



U.S. National Science Foundation SBIR/STTR Proposal Submission Logistics Webinar

Presented by the Office of the Chief Information Officer

July 2026

Presenters

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<https://www.youtube.com/@NSFIInnovation/videos>



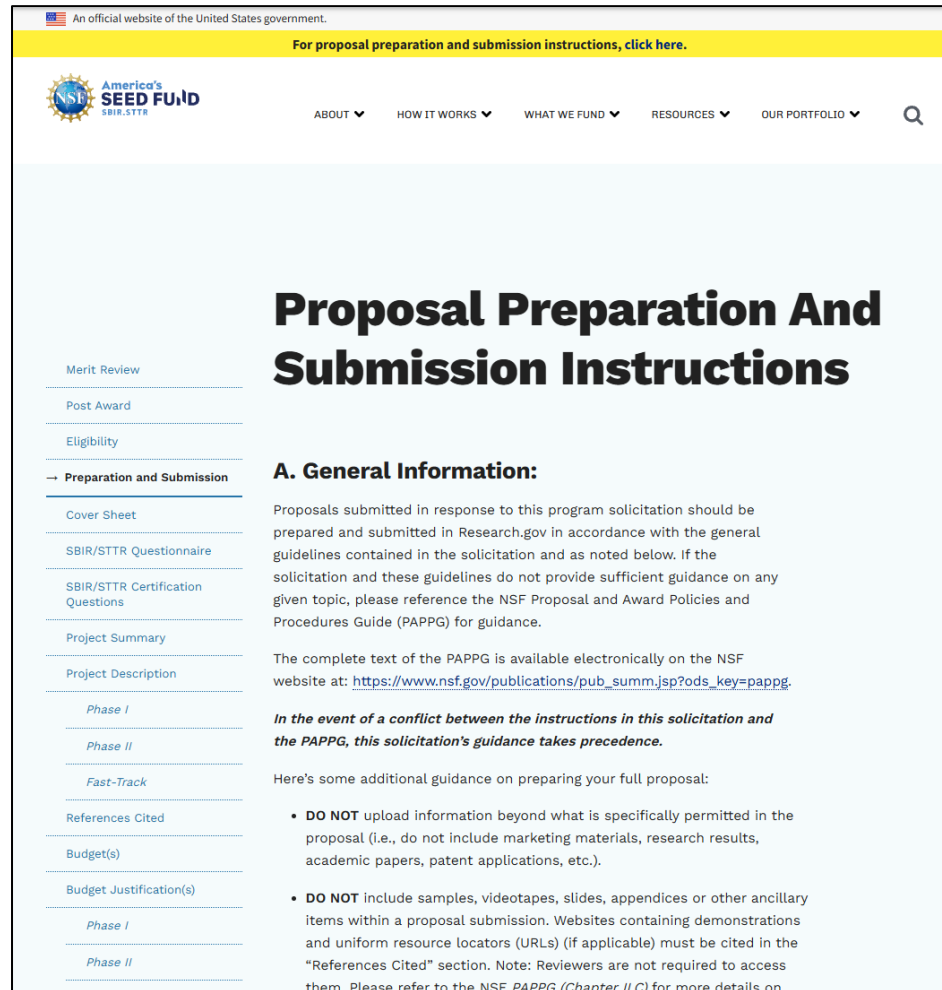
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SBIR/STTR Phase I Proposals Must Be Submitted in Research.gov

- NSF Small Business Innovation Research (SBIR) / Small Business Technology Transfer (STTR) Phase I Programs [Program Solicitation 26-510](#), [26-511](#) and [Program page](#)
- **Next Full Proposal Deadline:** Monday July 27, (5:00 p.m. **submitting organization's** local time)
- **Full Proposals submitted via Research.gov:** NSF [Proposal & Award Policies & Procedures Guide](#) (PAPPG), *Supplemental policy notices* [NSF 26-200](#) and [NSF 26-202](#) (PAPPG) guidelines apply
- **Required Project Pitch:** To submit a full NSF SBIR or STTR Phase I proposal, potential proposers must first submit a [Project Pitch](#) and receive an invitation.



The screenshot shows the NSF America's SEED FUND SBIR/STTR website. At the top, there is a yellow banner with the text "For proposal preparation and submission instructions, click here." Below this, the NSF logo and "America's SEED FUND SBIR/STTR" are displayed. A navigation menu includes links for ABOUT, HOW IT WORKS, WHAT WE FUND, RESOURCES, and OUR PORTFOLIO, along with a search icon. On the left side, a vertical menu lists various stages: Merit Review, Post Award, Eligibility, Preparation and Submission (highlighted with a right arrow), Cover Sheet, SBIR/STTR Questionnaire, SBIR/STTR Certification Questions, Project Summary, Project Description, Phase I, Phase II, Fast-Track, References Cited, Budget(s), Budget Justification(s), Phase I, and Phase II. The main content area is titled "Proposal Preparation And Submission Instructions" and includes a section "A. General Information:" which states that proposals should be submitted in Research.gov and provides a link to the PAPPG. It also includes a note about conflict resolution and additional guidance on preparing a full proposal, with bullet points stating "DO NOT" upload information beyond what is permitted or include samples and appendices.



Before You Start Your Proposal in Research.gov



SBIR/STTR Phase I Proposal Submission

Timeline: *Account Management Milestones*

- **To apply to the SBIR/STTR program**, Organizations must be registered with NSF to submit proposals to NSF in Research.gov.
- **Before a new organization can register with NSF**, it must first register in the System for Award Management (SAM) and obtain a SAM-issued Unique Entity ID (UEI).
- **Refer to [Key information for submitting a full SBIR/STTR proposal to NSF](#)** for additional information. See the **[Register a New Organization with NSF video tutorial](#)** for a walk-through of steps.
- **Any subrecipient named in a proposal is also required to obtain a SAM.gov-issued UEI and register the organization with NSF.** Subrecipient(s) named in the proposal, however, do not need to go through the full UEI registration in SAM.gov.

Key Milestone Summary – *Registering a New Organization*

Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
15 business days	As soon as possible	✓ New organization registers in SAM and obtains a SAM UEI (Administrator role)
15 business days	As soon as possible	✓ New organization checks SAM.gov to see if registration is active (Administrator role)
10 business days	Monday, July 13, 2026	✓ New organization registers with NSF (Administrator role)



SBIR/STTR Phase I Proposal Submission

Timeline: *Account Management Milestones*

- **To apply to the SBIR/STTR Phase I program**, a proposer must have an NSF account (NSF ID) in Research.gov and an organization-approved PI role affiliated with an organization registered with NSF.
- **Individuals must have** an organization-approved Authorized Organizational Representative (AOR) role to submit proposals to NSF.
- **Refer to** [Key information for submitting a full SBIR/STTR proposal to NSF](#) for additional information. See the [Register for a New NSF Account](#) and [Add a New Role](#) video tutorials for a walk-through of steps.

Key Milestone Summary – *Registering a New Organization*

Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
15 business days	As soon as possible	✓ Users with existing NSF accounts confirm their account (NSF ID) is active and does not have any account issues (e.g., suspended or is in danger of being suspended due to multiple accounts associated with one email address) (PI and AOR role)
15 business days	As soon as possible	✓ New users (prospective PIs) register for an NSF account and request a PI role (PI role)
10 business days	Monday, July 13, 2026	✓ PI role request approved by organization’s Administrator (Administrator role)



Registering a Subrecipient Organization with NSF

After the following two steps are complete,
the subrecipient organization may be added to a proposal with the subrecipient UEI.

Step 1: Subrecipient must obtain a SAM-issued UEI:

- A subrecipient without a UEI must go to [SAM.gov](https://sam.gov) and select the green Get Started button on the "Register Your Entity or Get a Unique Entity ID" section in the upper right side of the page. Please note, the information required for obtaining a UEI is minimal (organization's legal business name and address) and will be processed relatively quickly.

Step 2A (Optional): Subrecipient may fully register in sam.gov:

- A subrecipient is not required to be fully registered with sam.gov, however, if you register, **you can skip step 2B**

Step 2B: Subrecipient must contact the NSF IT Service Desk to register a subrecipient organization with NSF:

- Once the subrecipient obtains the UEI through SAM.gov, the subrecipient must submit a request to the NSF IT Service Desk at <https://now.nsf.gov/research> to register the organization with NSF. When the subrecipient communicate with the NSF IT Service Desk, inform the technician that this is a subrecipient requiring subrecipient organization registration with NSF. **Please do not attempt to register the subrecipient organization with NSF in Research.gov because the system will not permit the subrecipient registration.** To expediate the process, subrecipients should provide the following information for its subrecipient organization:
 - **Subrecipient UEI:** Required
 - **Subrecipient Organization Name:** Required
 - **Subrecipient Complete Address** (Including City, State, and Zip): Required
 - **Subrecipient Phone Number:** Optional
 - **Subrecipient POC:** Optional
 - **Email of Subrecipient Organization:** Optional



Senior/Key Personnel Documents



SBIR/STTR Phase I Proposal Submission Timeline: Senior/Key Personnel Documents

- Senior/key personnel documents must be submitted for each individual identified as a senior/key person on the proposal. See [Documents Required for Senior Personnel](#), PAPPG [Exhibit II.3](#), and PAPPG [Chapter II.D.2.h](#).
- Senior/key personnel documents:
 - **Biographical Sketch** (Create and download in SciENcv)
 - **Current and Pending (Other) Support** (Create and download in SciENcv)
 - **Collaborators and Other Affiliations** ([Download COA template](#) and edit in Microsoft Excel)
 - **Synergistic Activities** (Upload one-page PDF. This document is not created in SciENcv)
- Synergistic Activities section was removed from the Biographical Sketch. This information must be uploaded as a separate document in Research.gov. See PAPPG [Chapter II.D.2.h\(iv\)](#)

Key Milestone Summary – Senior/Key Personnel Documents

Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
10 business days	Monday, July 13, 2026	✓ Prepare Senior/Key Personnel documents (All individuals designated as a senior/key person on the proposal)



SciENCv Training Resources

- 1** [NSF Biographical Sketch video tutorial](#)
- 2** [NSF Current and Pending \(Other\) Support video tutorial](#)
- 3** [SciENCv Help Manual with NSF-specific sections](#)
(includes screenshots and step-by-step instructions)
- 4** [Using SciENCv Frequently Asked Questions](#)



Data Management & Sharing Plan (DMSP) Updates



The New DMSP Process

New Process: Integrated Webform

- A proposal's DMSP is now collected through a webform that is built directly into Research.gov
- The webform will be generated based on the primary Directorate of the proposal selected at the time of proposal creation
- The webform must be completed to submit a proposal unless a justification is provided
- Visit <https://seedfund.nsf.gov/solicitation-proposal/#dms-plan> for more information on how to complete the DMSP

Data Management and Sharing Plan
Direct For Social, Behav & Economic Scie

Complete the Data Management and Sharing Plan for the primary Directorate you are applying to, or provide a justification if a detailed Data Management and Sharing Plan is not needed. Refer to the funding opportunity for specific guidance on how to complete this section. This section may not be used to circumvent the Project Description page limit.

☐ A detailed Data Management and Sharing Plan is **not needed** because the project will not produce data or research products, or for another reason that will require a justification.

*** Required**

*** Data and Research Product Categories** Add Data or Research Product Category

Category	Description	Actions
There are currently no Data or Research Product Categories to display. You are required to add at least one category of data or research product, or indicate a detailed plan is not needed.		

Preview/Print Cancel

Begin adding data and/or research by clicking this button



SBIR/STTR Phase I Solicitation-specific Requirements



SBIR/STTR Phase I Solicitation-specific Requirements

The following are highlights of the SBIR/STTR Phase I proposal requirements, but this is not an exhaustive list. Please refer <https://seedfund.nsf.gov/solicitation-proposal/> for all proposal requirements:

- **Required Project Pitch:** Proposer must receive an official invitation via the Project Pitch process to submit a full proposal. See <https://seedfund.nsf.gov/apply/project-pitch/> for details. Proposals submitted without a Project Pitch invitation will be Returned Without Review.
- **Award Duration:** Awards may be 6-18 months.
- **Budget:** Total budget cannot exceed \$305,000.
- **Letters of Support:** Required. One letter is required, up to 3 may be included
- **Other Supplementary Documents:** Letters of Commitment from subawardees that confirm the role of the subaward organization in the project and explicitly state the subaward amount should be included.
- **PI/co-PI Requirements:**
 - SBIR proposals: One PI, co-PIs are not allowed.
 - STTR proposals: One PI and one co-PI are required.



SBIR/STTR Phase I Solicitation-specific Requirements (cont'd)

Continued highlights of the SBIR/STTR Phase I proposal requirements:

- **Project Summary:** One-page limit. “Overview”, “Intellectual Merit”, and “Broader Impacts” headers must each be on its own line with no other text on that line
- **Project Description:** 10-page minimum and 15-page maximum. Research.gov will not allow upload of Project Description PDFs with more than 15 pages but will not enforce the minimum number of pages
- **Project Description Instructions:** <https://seedfund.nsf.gov/solicitation-project-description/#pd-phasei>
- **IP (Intellectual Property) Rights Agreement:** Required for STTR proposals and strongly recommended for SBIR proposals where there is a subaward to another institution



SBIR/STTR Phase I Solicitation- Project Description Format

NSF 26-510, 26-511

NSF 26-510, NSF 26-511

- **Intellectual Merit** (recommend 7-10 pages, including the technical solution and R&D plan)
- **Company/Team** (recommend 1-2 pages)
- **Broader Impacts** (recommend 1-2 pages)
- **Commercialization Potential** (recommend 1-3 pages)



Research.gov Proposal Preparation Features & Demo



Research.gov Proposal Document Upload Reminders



Compliant Fonts Fonts Per PAPPG

Arial, Courier New, or Palatino Linotype
at a font size of 10 points or larger

Times New Roman
at a font size of 11 points or larger

Computer Modern family of fonts
at a font size of 11 points or larger



Line Spacing Warnings Formatting Per PAPPG

There should be no more than six lines
of text within a vertical space of one
inch

Research.gov may have issues with
documents using Arial font size 10.
Issues do not appear for font sizes Arial
10.5 and Arial 11



LaTeX Submissions Troubleshooting Tips

Some known Research.gov line spacing
issues with documents originating in LaTeX.
Please refer to <https://github.com/nsf-open/nsf-proposal-latex-samples> for
information on how to resolve

Open-source repository of compliant
LaTeX/TeX sample input/output files for
LaTeX/TeX users to reference for their own
documents

Repository link: <https://github.com/nsf-open/nsf-proposal-latex-samples>



Research.gov Proposal Document Upload Reminders (cont'd)



URL Errors

- ▶ Per PAPPG, URLs must not be used in the Project Description
- ▶ Hidden or embedded URLs can be prevalent when using citations. Proposers should also search for "www" or "http" text



Resources for More Information

- ▶ [Uploading Documents](#) FAQs on the Research.gov [About Proposal Preparation and Submission](#) page
- ▶ [Automated Compliance Checking of NSF Proposals](#) page



Research.gov Demo

[Hide all notifications](#) (Viewing 3 of 3 notifications)

Help im

Volunteer to par
One-on-one ses



Prepar
Submit Pr

Prepare, sub
check status of

1 Proposal Preparation

- ▶ Proposal Setup Wizard
- ▶ Document Upload and Compliance Error/Warning Messages
- ▶ Senior/Key Personnel Documents
- ▶ Proposal Main Page/Data Management & Sharing Plan
- ▶ Budget

1 Letters of Intent and Proposals
2 Demo Site: Prepare Proposals
3 Check Proposal Status

4 Reviews, Panels and Other Meetings
5 Volunteer to Review
6 Reviewing for the National Science Foundation

7 Project Reports
8 Demo Site: Project Reports (Training)
9 Notifications & Requests
10 PAR Research Products
11 Award Documents
12 Supplemental Funding Requests (including Career-Life Balance)
13 Demo Site: Supplement Funding Requests (Training)

14 Graduate Research Fellowship Program (GRFP)
15 Honorary Awards
16 Education and Training Application (ETAP)



SBIR/STTR Phase I Proposal Submission



SBIR/STTR Phase I Proposal Submission Timeline: Submission Milestones

- Proposers are **strongly** encouraged to submit their SBIR/STTR Phase I proposals well in advance of the deadline to allow time to correct any problems that may occur in the submission process and to avoid high-traffic delays at the NSF IT Service Desk
- A request for a proposal file update will automatically be accepted if submitted prior to the deadline date
- Refer to <https://seedfund.nsf.gov/how-to-submit/proposal-submission/>

Key Milestone Summary – Proposal Submission

Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
10 business days	Monday July 13, 2026	✓ Organization completes resolution of any SAM.gov certification issues and confirms SAM registration and UEL are active (Administrator role)
5 business days	Monday, July 20, 2026	✓ Submit SBIR/STTR Phase I proposal in Research.gov (AOR role)
0 business days	Monday, July 27, 2026 (5:00 p.m. submitting organization's local time)	✓ Proposals are due by 5:00 p.m. submitting organization's local time Proposals submitted in Research.gov after the deadline will not be accepted or will be returned without review unless the submission meets the special exceptions to NSF's deadline date policy per PAPPG Chapter I.F.



How Time Zone Is Determined for Proposal Submission



The 5:00 PM submission time is determined by the **submitting organization's time zone**, **NOT** the PI's individual working location

PIs can view their organization's time zone by signing into Research.gov

- Select My Profile at the top of the screen
- Select View My Roles
- Choose the organization
- Select Edit Your Contact Info to view Time Zone field

Edit Your Contact Information

Your information for United States College.

NSF account information is located on [My Profile](#).

* Required

Your Contact Details

* Work Phone Number (222) 222-2222

* Work Email John.doc@abc.com

Your Degree Information

* Highest Degree Type DrPH - Doctor of Public Health

* Degree Year 1989

Your Work Address

* Country United States

Time Zone [How is Time Zone determined?](#)
America/New_York (GMT-5:00)

* Street Address 123 Test Street

Street Address (Line 2)

Department Name

* City Alexandria

* State Virginia

* Postal Code 22307

Note: A request for a proposal file update will automatically be accepted if submitted prior to the due date. A proposal file update can be initiated by individuals with a PI, SPO, or AOR role.



How Proposers Check Submitted Proposal Status in Research.gov



How Proposers Check Submitted Proposal Status in Research.gov

1

Within 24 hours of proposal submission in Research.gov, the proposal will be listed on the Research.gov Proposal Status page

2

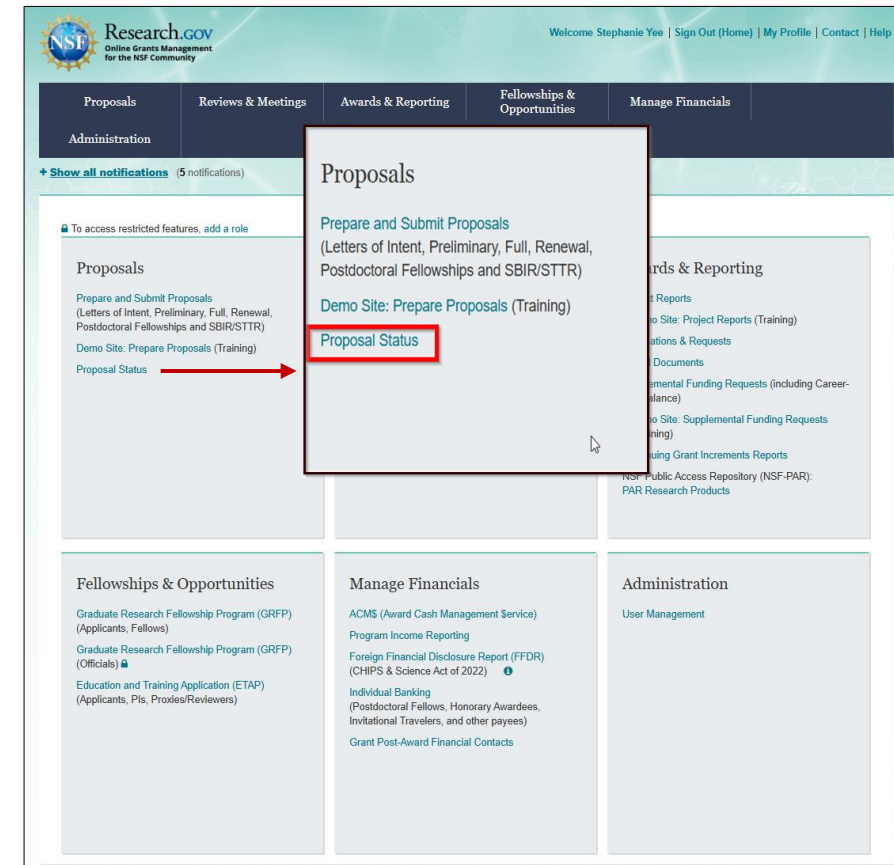
Proposers can access the **Proposal Status** page using the **Proposal Status** link under Proposals on the Research.gov homepage after signing in

3

If proposers do not see a submitted proposal listed on the **Proposal Status** page after 24 hours, the proposer should submit a request at <https://now.nsf.gov/research> for assistance. The NSF IT Service Desk is available from 7:00 AM to 9:00 PM ET Monday - Friday except federal holidays or email to rgov@nsf.gov

4

In addition, **proposal reviews** and if applicable, the **panel summary**, **context statement**, and **site visit report** will be available on the Proposal Status page using the Proposal Status link



IT Service Desk Reminders & System Maintenance Outages



IT Service Desk Reminders



NSF IT Service Desk

For IT system-related and technical questions, please contact the NSF IT Service Desk

- ▶ **Submit** a request at <https://now.nsf.gov/research>
- ▶ **Email** the NSF IT Service Desk at rgov@nsf.gov

Hours: 7:00 AM – 9:00 PM ET, Monday through Friday (except federal holidays)



NIH Service Desk

For [SciENcv](#) technical questions related to Biographical Sketch and Current and Pending (Other) Support documents, please contact the National Institutes of Health (NIH) Help Desk

- ▶ **Email** the NIH Help Desk at NLMSciencv@mail.nih.gov
- ▶ **Create** a ticket <https://support.nlm.nih.gov/support/create-case/>

Hours: 7:30 AM – 5:30 PM ET, Monday through Friday (except federal holidays)
The NIH Help Desk cannot be reached by telephone



Program Specific Questions

For program-specific questions, please contact please contact SBIR@nsf.gov.



Keep Track of Your Tickets

Keep track of your NSF IT Service Desk ticket number and save all emails to/from the NSF IT Service Desk about your issue

- ▶ If you email the NSF IT Service Desk, **it could take more than one business day** for a ticket number depending on NSF IT Service Desk volume
- ▶ Some issues do not have quick turnaround times to resolve. **Do not wait until the July 27th deadline** to request NSF account reconciliation



Some issues do not have quick turnaround times to resolve. **Please do not wait until the July 27** deadline to request NSF account reconciliation



SBIR/STTR NSF IT Service Desk Tips



When communicating with ITSD, inform them you are applying for SBIR/STTR due July 27, 2026
Specify whether you are **SBIR** or **STTR**, and whether you are **Phase I, Phase II or Fast-Track**. This gives the IT service desk context for the time needed to resolve your ticket



Provide FULL screenshots or screen recordings of any web pages before and after the error
Furnishing ITSD with as much relevant information as possible will help streamline the ticket resolution process.



Keep track of your NSF IT Service Desk ticket number and save all emails to/from the NSF IT Service Desk about your issue

If you email the NSF IT Service Desk, it could take more than one business day for a ticket number depending on if you emailed outside of business hours or NSF IT Service Desk volume



Keep in mind July is NSF's busiest proposal month – meaning there will be a higher volume of proposals and longer turnaround times.

Please do not wait until the July 27 deadline to request NSF account reconciliation



System Maintenance Outages



NSF performs regular system maintenance over the weekends which **may impact services**

Typical maintenance outage window is Friday night to Saturday morning

Please review the advisories at the top of on the [Research.gov](https://www.research.gov) homepage prior to the weekend for outage hours and details



Maintenance will occur the weekend before the July 27th deadline—*plan accordingly!*

Maintenance on the night of Friday, July 24 with Research.gov outages expected until the morning (typically 8:00 a.m.) of Saturday, July 25

Sometimes the system outage windows must be extended due to unforeseen circumstances

Key Milestone Summary – *Proposal Submission*

Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
10 business days	Monday, July 13, 2026	✓ Organization completes resolution of any SAM.gov certification issues and confirms SAM registration and UEI are active
 (Research.gov Maintenance Outage Window: July 17 10 p.m. – July 18 8 a.m. (check posted advisory for specific outage window))		
3 business days	Wednesday, July 23, 2026	✓ Submit SBIR/STTR proposal through Research.gov
 (Research.gov Maintenance Outage Window: July 24 10 p.m. – July 25 8 a.m. (check posted advisory for specific outage window))		
0 business days	Monday, July 27, 2026 (5:00 p.m. submitting organization's local time)	✓ Proposals are due by 5:00 p.m. submitting organization's local time. Proposals submitted after the deadline will not be accepted or will be returned without review.

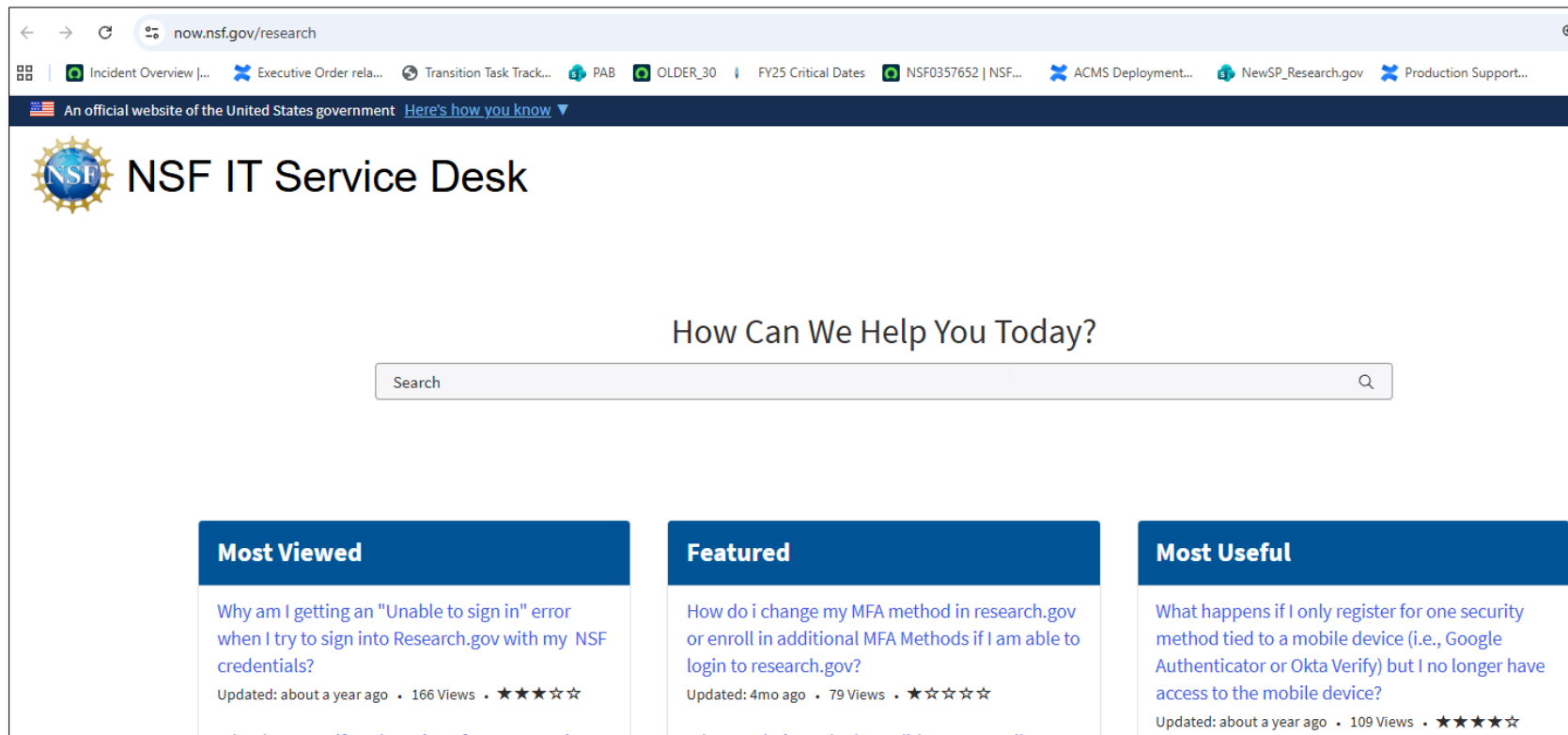


Information Resources & Contacts for Questions



Research.gov Help and Training Resources

Search our FAQs: <https://now.nsf.gov/research>



Information Resources

Join our NSF **System Updates listserv** to receive the latest Research.gov system enhancement information news! Sign up by sending a blank email to:

system_updates-subscribe-request@listserv.nsf.gov



Automated Compliance Checking of NSF Proposals page



Research.gov About Account Management page



Research.gov About Proposal Preparation and Submission page



Research.gov Proposal Preparation Demo Site *(You will be prompted to sign in to Research.gov if you are not already signed in.)*



Research.gov Supplemental Funding Request Demo Site *(You will be prompted to sign in to Research.gov if you are not already signed in.)*



Resources for LaTeX Users:
<https://github.com/nsf-open/nsf-proposal-latex-samples>



NSF PAPPG Supplement 1



NSF PAPPG Supplement 2



Data Management and Sharing Plan (DMSP) Instructions



NSF Gold Standard Science Implementation Plan



Thank you
for your participation today!

