STTR Innovation Portal", and links for "HOME", "FIRM INFORMATION", and "MY PROPOSALS". A user profile icon with the initials "DD" is in the top right. A blue callout bubble labeled "Drop-down Menu" points to the "FIRM INFORMATION" link. Below the navigation bar, a "Note" states: "Note: You must click 'Submit' to make any necessary updates to these forms prior to submitting new proposals." The main content area has a blue header "Firm Information" with a progress bar showing 38% completion. Below this are three circular progress indicators: 100% for Firm Registration Information, 15% for Firm Certifications, and 0% for Audit Information. Each indicator has a corresponding button below it. A blue callout bubble labeled "Firm Information Links" points to these buttons. On the right, a list of links includes "Firm Registration Information", "Firm Certifications", and "Audit Information". Below the buttons, there are three tabs: "Phase I & Direct to Phase II Proposals", "Phase II Proposals", and "Archived Proposals". A blue circle with a question mark is in the bottom right corner.

**Drop-down Menu**

Note: You must click "Submit" to make any necessary updates to these forms prior to submitting new proposals.

**Firm Information**

38% COMPLETED

100% Firm Registration Information

15% Firm Certifications

0% Audit Information

**Firm Information Links**

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

**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



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

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



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

## Firm Admin – Firm Registration Information

Firm Information	Personal Information	Active/Inactive Users	Firm PIN	Change Password
<div><div>Firm Name</div><div>DODSUBTEST LLC.</div></div> <div><div>Tax ID</div><div><i>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.</i></div></div> <div><div>DUNS + 4 *</div><div>888000000-_____ </div></div> <div><div>CAGE Code</div><div>53453</div></div> <div><div>Address *</div><div>99-10 00th Ave.</div></div> <div><div>City *</div><div>Queens</div></div> <div><div>State *</div><div>Maryland </div></div> <div><div>ZIP +4 *</div><div>12340-9876 </div></div> <div><div>Phone *</div><div>(543) 543-5435</div></div> <div><div>Company Website</div><div>REI.com</div></div> <div><div>Submit</div></div>				


# Firm Certifications





**DSIP**  
Defense SBIR/STTR  
Innovation Portal


Tab & Status

Instruction

**FIRM CERTIFICATIONS**  


**AUDIT INFORMATION**  


 Firm Certifications

 Audit Information

## 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



**DSIP**  
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Innovation Portal

Signature

Title

Printed Name	Signature	Title	Business Name	Date
Al	<div>Signature is required.</div>	<div>Title is required.</div>	REI Systems	12/12/2019

Back

Save

Save & Continue

Submit

Submit

Tab & Status

FIRM CERTIFICATIONS

25%

AUDIT INFORMATION

0%

Firm Certifications

Audit Information

**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

Back

Save

Save & Continue

Submit

Question

Submit

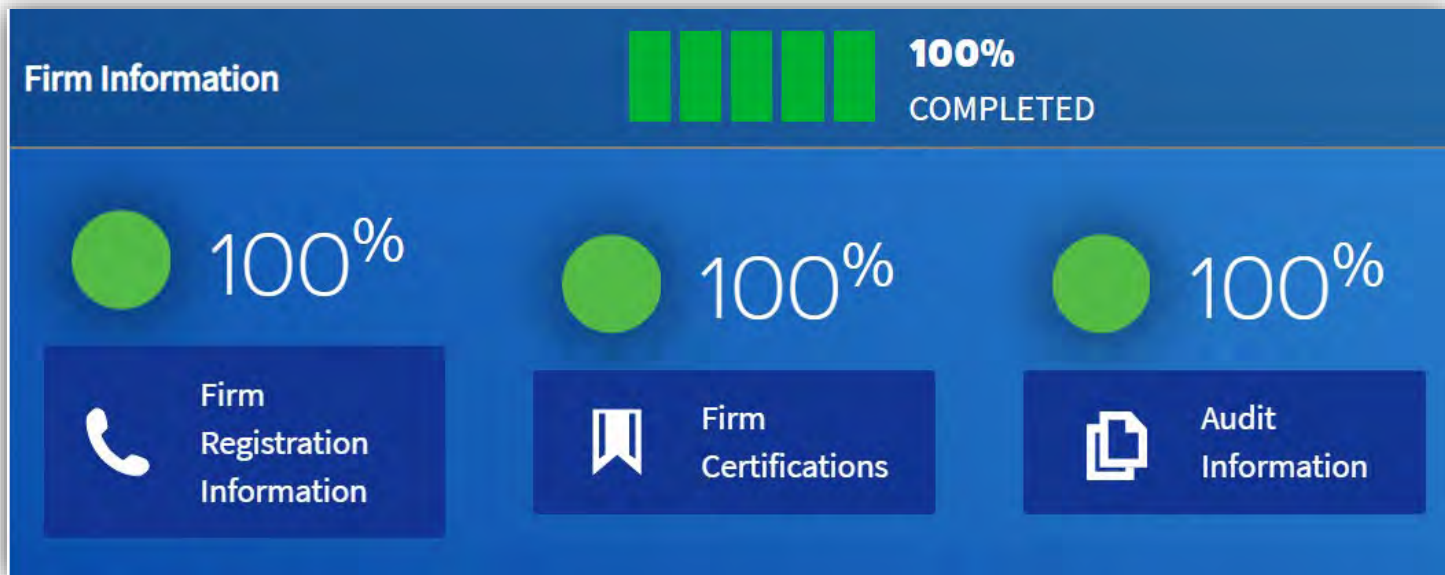
36

# Completed Firm Forms



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Innovation Portal

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



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

**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?



**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

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

HOME FIRM INFORMATION MY PROPOSALS

SUBMISSION CLOSING IN: 03 DAYS 11:55:35

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.

Archived BAAs: Access the Archived BAAs for information you may need to complete your phase II or Sequential Phase II proposal.

**DoD 2019.2: A192-102-0004 - Inspection of Explosives**  
Phase: Phase I | Program: SBIR | Component: AIRMV

**Proposal Information**  
Last Modified: 11/25/2019

14% COMPLETED

99% VOL I - Proposal Summary  
0% 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

**Certify Proposal**

CORPORATE OFFICIAL Not Assigned

**Firm Information**

33% COMPLETED

Your Firm Admin, Mike Jackson, is responsible for completing firm information.

PHONE: 3010000000 EMAIL: M.jackson@reisystem.com

**My 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)
- A2-0013 Drone image data (LAST MODIFIED: 11/15/2019 1:04 PM ET)

**Recent Activity**

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

Dashboard

Certify Proposal

Firm Information

My Proposals

Recent Activity

# Volume I – Cover Sheet (Proposal Summary)



**DSIP**  
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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

IN  
PROGRESS

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 - ... (0%)

Sub-tabs

## 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

\*Proposed Base Duration (in months)

Questions

# Volume I – Cover Sheet (Proposal Certifications)



**DSIP**  
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Innovation Portal

## 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)



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

FIRM FORMS

0%

**VOL I - COVER SHEET**

0%

VOL II - TECHNICAL VOLUME

0%

VOL III - COST VOLUME

0%

VOL V- SUPPORTING DOCUMENTS

0%

VOL VI - TRAINING CERTIFICATION

0%

CERTIFY

0%

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%)

VOL III - Cost Volume (0%)

VOL V- Supporting Documents (0%)

VOL VI - Training Certification (0%)

**CONTACT INFORMATION**

Provide Contact Information for:

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

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

Assign Contact

Submit

47



# 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

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

Back

Save

Save & Continue

Submit

Expand the  
Instructions





- 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



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Max Budget

## 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

Select all Other Direct Costs (ODCs) that apply.

☐

Materials

☐

Supplies

☐

Equipment

☐

Travel

☐

TABA

☐

Other

ODCs

# Cost Volume – Profit Rate/Cost Sharing



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**

Profit Rate/Cost Sharing

Budget

Budget Allocated  
\$0.00 / \$250,000.00  
Profit: \$0.00 / Cost Sharing: - \$0.00

Cost Sharing

\*Cost Sharing ⓘ

- \$

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

Costs-Sharing Explanation.  
0 / 4000

Profit Rate

\*Profit Rate ⓘ

%

Please provide details below on profit calculations if desired.

Profit Explanation.  
0 / 4000

Back

Save

Save & Continue

# Cost Volume – Review Page



Vol. I: Cover Sheet (0%)

Vol. II - Technical Volume (0%)

Vol. III - Cost Volume (57%)

Direct Labor (100%)

Overhead (100%)

G&A (100%)

Subcontractors / Consultants (0%)

ODC-Materials (0%)

ODC-Summary (0%)

Profit Rate / Cost Sharing (100%)

Review

## COST VOLUME

### Budget Review

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

Download as PDF

Direct Labor	Completed (100%)	\$2,501.07	
Overhead	Completed (100%)	\$1,250.54	
G&A	Completed (100%)	\$2,000.86	
Subcontractors / Consultants	Incomplete Not Started (0%)	\$0.00	
ODC-Materials	Incomplete Not Started (0%)	\$0.00	
ODC-Summary	Incomplete Not Started (0%)	\$0.00	
Profit Rate / Cost Sharing	Completed (100%)	Profit: \$2,836.23 Cost Sharing: -\$80.00	

Back

Submit



Let's see what it looks like!



## Check Point #4

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



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

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



# Certify Proposal



**DSIP**  
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Innovation Portal

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

# How to Certify



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

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

HOME FIRM INFORMATION MY PROPOSALS SUBMISSION CLOSING IN 03 DAYS 11:55:35 JD

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.

Archived BAAs: Access the Archived BAAs for information you may need to complete your phase II or Sequential Phase II proposal.

DoD 2019.2: A192-102-0004 - Inspection of Explosives

Phase: Phase II Program: STTR Component: STTR

**Proposal Information**  
Last Modified: 11/25/2019

14% COMPLETED

99% VOL I - Proposal Summary  
0% 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

**My Proposals**

- C192-002-0020 Contaminated Equipment  
LAST MODIFIED: 11/15/2019 1:28 PM ET
- H2-0009 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
- A2-0013 Drone Image data  
LAST MODIFIED: 11/15/2019 1:04 PM ET

**Firm Information**

33% COMPLETED

Your Firm Admin, Mike Jackson, is responsible for completing firm information.

PHONE 3010000000 EMAIL M.Jackson@reliSYSTEM.com

**Recent Activity**

- CERTIFY**  
A192-102-0004 Inspection of Explosives  
LAST MODIFIED: 11/25/2019 11:55:35 AM ET
- FRAUD, WASTE, AND ABUSE TRAINING AND CERTIFICATION**  
A192-102-0004 Inspection of Explosives  
LAST MODIFIED: 11/25/2019 11:55:35 AM ET
- CERTIFY**  
A192-102-0004 Inspection of Explosives  
LAST MODIFIED: 11/25/2019 11:55:35 AM ET
- TECHNICAL VOLUME**  
A192-102-0004 Inspection of Explosives  
LAST MODIFIED: 11/25/2019 11:55:35 AM ET
- PROPOSAL SUMMARY FORM**  
A192-102-0004 Inspection of Explosives  
LAST MODIFIED: 11/25/2019 11:55:35 AM ET

Certify Proposal

Edit

Ready to Certify

**CORPORATE OFFICIAL**  
Bing Chandler

READY TO CERTIFY

# Certify Page



**DSIP**  
Defense SBIR/STTR  
Innovation Portal

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**

FIRM FORMS	VOL I - COVER SHEET	VOL II - TECHNICAL VOLUME	VOL III - COST VOLUME	VOL V- SUPPORTING DOCUMENTS	VOL VI - TRAINING CERTIFICATION	<b>CERTIFY</b>
100%	100%	100%	100%	100%	100%	0%

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 you are 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.

Expand

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](#)

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

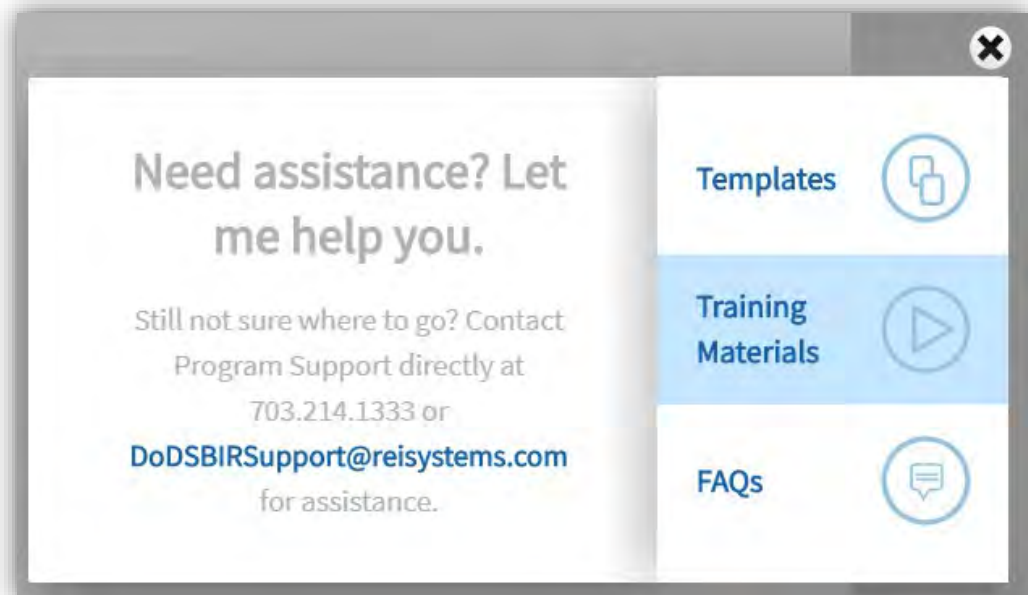
Support Options and Training Materials



# 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

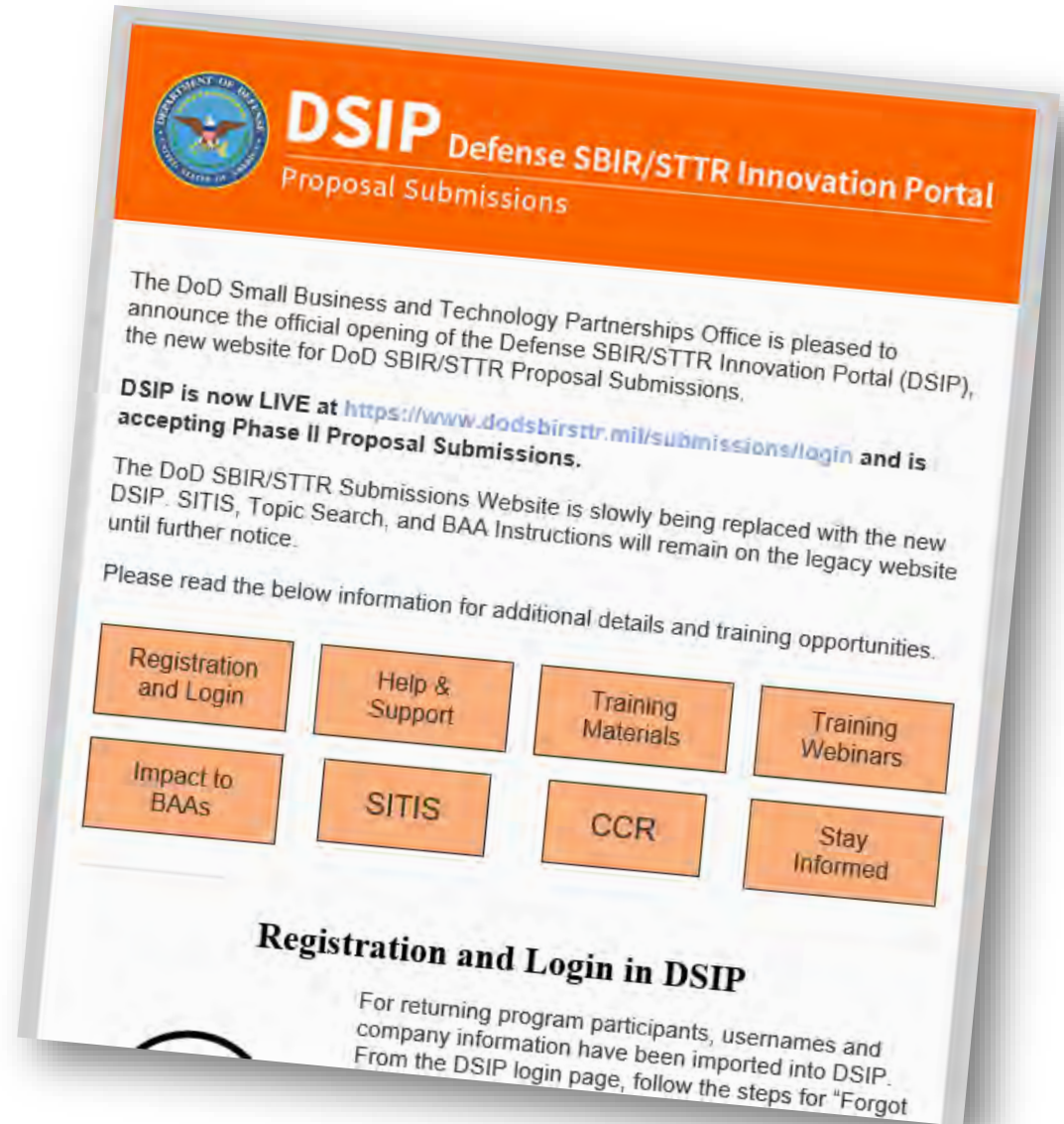


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Innovation Portal

Don't miss  
future DSIP  
updates!

Sign up for our  
listserv at:

DoDSBIRComms@  
reisystems.com





# 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!