



# DOD SBIR/STTR PROGRAM MANAGER CHECKLIST

**PROGRAM MISSION:** The mission of the DoD SBIR/STTR Program is to help SBIR/STTR companies quickly create and deliver cost-effective innovations that will sustain America’s technological superiority over adversaries.

## SBIR/STTR PROGRAM OVERVIEW

The **Small Business Innovation Research (SBIR) Program** was established by Congress in 1982 to fund Research and Development (R&D) through small businesses of less than 500 employees. Eligible projects must serve a Department of Defense (DoD) R&D need and have potential to develop into a product or service for commercial and/or defense markets. The DoD SBIR Program is part of a larger Federal SBIR Program administered by the Small Business Administration (SBA).

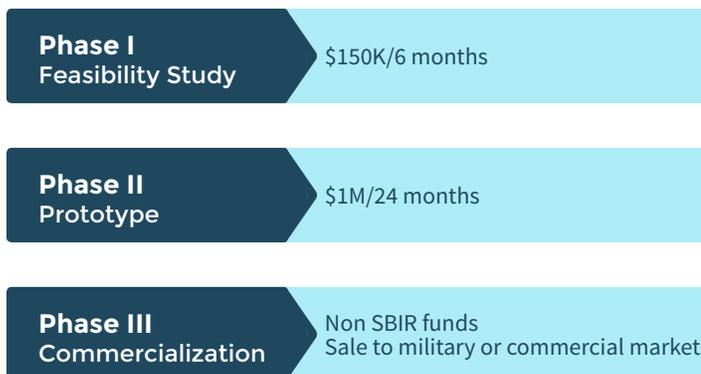
Congress established the **Small Business Technology Transfer (STTR) Program** in 1992. It is similar in structure to SBIR and funds cooperative R&D projects with small businesses in partnership with not-for-profit research institutions (such as universities) to move research to the marketplace.

## PROGRAM GOALS

**SBIR/STTR** goals are designed to:

- Stimulate technological innovation in private sector
- Use small business to meet federal research and development needs
- Encourage participation by socio-economically disadvantaged firms
- Fund cooperative R&D between small businesses and research Institutions
- Bridge funding gap between basic research and the commercial marketplace

## PROGRAM STRUCTURE



## REAUTHORIZATION ACT OF 2011

Extends SBIR and STTR Program through FY17. The reauthorization brought about the following changes:

- Renamed CPP to Commercialization Readiness Program (CRP)
- Required SBA to revised policy directives to address:
- Phase I/II awards (\$150K,\$1M) & Ceilings NTE 50%
- Eliminates Phase II invitations
- Limits one additional Phase II award
- Shortens Phase I award decision to 90 days
- Measures to reduce fraud, waste, and abuse
- Allows use up to 3% of SBIR funds for administrative costs
- Outreach to underserved states and disadvantaged groups

## SMALL BUSINESS RESOURCES

- <https://sbir.defensebusiness.org>
- [www.sba.gov](http://www.sba.gov)
- [www.sbir.gov](http://www.sbir.gov)
- [www.fedbizopps.gov](http://www.fedbizopps.gov)

Contact our help desk at:

1-800-348-0787 or email [sbirhelp@bytecubed.com](mailto:sbirhelp@bytecubed.com)

Subscribe to our ListServ at: [sbiroutreach@bytecubed.com](mailto:sbiroutreach@bytecubed.com)

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## ❑ Participate In SBIR Topic Generation Process

Participating in the SBIR topic generation process provides an opportunity to explore innovative solutions for program technical requirements during three SBIR solicitations and two STTR solicitations per year. DoD policy requires acquisition community endorsement of at least 50% of military department SBIR topics. Contact your Component SBIR manager for a schedule of when topics are due for upcoming solicitation cycles.

## ❑ Assign an SBIR Liaison

While ACAT 1 and 2 programs are required to assign an SBIR liaison, it is recommended for all programs.

## ❑ Plan for SBIR technologies in the Technology Development Strategy (TDS)

Plan for SBIR technologies in the Technology Development Strategy (TDS). The TDS documents the plan for managing R&D for the life of the program and focuses on the activities of the Technology Development Phase.

Including SBIR technology in the TDS, preceding the formal acquisition strategy, will ensure the appropriate consideration is given to SBIR when the program technology and design is immature and thus receptive/open to potential SBIR technology.

- R&D Planning – Discuss strategy for incorporating SBIR in the context of overall cost, schedule and performance goals for the total R&D program.
- Test Planning – Use SBIR for spiral demonstration or technology maturation during the Technology Development Phase.

## ❑ Utilize Technology Transition Agreements

Utilize Technology Transition Agreements to pinpoint customers or end-users, to identify funding sources for continued development, and to complement test and integration strategies. Establish transition agents and/or relationship managers to serve as the interface between the program office, small business and other stakeholders and to guide the technology through the transition process.

## ❑ Address SBIR Technologies in the Acquisition Strategy (AS)

Integrate SBIR technologies into acquisition planning to build an acquisition strategy that includes the use of technologies developed under the SBIR program, and gives favorable consideration for continued development of successful SBIR technologies. A well developed strategy will capitalize on the innovation and agility of small business and will mitigate risk in developmental or existing systems. To search for applicable technology solutions, DoD maintains an on-line, searchable database of SBIR-funded technologies.

## ❑ Involve SBIR Post-Milestone B

Consider SBIR technologies beyond initial configuration and during opportunities for technical refresh. While the most effective acquisition strategy will ensure that SBIR technologies are considered during concept refinement and technology development, SBIR can be used to identify technical solutions throughout the acquisition cycle.

## ❑ Utilize Phase II Enhancement and Commercialization Readiness Program (CRP)

Leverage the Phase II Enhancement program to provide for additional funds for promising SBIR technologies that require further development, test and evaluation to increase the Technology Readiness Level (TRL). Additionally, utilize the CRP to identify SBIR technology with the potential to rapidly address high priority military needs.

## ❑ Consider Phase III Awards

Consider Phase III contract awards to fund work that derives from, extends or logically concludes prior SBIR efforts. Phase III contracts may be awarded without competition to further develop or acquire SBIR technologies.

## ❑ Attend Beyond Phase II Conference and Technology Showcase

Attend the annual DoD SBIR Beyond Phase II Conference and Technology Showcase to rapidly survey new prototype technologies and meet with small businesses representing their innovations. This conference showcases more mature SBIR technologies, typically TRL 4-6 and beyond, and is an opportunity to leverage the entire DoD SBIR investment base.

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