



America's  
**SEED FUND**  
SBIR.STTR

# NSF SBIR/STTR PHASE I NEW Awardee Webinar

August 2024



**CONGRATULATIONS!**



# AGENDA

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- Your NSF Program Director
- How To Receive NSF Funds
- Initial Award Activities Timeline
  - Phase I Workshop
  - Beat-the-Odds Bootcamp
  - Commercialization Assistance Program (CAP)
- Related Opportunity: National I-Corps ALL SBIR/STTR Cohort
- Best Practices – Accounting
- Changes During Phase I
- Final Report and Final Payment
- Phase II Submission
- Important Reminders & Resources



# YOUR NSF PROGRAM DIRECTOR

- Named in your NSF award letter as point-of-contact.
- Program Directors recommend approval of no-cost extensions, PI changes, or budget and research plan changes.



Henry  
Ahn



Peter Atherton



Anna  
Brady-Estevez



Ed  
Chinchoy



Parvathi  
Chundi



Samir  
Iqbal



Vincent Lee



Rajesh Mehta



Ela  
Mirowski



Alastair  
Monk



Erik  
Pierstorff



Lindsay  
Portnoy



Ben  
Schrag



Mara  
Schindelholz



# COMMUNICATION WITH YOUR NSF PROGRAM DIRECTOR

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- Look for an initial email “Congratulations Letter” with important info, a press release template, and media tips.
- Always include your award number in the subject line of correspondence with your Program Director.
- Keep your Program Director informed about technical and business progress, and news.

# HOW TO RECEIVE NSF FUNDS

- Use Award Cash Management Service (ACM\$) to receive NSF funds.
- Access ACM\$ on [Research.gov](https://research.gov).
- Requires entering amounts to request funds.
- You can add/change users on [Research.gov](https://research.gov). Find instructions in the ACM\$ Permissions Guide.



## Manage Financials

View balances and submit cash requests

➤ Submit or manage payment transactions

➤ More about ACM\$

➤ Program Income Reporting



# INITIAL AWARD ACTIVITIES TIMELINE

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- Attend the Phase I Workshop (to be held via videoconference), within about 1-3 months of your award start
  - Discussion of Phase I opportunities, responsibilities, Phase II, accounting and timekeeping and legal requirements (requires a total of ~8-10 hours of commitment across 3 days)
- Beat-The-Odds Boot Camp, starting shortly after the workshop
  - Guided process of customer discovery led by National I-Corps instructors (lasts 7 weeks, requires 10-15 hours per week)
  - Commercialization Assistance Program (CAP)
    - Led by Dawnbreaker, via an NSF contract





# PHASE I WORKSHOP



# PHASE I WORKSHOP (DAY 1 & DAY 2)

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## Held via Videoconference:

- **Day 1:** Informational and networking sessions
  - Please block 11 AM to 5:30 PM ET on Day 1
- **Day 2:** One-on-one meetings (20 minutes) with NSF Program Directors
  - Please block 9 AM to 5 PM ET on Day 2 (or, for Pacific and Mountain timers, block 8 AM local to 3 PM local)
- **Day 3:** Optional sessions: women's networking and Q&A on rules/timekeeping/accounting rules
  - Block ~ 10 AM to 4 PM ET for optional sessions

# PHASE I WORKSHOP (ATTENDANCE)

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## Attendance:

- Required: Principal Investigator (PI)
- Recommended: Business/commercial representative, especially if not the PI (feel free to discuss with your PD)

*Note: any excess funds budgeted for travel to this event can be reallocated to other existing expense categories without needing notify your PD.*



# WHAT IS THE BEAT-THE-ODDS BOOT CAMP?

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- Based on the NSF I-Corps program, Beat-the-Odds Boot Camp is a customer discovery training program for Phase I awardees led by I-Corps instructors see additional general info:  
<https://seedfund.nsf.gov/resources/awardees/phase-1/bootcamp/>
- You participate as a team - typically the Principal Investigator and lead of business development

# WHAT IS BEAT-THE-ODDS BOOT CAMP?

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## In Bootcamp you will:

- Create a business model canvas
- Contact and interview at least 30 customers
- Get feedback and guidance from your NSF I-Corps instructor
- You'll be assigned a Pod Number, Boot Camp instructor and learn more about office hours
- Expect communication directly from the Boot Camp instructors and program staff--please respond as you would to NSF

Learn more from these Lean Launchpad videos:

<https://www.udacity.com/course/how-to-build-a-startup--ep245>



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# WHAT IS BEAT-THE-ODDS BOOT CAMP?

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## Budget Info:

- You may allocate \$10,000 - \$20,000 from your Phase I award budget for Boot Camp participation.
- Funds budgeted from Direct Costs may be used to purchase tools for virtual customer discovery (e.g., Zoom Meeting; LinkedIn Premium), attend virtual conferences, support travel in the US (including conference fees) if/when travel and meeting restrictions are lifted, and time and effort working on Boot Camp activities.



# WHAT IS BEAT-THE-ODDS BOOT CAMP?

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- **SBIR Boot Camp Kick-off Meeting** – 2-hour introduction (all participants in lecture-style meeting)
- **Week 1** – 1st Pod meetings (a Pod consists of an instructor and 6-8 companies)
- **Week 2** – Office hours (company teams meet with their Pod instructors one-on-one)
- **Week 3** – 2nd Pod meetings
- **Week 4** – Office hours Only
- **Week 5** – 3rd Pod meetings
- **Week 6** - Office hours
- **Lessons Learned Presentation** – All day event where each company gives a presentation that combines Pods by program director, and instructors provide final comments to the companies.







# WHAT IS THE CAP PROGRAM?

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- Commercialization Assistance Planning (CAP) is run by an NSF partner, Dawnbreaker, to help you prepare the Commercialization Plan in your Phase II proposal.
- Free to all Phase I awardees, optional but strongly recommended.
- More info to come...





# BEST PRACTICES: ACCOUNTING

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- You **must** have an industry-standard accounting system
  - Spreadsheets are not acceptable
- You **must** have award accounting capability
  - Track direct and indirect costs separately
  - Track spending using a valid accounting system and time spent on the project using timesheets
- Recommended – hire/consult an accountant!
- Recommended – let your PD know before taking on debt (including convertible notes)!
- *Be prepared for a financial review if your Phase II proposal is recommended for award.*



# BEST PRACTICES: ACCOUNTING (VIDEOS)

- Read the Cost Analysis and Pre-Award Branch website:  
<https://www.nsf.gov/bfa/dias/cap/>
- Watch NSF Accounting Video:  
<https://seedfund.nsf.gov/resources/awardees/phase-1/accounting/>

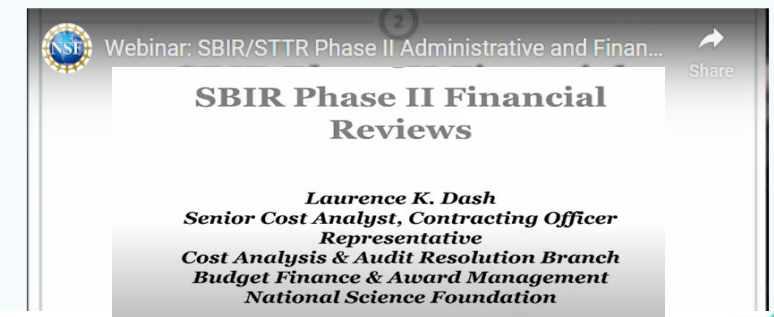


ABOUT ▼ PORTFOLIO RESOURCES ▼ SHOWCASE ▼ HOW IT WORKS ▼ 🔍

## Accounting

Before drawing down any award funds in NSF's Awardee Cash Management Service (ACM\$), please ensure you have reviewed any potential tax implications with a tax/accounting professional. **It is imperative that you ensure the integrity of your accounting systems and resulting financial statements from the outset of the Phase I project.**

To assist, NSF strongly recommends that all you or your accountant watch this video and review [this website](#) carefully at the outset of the Phase I award.





# CHANGES DURING PHASE I

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**Contact your Program Director to request/discuss:**

- A change in Principal Investigator
- Submit the request in [Research.gov](https://research.gov)  
Instructions here: <https://seedfund.nsf.gov/resources/awardees/phase-1/pi-change/>
- An organizational name change or business structure (entity) change





# CHANGES DURING PHASE I

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## Contact your Program Director to request/discuss:

- Name or entity changes (e.g. from LLC to C-Corp) during Phase I can be cumbersome— changes between Phases are much faster vis-à-vis NSF
- A revised budget
- A revised Research Plan that changes the scope of the project
- An evidence-based pivot

# CHANGES DURING PHASE I (NO COST EXTENSION)

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**No-Cost Extension** - allows you to request more time to complete the project objectives

- Contact your Program Director with your request and reason for your request
- Make your request **45 days** before the end date of your award (if possible)
- **An extension does not change your Phase II proposal submission deadlines**
- Follow the online instructions for requesting “No-Cost Extension” in [Research.gov](https://research.gov)





# FINAL REPORT AND FINAL PAYMENT

# FINAL REPORT AND FINAL PAYMENT

- Your Final Report and Project Outcomes Report
- Must be submitted through [Research.gov](https://research.gov) within 15 days of the end date of your award
- Instructions on submitting your Final Report

<https://seedfund.nsf.gov/resources/awardees/phase-1/reporting>

The screenshot shows the website for America's SEED FUND SBIR.STTR. The top navigation bar includes links for ABOUT, SHOWCASE, PORTFOLIO, RESOURCES (highlighted in yellow), CONTACT, and APPLY. A dropdown menu for RESOURCES is open, showing options for FOR APPLICANTS, FOR PHASE I AWARDEES (highlighted with a blue box), FOR PHASE II AWARDEES, FOR REVIEWERS, and EVENTS. On the left, a sidebar titled 'The basics' lists various resources, with 'Phase I reporting requirements' highlighted by a blue box. The main content area is titled 'RESOURCES: Phase I awardees' and contains the text: 'This page has all the forms you need to manage your Phase I award information you need to apply for Phase II funding, and other useful resources.'

# FINAL REPORT AND FINAL PAYMENT

Final Payment - \$25,000

- You must submit your Final Report, and it must be approved by your Program Director to receive the final payment

Reporting Patents:

- Disclose patents on the iEdison database:

<https://www.nist.gov/iedison>

The screenshot shows the NIST iEdison website. At the top is the NIST logo and a search bar. Below the logo is a blue banner with the text: "iEdison: an interagency online reporting system for recipients of federal funding agreements to report subject inventions to the federal funding agency and complete other reporting as required by the Bayh-Dole Act and its implementing regulations". Below the banner is the iEdison logo. To the right of the logo are three buttons: "LOGIN TO IEDISON", "REGISTER YOUR ORGANIZATION FOR AN IEDISON ACCOUNT", and "SUBMIT AN IEDISON HELP TICKET". On the left side, there is a list of links: "About iEdison", "Frequently Asked Questions", "Outages & Updates", "Registering with iEdison", "iEdison User Guides", "Training Opportunities", "Video Tutorials", "iEdison API", and "Agency Contact List". On the right side, there is a section titled "Welcome to iEdison!" with the text: "National Institute of Standards & Technology (NIST) launched the new iEdison system on Tuesday, August 9, 2022."



# PHASE II PROPOSAL SUBMISSION

# PHASE II PROPOSAL SUBMISSION

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- You are only allowed to submit one Phase II proposal per Phase I award
  - **You are not allowed to revise and resubmit a declined Phase II proposal**
- You have been offered a range of timing options for submission (6 to 24 months after your Phase I award start date)
- A no-cost extension will not change the above window to submit
- Instructions for preparing your Phase II proposal may be found in the solicitation:
  - <https://new.nsf.gov/funding/opportunities/nsf-small-business-innovation-research-small/nsf24-580/solicitation>
  - All SBIR/STTR proposals are submitted in [Research.gov](https://research.gov)





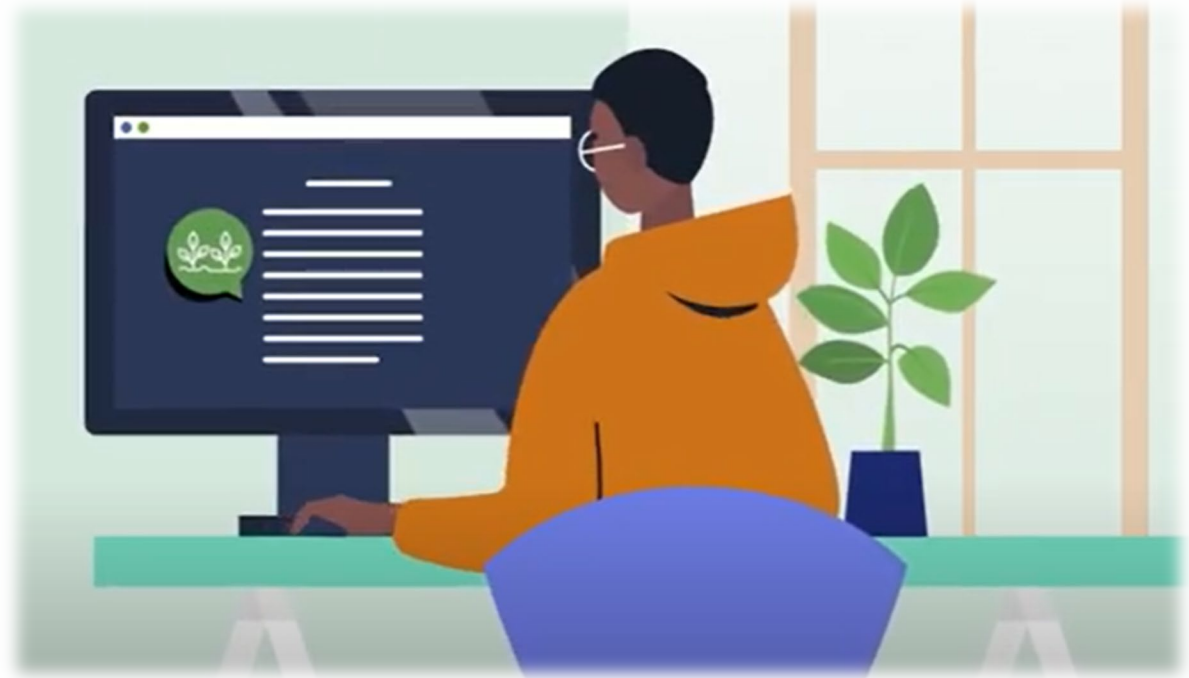


# FINAL NOTES

# EMAIL DOMAINS TO ADD TO YOUR SAFE LIST

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- @nsf.gov
- @associates.nsf.gov
- @iqsolutions.com
- @Dawnbreaker.com



# IMPORTANT REMINDERS

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## Read your award letter for:

- Award amount and budget, start date and end date
- Instructions for accessing your initial payment (up to \$250,000)
- Phase I General Conditions (linked in Award Letter)
- Instructions for accessing the reviews (and panel summary, if applicable)
- Phase II proposal submission dates

## Read NSF emails from:

- Your Program Director
- NSF Division of Grants and Agreements (DGA)
- NSF Partners: Dawnbreaker, IQ Solutions

# TAXES: SECTION 174

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The Tax Cuts and Jobs Act of 2017 included major changes to Section 174 of the Internal Revenue Code (IRS) to take effect in 2022. These changes require businesses to amortize research and development (R&D) expenses over a five-year period instead of deducting them in the year they were incurred.

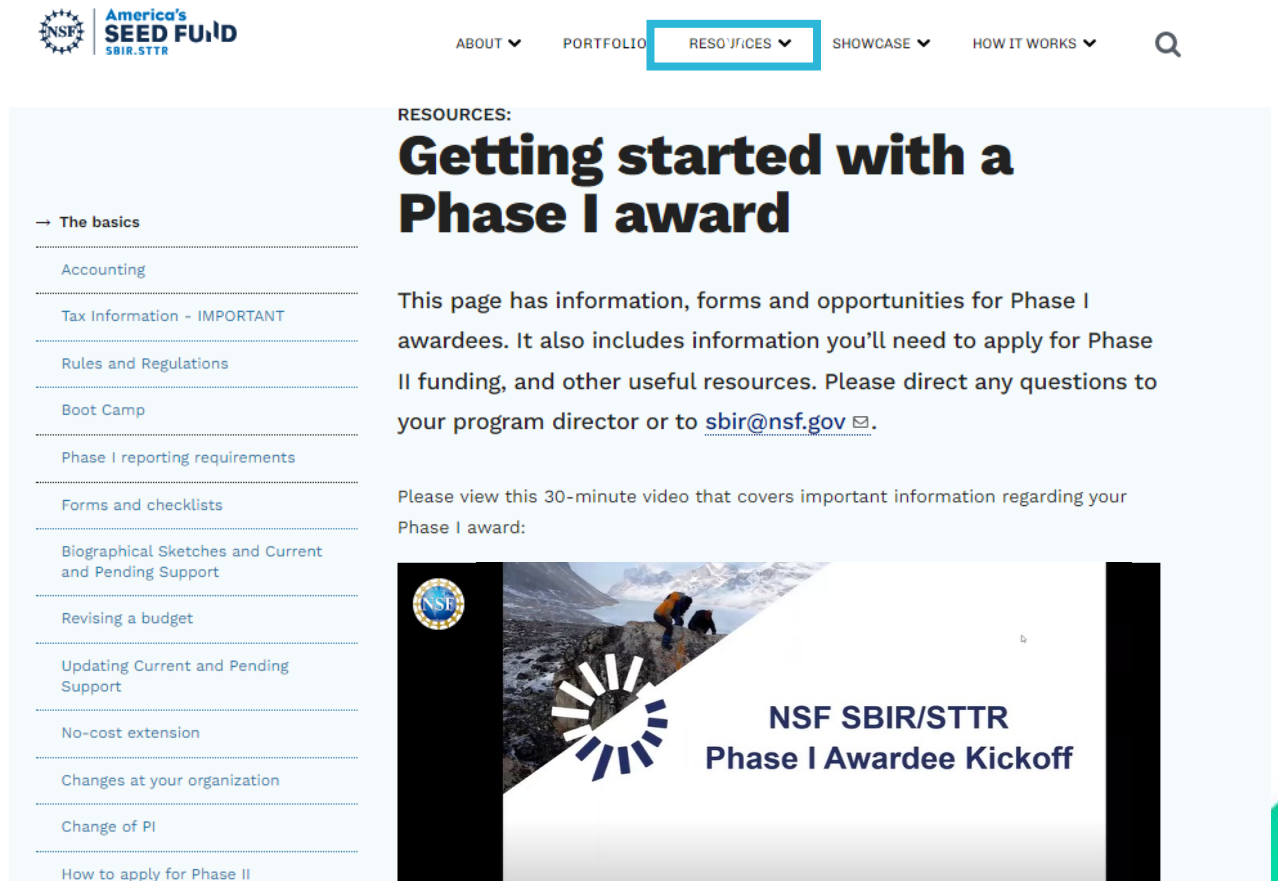
<https://www.law.cornell.edu/uscode/text/26/174>

We recognize this change may impact some small businesses. As soon as possible, small businesses that receive Small Business Innovation Research or Small Business Technology Transfer (SBIR/STTR) funding **should seek guidance from the IRS or a tax professional on how this change may affect them.**

*The U.S. National Science Foundation and its contractors do not provide tax, legal or accounting advice. This material has been prepared for informational purposes only, and is not intended to provide, and should not be relied on for, tax, legal or accounting advice. You should consult your own tax, legal and accounting advisors before engaging in any transaction or when determining tax and reporting obligations.*

# HELPFUL RESOURCES FOR PHASE I AWARDEES

<https://seedfund.nsf.gov/resources/awardees/phase-1/>



The screenshot shows the NSF America's SEED FUND SBIR/STTR website. The navigation bar includes links for ABOUT, PORTFOLIO, RESOURCES (highlighted), SHOWCASE, and HOW IT WORKS, along with a search icon. The main content area is titled 'RESOURCES: Getting started with a Phase I award'. It provides information on the page's content, including forms and opportunities for Phase I awardees, and directs users to contact their program director or email [sbir@nsf.gov](mailto:sbir@nsf.gov). A video link is also provided for a 30-minute overview. A sidebar on the left lists various resources: The basics, Accounting, Tax Information - IMPORTANT, Rules and Regulations, Boot Camp, Phase I reporting requirements, Forms and checklists, Biographical Sketches and Current and Pending Support, Revising a budget, Updating Current and Pending Support, No-cost extension, Changes at your organization, Change of PI, and How to apply for Phase II. At the bottom, there is a video thumbnail titled 'NSF SBIR/STTR Phase I Awardee Kickoff'.

NSF America's SEED FUND SBIR/STTR

ABOUT ▼ PORTFOLIO RESOURCES ▼ SHOWCASE ▼ HOW IT WORKS ▼ 🔍

RESOURCES:

## Getting started with a Phase I award

This page has information, forms and opportunities for Phase I awardees. It also includes information you'll need to apply for Phase II funding, and other useful resources. Please direct any questions to your program director or to [sbir@nsf.gov](mailto:sbir@nsf.gov) ✉.

Please view this 30-minute video that covers important information regarding your Phase I award:

→ The basics

- Accounting
- Tax Information - IMPORTANT
- Rules and Regulations
- Boot Camp
- Phase I reporting requirements
- Forms and checklists
- Biographical Sketches and Current and Pending Support
- Revising a budget
- Updating Current and Pending Support
- No-cost extension
- Changes at your organization
- Change of PI
- How to apply for Phase II

NSF SBIR/STTR Phase I Awardee Kickoff

# QUESTIONS?

To ask a question please use the Chat or Q&A function in Zoom, or raise your hand

**Thank you!**

<https://seedfund.nsf.gov/>

[sbir@nsf.gov](mailto:sbir@nsf.gov)

@NSFSBIR



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