

NSF SBIR Phase I Proposal Checklist

First and foremost, **don't be late!** Proposals are due before 5:00pm Submitter's Time on the deadline date. Proposals received after 5:00pm will be "Returned without Review."

The outline below is more thoroughly defined in the [current SBIR solicitation](#), which is the ultimate policy. Click on the headings to be taken to each corresponding part of the solicitation.

Proposals should have the following sections/documents. Please also see our Return without Review list that describes what could get your proposal reject before it is even reviewed.

- [Project Summary](#) is limited to one page and includes paragraphs in the following boxes, with a total limit of 4,600 characters for all 3 boxes, including spaces:
 - Overview, Key Words, and Subtopic Name.
 - Intellectual Merits.
 - Broader / Commercial Impacts.
- [Project Description](#) (no longer than 15 pages total). If the "Proposal Contains Proprietary Information" box on the Cover Sheet is checked, the Project Description clearly indicates which sections are proprietary. It is not permitted to mark the entire proposal proprietary.
- [References Cited](#) module contains a listing of current papers, patents, etc., that demonstrate thorough research on the state of the technology. If no references cited are included, a statement to that effect must be entered into this module.
- [Biographical Sketches](#) up to 2 pages in length for each for the Principal Investigator and all Senior Personnel.
- [Budget](#): Detailed documentation of all budget line items is required and **MUST** be documented on the Budget Justification page. The proposed budget should reflect the needs of the proposed R&D project. Line numbers below refer to the required budget format in FastLane, NSF's proposal submission system. The total budget shall not exceed \$225,000 for the Phase I proposal. Budget line items must be shown in detail in the Budget Justification.
- [Current and Pending Support](#) module is completed for the Principal Investigator and all Senior Personnel (including, at minimum, this proposal as a "pending" item).
- [Facilities, Equipment and Other Resources](#) document must be submitted for all proposals.
- [Supplementary Documents](#):
 - Data Management Plan.** Must be included for all NSF proposals. SBIR/STTR proposals may simply include the statement, "All data generated in this SBIR (or STTR) Phase I project is considered proprietary."

Post-Doc Mentoring Plan is only required if an academic institution (subawardee) budgets funds on Line B.1 “Post-Doctoral Scholars” of their budget. SBIR/STTR companies SHOULD NOT budget any funds on this line.

Other Supplementary Docs

- Letters of Support** (maximum of 3; strongly encouraged, but not required). Letters from consultants and/or sub-awardees should be uploaded as part of the Budget Justification instead, NOT the Supplementary Documents.
- SBA Registration Documentation** Required for all proposers. Obtain the PDF via SBIR.gov after the firm is registered or performs a profile update.
- Company Commercialization History** If the company has received prior SBIR/STTR Phase II awards from any agency, the Company Commercialization History using the NSF template is required.
- Human Subjects and Vertebrate Animals** If use is indicated, a letter regarding Institutional Review Board (IRB) approval should be provided at the time of submission.
- Resubmission Change Description** If a Phase I proposing company indicates on the cover page that the proposal is a resubmission, the company must include a document detailing the substantial revisions that have been made.