Since the application worksheet is long and must be submitted in one sitting, you might find this document helpful as you prepare to submit your offer.

**Offer Registration**

Before starting to fill this form out, please take a moment to ensure you have all the required information at hand and your final documents are ready for submission. (See documents in the right column.)

**Primary Contact Email**

**Company Name**

**Note:** To submit more than one offer in the proposal website, please add the topic number at the end of the “Company Name” field (e.g., Small Business, Inc. – FH1). This will create a new profile for each offer. If submitting two offers under the same topic, please add “a” or “b” respectively after the topic number to each “Company Name”. (e.g., Small Business, Inc. – FH2a).

**Primary Contact First Name**

**Primary Contact Last Name**

**01 - Primary Contact Title**

**02 - Primary Contact Telephone**

Please do not use ( ) or - ; Must be exactly 10 digits

**03a - Principal Investigator First Name**

If same as Primary Contact, please re-enter the same information as above

**03b - Principal Investigator Last Name**

If same as Primary Contact, please re-enter the same information as above

**04 - Principal Investigator Telephone**

Please do not use ( ) or - ; Must be exactly 10 digits

**05 - Principal Investigator Email**

**06 - Company Street Address**

**07 - City**

**08 - State**

**09 - Postal Code**

**10 - Company Telephone**

Please do not use ( ) or - ; Must be exactly 10 digits

**11 - Company Website URL**

Must follow this format https://www.companywebsite.com

**Proposal Information**

**12 - Offer Title**

Please make sure the technical offer title is different and distinct from the generic topic title found in the solicitation. This is the project title that will be posted on our website if selected for award.

**13 - Total Hours**

Indicate the total number of hours that employees of this company (excluding subcontractors/consultants) will work on this project, according to your offer

**14 - Amount Requested**

May be up to $200,000 **unless** otherwise indicated in Section VIII of Solicitation

**15 - Proposed Duration**

May be up to 6 months.

**16 - Additional Notes**

 **Company Information**

**17 - Number of Employees**

(Including all affiliates)

**18 - UEI**

Must be exactly 12 digits with no dashes, in the format XXXXXXXXX

UEIs are provided during the System for Award Management (SAM) registration process. The following link provides more information on UEIs:  [Unique Entity Identifier Update | GSA](https://www.gsa.gov/about-us/organization/federal-acquisition-service/technology-transformation-services/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update)

**19 - TIN/EIN**

Must be exactly 9 numeric digits with no dashes, in the format XXXXXXXXX

**20 - CAGE Code**

Must be exactly 5 characters

CAGE codes are provided during the SAM registration process at: <https://sam.gov/SAM/>

**21 - SBIR.gov SBC Control ID**

Must be exactly 13 characters, in the format SBC\_XXXXXXXXX. A company MUST be registered at sbir.gov and receive an SBC Control ID in order to submit an offer.

Register at <https://www.sbir.gov/registration>

**22 - Is this the first time this company has applied for a U.S.DOT SBIR award?**

Y

N

**23 - System for Award Management (SAM) Valid Until**

If SAM validation is pending, please enter today's date and select Yes below.

 **24 - Is SAM validation pending?**

 Yes - my SAM Validation is pending

 No

**25 - If selected for an award, is your firm interested in participating in the U.S. DOT's Technical and Business Assistance (TABA) Program?**

The program provides assistance to Phase I awardees in the area of commercialization planning and strategy (see Section II (C)(3) of the Solicitation). Firms selected for award can choose to receive assistance from (1) U.S. DOT's pre-approved vendor, or (2) their own proposed subcontractor (and provide additional documentation for verification as determined by U.S. DOT's Acquisitions Office).

Yes - I am interested in the TABA Program and plan to use U.S. DOT's approved vendor

Yes - I am interested in the TABA Program and plan to propose to use a vendor of my choosing and will submit documentation as requested by U.S. DOT if selected for award

No - I am not interested in the TABA Program

I am undecided at this time

**Subcontractor/Consultant Information**

Please list all of the subcontractors or consultants that you have identified as working on this project in your offer. If no subcontractor or consultant leave blank.

Indicate the total cost of subcontractors or consultants according to your offer.

*(NOTE: Please remember that for Phase I offers, a maximum of 1/3 of the research or analytical effort, measured in total contract dollars using simple math, may be performed by subcontractors and/or consultants.)*

**26 - Subcontractor/Consultant Name**

(if applicable)

**27 - Total Cost of Subcontractor/Consultant**

(if applicable)

**28 - Subcontractor/Consultant Name**

(if applicable)

**29 - Total Cost of Subcontractor/Consultant**

(if applicable)

**30 - Subcontractor/Consultant Name**

(if applicable)

**31 - Total Cost of Subcontractor/Consultant**

(if applicable)

**Project Summary Information**

**32 - Abstract**

Cut and Paste from Appendix B of your Completed Offer. \*\*Limited to 200 words only.\*\* (Note: The Project Summary of successful offers may be published by the U.S. DOT and, therefore, shall not contain classified or proprietary information.)

**33 - Anticipated Results/Potential Commercial Applications**

Cut and Paste from Appendix B of your Completed Offer

**34 - Keywords**

Use commas to separate list of technology areas related to the research planned for this offer

**Offeror Certification Information**

As defined in the current Solicitation, the Offeror certifies:

**35 - The Principal Investigator proposed in your offer is primarily employed by your firm/company at the time of award and during the conduct of research**.

Y

N

**36 – It is a Small Business Concern (SBC) and meets the definition stated in Section I.E of the solicitation; and that it meets the eligibility requirements in Section I.C of the solicitation.**

 Y

 N

**37 - Socially and economically disadvantaged SBC:**

See Section I.E of the solicitation. (U indicates unknown)

 Y

 N

 U

**38 - Woman-owned SBC**

Y

N

 U

**39 - HUBZone SBC certified by SBA**

 Y

 N

 U

For more information, go to: <https://www.sba.gov/hubzone/>

**40 - Student/Faculty Owned SBC**

 Y

 N

 U

**41 - Minority Owned SBC**

 Y

 N

 U

**42 - Will you permit the Government to disclose the title and technical abstract page of your proposed project, plus the name, address, and telephone number of the corporate official of your concern, if your offer does not result in an award, to the appropriate local and State-level economic development organizations that may be interested in contacting you for further information?**

 Y

 N

**43 - Have you applied to DOT’s SBIR program before?**

 Y

N

**44 - How did you hear about this Solicitation?**

SBA

DOT

Social Media

Friend/Colleague

Other

**45 - Has this offer been submitted to other US Government agencies or their components?**

 Y

 N

**46 - If yes, list the name (s) of the agency or component and topic number. If No, type N/A**

**47 - Is the Phase I project Manufacturing-Related or is the resultant Phase II project Manufacturing-Related?**

Meaning relating to: (i) manufacturing processes, equipment and systems; or (ii) manufacturing workforce skills and protection as defined in Executive Order 13329

 Y

 N

 U

**48 - Is the Phase I project or Phase II resultant project related to Energy Efficiency or Renewable Energy?**

As defined in the Energy Independence and Security Act of 2007 (P.L. 110-140)

Y

N

U

**49 - Has your company received Federal & State Technology Partnership Program (FAST) Assistance?**

Y

N

U

**50 - Has any individual in your company or your company been convicted of a fraud-related crime involving funding received under the SBIR program or STTR program?**

Y

N

**51 - Has any individual in your company or your company been found civilly liable for a fraud-related violation involving funding received under the SBIR program or STTR program?**

Y

N

**52 - Is your company majority-owned by multiple venture capital operating companies, hedge funds, or private equity firms?**

Please note: U.S. DOT’s SBIR Program will not accept offers from or make awards to small business concerns that are owned by such entities. Small business concerns with such ownership are ineligible to submit offers under this solicitation.

Y

N

**Proposal Specifications**

In the field below labeled Topics, please select the item from the dropdown that matches the SBIR Topic for which you are applying.

**Topic**



**File Uploads**

**Technical Offer** *(pdf file)*

ONLY Adobe PDF files will be accepted. The first three characters of the file name shall be the topic number that the offer is associated with (e.g., FH2). The remaining characters must include an abbreviation of the company’s name and a distinct character to designate each file (e.g., 1, 2, 3). Please make sure the technical offer title is **different** and distinct from the generic topic title found in the solicitation. This is the project title that will be posted on our website if selected for award.

**Appendices A and B** *(pdf file)*

ONLY Adobe PDF files will be accepted. The first three characters of the file name shall be the topic number that the offer is associated with (e.g., FH2). The remaining characters must include an abbreviation of the company’s name and a distinct character to designate each file (e.g., 1, 2, 3).

**Contract Pricing Worksheet (Appendix C)** *(xls file)*

ONLY MS Excel files will be accepted. The first three characters of the file name shall be the topic number that the offer is associated with (e.g., FH2). The remaining characters must include an abbreviation of the company’s name and a distinct character to designate each file (e.g., 1, 2, 3).

**Contract Pricing Worksheet Supporting Documentation** *(pdf file)*

ONLY Adobe PDF files will be accepted. The first three characters of the file name shall be the topic number that the offer is associated with (e.g., FH2). The remaining characters must include an abbreviation of the company’s name and a distinct character to designate each file (e.g., 1, 2, 3).