

## STTR Check List

For assistance in completing your Phase I proposal, use the following checklist to ensure your submission is complete.

1. **The entire proposal including any supplemental material shall not exceed a total of 23 8.5 x 11 inch pages, including the Research Agreement, and follow the format requirements (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 3.2.6).
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. Research Agreement has been electronically endorsed by both the SBC Official and the RI (sections 3.2.5, 6.2).
10. Entire proposal including Forms A, B, C, and Research Agreement submitted via the Internet.
11. Form A electronically endorsed by the SBC Official and the PI.
12. **Proposals must be received no later than 5:00 p.m. EDT on Thursday, November 29, 2012 (section 6.3).**
13. Signed Allocation of Rights Agreement available for Contracting Officer at time of selection.