

STTR Check List

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1. **The entire proposal including any supplemental material shall not exceed a total of 25 8.5 x 11 inch pages, including Cooperative Agreement** (Sections 3.2.2, 3.2.5).
2. The proposal and innovation is submitted for one subtopic only (Section 3.1).
3. The entire proposal is submitted consistent with the requirements and in the order outlined in Section 3.2.
4. The technical proposal contains all eleven parts in order (Section 3.2.4).
5. The 1-page briefing chart does not include any proprietary data (Section 3.2.9).
6. Certifications in Form A are completed, and agree with the content of the technical proposal.
7. Proposed funding does not exceed \$125,000 (Sections 1.4).
8. Proposed project duration does not exceed 12 months (Sections 1.4).
9. Cooperative Agreement has been electronically endorsed by both the SBC Official and RI (Sections 3.2.5, 6.2).
10. Entire proposal including Forms A, B, C, and Cooperative Agreement submitted via the Internet.
11. Form A electronically endorsed by the SBC Official.
12. **Proposals must be received no later than 5:00 p.m. EDT on Thursday, September 8, 2011 (Section 6.3).**
13. Signed Allocation of Rights Agreement available for Contracting Officer at time of selection.