This job aid provides an overview and helpful features of the Volume (Vol) VII: Disclosures of Foreign Affiliations or Relationships to Foreign Countries in the Defense SBIR/STTR Innovation Portal, including:

- Accessing Vol VII
- Completing and Submitting Vol VII

### Impacted Modules
- Submissions Portal

### Impacted Users
- Small Businesses applying for DoD’s SBIR/STTR program

### DSIP Support
- DoDSBIRSupport@Reisystems.com

### Vol VII: Disclosures of Foreign Affiliations or Relationships to Foreign Countries

Vol VII gathers information about small business’s investment and foreign ties, as required by the SBIR and STTR Extension Act and Small Business Administration (SBA) SBIR/STTR Policy Directives.

In this job aid, you will learn how to access and complete Vol VII for your proposal.

### Job Aid Contents

Vol VII: Disclosures of Foreign Affiliations or Relationships to Foreign Countries .............................................................. 1

Getting Started ............................................................................................................................................................ 2

Log in to DSIP using Login.gov .................................................................................................................................. 2

Vol VII - Disclosures of Foreign Affiliations or Relationships to Foreign Countries ......................................................... 6

Access Vol VII ...................................................................................................................................................... 6

Complete Vol VII .................................................................................................................................................. 7
Getting Started

**Log in to DSIP using Login.gov**

   A. You can access the top navigation bar without logging in.
   B. The Login/Register button will redirect you to the Login.gov page to login to DSIP or register in DSIP after acknowledging Privacy Advisory and the USG Warning and Consent.
   C. You can view the DSIP system messages in the banner by selecting the dot at the bottom or the arrow button.
   D. The Quick Links take you directly to helpful pages.
   E. The Active Solicitations section shows the countdown details for each active Solicitation.
   F. The Solicitation Schedule displays solicitations for the current and future year. The dates are subject to change.
2. After clicking on **Login/Register**, you will land on the DSIP Welcome page.
   - A. Read the Privacy Advisory and the USG Warning and Consent then check the acknowledgement box.
   - B. Click the **Continue** button to proceed to the Login page.

![Welcome to the DSIP (Defense SBIR/STTR Innovation Portal)](image)

**Privacy Advisory**

**Authority:** Section 9 of the Small Business Act, 15 U.S.C. § 838.

**Purpose:** To enable small business concerns (SBC) that want to participate in the Department of Defense (DoD) Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) programs through the collection and administration of proposal, related business, and award data under the SBIR/STTR programs.

**Routine Uses:** To provide information to:
- a. government employees, contractors, consultants, students, and others performing or working on a contract, or other assignment for the Federal Government.
- b. A Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, an individual who is the subject of the request.
- c. SBA and other federal government recipients as mandated by Federal statute.

**Disclosure:** Voluntary, however, failure to provide the requested information may require additional time to process the application or result in denial of award. The information retained in the 15 U.S.C. § 838(b)(2) database is exempt from public disclosure under 5 U.S.C. § 552 in accordance with 15 U.S.C. § 838(k)(4).

**USG Warning and Consent:** You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations, and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

A. **I acknowledge that I have read the “Privacy Advisory” and “USG Warning and Consent”.

B. **Continue**
3. After you acknowledge and accept the “Privacy Advisory” and “USG Warning and Consent”, you will be redirected to the Login.gov page for DSIP.
   A. If you already have credentials with Login.gov, enter your credentials and select **Sign in**.
   B. If you do not have credentials with Login.gov, create an account with Login.gov by selecting **Create an account**.

**Helpful tip:** If you do not have a Login.gov account and/or a DSIP account, you can refer to the Registration Job Aid for steps on how to:
- Complete Login.gov registration
- Complete DSIP registration
- Link your Login.gov account with DSIP
4. After you login through Login.gov, the Submissions Dashboard will appear. The Firm Forms section of the Submissions Dashboard includes the total progress of all forms, the status of each of the Firm forms, and quick links to access each form.

**Note:** If you have not linked your Login.gov account with your DSIP account, you will have to complete that step before you can access the Submissions Dashboard.
Vol VII - Disclosures of Foreign Affiliations or Relationships to Foreign Countries

Access Vol VII

5. To access Volume VII for new proposals, select Vol VII from the dashboard.

6. Once within the proposal, you can access the Vol VII option from the progress tracker at the top of the page or left navigation bar.
Complete Vol VII

7. Review the instructions at the top of Vol VII.
   A. Click on the Relevant definitions can be found here link to access definitions for terms used in the form.
   B. If you previously submitted a proposal with Vol VII data, you have the option to click the Copy Previously Submitted Information button to copy data entered on your previous Vol VII form. You can make edits one copied.
      Note: The Copy Previously Submitted Information button is only available if you submitted a proposal with this information in the past.

8. Complete each question on the Vol VII form.
   A. All required questions and fields are indicated with a red asterisk.
   B. Select the Yes or No option for each question. Based on your response, additional fields may populate.
   C. Click on any linked term or phrase to navigate to the Relevant Definitions page for additional information.
   D. Click Add Item, if applicable, to enter additional information fields. You can add up to 15 additional fields.
9. All questions have validation checks included to ensure required data is filled out and all calculations are correct. For example, Question 5 asks about venture capital and institutional investments, and calculates percentages that must add up to 100%.
   A. If you select Yes or Unable to Determine for question 5a, complete the Additional Information section about Venture Capital or Institutional Investor Name and percentages.
   B. Select Add Item to add up to 15 Venture Capital or Institutional Investors. Be sure the total percentage for all items equals 100%.
   C. An error message displays if the total does not equal 100%.
10. After completing all questions on Vol VII, read the certification statement and Save or Submit the form.
   A. Click the checkbox next to the certification statement to certify the form. **Important:** If you update the form after submitting, you must re-certify and re-submit.
   B. Select the Submit button at the bottom of the page to complete Vol VII.
   C. Or, select the Save button at the bottom of the screen to save your changes if you are not ready to submit.