



INSTRUCTIONS FOR COMPLETING APPENDIX A  
AND APPENDIX B

General:

DOD Components employ automated optical devices to record STTR proposal information. Therefore the proposal cover sheet (Appendix A) and the project summary (Appendix B) should be TYPED without proportional spacing using one of the following type styles:

Courier 12,10 or 12 pitch  
Courier 71 10 pitch  
Elite 71  
Letter Gothic 10 or 12 pitch  
OCR-B 10 or 12 pitch  
Pica 72 10 pitch  
Prestige Elite 10 or 12 pitch  
Prestige Pica 10 Pitch

Whenever a numerical value is requested type the numerical character (i.e. in "Proposed Duration" type 6 NOT six).

When typing address information use the two alphabet characters used by the Post Office for the state, DO NOT SPELL OUT THE FULL STATE NAME (i.e. type NY not New York or N.Y.).

The original proposal (with forms) plus (4) complete copies must be submitted (see Section 6).

Carefully align the forms in the typewriter using the underlines as a guide. The forms are printed to accommodate standard typewriter spacing.

**Request for Copies:**

Additional forms may be downloaded from our Home Page (<http://www.acq.osd.mil/sadbu/sbir>). They may also be obtained from your State SBIR/STTR Organization (Reference D) or:

DoD SBIR/STTR Support Services  
2850 Metro Drive  
Suite 600  
Minneapolis, MN 55425-1566  
(800) 382-4634