

SBIR/STTR FAST-TRACK REMINDER SHEET

After reading all instructions in the SBIR/STTR Phase I Grant Solicitation, the Phase II SBIR/STTR Application, and the PHS 398 use the following reminders to help ensure that the Fast-Track application meets the requirements for submission.

- Did you identify the application as "Fast-Track" in Item 2 on the Face Page of the Phase I and Phase II application?
- Did you prepare both a [complete](#) Phase I and a [complete](#) Phase II application and submit them together in a single package ([original plus five](#) signed, exact single-sided photocopies)?
- Did you prepare the application according to the "Type Size" and "Format" specifications that must be observed throughout the application?
- Does the Phase I application contain no more than 25 allowable pages as described in "Limitations on Length of Application" in the SBIR/STTR Phase I solicitation instructions?
- Did you complete all items on the Face Pages of the Phase I and Phase II applications, including Direct Costs, Total costs, [and required signatures](#)?

NOTE: Project periods and costs requested for the Phase I and Phase II projects should be listed separately.

- If there are Phase II appendices, did you include 5 collated sets? These should follow all copies of the application.
- Did you specify in the Phase I application clear, measurable goals (milestones) that should be achieved prior to initiating Phase II?
- Did you include as part of the Phase II Research Plan a "Commercialization Plan" that adequately addresses the seven areas described in the Phase II instructions?
- Did you include letters of commitment from collaborators and consultants in the application?
- Did you complete the necessary items on the Phase I and Phase II Checklist Form pages?

NOTE: Indirect costs should be requested by completing Section 3, row a (Phase I), and rows a and b (Phase II).

SBIR Fast-Track Applications

- The Fast-Track SBIR grant application package should be assembled in the following order:
 - ◆ **Cover Letter** — encouraged, but not a requirement.
 - ◆ **Phase I SBIR Fast-Track components:**
 - **Face Page** — first page of Phase I portion of application.
 - **Description, Performance Sites, Key Personnel** — Form Page 2
 - **Table of Contents** — Form Page 3
 - **Modular Budget Format Page**— FOR APPLICATIONS REQUESTING UP TO \$100,000 TOTAL (direct costs, F&A costs, and fee). Use continuation pages if necessary.
 - **Budget for Initial Budget Period** — Form Page 4. FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL (direct costs, F&A costs, and fee).
 - **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL (direct costs, F&A costs, and fee). Use continuation pages if necessary. Renumber pages as necessary.

If budget request is \$100,000 or less, omit Form Page 4 and Form Page 5, and use Modular Budget Format Page.

- **Biographical Sketch page(s)** — Biographical Sketch Format Page
- **Resources** —Resources Format Page.
- **Introduction** (revised application only — limited to one page for Phase I).
- **Research Plan** — NO Form Page.
 - ❖ Use plain, white paper and stay within specified ½” margin limitations.
 - ❖ Sections a-d in the Phase I Research Plan are limited to 15 pages.
- **Letters From Consultants and Collaborators**
- **Checklist** — Checklist Form Page is the next-to-last page of signed, original application, but last page of Phase I to be numbered.

- ◆ **Phase II SBIR Fast-Track components**
 - **Face Page** — first page of Phase II portion of application.
 - **Description, Performance Sites, Key Personnel** — Form Page 2
 - **Table of Contents** — Form Page 3
 - **Budget for Initial Budget Period** — Form Page 4.
 - **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; Use continuation pages if necessary. Renumber pages as necessary.
 - **Biographical Sketch page(s)** — Biographical Sketch Format Page.
 - **Resources** —Resources Format Page.
 - **Introduction** (revised application only — maximum of three pages for Phase II).
 - **Research Plan** — NO Form Page.
 - ❖ Use plain, white paper and stay within specified ½” margin limitations.
 - ❖ Sections a-d in the Phase II Research Plan are limited to 25 pages.
 - ❖ Include Commercialization Plan in section j of the Phase II Research Plan
 - **Prior SBIR Phase II Awards** (if applicable)
 - **Data-Sharing Plan** (if applicable)
 - **Letters From Consultants, Collaborators, and potential Phase III customers/partners.**
 - **Checklist** — Checklist Form Page is the next-to-last page of signed, original application, but last page to be numbered.
 - **Personal Data on Principal Investigator** — last page of signed, original application, but this form page is *not* to be numbered or duplicated. (Personal Data page for Fast Track applications should be placed at the end of the Phase II application.)
 - **Appendices (5 sets) – if applicable**
 - ❖ Not to exceed 10 publications and manuscripts accepted for publication.

Questions regarding the acceptability of the grant application for submission under this solicitation should be directed to the:

NIH Center for Scientific Review, Division of Receipt and Referral
(301) 435-0715; Fax: (301) 480-1987

Fast-Track STTR Applications

☑ The Fast-Track STTR grant application package should be assembled in the following order:

- ◆ **Cover Letter** — encouraged, but not a requirement.
- ◆ **Phase I STTR Fast-Track components**
 - **Face Page** — first page of Phase I portion of application.
 - **Description, Performance Sites, Key Personnel** — Form Page 2
 - **Table of Contents** — Form Page 3
 - **Modular Budget Format Page**— FOR APPLICATIONS REQUESTING UP TO \$100,000 TOTAL (direct costs, F&A costs, and fee). Use continuation pages if necessary.
 - **Budget for Initial Budget Period** — Form Page 4. FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL (direct costs, F&A costs, and fee). Small Business Concern's budget.
 - **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; Small Business Concern's budget. FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL (direct costs, F&A costs, and fee). Use continuation pages if necessary. Renumber pages as necessary.

If budget request is \$100,000 or less, omit Form Page 4 and Form Page 5, and use Modular Budget Format Page.

- **Research Institution Budget Form Page** (STTR Additional Page) FOR STTR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL (direct costs, F&A costs, and fee).
 - **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL (direct costs, F&A costs, and fee). To be completed by RESEARCH INSTITUTION if project exceeds one year.
 - **Biographical Sketch page(s)** — Biographical Sketch Format Page
 - **Resources** —Resources Format Page.
 - **Introduction** (revised application only — limited to one page for Phase I.)
 - **Research Plan** — NO Form Page.
 - ❖ Use plain, white paper and stay within specified ½" margin limitations.
 - ❖ Sections a-d in the Phase I Research Plan are limited to 15 pages.
 - **Letters From Consultants and Collaborators**
 - **STTR Research Institution Certification Format Page** —FOR STTR APPLICATIONS REQUESTING UP TO \$100,000 TOTAL (direct costs, F&A costs, and fee).
 - **Checklist** — Checklist Form Page is the next-to-last page of signed, original application, but last page of Phase I to be numbered.
 - **Personal Data on Principal Investigator** — last page of signed, original application, but this form page is not to be numbered or duplicated.
- ◆ **Phase II STTR Fast-Track components**
 - **Face Page** — first page of Phase II portion of application.
 - **Description, Performance Sites, Key Personnel** — Form Page 2
 - **Table of Contents** — Form Page 3
 - **Budget for Initial Budget Period** — Form Page 4. Small Business Concern's budget.
 - **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; Small Business Concern's budget. Use continuation pages if necessary. Renumber pages as necessary.
 - **Research Institution Budget Form Page** (STTR Additional Page) FOR STTR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL (direct costs, F&A costs, and fee).

- **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL (direct costs, F&A costs, and fee). To be completed by RESEARCH INSTITUTION if project exceeds one year.
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