

NAVAIR SBIR / STTR Phase II / II.5 Proposal Template

Technical Abstract (Limit your abstract to **300** words with no classified or proprietary information)

Anticipated Benefits / Potential Commercial Applications of the Research or Development.
(No classified or proprietary information)

List a maximum of 8 Key Words or phrases, separated by commas that describe the Project.

1. Introduction

1.1. Executive Summary

1.2. Coordination of Effort (*if applicable*)

1.3. Phase II or II.5 Program Objective

1.4. Background

1.4.1. Phase 1 – Background

1.4.2. Phase I Option – Background

1.4.3. Phase II or II.5 Background

1.4.4. Phase II or II.5 Options

1.5. Data Rights

The following Data Rights will be in effect during and after this Phase II or II.5 SBIR program execution. (SBIR / STTR Firm Name) Proprietary Information (Topic Title) Proposal #XX-XXXX

1.5.1. (SBIR/STTR Firm Name).

(SBIR / STTR Firm Name) reserves all data rights granted under Defense Federal Acquisition Regulation Supplement (DFARS) 252.227-7018 – Rights in Noncommercial Technical Data and Computer Software – Small Business Innovation Research (SBIR) Program. These rights apply to RDA’s tasks, efforts, and all applicable works and results described in this proposal.

2. Technical Objectives

The Technical Volume should cover the following items in the order given below.

2.1 Identification and Significance of the Problem or Opportunity.

Define the specific technical problem or opportunity addressed and its importance.

2.2 Phase II or II.5 Technical Objectives.

Enumerate the specific objectives of the Phase II work, including the questions the research and development effort will try to answer to determine the feasibility of the proposed approach.

2.3 Phase II or II.5 Statement of Work (including Subcontractors’ Efforts).

2.3.1 Provide an explicit, detailed description of the Phase II / II.5 approach. If a Phase II / II.5 option is required or allowed by the Component, describe appropriate research activities which would commence at the end of Phase II / II.5 should the Component elect to exercise the option. The Statement of Work should indicate what tasks are planned, how and where the work will be conducted, a schedule of major events, and the final

product(s) to be delivered. The methods planned to achieve each objective or task should be discussed explicitly and in detail. This section should be a substantial portion of the Technical Volume section.

2.3.2 In the event that Phase II / II.5 performance includes performance of these kinds of research or activities, please identify the applicable protocols and how those protocols will be followed during Phase II / II.5. Please note that funds cannot be released or used on any portion of the project involving human/animal subjects or recombinant DNA research or activities until all of the proper approvals have been obtained.

2.4 Related Work. Describe significant activities directly related to the proposed effort, including any conducted by the principal investigator, the proposing firm, consultants, or others. Describe how these activities interface with the proposed project and discuss any planned coordination with outside sources. The technical volume must persuade reviewers of the proposer's awareness of the state-of-the-art in the specific topic. Describe previous work not directly related to the proposed effort but similar. Provide the following: (1) short description, (2) client for which work was performed (including individual to be contacted and phone number), and (3) date of completion.

3. Task Descriptions

The following sections provided detailed descriptions of the tasks proposed for this Phase II or II.5 SBIR / STTR program, uniquely identified for (SBIR / STTR Firm Name(s)). When appropriate, the task will describe how it addresses a deficiency discovered in Phase I (or II for a Phase II.5 proposal), and what the measurement of success is for Phase II or II.5

3.1. Define and Document Test Requirements

4. Principal Investigator

(SBIR / STTR Firm) will perform as the Principal Investigator (PI) for the (SBIR / STTR Technology) Phase II or II.5 program in general, and for (SBIR / STTR Firm) -specific tasking in particular. In this role, (SBIR / STTR Firm) has technical oversight responsibility for all activities performed by the various team members, and will act as technical liaison for tasking performed by (SBIR / STTR Firm Name).

5. Program Management

As Prime Contractor for the (SBIR / STTR Technology) Phase II or II.5 effort, (SBIR / STTR Firm) will be responsible for direct program and subcontractor management, applying standard techniques to manage program scope, schedule, cost, product quality and resources. Toward this end, (SBIR / STTR Firm) will create and manage an Integrated Master Schedule (IMS) depicting major tasking and related dependencies and inter-relationships. (SBIR / STTR Firm) will implement those elements of earned value management necessary to manage cost and schedule performance and to ensure appropriate financial control. (SBIR / STTR Firm) will establish elements of a risk management system to manage cost and schedule associated with technical risk, and will work closely with the Navy and Phase II or II.5 team members to mitigate risk effectively. (SBIR / STTR Firm) will ensure product quality via appropriate planning and control, and will manage project and personnel resources to ensure success. (SBIR / STTR Firm) will monitor the effort required to resolved deficiencies identified during Phase II or II.5, and will manage the extent of the engineering studies identified herein accordingly in order to manage program cost and resources

6. Relationship with Future Research or Research and Development.

- 6.1. State the anticipated results of the proposed approach if the project is successful.
- 6.2. Identify the applicable clearances, certifications and approvals required to conduct Phase II or II.5 testing and outline the plan for ensuring timely completion of said authorizations in support of Phase II research or research and development effort.

7. Key Personnel.

Identify key personnel who will be involved in the Phase II or II.5 effort including information on directly related education and experience. A concise technical resume of the principal investigator, including a list of relevant publications (if any), must be included (Please do not include Privacy Act Information). All resumes will count toward the applicable page limitation.

8. Foreign Citizens.

Identify any foreign citizens or individuals holding dual citizenship expected to be involved on this project as a direct employee, subcontractor, or consultant. For these individuals, please specify their country of origin, the type of visa or work permit under which they are performing and an explanation of their anticipated level of involvement on this project. Offers' frequently assume that individuals with dual citizenship or a work permit will be permitted to work on an SBIR project and do not report them. This is not necessarily the case and a proposal will be rejected if the requested information is not provided. Therefore, firms should report any and all individuals expected to be involved on this project that are considered a foreign national as defined in Section 3.5 of the solicitation. You may be asked to provide additional information during negotiations in order to verify the foreign citizen's eligibility to participate on a SBIR contract. Supplemental information provided in response to this paragraph will be protected in accordance with the Privacy Act (5 U.S.C. 552a), if applicable, and the Freedom of Information Act (5 U.S.C. 552(b) (6)).

9. Facilities/Equipment.

Describe available instrumentation and physical facilities necessary to carry out the Phase II or II.5 effort. Justify equipment purchases in this section and include detailed pricing information in the Cost Volume. State whether or not the facilities where the proposed work will be performed meet environmental laws and regulations of federal, state (name), and local Governments for, but not limited to, the following groupings: airborne emissions, waterborne effluents, external radiation levels, outdoor noise, solid and bulk waste disposal practices, and handling and storage of toxic and hazardous materials.

10. Subcontractors/Consultants.

Involvement of a university or other subcontractors or consultants in the project may be appropriate. If such involvement is intended, it should be identified and described according to the Cost Breakdown Guidance. SBIR - A minimum of one - half (50%) of the research and/or analytical work in Phase II or II.5, as measured by direct and indirect costs, must be carried out by the proposing firm, unless otherwise approved in writing by the Contracting Officer. SBIR efforts may include subcontracts with Federal Laboratories and Federally Funded Research and Development Centers (FFRDCs). A waiver is no longer required for the use of federal laboratories and FFRDCs; however, proposers must certify their use of such facilities on the Cover Sheet of the proposal. For STTR not less than 40 percent of the R/R&D work must be performed by the Small Business Concern (SBC) and not less than 30 percent of the R/R&D work must be performed by the single, partnering Research Institution. An agency can measure this research or analytical effort using the total contract dollars or labor hours and must explain to the small business in the solicitation how it will be measured.

11. GFE Requirements (if required)

The following Government Furnished Equipment (GFE) or Government Furnished Information (GFI) is requested during the (SBIR / STTR Technology) Phase II or II.5 Period of Performance:

12. Deliverables

The following items will be delivered during the course of, or at the conclusion of this (SBIR / STTR Technology) Phase II or II.5 activity:

13. Cost (*To be provided separately in cost data section- use approved sample cost data sheet(s) provided*)

14. Transition Plan and Commercialization Strategy

14.1. Relationship with Future Research or Research and Development.

Describe in approximately one page your company's strategy for commercializing this technology in DoD, other Federal Agencies, and/or private sector markets. Provide specific information on the market need the technology will address and the size of the market. Also include a schedule showing the quantitative commercialization results from this SBIR project that your company expects to achieve.

15. Product/Technology Description

16. Business Analysis/Marketing