



SBIR · STTR
America's Seed Fund

NSF SBIR/STTR Phase II

Step-by-Step Guide for

Entering Proposal in FastLane

For formatting requirements, [click here](#) to visit the Proposal & Award Policies & Procedures Guide (PAPPG).

If the PAPPG differs from the Phase II Proposal Preparation Instructions, these instructions take precedence.

ADA & 508 Compliance Assistance - Please Call the FastLane Help Desk at 1-800-673-6188.

Please visit our Phase II Proposal Information website to download all required forms and for full details about proposal requirements: http://www.nsf.gov/eng/iip/sbir/how-to-apply_phaseii.jsp

Read the "[SBIR/STTR Phase II Proposal Contents](#)" guide carefully prior to drafting and submitting a Phase II proposal to NSF.

For Assistance with FastLane - Please Call the FastLane Help Desk at 1-800-673-6188.

To get started follow the steps outlined below:

1. Go to the FastLane home page <http://www.FastLane.nsf.gov>
2. Select the **Proposal, Awards & Status** link on the top (blue) menu bar.



3. Fill in Log In information in the “PI/CO-PI Log In” box on the right side of the screen.

Note: The Principal Investigator (PI) for the proposed Phase II project should login and prepare the proposal.

- Click the “Log In” button

4. On the **Principal Investigator (PI)/Co-Principal Investigator (CO-PI) Management** screen, select “**Proposal Functions**”

5. On the **Proposal Functions** screen, click “**Proposal Preparation**”

6. On the **Principal Investigator (PI) Information** screen, check the PI information for accuracy. You may choose to update or edit the PI information by selecting the “**Edit PI Information**” button. Then click the “**Prepare Proposal**” button.

Principal Investigator (PI) Information

Notice: In the January 2002 Grant Proposal Guide (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide](#) ([opens new window](#)) and [Project Description Section of the Grant Proposal Guide](#) ([opens new window](#)) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: <http://www.nsf.gov/publ/gp/broadimpacts.pdf> ([opens new window](#)).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

Name	A B		
Organization	Test Institution 5300010004		
Department			
Address	b a, VA 222061057	Phone	(703) 292-5337
		Fax	No Valid Number Provided
		EMail	brucegg@yahoo.com
Country	US		
Gender	Do not wish to provide		
Citizenship	US citizen	Degree Year	1999
Ethnicity	Do not wish to provide		
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI -	No		

7. Once you select to prepare your proposal the **Proposal Actions** Screen appears. Scroll down past the **Temporary Proposals in Progress** section to the **Create New Proposal** section at the bottom, and click on the appropriate **"SBIR Phase II" or "STTR Phase II"** button.

Create New Proposal

8. The **SBIR/STTR Phase I Selector** screen appears. **Important!** You will see a listing of your company's SBIR/STTR Phase I Awards in which you served as PI. **Highlight** the SBIR/STTR Phase I award for which you are submitting a Phase II proposal.

For a PI change between Phase I and Phase II - NO Awards will appear; type in the Phase I Award Number - Scroll down and click on the **Use** button. This will automatically assign the person who started the proposal in FastLane to be assigned as the new PI for the Phase II proposal.

SBIR Phase I Selector

Instructions for beginning a new SBIR Phase II Proposal. The box below includes all of your current SBIR Phase I Awards. Select from the list and click the "Use" button to start a SBIR Phase II proposal. All relative information will be passed on to your SBIR phase II proposal.

SBIR Phase I Awards (No current awards)

If no list appears above or if your Phase I award does not appear on the list, type the award number from your Phase I award in the space provided below. Remember that SBIR Phase II proposals must be based on a prior SBIR Phase I Award.

Phase I Award number

The **Form Preparation** screen is the control center for proposal development. All of the **GO** buttons move you to each of the different modules that you need to complete in order to prepare your proposal. It is strongly advised that you prepare each of the sections offline and then upload the sections to each of the modules. The Budget is the only section for which you will need to enter the information directly into FastLane; however, the budget justification(s) can be prepared offline and uploaded into the Budget Justification module.

9. At the top of the **Form Preparation** page will be the text **Forms for Temp Proposal #** - this number will be used as a reference throughout the preparation process. When your FastLane Contact/SPO finally submits your proposal to NSF, your proposal will be assigned an official NSF proposal number, the first two digits of which will match the fiscal year in which the proposal was submitted (e.g. proposals submitted between October 1, 2012 and September 30, 2013 will be numbered 13xxxxx). This official proposal number should be used in all further communications with NSF.

Click on the **“GO”** button to the left of **“Cover Sheet”**.

Forms for Temp. Proposal #7154556
SBIR Phase I test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan			
<input type="button" value="GO"/> Mentoring Plan ¹			
<input type="button" value="GO"/> Project Summary with Special Characters			
<input type="button" value="GO"/> Other Supplementary Docs			07/06/11

Single Copy Documents

<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

The Cover Sheet has been divided into four sections. To complete the Cover Sheet you must complete all four sections.

9a. The first Cover Sheet **“GO”** Button is **“Awardee Organization/Primary Place of Performance Selection”**

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

Awardee Organization/Primary Place Of Performance Selection

Awardee Organization	Primary Place of Performance
Test Institution	
Address	Arlington, VA 22230
Inst. Code	5300010004
DUNS #	Not Found

Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

- NSF 11-691 - Small Business Innovation Research Program Phase I Solicitation FY-2011 (Release 2).

NSF Unit Consideration

Current List of selected NSF UNITS:

1. IIP - SMALL BUSINESS PHASE I

*Remainder of the Cover Sheet

The Awardee Organization information is pre-populated from the PI information. Click on the **“Add/Change Primary Place of Performance”** button to make necessary updates.

Institutions for this proposal

	Awardee Organization		Primary Place of Performance
Address:	Test Institution Test Institution Arlington, VA 22230	Address:	
Institution Code:	5300010004		<input type="button" value="Add/Change Primary Place of Performance"/>
DUNS Number:	Not Found		

- ✓ STTR proposals should click **“Add/Change Primary Place of Performance”** and enter data for the mandatory sub-awardee research institution.
- ✓ SBIR proposers may select a sub-awardee research organization (if applicable) for the Primary Place of Performance, or should select **“Same as Awardee Organization”**.
- ✓ When inputting an address for the **“Primary Place of Performance”**, you **must** include the **nine-digit zip code**. (Proposers are advised to use the **United States Postal Service website to look up their nine-digit zip code at www.usps.com**)

After the Primary Place of Performance is identified, click **“Save Primary Place of Performance”**.

Add/Change Primary Place of Performance

*Required Field

*Organization Name or Same as Awardee Organization
 Please enter an Organization Name or select Same as Awardee Organization

Street Address

City

State (Required if Country is United States)

Zip Code (9 digit) (Required if Country is United States)

*Country

After saving, click **“Go Back”** on the **“Add/Change Primary Place of Performance”** and the **“Institutions for this Proposal”** page to return to the Cover Sheets Components Form.

Primary Place of Performance Successfully Saved

Institutions for this proposal

	Awardee Organization		Primary Place of Performance
Address:	Test Institution Test Institution Arlington, VA 22230	Address:	Test Institution VA, US 222300001
Institution Code:	5300010004		<input type="button" value="Add/Change Primary Place of Performance"/>
DUNS Number:	Not Found		

9b. The second Cover Sheet **“GO”** Button is **“Program Announcement / Solicitation / Program Description”**

and

9c. The third Cover Sheet **“GO”** Button is **“NSF Unit Consideration”**

* The **“Program Announcement/Solicitation/Program Description Number”** and the **“NSF Unit Consideration”** will appear automatically, pre-populated with the correct data from your Phase I award.

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

Awardee Organization/Primary Place Of Performance Selection

Awardee Organization	Primary Place of Performance
Test Institution	Test Institution
Address	Address
Arlington, VA 22230	VA, US222300001
Inst. Code	5300010004
DUNS #	Not Found

Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

- NSF 11-691 - Small Business Innovation Research Program Phase I Solicitation FY-2011 (Release 2).

NSF Unit Consideration

Current List of selected NSF UNITS:

1. IIP - SMALL BUSINESS PHASE I

*Remainder of the Cover Sheet

9d. The fourth Cover Sheet **“GO”** Button is **“Remainder of the Cover Sheet”**

Click the **“GO”** button and provide the required information to complete the cover sheet.

“Title of Proposed Project”: The system has already been programmed for each title to begin with **SBIR Phase II:** or **STTR Phase II:**

** Please **include** two spaces after the colon before typing the project title.*

** Please **do not use** acronyms in the proposal title. The title will be public information and should be crafted to clearly convey the technical purpose of the project.*

Title of Proposed Project

Enter the Title of Your Proposed Project:

SBIR Phase II:

“Budget and Duration Information”: Three items are requested.

- ✓ **Requested Amount:** Enter the requested amount of funds. This number should match the total funds line as listed in the budget.
 - **SBIR/STTR Phase II budgets cannot exceed \$750,000.**
- ✓ **Proposal Duration:** Enter 24 months in the box.
- ✓ **Requested Starting Date:** For deadline dates in August, enter the following March 1st. For deadline dates in February, enter the following September 1st. (Time elapsed from Phase II proposal submission to award is typically between 6-9 months, dependent on CAAR review.)

Budget And Duration Information

Requested Amount: \$ (Note: The requested amount is calculated from the budget forms.)

Proposal Duration (in months): Requested Starting Date (MM/DD/YYYY):

“Announcement and Consideration Information”, “Principal Investigator (PI) Information” and **“Co-Principal Investigator (Co-PI) Information”**: These sections will automatically populate.

Announcement And Consideration Information Program Announcement Solicitation Number: NSF 13-546 Deadline/Target Date: Select a closing date. ▾ For consideration by the following listed NSF Organization Unit(s): • IIP - SMALL BUSINESS PHASE I		<div style="border: 1px solid black; padding: 5px; color: red; text-align: center;"> This is the Phase I Solicitation Number </div>
Principal Investigator (PI) Information Name: A B Organization: Test Institution Department: Street #1: b Street #2: City/State/Zip: a VA 222061057 Country: US		
Co-Principal Investigator (Co-PI) Information No Co-PI's are allowed for this proposal.		

Remember you have two or three opportunities to submit your Phase II proposal, depending on when your Phase I award was issued. Check your Award Letter if you need clarification.

“Previous NSF Award”: Do not check the box. *Preliminary proposals are not accepted in the SBIR/STTR Program*

Previous NSF Award

If this proposal is a Renewal or an Accomplishment Based Renewal
 Then select the previous Award Number: ▾
 Otherwise Deselect

If this is a preliminary proposal then check here:

If this is a Full Proposal and it is related to an associated preliminary proposal, please enter that preliminary proposal number here: ▾

“Other Federal Agencies”: Provide a listing of all other Federal agencies to which you have submitted, or plan to submit, this proposal.

Other Federal Agencies

If this proposal is being submitted to another Federal Agency (FA), please type a reasonable abbreviation (maximum of 10 characters) for each agency in a blank space below.

1. <input style="width: 80%;" type="text"/>	2. <input style="width: 80%;" type="text"/>	3. <input style="width: 80%;" type="text"/>	4. <input style="width: 80%;" type="text"/>	5. <input style="width: 80%;" type="text"/>
6. <input style="width: 80%;" type="text"/>	7. <input style="width: 80%;" type="text"/>	8. <input style="width: 80%;" type="text"/>	9. <input style="width: 80%;" type="text"/>	10. <input style="width: 80%;" type="text"/>

“Awardee Organization Information”: This section has your Organization Name, Address, and Organization Code (this is a code assigned by NSF to your organization). All of this information should be pre-populated. The company’s Employer Identification Number (**EIN**) and Taxpayer Identification Number (**TIN**) must be provided.

Under the “Check all that apply to the Awardee Organization (see NSF PAPPG for Definitions)” you should always check the following two boxes:

- ✓ For Profit
- ✓ Small Business

Check the appropriate box(s) if your company is a Minority or Woman-Owned Business.

“The Small Business Concern Certifies”: Answer all of the following questions.

THE SMALL BUSINESS CONCERN CERTIFIES THAT:	Y/N
It is a small business as defined in Section 2.12.	
It qualifies as a socially and economically disadvantaged business as defined in Section 2.14. (FOR STATISTICAL PURPOSES ONLY.)	
It qualifies as a women-owned business as defined in in Section 2.17. (FOR STATISTICAL PURPOSES ONLY)	
NSF is the only Federal agency that has received this proposal (or overlapping or equivalent proposal) from the small business concern. If No, you must disclose overlapping or equivalent proposals and awards as defined in Section 3.1.12.	
SBIR: A minimum of one-half of the research will be performed by this firm in Phase II. STTR: It will perform at least 40 percent of the work and the collaborating research institution will perform at least 30 percent of the work as described in the proposal.	
The primary employment of the Principal Investigator will be with this firm at the time of the award and during the conduct of the research.	
It will permit the government to disclose the title and technical abstract page, plus the name, address and telephone number of a corporate official if the proposal does not result in an award to parties that may be interested in contacting the small business for further information or possible investment.	
It will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations pursuant thereto.	
It has received Phase II awards from the Federal Government. If "yes" provide a company commercialization history in the supplementary documents module.	

NOTE: If the PI responds “YES” to the question “It has received Phase II awards from the Federal Government” then a Company Commercialization History (on the NSF template) must be provided in the proposal or else the entire proposal will be returned without review. Template available here: <http://www.nsf.gov/eng/iip/sbir/CommercialHistoryTemplate.xls>

“Company Officer Information (For Business and Financial Matters)”, “Other Information”, “Affiliated Companies”, “Research Institution Investigator” and “Proprietary Notice”: Fill in all requested information.

Company Officer Information(For Business and Financial Matters):	
Company Officer Name:	<input type="text"/>
Company Officer Title:	<input type="text"/>
Company Officer Telephone Number:	<input type="text"/> (Ex: 8885551212)
Other Information:	
President's Name:	<input type="text"/>
Year Firm Founded:	<input type="text"/> (Ex: 1994)
Number of Employees (Including Parent, Subsidiary, and Predecessor)	
	<input type="text"/> Current Number Of Employees
	<input type="text"/> Average Number Of Employees For Previous 12 Months
Affiliated Companies	
Name of any affiliated companies(Parent, Subsidiary, Predecessor):	
Affiliate 1:	<input type="text"/>
Affiliate 2:	<input type="text"/>
Affiliate 3:	<input type="text"/>
Affiliate 4:	<input type="text"/>
Research Institution Investigator	
Provide only if STTR	
Research Institution: Test Institution	
Research Investigator Name:	<input type="text"/>
Research Investigator Phone Number:	<input type="text"/> (Ex: 8885551212)
Proprietary Notice:	
See solicitation for instructions concerning proprietary information.	
<input type="checkbox"/> Check here if proposal contains proprietary information.	

“Debarment and Suspension Certification” and “Authorized Representative”: Read each section carefully, answer question(s) and provide any additional information (if applicable). Click **“OK”** and then select **“Go Back”** to return to the **“Form Preparation”** screen.

Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency?

No
 Yes (If 'yes' please provide an explanation below)

By electronically signing the NSF Proposal Cover Sheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in [Exhibit II-4 of the Grant Proposal Guide](#).

Authorized Organizational Representative(AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.

10. Click on the **“Go”** button to the left of **“Add/Delete Non Co-PI Senior Personnel”**:

Forms for Temp. Proposal #7154556
SBIR Phase I test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	07/06/11
Single Copy Documents			
<input type="button" value="GO"/> PI Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

Click **“Add Non Co-PI Senior Person to Proposal”** after inputting the First Name, Middle Initial and Last Name of each person.

Senior personnel are individuals who have committed to work on the project and who possess specialized knowledge or skills that are critical for the completion of the project. For NSF SBIR/STTR projects, all Senior Personnel listed on the project budget (and all subaward budgets) and all Consultants must submit a Bio Sketch. All senior personnel listed on the project budget (and all subaward budgets) must also submit Current and Pending Support information (detailed later in this guide).

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

No Non Co-PI Senior Personnel

Currently, there are no Non Co-PI Senior Personnel assigned to Proposal #7154556

To Add a new Non Co-PI Senior Personnel to proposal #7154556, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name.

First Name:

Middle Initial:

Last Name:

After adding all participants, click **“Go Back”** until you return to the **“Form Preparation”** screen.

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

To Delete a Non Co-PI Senior Personnel assigned to Proposal #1136431 select the person's name from the list below and press the 'Delete Non Co-PI Senior Person From Proposal' button.

Select a name to remove as a Senior Personnel

To Add a new Non Co-PI Senior Personnel to proposal #1136431 , type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name.

First Name:

Middle Initial:

Last Name:

Important Note: You MUST upload a document (containing text) in each of the below listed modules for FastLane to accept your Phase II proposal submission. IF you do not follow the instructions provided your proposal is subject to Return Without Review (RWR).

- ✓ References Cited
- ✓ Facilities, Equipment, and Other Resources
- ✓ Project Summary (see below guidelines)
- ✓ Project Description (see below guidelines)
- ✓ Biographical Sketches
- ✓ Current and Pending Support

11. Click on the **“Go”** button to the left of **“References Cited”**:

Forms for Temp. Proposal #7154556
SBIR Phase I test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	07/06/11
Single Copy Documents			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

Provide a comprehensive listing of relevant sources. You can directly enter the references into the text box or you can transfer a file. It is recommended that you do the file transfer. **All proposals submitted to NSF must have something entered into the References Cited section. If you do not have any references to cite, put a statement to that effect into this module.** When this section is completed, click **“Go Back”** to return to the **“Form Preparation”** screen.

References Cited

Enter text for the References Cited or click on "Transfer File" to upload a file

If uploading a file, click **“Transfer File”** on the above screen.

Follow the instructions on the below screen, then click **“Upload File”** to upload document. Click **“Go Back”** until you return to the **“Form Preparation”** screen.

References Cited

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

SAMPLE BUDGET AND BUDGET JUSTIFICATIONS ARE INCLUDED ON THE FOLLOWING PAGES. THE INSTRUCTIONS FOR ENTERING THIS INFORMATION IN FASTLANE FOLLOWS.



SUMMARY PROPOSAL BUDGET Year 1

FOR NSF USE ONLY

ORGANIZATION ABCD, Inc.		PROPOSAL NO.		DURATION (MONTHS)	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR John Doe		AWARD NO.		Proposed	Granted
A. SENIOR PERSONNEL: P/VPD, Co-PIs, Faculty and Other Senior Associates List each separately with name and title. (A.7. Show number in brackets)		NSF-Funded Person-months		Funds Requested By Proposer	Funds Granted by NSF (If Different)
		CAL	ACA	SUMR	
1. John Doe – Chief Innovation Officer		4.04			\$25,578
2. Jane Smith – PM		2.02			\$25,113
3. June July – Senior Chemist		4.04			\$39,627
4.					
5.					
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)					
7. (3) TOTAL SENIOR PERSONNEL (1-6)		10.10			\$90,318
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. () POSTDOCTORAL ASSOCIATES					
2. (2) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)		4.00			\$25,578
3. () GRADUATE STUDENTS					
4. () UNDERGRADUATE STUDENTS					
5. () SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					
6. () OTHER					
TOTAL SALARIES AND WAGES (A + B)					\$115,896
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)					\$115,896
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.) 532nm Laser \$6,000					
TOTAL EQUIPMENT					\$6,000
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)					\$3,888
2. FOREIGN					
F. PARTICIPANT SUPPORT					
1. STIPENDS \$ _____					
2. TRAVEL _____					
3. SUBSISTENCE _____					
4. OTHER _____					
TOTAL NUMBER OF PARTICIPANTS ()					TOTAL PARTICIPANT
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES					\$35,159
2. PUBLICATION/DOCUMENTATION/DISSEMINATION					
3. CONSULTANT SERVICES					\$24,000
4. COMPUTER SERVICES					
5. SUBAWARDS					
6. OTHER					
TOTAL OTHER DIRECT COSTS					\$59,159
H. TOTAL DIRECT COSTS (A THROUGH G)					\$184,943
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
TOTAL INDIRECT COSTS (F&A)					\$173,846
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)					\$358,789
K. SMALL BUSINESS FEE					\$23,950
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)					\$382,739
M. COST SHARING: PROPOSED LEVEL \$		AGREED LEVEL IF DIFFERENT: \$			
P/VPD TYPED NAME AND SIGNATURE*		DATE	FOR NSF USE ONLY		
John Doe			INDIRECT COST RATE VERIFICATION		
ORG. REP. TYPED NAME & SIGNATURE*		DATE	Date Checked	Date of Rate Sheet	Initials-ORG
John Doe					



SUMMARY PROPOSAL BUDGET Year 2

FOR NSF USE ONLY

ORGANIZATION ABCD, Inc.		PROPOSAL NO.		DURATION (MONTHS)	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR John Doe		AWARD NO.		Proposed	Granted
A. SENIOR PERSONNEL: P/PI/D, Co-PIs, Faculty and Other Senior Associates List each separately with name and title. (A.7. Show number in brackets)		NSF-Funded Person-months		Funds Requested By Proposer	Funds Granted by NSF (If Different)
		CAL	ACA	SUMR	
1. John Doe – Chief Innovation Officer		4.04			\$25,578
2. Jane Smith – PM		2.02			\$25,113
3. June July – Senior Chemist		1.16			\$11,322
4.					
5.					
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)					
7. (3) TOTAL SENIOR PERSONNEL (1-6)		7.22			\$62,013
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. () POSTDOCTORAL ASSOCIATES					
2. (4) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)		6.03			\$57,513
3. () GRADUATE STUDENTS					
4. () UNDERGRADUATE STUDENTS					
5. () SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					
6. () OTHER					
TOTAL SALARIES AND WAGES (A + B)					\$119,526
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)					\$119,526
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)					
TOTAL EQUIPMENT					
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)					\$3,888
2. FOREIGN					
F. PARTICIPANT SUPPORT					
1. STIPENDS \$ _____					
2. TRAVEL _____					
3. SUBSISTENCE _____					
4. OTHER _____					
TOTAL NUMBER OF PARTICIPANTS ()				TOTAL PARTICIPANT	
COSTS					
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES					\$34,531
2. PUBLICATION/DOCUMENTATION/DISSEMINATION					
3. CONSULTANT SERVICES					\$6,000
4. COMPUTER SERVICES					
5. SUBAWARDS					
6. OTHER					
TOTAL OTHER DIRECT COSTS					\$40,531
H. TOTAL DIRECT COSTS (A THROUGH G)					\$163,945
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
TOTAL INDIRECT COSTS (F&A)					\$179,290
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)					\$343,235
K. SMALL BUSINESS FEE					\$24,026
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)					\$367,261
M. COST SHARING: PROPOSED LEVEL \$		AGREED LEVEL IF DIFFERENT: \$			
PI/PI/D TYPED NAME AND SIGNATURE*		DATE	FOR NSF USE ONLY		
John Doe			INDIRECT COST RATE VERIFICATION		
ORG. REP. TYPED NAME & SIGNATURE*		DATE	Date Checked	Date of Rate Sheet	Initials-ORG
John Doe					



SUMMARY PROPOSAL BUDGET Cumulative

FOR NSF USE ONLY

ORGANIZATION ABCD, Inc.		PROPOSAL NO.		DURATION (MONTHS)	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR John Doe		AWARD NO.		Proposed	Granted
A. SENIOR PERSONNEL: P/PI, Co-PIs, Faculty and Other Senior Associates List each separately with name and title. (A.7, Show number in brackets)		NSF-Funded Person-months		Funds Requested By Proposer	Funds Granted by NSF (if Different)
		CAL	ACA	SUMR	
1. John Doe – Chief Innovation Officer		8.08			\$51,156
2. Jane Smith – PM		4.04			\$50,226
3. June July – Senior Chemist		5.20			\$50,949
4.					
5.					
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)					
7. (3) TOTAL SENIOR PERSONNEL (1-6)		17.32			\$152,331
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. () POSTDOCTORAL ASSOCIATES					
2. (6) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)		10.03			\$83,091
3. () GRADUATE STUDENTS					
4. () UNDERGRADUATE STUDENTS					
5. () SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					
6. () OTHER					
TOTAL SALARIES AND WAGES (A + B)					\$235,422
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)					\$235,422
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.) 532nm Laser \$6,000					
TOTAL EQUIPMENT					\$6,000
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)					\$7,776
2. FOREIGN					
F. PARTICIPANT SUPPORT					
1. STIPENDS \$ _____					
2. TRAVEL _____					
3. SUBSISTENCE _____					
4. OTHER _____					
TOTAL NUMBER OF PARTICIPANTS ()		TOTAL PARTICIPANT			
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES					\$69,690
2. PUBLICATION/DOCUMENTATION/DISSEMINATION					
3. CONSULTANT SERVICES					\$30,000
4. COMPUTER SERVICES					
5. SUBAWARDS					
6. OTHER					
TOTAL OTHER DIRECT COSTS					\$99,690
H. TOTAL DIRECT COSTS (A THROUGH G)					\$348,888
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
TOTAL INDIRECT COSTS (F&A)					\$353,136
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)					\$702,024
K. SMALL BUSINESS FEE					\$47,976
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)					\$750,000
M. COST SHARING: PROPOSED LEVEL \$		AGREED LEVEL IF DIFFERENT: \$			
P/PI TYPED NAME AND SIGNATURE*		DATE	FOR NSF USE ONLY		
John Doe			INDIRECT COST RATE VERIFICATION		
ORG. REP. TYPED NAME & SIGNATURE*		DATE	Date Checked	Date of Rate Sheet	Initials-ORG
John Doe					

Sample Budget Justification (Year 1)

A. Senior Personnel

1. **Dr. John Doe (Chief Innovation Officer/PI):** Dr. Doe will commit 4.04 Cal. Months for a salary of \$25,578 (\$75,974 yr.). He will develop the Task 1 pathogen assays with Dr. July. He will also perform most of the proposed Task 3 measurements and interpret the data.
2. **Dr. Jane Smith (PM):** Dr. Smith will commit 2.02 Cal. Months for a salary of \$25,113 (149,186 yr.). She will assist in data interpretation and prepare all required reports.
3. **Dr. June July (Senior Chemist):** Dr. July will commit 4.04 Cal. Months for a salary of \$39,627 (\$117,700/yr.). She will develop the Task 1 pathogen assays with Dr. Doe. She will also prepare the Task 2 samples.

Total Senior Personnel: \$90,318

B. Other Personnel

B.2 Other Professionals

1. **Ms. August September (Research Assistant):** Ms. September will commit 2.90 Cal. Months with an hourly rate of \$27.40/hr. (requested salary \$18,270)
2. **TBD (Research Assistant):** The RA will commit 1.10 Cal. Months to the project and requested compensation is \$7,308. This person will help 1) prepare samples by performing serial dilutions, 2) make spectral measurements and 3) compiling data.

Total Other Personnel: \$25,578

C. Fringe Benefits: Included in Indirect Costs

D. Equipment

Innovative Photonic Solutions 532nm Laser (\$6,000): This laser will be used to perform the wavelength study. The laser is required to optimize the sensitivity of the proposed analyzer. Per request, a quote is included.

E. Travel

The PI (Dr. Doe) will attend the NSF Phase II Grantees Workshop (\$2,000).
2 Five-Day trips to the University of Smart
Two people will make measurements at the University of Smart level 2 labs.
Travel Costs:

- Mileage: 2 trips (170 miles each @ \$0.565/mi) Total: \$192
- Meals: 2 trips/2 persons (3 days @ \$56/day = \$672)
(2 days @ \$42/day = \$336)
- Lodging: 2 trips (1 room for 4 days @ \$86/night = \$688)
GSA per diem rates were used for Albany, NY

Total Travel = \$3,888

F. Participant Support: N/A

G. Other Direct Costs

1. Materials and Supplies: \$35,159

** Include a table that lists the below information (price quotes are required for ALL items over \$5,000)*

- *Item/Description*

- Vendor
- Quantity
- Unit Price
- Extended/Total Amount

2. Publication/Documentation/Dissemination: N/A

3. Consultant Services (\$24,000):

Dr. David Night, Professor Molecular Biology at the University of Smart will commit 40 days @ a rate of \$600/day (\$24,000). He will provide guidance in the safe preparation and handling of the pathogens, including growth in broths and cultures.

4. Computer Services: N/A

5. Subawards: N/A

*(Note: A separate Summary Proposal Budget with corresponding budget justification must be submitted for each subaward proposed. The proposing organization's budget justification must include the organizational relationship (e.g., common ownership or related parties) between the proposing organization and the subawardee, the type of subaward contemplated (e.g., fixed price or cost reimbursement), and an analysis to support that the subaward budget is reasonable. **Tuition costs are not supported costs under SBIR/STTR subawards to colleges and universities.** The electronic signature policy eliminates the requirement of providing a signed paper copy of the subaward budget; however, it is the responsibility of the proposing organization to confirm that submitted subaward budgets have been approved by an Authorized Organizational Representative at the subawardee organization. A letter from the PI on the subaward (Co-PI) is required stating his/her willingness to collaborate and describes their responsibilities/specific tasks to be accomplished on the project.)*

6. Other: N/A

(Note: This budget line includes purchases from commercial sources for routine analytical or other services (i.e. fee-for-service). The budget justification must explain the need for the services, provide a description of the services, and give a detailed breakout of costs (price quote/other documentation of costs.)

Total Other Direct Costs: \$59,159

H. Total Direct Costs (A through G): \$184,943

I. Indirect Costs: \$173,846

Fringe Benefits are calculated to be 50% of the total salary and wages (\$57,948). The remainder of the requested amount is for the allowable Indirect Costs (\$115,898)

The total Indirect Costs for this project are limited to 150% of direct salaries and wages.

J. Total Direct and Indirect Costs (H+I): \$358,789

K. Small Business Fee: \$23,950

7% of line J

L. Total Cost and Small Business Fee (J+K): \$382,739

Sample Budget Justification (Year 2)

A. Senior Personnel

1. **Dr. John Doe (Chief Innovation Officer/PI):** Dr. Doe will commit 4.04 Cal. Months for a salary of \$25,578 (\$75,974 yr.). He will develop the Task 1 pathogen assays with Dr. July. He will also perform most of the proposed Task 3 measurements and interpret the data.
2. **Dr. Jane Smith (PM):** Dr. Smith will commit 2.02 Cal. Months for a salary of \$25,113 (149,186 yr.). She will assist in data interpretation and prepare all required reports.
3. **Dr. June July (Senior Chemist):** Dr. July will commit 1.16 Cal. Months for a salary of \$11,322 (\$117,100/yr.). She will develop the Task 1 pathogen assays with Dr. Doe. She will also prepare the Task 2 samples.

Total Senior Personnel: \$62,013

B. Other Personnel

B.2 Other Professionals

1. **Mr. October November (Sr. Software Engineer):** Mr. November will commit 1.16 Cal. Months to the project and requested compensation is \$14,350. He will write analyzer control and user interface software as part of Task 5.
2. **Ms. Robin Ore (Senior Engineer):** Ms. Ore will commit 2.02 Cal. Months to the project and requested compensation is \$25,112. She will design and build analyzer.
3. **Ms. August September (Research Assistant):** Ms. September will commit 1.16 Cal. Months with an hourly rate of \$27.40/hr. (requested salary \$7,308)
4. **TBD (Research Assistant):** The RA will commit 1.69 Cal. Months to the project and requested compensation is \$10,743. This person will help 1) prepare samples by performing serial dilutions, 2) make spectral measurements and 3) compiling data.

Total Other Personnel: \$57,513

C. **Fringe Benefits:** Included in Indirect Costs

D. **Equipment:** N/A

E. Travel

The PI (Dr. Doe) will attend the NSF Phase II Grantees Workshop (\$2,000).

2 Five-Day trips to the University of Smart

Two people will make measurements at the University of Smart level 2 labs.

Travel Costs:

- Mileage: 2 trips (170 miles each @ \$0.565/mi) Total: \$192
- Meals: 2 trips/2 persons (3 days @ \$56/day = \$672)
(2 days @ \$42/day = \$336)
- Lodging: 2 trips (1 room for 4 days @ \$86/night = \$688)
GSA per diem rates were used for Albany, NY

Total Travel = \$3,888

F. **Participant Support:** N/A

G. Other Direct Costs

1. **Materials and Supplies: \$34,531**

** Include a table that lists the below information (price quotes are required for ALL items over \$5,000)*

- *Item/Description*
- *Vendor*

- *Quantity*
- *Unit Price*
- *Extended/Total Amount*

2. Publication/Documentation/Dissemination: N/A

3. Consultant Services (\$6,000):

Dr. David Night, Professor Molecular Biology at the University of Smart will commit 10 days @ a rate of \$600/day (\$12,000). He will provide guidance in the safe preparation and handling of the pathogens, including growth in broths and cultures.

4. Computer Services: N/A

5. Subawards: N/A

*(Note: A separate Summary Proposal Budget with corresponding budget justification must be submitted for each subaward proposed. The proposing organization's budget justification must include the organizational relationship (e.g., common ownership or related parties) between the proposing organization and the subawardee, the type of subaward contemplated (e.g., fixed price or cost reimbursement), and an analysis to support that the subaward budget is reasonable. **Tuition costs are not supported costs under SBIR/STTR subawards to colleges and universities.** The electronic signature policy eliminates the requirement of providing a signed paper copy of the subaward budget; however, it is the responsibility of the proposing organization to confirm that submitted subaward budgets have been approved by an Authorized Organizational Representative at the subawardee organization. A letter from the PI on the subaward (Co-PI) is required stating his/her willingness to collaborate and describes their responsibilities/specific tasks to be accomplished on the project.)*

6. Other: N/A

(Note: This budget line includes purchases from commercial sources for routine analytical or other services (i.e. fee-for-service). The budget justification must explain the need for the services, provide a description of the services, and give a detailed breakout of costs (price quote/other documentation of costs.)

Total Other Direct Costs: \$40,531

H. Total Direct Costs (A through G): \$163,945

I. Indirect Costs: 179,290

Fringe Benefits are calculated to be 50% of the total salary and wages (\$59,763). The remainder of the requested amount is for the allowable Indirect Costs (\$119,526)

The total Indirect Costs for this project are limited to 150% of direct salaries and wages.

J. Total Direct and Indirect Costs (H+I): \$343,235

K. Small Business Fee: \$24,026

7% of line J

L. Total Cost and Small Business Fee (J+K): \$367,261

Cumulative Budget Justification should reflect the sum of both Year 1 and Year 2 budget justifications (include the same level of detail).

12. Click on the “Go” button to left of “Budgets (Including Justification)”:

Forms for Temp. Proposal #7154556
SBIR Phase I: test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs 07/06/11

Single Copy Documents

- PI Co-PI Information N/A
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional) N/A
- Additional Single Copy Documents

The Project Budget Screen will appear. The company name should be highlighted; then Click on the “Add Year” button.

Organization	Year	Amount	Delete	Last Mod. Date
Test Institution				
Add Year	Budget Justification			

[Add Another Organization](#) [SpreadSheet Support](#)

Year 1 will be highlighted; then Click the “Add” button. FastLane will return to the Project Budget Screen.

Budget Year add for Test Institution - 5300010004

Select new year to add

1
 2
 3
 4
 5

Click on the “Funds” hyperlink (under the Year heading).

Organization	Year	Amount	Delete	Last Mod. Date
Test Institution	1 Funds - Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01
Add Year	Budget Justification			

[Add Another Organization](#) [SpreadSheet Support](#)

IMPORTANT: To avoid budget reductions, NSF strongly advises you to visit the Department of Labor/Bureau of Labor Statistics website to determine the allowed pay scale for each budgeted position. In general, unless your company has other significant internal revenue sources, as well as recent payroll records showing a precedent for the requested salary, the NSF will not allow budgeted salaries in excess of the median salary for the same job title in the same geographical area. Click [here](#) to search for your city/state data. If your city is not listed, click [here](#) and use your state data. Remember that direct salaries and wages requested in an NSF SBIR/STTR budget are permitted only for work on R&D tasks.

In most cases, every employee listed in line A or B of the budget should fall under one of the following four occupational groups:

- [Management Occupations \(11-0000\)](#)
- [Computer and Mathematical Occupations \(15-0000\)](#)
- [Architecture and Engineering Occupations \(17-0000\)](#)
- [Life, Physical, and Social Science Occupations \(19-0000\)](#)

A. Senior Personnel section: Click the “Add/Remove Senior Personnel” button.

Budget Year 1 for Test Institution

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Participant Support Costs](#)
[G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Residual Funds](#)
[L. Total Cost and Residual Funds](#)
[Bottom of Page](#)

A. Senior Personnel

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
A B	<input type="text" value="none"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>
Total Senior Personnel: 1		0.0	0.0	0.0	\$ 0

[Add/Remove Senior Personnel](#)

Check the box(s) for the “Senior Personnel” to be included on the budget and then click “Save” to return to the “Year 1 Budget” screen.

Budget Personnel for year 1 for Test Institution

PI: A B

<p>Personnel available to add</p> <p>Check to add</p> <p><input checked="" type="checkbox"/> John Doe</p>	<p>Personnel currently assigned to budget year</p> <p>Check to remove</p> <p>None Available to Remove</p>
---	---

Provide the number of **CALENDAR months** and proposed cost for all “Senior Personnel”; then click “Calculate”. You must enter information into the Calendar Months field on each line for which funds are requested. The PI on all SBIR and STTR Phase II proposals must be budgeted for a minimum of two (2) calendar months per year.

No Academic/Summer Months permitted except for University Subawards.

Budget Year 1 for Test Institution

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Participant Support Costs](#)
[G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Residual Funds](#)
[L. Total Cost and Residual Funds](#)
[Bottom of Page](#)

A. Senior Personnel

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
A B	<input type="text" value="none"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>
John Doe	<input type="text"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>
Total Senior Personnel: 2		0.0	0.0	0.0	\$ 0

[Add/Remove Senior Personnel](#)

B. Other Personnel section: Provide all applicable information on personnel in the categories listed. Provide the number of **CALENDAR months** and proposed cost for all “Other Personnel”; then click **“Calculate”**.

The main budget should not include Post-Doc. Scholars, Graduate Students, Undergraduate Students, or Secretarial/Clerical Personnel.

B. Other Personnel

Number of Personnel	Type of Personnel	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
<input type="text" value="0"/>	Post Doctoral Scholars	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	Other Professionals (Technicians, etc.)	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	Graduate Students				<input type="text" value="0"/>
<input type="text" value="0"/>	Undergraduate Students				<input type="text" value="0"/>
<input type="text" value="0"/>	Secretarial - clerical				<input type="text" value="0"/>
<input type="text" value="0"/>	Other				<input type="text" value="0"/>
Total Other Personnel: 0					\$ 0
Total Salaries and Wages (A + B):					\$ 0

C. Fringe Benefits section: Provide the estimated amount of fringe benefits for Senior Personnel and Other Personnel; then click **“Calculate”**.

C. Fringe Benefits

Description	Funds Requested By Proposer
Fringe Benefits (If charged as direct costs)	<input type="text" value="0"/>
Total Salaries, Wages and Fringe Benefits (A + B + C):	\$ 0

D. Equipment section: Equipment is defined as nonexpendable, tangible personal property, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, organizations may elect to establish their capitalization threshold as less than \$5,000. Equipment should be budgeted consistently with the proposing organization’s capitalization policy. Requests should not be made for general purpose or routine equipment that a business conducting research in the field should be expected to have available. The budget justification must explain the need for any equipment and include the item identification/description, vendor identification, quantity, price, and extended amount. Price quotes are required for **ALL** equipment totaling more than \$5,000.

D. Equipment
List items and dollar amount for each item exceeding \$5000.

Equipment Item	Check here to delete item	Dollar Amount	Funds Requested By Proposer
1. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Total Equipment:			\$ 0

E. Travel section: One trip per year, for up to 2 people, is required for attending the SBIR/STTR Phase II Grantees Conference. A realistic estimate is \$2,000 per person to cover travel and registration fees. Travel in Phase II is only permitted if it is necessary for the completion of the project R&D activities (no foreign travel allowed). After inputting the appropriate dollar amount, click **“Calculate”**.

E. Travel

Description	Funds Requested By Proposer
1. Travel Domestic (incl. Canada, Mexico and U.S. Possessions)	<input type="text" value="0"/>
2. Travel Foreign	<input type="text" value="0"/>
Total Travel:	\$ 0

F. Participant Support Costs section: **SBIR/STTR Phase II proposals do not use this budget line item; this section should be left blank.**

F. Participant Support Costs

Description	Costs	Funds Requested By Proposer
1. Stipends	<input type="text" value="0"/>	<input type="text"/>
2. Travel	<input type="text" value="0"/>	<input type="text"/>
3. Subsistence	<input type="text" value="0"/>	<input type="text"/>
4. Other	<input type="text" value="0"/>	<input type="text"/>
Number of Participants <input type="text" value="0"/>		
Total Participant Support Costs:		\$ 0

G. Other Direct Costs section: Provide a dollar amount for the following line items; then click **“Calculate”**.

G.1. Materials and Supplies: The budget justification must include a table that shows an itemized listing of materials and supplies to include the item/description, vendor, quantity, unit price and extended/total amount. A price quote is required for **ALL** items totaling more than \$5,000.

G.2. Publication Costs/Documentation/distrib (not allowed in SBIR/STTR Phase II)

G.3. Consultant Services (Consultant rate cannot exceed \$600 per day and documentation includes signed letter from the consultant with rate, number of days, and project role)

G.4. Computer (ADPE) Services: Pls should discuss possible publication charges with their Program Director.

G.5. Subcontracts – a separate budget is **REQUIRED for each subcontractor; the total amount of all these subcontracts for year 1 should be entered here**

G.6.Other: This budget line includes purchases from commercial sources for routine analytical or other services (i.e. fee-for-service). The budget justification must explain the need for the services, provide a description of the services, and give a detailed breakout of costs (price quotes /other documentation of costs).

G. Other Direct Costs		Funds Requested By Proposer
Description		
1. Materials and Supplies		0
2. Publication Costs/Documentation/distrib		0
3. Consultant Services		0
4. Computer (ADPE) Services		0
5. Subcontracts		0
6. Other		0
Total Other Direct Costs:		\$ 0
<input type="button" value="Calculate"/>		

H. Total Direct Costs section: Click **“Calculate”** and the total of items A through G will update.

H. Total Direct Costs		Funds Requested By Proposer
Total Direct Costs (A THROUGH G):		\$ 0
<input type="button" value="Calculate"/>		

I. Indirect Costs section: The budgeted indirect costs must be in line with your organization’s past actual spending patterns. Note that the total sum of requested Indirect Costs (line I) plus Fringe Benefits (line C) cannot exceed 150% of the total Direct Labor Costs (line A + line B). Enter the requested amount, then click **“Calculate”**.

Indirect Cost Item	Rate %	Base	Check here to delete Item	Funds Requested By Proposer
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
Total Indirect Costs:				\$ 0
<input type="button" value="Calculate"/>				

J. Total Direct and Indirect Costs section: Click **“Calculate”** and the total of items H and I will update.

J. Total Direct And Indirect Costs		Funds Requested By Proposer
Total Direct and Indirect Costs (H + I):		\$ 0
<input type="button" value="Calculate"/>		

K. Small Business Fee section: The “Small Business Fee” line is used to request a fee (profit) for the small business. If requested, the maximum amount of this profit must not exceed 7% of line item J. Click **“Calculate”** to update the amount.

K. Residual Funds

If requested, maximum equals 7% of J.

Description	Residual Funds
Residual Funds	<input type="text" value="0"/>

L. Total Cost and Fee section: After all applicable line items have been inputted into your budget, click **“Calculate and Save”**; then click **“Go Back”** to return to the **“Project Budget”** screen to input **“Year 2”**.

L. Total Cost and Residual Funds

<i>Total cost and Residual Funds (J + K):</i>	Funds Requested By Proposer \$ 0
---	-------------------------------------

The cumulative budget will auto-populate after the completion of the **“Year 1”** and **“Year 2”** and, if applicable, the subawardee budget.

IMPORTANT NOTE - All non-zero budget line items MUST be explained in the budget justification and identified by its letter/number. Additionally, letters of commitment from any consultants, price quotes/other documentation of costs, and itemized lists of materials etc. MUST be included as part of the budget justification.

IMPORTANT: To avoid budget reductions, NSF strongly advises you to visit the Department of Labor/Bureau of Labor Statistics website to determine the allowed pay scale for each budgeted position. In general, unless your company has other significant internal revenue sources, as well as recent payroll records showing a precedent for the requested salary, the NSF will not allow budgeted salaries in excess of the median salary for the same job title in the same geographical area. Click [here](#) to search for your city/state data. If your city is not listed, click [here](#) and use your state data. Remember that direct salaries and wages requested in an NSF SBIR/STTR budget are permitted only for work on R&D tasks.

In most cases, every employee listed in line A or B of the budget should fall under one of the following four occupational groups:

- [Management Occupations \(11-0000\)](#)
- [Computer and Mathematical Occupations \(15-0000\)](#)
- [Architecture and Engineering Occupations \(17-0000\)](#)
- [Life, Physical, and Social Science Occupations \(19-0000\)](#)

12a. **Budget Justification** section: To complete the budget justification page, click on the **“Budget Justification”** hyperlink under your company name.

Project Budget					
Organization	Year	Amount	Delete	Last Mod. Date	
Test Institution	1	Funds - Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01
Add Year Budget Justification					
Add Another Organization		SpreadSheet Support			
<input type="button" value="Delete Checked Year(s)"/>					
<input type="button" value="Go Back"/>					

After cutting and pasting/typing details in text box, click **“Save Text”** and then **“Go Back”** to return to the **“Project Budget”** screen.

Budget Justification
Enter text for the Budget Justification or click on "Transfer File" to upload a file

If uploading a file, click **“Transfer File”** on the above screen.

Then, follow the instructions on the below screen and click **“Upload File”** to upload document. Once the budget justification is complete, click **“Go Back”** until you return to the **“Form Preparation”** screen or until you return to the **“Project Budget”** screen to add a subawardee.

Budget Justification for Test Institution

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Budget Justification button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Size:16568 Last mod:Wed Jul 06 20:25:13 EDT 2011 Pages:1

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

12b. **Subawardee Budget** section: Click **“Add Another Organization”** if a subawardee budget is required.

Project Budget					
Organization	Year	Amount	Delete	Last Mod. Date	
Test Institution Add Year Budget Justification	1 Funds - Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01	
Add Another Organization				SpreadSheet Support	
<input type="button" value="Delete Checked Year(s)"/> <input type="button" value="Go Back"/>					

To add the organization to the budget, complete a search by the organization's name or DUNS number.

Current Budget Organizations

Name	Org. Id
Test Institution	5300010004

Add Organization - use any one of the following

Name Search (ex. Cornell) Begins With Ends With Contains

DUNSN# (ex. 872612445)

Highlight the appropriate organization from the results that appear in the box; then click **“Select”**.

Name - Inst ID

test - 5300008977
Test Aug - P269756947
test joe m - P269820862
Test Just A - P269788118
test test W - P269707222
Test Analysis & Development Corporation - 4001504000
Test Both Institution For DIS Use Only - 5300000000
test for deete - 5300012504

Note: The organization needs to be registered with NSF if it does not appear in the list. Call the FastLane Help Desk at 800-673-6188 for assistance with this process.

Highlight the subawardee PI from the listing of **“Senior Personnel”** participants that were added earlier in the process, then click **“Select”**.

Principal Investigator Designation for test - 5300008977
Please designate the Principal Investigator on this subcontract.

Currently PI is set to **(none selected)**

AB
Begin Close

Return to the **“Project Budget”** screen and follow the previous instructions for adding the below data to the subawardee budget and budget justification when applicable. (Note: Subaward budget cannot include funds for **“Permanent Equipment”**, **“Participant Support Costs”**, or **“Small Business Fee”**.)

- ✓ Years
- ✓ Senior Personnel/Other Personnel
- ✓ Fringe Benefits

- ✓ Travel
- ✓ Other Direct Costs
- ✓ Total Direct Costs
- ✓ Indirect Costs
- ✓ Total Direct and Indirect Costs
- ✓ Total Cost and Small Business Fee

Project Budget					
Organization	Year	Amount	Delete	Last Mod. Date	
Test Institution Add Year Budget Justification	1 Funds - Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01	
<input type="checkbox"/> test Add Year Change PI Change Org. Budget Justification	1 Funds - Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 15:22:31	

[Add Another Organization](#) [SpreadSheet Support](#)

After completing all budget requirements, click **“Go Back”** to return to the **“Form Preparation”** screen.

13. Click on the **“Go”** button to the left of **“Facilities, Equipment, and Other Resources”**:

Forms for Temp. Proposal #7154556
SBIR Phase I: test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	07/06/11

Single Copy Documents

<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization (if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

Upload a description that specifies significant equipment, instrumentation, computers, and physical facilities necessary to complete the project. For facilities and equipment which will be used, but which are not owned by the company, demonstrate that the company has or will have access to these resources.

A completed **“Facilities, Equipment and Other Resources”** document should include the below information *(if applicable)*.

- | | |
|--------------|-------------------|
| ✓ Laboratory | ✓ Office |
| ✓ Clinical | ✓ Other |
| ✓ Animal | ✓ Major Equipment |
| ✓ Computer | ✓ Other Resources |

Facilities, Equipment, and Other Resources

Instructions: Upload an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. Describe only those resources that are directly applicable. The description should be narrative in nature and must not include any quantifiable financial information. If there are no Facilities, Equipment, or Other Resources identified, a statement to that effect should be indicated in this section and uploaded into FastLane. See GPG II.C.2.1 for more information.

This document is required for all proposals to NSF.

Follow the instructions on the below screen, then click **“Upload File”** to upload document. Click **“Go Back”** until you return to the **“Form Preparation”** screen.

14. Click on the **“Go”** button to the left of **“Project Summary”**:

Forms for Temp. Proposal #7154556
SBIR Phase I test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	07/06/11
Single Copy Documents			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

The SBIR/STTR Phase II Project Summary has three required sections:

- ✓ **Overview**
- ✓ **Intellectual Merit**
- ✓ **Broader/Commercial Impact**

The aggregate of the three text boxes cannot exceed 4,600 characters. The maximum number of lines that may be included on a page is 51. Information must be entered in each of the three text boxes for FastLane to allow submission of the Project Summary.

The first paragraph of the Intellectual Merit MUST begin with the name of the Program (i.e. **“This Small Business Innovation Research Phase II project”** or **“This Small Business Technology Transfer Phase II project”**), as appropriate.

Type the **“Project Summary”** in the below text boxes. When this section is completed, click **“Save”** and then **“Go Back”** to return to the **“Form Preparation”** screen. **Information MUST be entered into all three text boxes, or the proposal will not be accepted.**

DO NOT use the option to upload the Project Summary into the Supplementary Documents module.

NO Check here if your Project Summary is uploaded as a Supplementary Document.

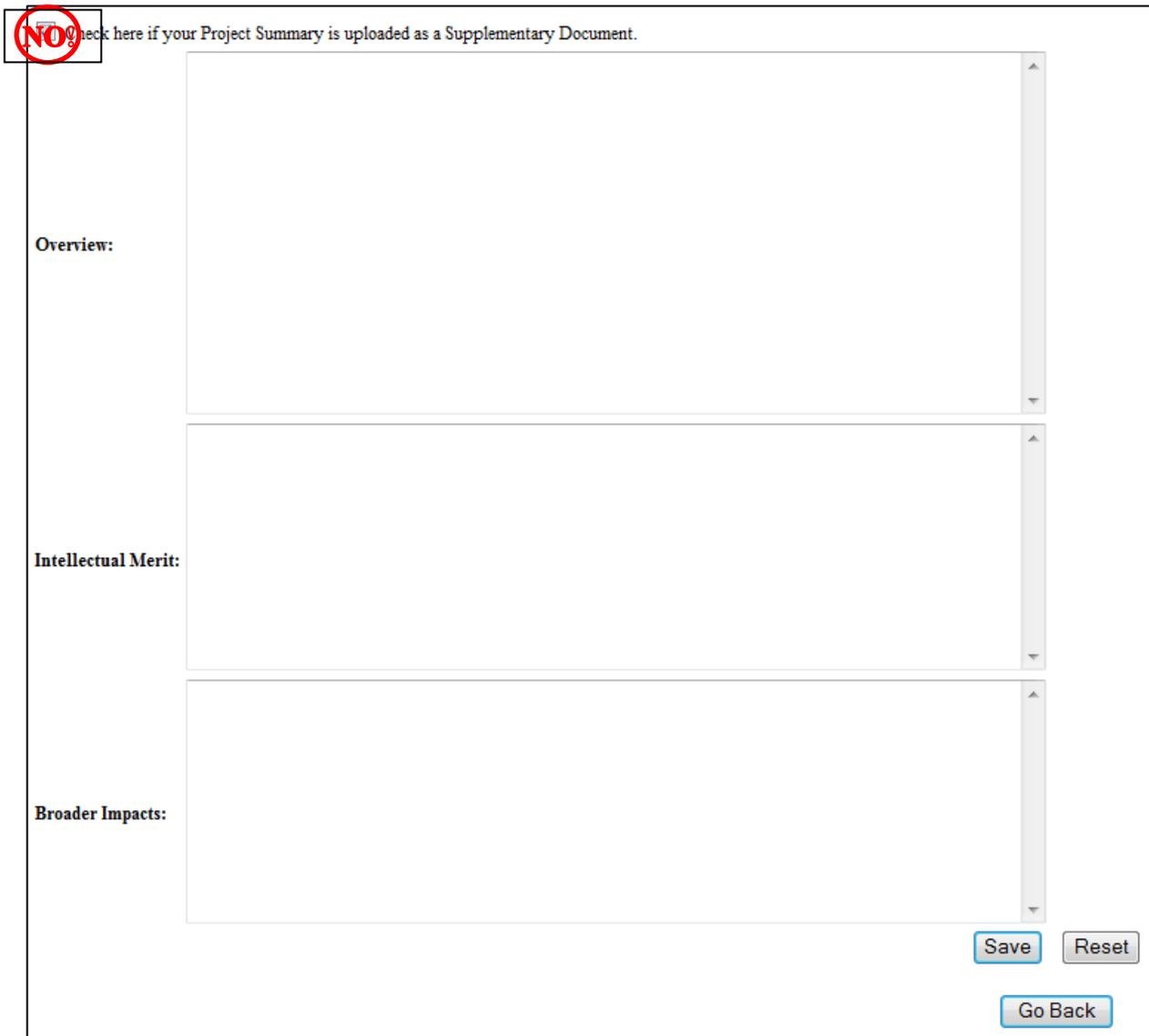
Overview:

Intellectual Merit:

Broader Impacts:

Save Reset

Go Back



15. Click on the **“Go”** button to the left of **“Project Description”**:

Forms for Temp. Proposal #7154556
SBIR Phase I test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	07/06/11
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/18/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	07/06/11
Single Copy Documents			
<input type="button" value="GO"/> PI Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

The SBIR/STTR Phase II Project Description has five **required** sections, which should be included in a single document:

- ✓ **Part 1: Results of the Phase I Project**
- ✓ **Part 2: Phase II Technical Objectives, Approach and Work Plan**
- ✓ **Part 3: Organizational Information**
- ✓ **Part 4: Consultants and Subaward Agreements**
- ✓ **Part 5: Equivalent or Overlapping Proposals to Other Federal Agencies**

Follow the instructions on the below screen, then click **“Upload File”** to upload the document. Click **“Go Back”** until you return to the “Form Preparation” screen.

The Project Description (complete file) cannot exceed 15 pages TOTAL or the proposal will be Returned Without Review.

Project Description

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Project Description button will display a PDF document in this window. Once you have reviewed the document, click on the browser’s “Back” button to return to this page.

Size: 16566 Last mod: Wed Jul 06 20:00:22 EDT 2011 Pages: 1

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

16. Click on the “Go” button to the left of “Biographical Sketches”:

Forms for Temp. Proposal #7154556
SBIR Phase I test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved		Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12		<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A		<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited			<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11		<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources				
Supplementary Documents				
			<input type="button" value="GO"/> Data Management Plan	
			<input type="button" value="GO"/> Mentoring Plan ¹	
			<input type="button" value="GO"/> Project Summary with Special Characters	
			<input type="button" value="GO"/> Other Supplementary Docs	07/06/11
Single Copy Documents				
<input type="button" value="GO"/> PI/Co-PI Information	N/A		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)			<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents				

Provide relevant biographical information for the PI, key personnel, subawardees and consultants. Include the following information in each biographical sketch:

- ✓ **Present and past employment**
- ✓ **Education (highest degree and year)**
- ✓ **Professional experience**

Click “Go” beside the appropriate persons’ name to upload their biographical sketch.

Note – Biographical sketches may be uploaded individually or as one file (under the PI). Bio sketches are not to exceed two pages per person.

IMPORTANT NOTE: You can now upload all of your proposal biosketches as one file by clicking on the Principal Investigator's (PI) button and then clicking on "Transfer File." On that screen, click on the "Browse" button to select the file and then click on the "Upload File" button and follow the instructions.

Personnel assigned to proposal 7154556

<input type="button" value="Go"/> A B	PI	Nothing
<input type="button" value="Go"/> John Doe	Senior Person	Nothing

Biographical sketches for Senior Personnel (as listed in the budget) are required for all proposals to NSF.

Type/Upload the “Biographical Sketch” in the below text box. When this section is completed, click “Go Back” to return to the “Form Preparation” screen.

Biographical Sketch

Enter information for A B on proposal# 7154556 or click on "Transfer File" to upload a file

If uploading a file, click **“Transfer File”** on the above screen.

Follow the instructions on the below screen, then click **“Upload File”** to upload document. Click **“Go Back”** until you return to the **“Form Preparation”** screen.

Bio Sketch

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Bio Sketch button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Size: 16568 Last mod: Wed Jul 06 20:05:18 EDT 2011 Pages: 1

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

17. Click on the **“Go”** button to the left of **“Current & Pending Support”**:

Forms for Temp. Proposal #7154556
SBIR Phase I test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	07/06/11
Single Copy Documents		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> Additional Single Copy Documents			

Click the radio button beside the appropriate person’s name and then click **“New Form”** to upload their Current & Pending Support.

Current and Pending Support

Note: You can upload all Current and Pending support items of your proposal as one PDF file by selecting the PI's name and either editing an existing form or creating a new one.

<p>Existing Support Forms</p> <p style="text-align: center;">No forms have been created yet.</p>	<p>Current PI, Co-PIs, and Senior Personnel</p> <p> <input checked="" type="radio"/> A B <input type="radio"/> John Doe </p> <p style="text-align: right;"><input type="button" value="New Form"/></p>
---	--

Fill in all the required information, click **“Save Text”** and then **“Go Back”** until you return to the **“Form Preparation”** screen.

Current and Pending Support

for A B on proposal# 7154556

Form Specific Instructions
 Enter all dates in the format mm/dd/yy.
 Press the 'Go Back' button to return to the list of all PIs/CoPIs and their support items.

Project/Proposal Title:

Source of Support:

Project Location:

Total Award Amount: Starting Date (MM/DD/YY):
(#####) Ending Date (MM/DD/YY):

Support Type

Current Submission Planned in Near Future
 Pending Transfer of Support (See [Note On Transfer](#))

Person-months Per Year Committed to the Project

Calendar (## ##): Academic (## ##): Summer (## ##):

Note On Transfer:
If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

[Back to Support Types](#)

If uploading a file, click **“Transfer File”** on the above screen.

NSF considers the Phase II Proposal being submitted as “Pending Support”. Therefore, ALL proposals being submitted must have at least one entry in the “Current & Pending Support” module.

Follow the instructions on the below screen, then click **“Upload File”** to upload the document. Click **“Go Back”** until you return to the **“Form Preparation”** screen.

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Current and Pending Support

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Current and Pending Support button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Size:16568 Last mod:Thu Aug 18 18:12:00 EDT 2011 Pages:1

Enter the name and location of the file to upload or click on the **Browse** button to select the file to upload

18. Click on the "Go" button to the left of "Data Management Plan":

Forms for Temp. Proposal #7154556
SBIR Phase I test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	07/06/11

Single Copy Documents

<input type="button" value="GO"/> PI Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

Proposals **must** contain a supplementary document labeled "Data Management Plan" which can simply consist of the statement, **"All data generated in this SBIR (or STTR) Phase II project is considered proprietary."**

Follow the instructions on the below screen, then click **"Upload File"** to upload the document. Click **"Go Back"** until you return to the "Form Preparation" screen.

Data Management Plan

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Data Management Plan button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Size: 16566 Last mod: Wed Jul 06 20:08:28 EDT 2011 Pages: 1

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

19. Click on the “Go” button to the left of “Mentoring Plan”:

Forms for Temp. Proposal #7154556 SBIR Phase I test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	07/06/11
Single Copy Documents			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

If the proposal contains a subaward budget to an academic institution requesting funding for postdoctoral researchers, a “Postdoc Mentoring Plan” must be included as a supplementary document. Otherwise, you may skip this section. **Note that employees of the small business or other for-profit companies DO NOT count as postdocs, as they relate to this requirement, and should not be budgeted on line B.1.**

Follow the instructions on the below screen, then click “Upload File” to upload document. Click “Go Back” until you return to the “Form Preparation” screen.

Mentoring Plan

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Mentoring Plan button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Size:16568 Last mod:Wed Jul 06 20:11:24 EDT 2011 Pages:1

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

20. Click on the “Go” button to the left of “Other Supplementary Docs”:

Forms for Temp. Proposal #7154556
SBIR Phase I test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	07/06/11
Single Copy Documents		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> Additional Single Copy Documents			

The ONLY documents which are appropriate for this section are as follows:

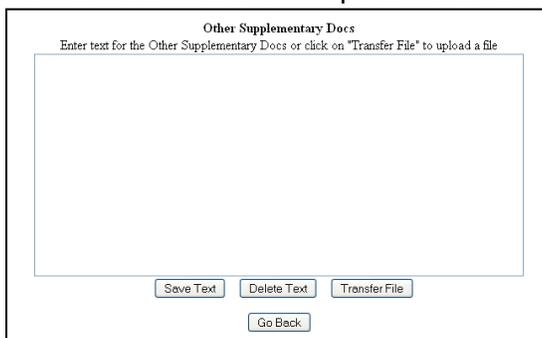
- ✓ Payment Schedule and Project Milestone Chart
- ✓ Commercialization Plan (15 pages maximum)
- ✓ Company Commercialization History (must be provided if the proposing small business has received prior Phase II SBIR/STTR awards from any agency; must use the [NSF template](#))
- ✓ Phase I Final or Phase IB Interim Report (15 pages max - must be uploaded into the Phase II proposal in FastLane separately from submission via Research.gov to close out Phase I award).
- ✓ Cooperative Research Agreement or letter stating that CRA will be executed upon award (required for all STTR proposals)
- ✓ Letters of Support for Technology (optional but strongly recommended; no more than 5 letters) - *letters of commitment from Consultants or Subawardees should be uploaded in the Budget Justification module, NOT here.*
- ✓ Letters regarding Use of Human Subjects (e.g. Institutional Review Board) or IACUC approval for animal use (required only if the Phase II research involves human or animal subjects)

Please visit the following website for IIP templates and forms:

<http://www.nsf.gov/eng/iip/sbir/Forms/index.jsp>

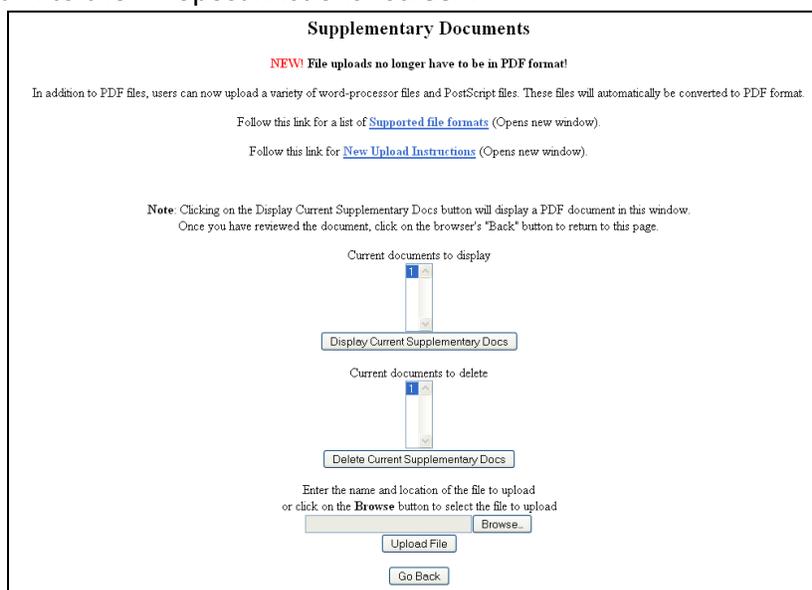
Type/Upload your necessary information in the below text box. When this section is completed, click

“Go Back” to return to the “Proposal Actions” screen.



If uploading a file, click **“Transfer File”** on the above screen.

Follow the instructions on the below screen, then click **“Upload File”** to upload document. Click **“Go Back”** until you return to the “Proposal Actions” screen.



Proposal Submission Procedures

If you have completed all the above actions you are now ready to submit your proposal. If you want to print out your proposal before moving to the submission and printing section below, return to the “Proposal Actions” screen and click on the **“Print”** button. **This will allow you to have a hard copy of what you have entered into FastLane.** (*The printed proposal is not your official proposal*). Note that only those persons listed as official Sponsored Research Officers (SROs) have the ability to complete submission of the proposal to NSF.

- If you have SRO Access Rights, you can click the **"Submit SBIR"** button and the proposal will be submitted to NSF. You will receive a confirmation email with the new NSF Proposal ID.
- If you **do not** see the "Submit SBIR" button on the "Proposal Action" screen, then you do not have the FastLane SRO Access Rights and should follow the directions below.

Submitting a proposal to NSF involves two steps in the Research Administration portal:

- ✓ Submitting the proposal to NSF
- ✓ Electronically signing the proposal

1. To begin the submission process, return to the Proposal Actions screen; select and highlight the proposal you wish to submit and click on the button **"Allow SRO Access"**.

2. At this point, FastLane may notify you of some warnings related to the proposal. These items (see list on the below screen) will not prevent you from submitting your proposal, but it would be in your best interest to review the list carefully prior to your submission. When you are ready to continue, click **"Proceed"** to continue the submission process.

3. If you are ready to complete the submission process, select the third **"Go"** button for "Allow SRO to view, edit and submit proposal."

4. Then click the **"OK"** button on the below screen.

The SRO now has complete access to proposal 7154556

Your proposal is not submitted until your SRO submits the proposal to NSF. Once the proposal is submitted, you will be sent an e-mail with the official NSF proposal number. You can then use FastLane to check the status of the proposal. Once the proposal is submitted, the proposal will no longer appear on the Proposal Actions screen when you log into Proposal Preparation to prepare a proposal. The submitted proposal will show up in your list of Submitted Proposals.

OK

WARNING - Notifications to the Sponsored Research Office could not be sent. Either there are no email addresses for any of the Sponsored Research Office personnel assigned to this institution or there are no Sponsored Research Office personnel with the required FastLane permissions to submit a proposal.

SRO ACCESS STEPS

At this point, the Sponsored Research Officer (SRO) has to take the following steps to submit the proposal to NSF.

1. Go to the FastLane Home Page and select the “Research Administration” link.



2. The authorized organizational representative will be asked to provide the following Log-in information:

- ✓ Last Name
- ✓ NSF ID
- ✓ Password

3. Click “Proposals/Supplements/File Updates/Withdrawals”. The screen displays on the Documents in Progress tab.

In Box		
	Proposals/Supplements/File Updates/Withdrawals	1 items for review
	Forwarded/Submitted Revised Budgets	0 items for review
	Notifications & Requests	0 items for review
	ADR Functions	0 items for review
	Letters of Intent	0 items for review

4. Click “Submit” in the row for the proposal you want to submit.

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: Test Institution

Documents in Progress | Withdrawals In Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters)

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

1 Document found. 1

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
7154556	Proposal	View/Edit/Submit	B, A	SBIR Phase 1:test title	Check	Edit	Submit	Return to PI

Transfer Data to: [Excel](#)

5. The “Proposal Errors/Warnings” screen gives you the capability to submit the proposal, if there are no errors that prevent submission.

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: Test Institution

Documents in Progress | Withdrawals In Progress | Submitted Documents

Proposal Errors/Warnings For Temporary Proposal Id 7154556

Proposal Warnings

Items listed here will not prevent submission.
Print this page for reference before returning to the Form Preparation screen.

- Invalid Zip Code Found - The Zip Code of the institution must be 9 digits.
- Missing DUNS Number - Enter a valid 9 digit DUNS Number for the institution.
- Organization-DUNS Conflict - The identified organization cannot be found in the Central Contractor Registration (CCR) as the organization is either: (1) not registered in CCR or (2) the record in FastLane Research Administration (including the DUNS number and address) does not match the data in the CCR. Effective January 5, 2008, proposers are required to register in the CCR prior to proposal submission. Failure to complete the CCR registration process prior to proposal submission may impact the processing of the proposal.

INDEX

[Proposal](#)

[Signing Authority Certification Section](#)

[Debarment Section](#)

[Lobbying Certification Section](#)

[Contracts Certification Section](#)

[Signature Section](#)

5. There are two options at this point: **Submit and Sign the Proposal** or **Submit the Proposal Only**. The steps below are for the **Submit and Sign the Proposal** option. *(If you are an SPO with AOR permissions, you have the capability to submit and sign the proposal. If you submit without signing, please have the AOR sign the proposal as soon as possible.)*

5a. **“Debarment and Suspension”**: click the **radio button for “Yes or No”** if there are any debarments or suspensions of you or of your organization from transactions with federal agencies. *(If you answered Yes, provide an explanation in the text box.)*

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

No

Yes (If “yes” please provide an explanation below.)

By electronically signing the NSF Proposal Cover Sheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Exhibit II-4 of the Grant Proposal Guide.

5b. **Institution Information**: Check the accuracy of your organization’s information, then click **“Sign and Submit”**.

Institution Information	
DUNS Number: <input type="text" value="111111111"/>	DUNS Qualifier: <input type="text"/>
Authorized Organizational Representative(AOR) information will be added when electronically signed by AOR.	
<small>The following authorized organizational representative(AOR) information will be printed on the proposal coversheet after the proposal is electronically signed by AOR. If this information is incorrect, please have it modified before signing the proposal electronically. This information can be modified by an authorized user at your organization using the 'Add, Modify, and Delete FastLane Users' module of 'Research Administration' application.</small>	
Name: a b11 Phone: 1234567891 Fax: E-mail: test@yahoo.com	
You have the Authorized Organizational Representative(AOR) permission to electronically sign and submit the proposal.	
<input type="button" value="Sign and Submit"/>	<input type="button" value="Cancel and Do Not Submit"/>

5c. **Proposal Submission Confirmation** screen: Displays a message that the proposal has been successfully submitted to NSF. It also displays the official NSF proposal number which has been assigned.

- ✓ Write down the NSF proposal number
- ✓ Print a copy of the **Proposal Submission Confirmation** screen, if desired
- ✓ Click the **“OK”** button to return to the **“Documents in Progress”** tab

PROPOSAL SUBMISSION CONFIRMATION
Proposal 9008911 has been successfully submitted to NSF
This proposal has now been assigned the following NSF Proposal Number: 0612913
Please make a note of this number, it is the official NSF proposal number. Your Signature has been recorded
<input type="button" value="OK"/>

This is the Proposal Number you should reference in all communications with NSF regarding this proposal henceforward.