

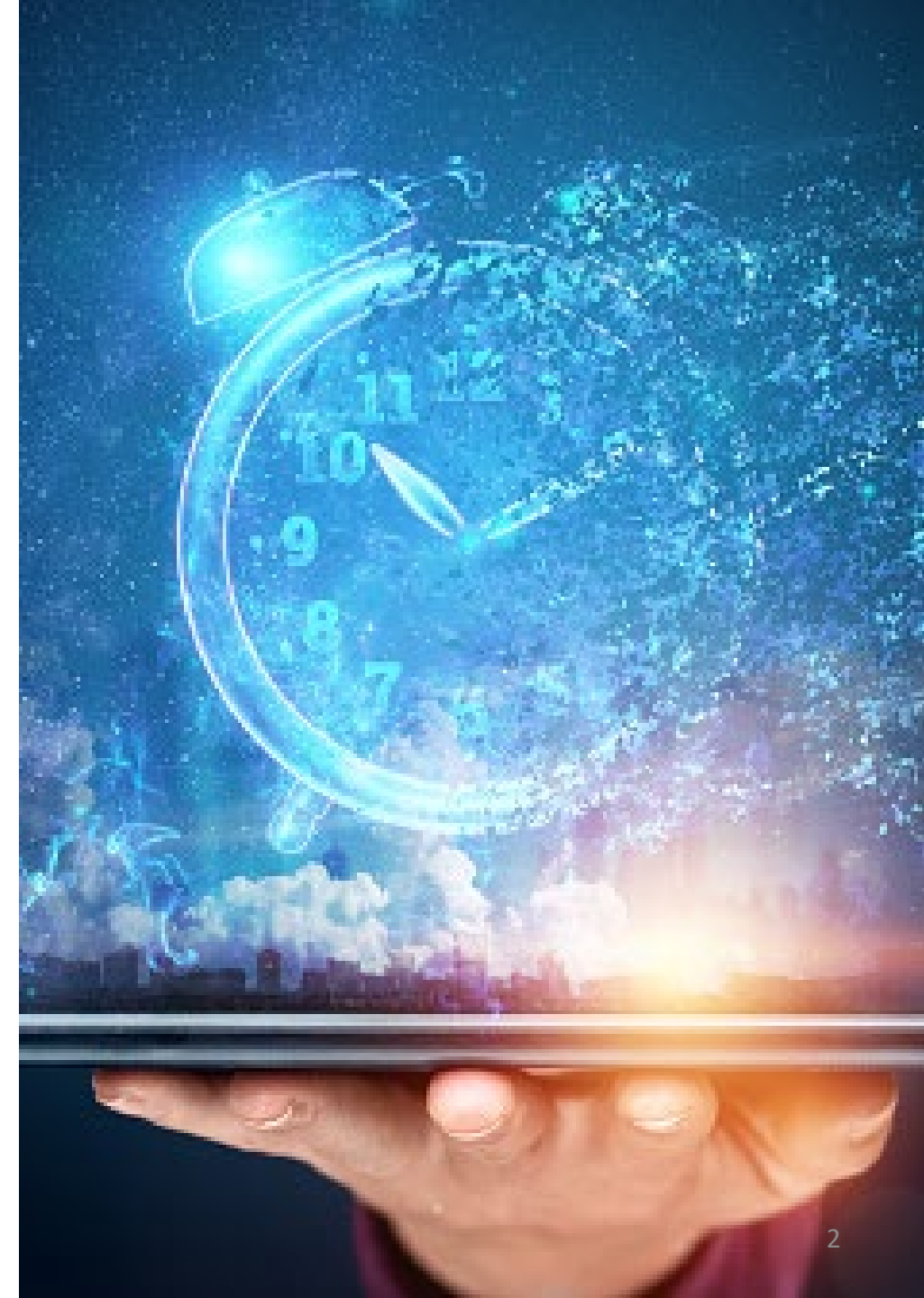


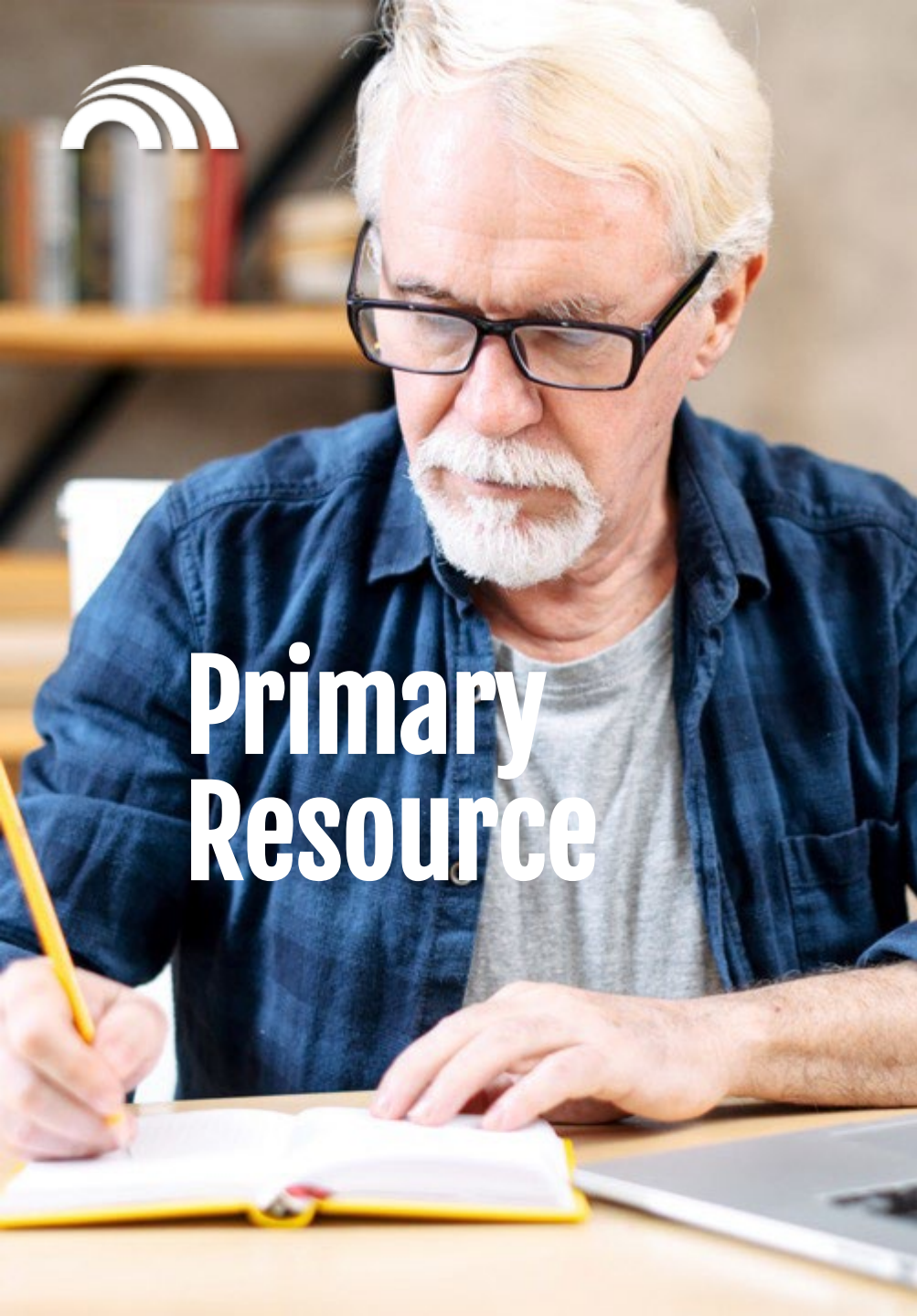
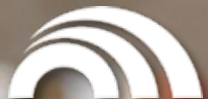
The Importance of Developing a Proposal Preparation Schedule

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Dawnbreaker
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AGENDA

- A compressed proposal prep schedule
- How many weeks until DOE Phase I applications are due?
 - DOE refers to the proposals as applications
- What is involved with developing the application package?
 - Overview or application elements
- Lining up support
- Securing needed documentation from others





Primary Resource

<https://science.osti.gov/sbir/Funding-Opportunities>



2025

Phase I	Release 1	Release 2
Topics Issued	Monday, July 8, 2024	Tuesday, November 12, 2024
Document	Phase I Release 1 Topics	Phase I Release 2 Topics
Phase 0 Application Assistance (free for first time applicants) starts	Monday, July 8, 2024	Tuesday, November 12, 2024
Topic Webinar, week of	Webinar 1: Topics 1-11 Slides Webinar 2: Topics 12-22 Slides Webinar 3: Topics 23-33 Slides	Webinar 1: Topics 1, 20-21, 32-33 Slides Webinar 2: Topics 2-10 Slides Webinar 3: Topics 11-16 Slides Webinar 4: Topics 17-19 & 22-31 Slides
NOFO Issued	Monday, August 5, 2024	Friday, December 27, 2024
Document	DE-FOA-0003417	DE-FOA-0003504
NOFO Webinar	Thursday, August 8, 2024 (Webinar) Slides Friday, August 9, 2024 (Q&A)	Thursday, January 2, 2025 (Webinar) Slides Friday January 3, 2025 (Q&A)
Letters of Intent (LOI) Due	Tuesday, August 27, 2024 5:00pm ET	Tuesday, January 14, 2025 5:00pm ET
Non-responsive LOI Feedback Provided	Monday, September 16, 2024	Monday, February 3, 2025
Full Applications Due	Tuesday, October 8, 2024 11:59pm ET	Wednesday, February 26, 2025 11:59pm ET

How Much Time do you have?

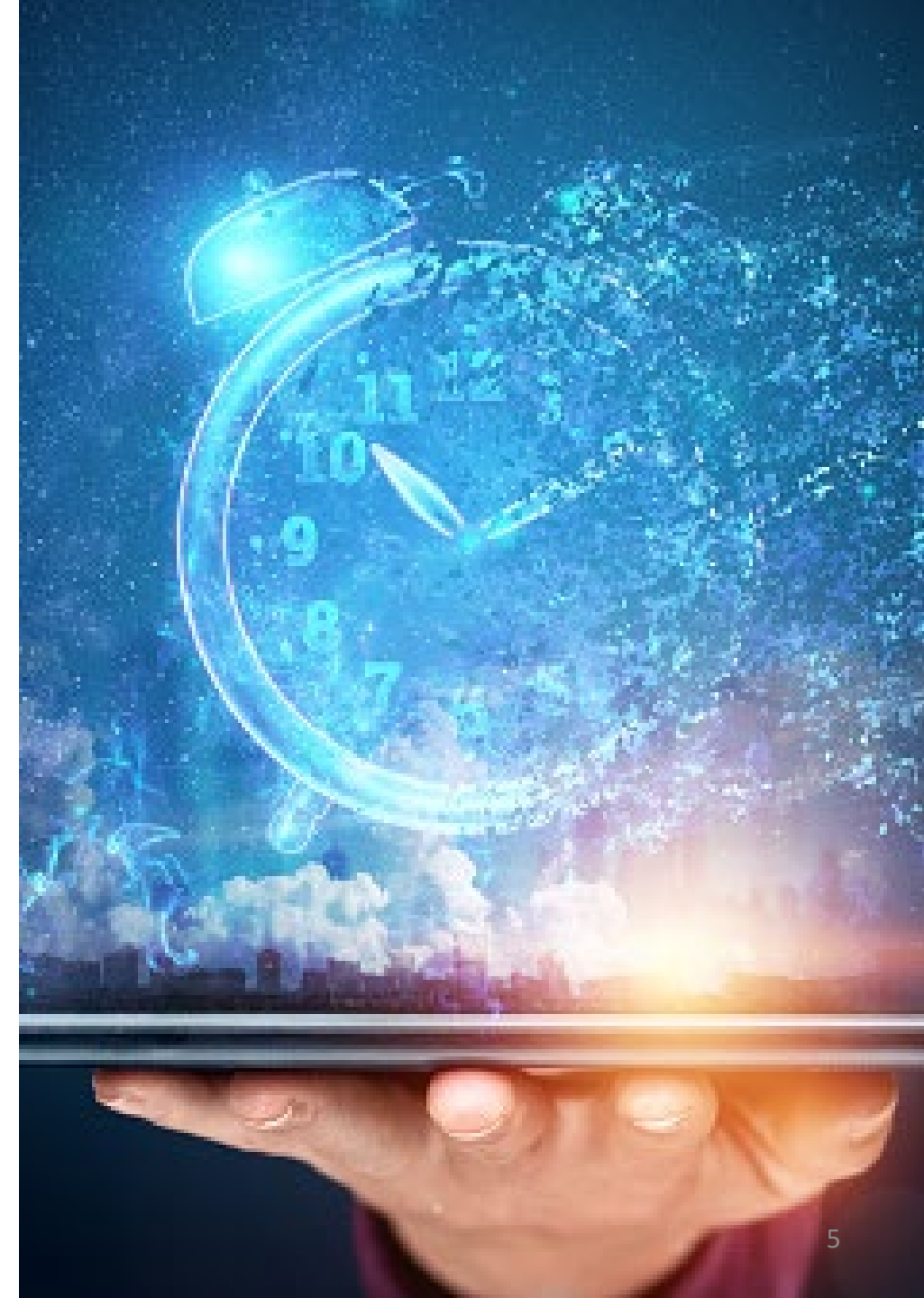
Week	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
1	January 12		LOI due (1/14)				
2	January 19						
3	January 26						
4	February 2	Non-responsive LOI feedback (2/3)					
5	February 9						
6	February 16						
7	February 23			Full Application due 2/26			

Not a lot!

Make sure you stay on top of SAM registration

What shouldn't you do?

- Don't wait to hear if you have a non-responsive LOI before you begin!
- You need all the time and support you can muster to prepare a responsive application package
- If you do that and if you engage support as you develop the project narrative (not at the end), you will develop a stronger application that surpasses what you submitted as the LOI
- If you receive a non-responsive LOI, you can still submit an application package
- Companies that have worked this way, have won awards



How big is the proposal / application?

Item	Project Narrative	Commercialization Plan	Budget justification	Biographical sketches	Project Abstract	PIER Plan
Page numbers	15 pages, cover doesn't count	4 pages	Not specified	Use form	1 page	No more than 3 pgs
Other	Follow guidelines in DOE Funding Opportunity Announcement (FOA)	Follow Guidelines Under Applicant Resources	Stay within budget. Use Budget Justification form	Follow guidelines in <i>Instructions for Completing a DOE SBIR/STTR Phase I Grant Application</i>	PDF format	Appendix to Project Narrative
1/15/2025			DAWNBREAKER			



What should you work on this week?

This week (Week of January 12)

Week	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
1	January 12		LOI due (1/14)	Work on the Project Narrative (Sections 1,2 and 3) and secure feedback . Get registrations out of the way.			
2	January 19						
3	January 26						
4	February 2	Non-responsive LOI feedback (2/3)					
5	February 9						
6	February 16						
7	February 23			Full Application due 2/26			



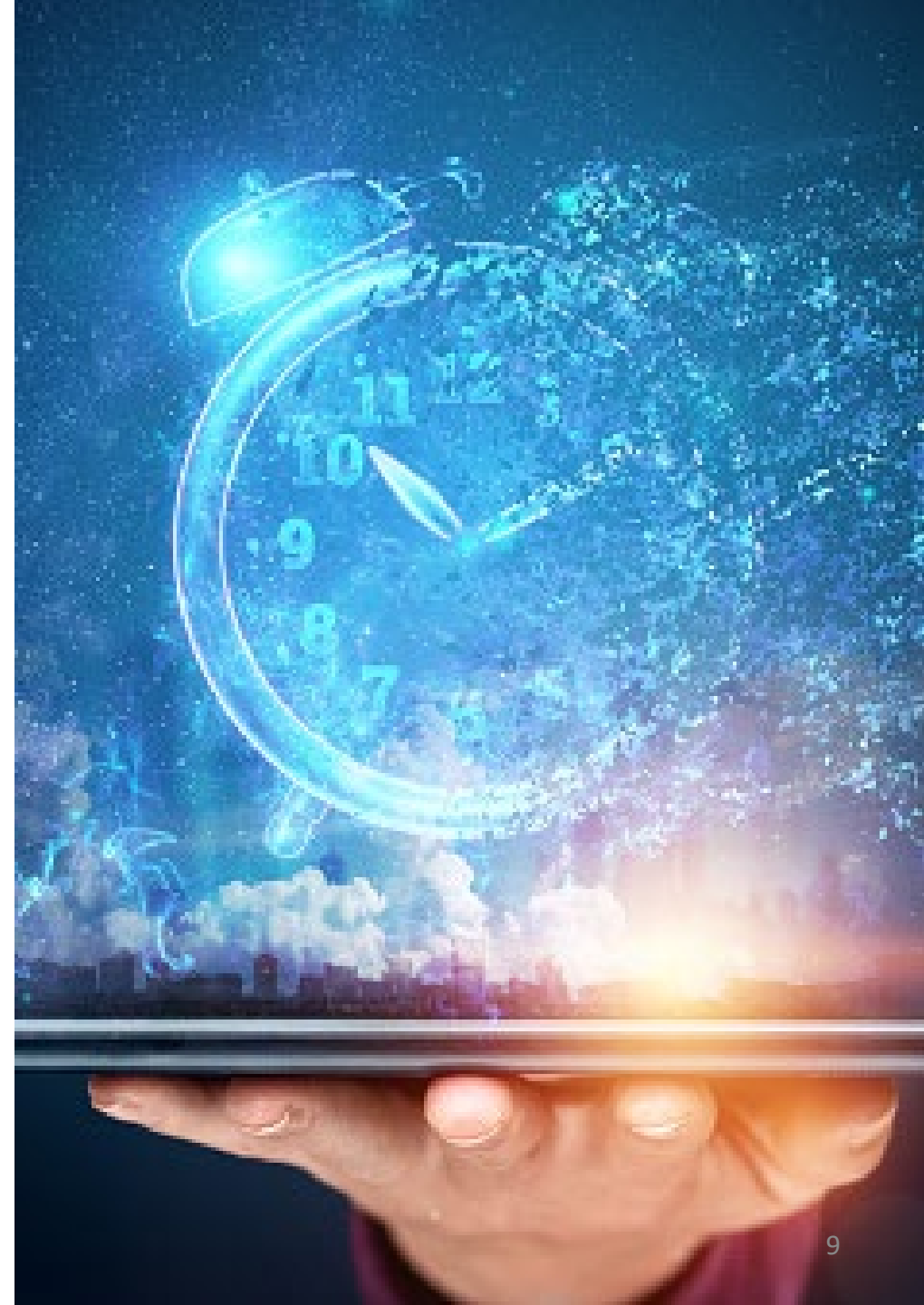
What resources are available to help you?

- Small Business Development Centers (SBDC)
- APEX Accelerators (Used to be PTAC)
- Minority Business Development Centers (MBDC)
- **DOE Phase 0 program**
 - If you have never submitted and SBIR/STTR application to DOE previously

Line up these resources now!

• How to approach writing the Project Narrative?

- Follow the outline that DOE has provided in the NOFO
- Get and Incorporate feedback on sections; don't wait until you have written the whole thing
- Keep checking the Topic and Subtopic to assure you are addressing what DOE is asking for
- Don't worry about page length at the start; first worry about content
- Write in coherent paragraphs that build a case for the opportunity, don't write in outline format
- As content emerges then start to refine to page count, point size, etc,
- Add cover page and markings as a last step



Use the Tutorials

Each has a pdf, podcast, links



14. The Project Narrative: How Long Should Each Section Be?



15. Drafting the First Section of the Project Narrative



16. How to Prepare the Objectives and the Work Plan



17. The Facilities and Equipment Section of the Project Narrative



18. The Importance of a Good Bibliography



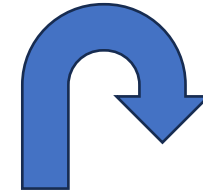


What should you work on this week?

Week of January 16

Week	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
1	January 12		LOI due (1/14)	Work on the Project Narrative (Sections 1,2 and 3) and secure feedback . Get registrations out of the way.			
2	January 19	Continue to refine the project narrative – solidify the work plan, work on the budget. Secure feedback. Reach out to consultants and subcontractors that you may wish to involve in the project. Secure appropriate paperwork. Consult the Guide regarding roles, required paperwork from others					
3	January 26						
4	February 2	Non-responsive LOI feedback (2/3)					
5	February 9						
6	February 16						
7	February 23			Full Application due 2/26			

Use the search bar



Search

Phase I Grant Application Guide

Overview	Get Ready	Registration	Letter of Intent (LOI)	Step-by-Step Guide	Additional Resources	FAQs

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Also hyperlinked from the Guide

<https://doetutorials.dawnbreaker.com/>

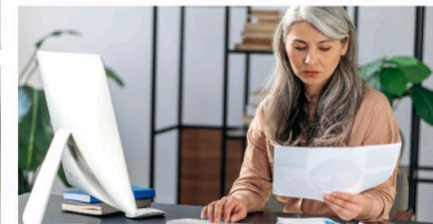
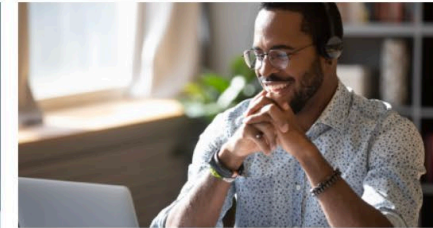


Site Features



TUTORIALS

DOE Phase I Proposal
Preparation





What should you work on this week?

Week of January 26

Week	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
1	January 12		LOI due (1/14)	Work on the Project Narrative (Sections 1,2 and 3) and secure feedback . Get registrations out of the way.			
2	January 19	Continue to refine the project narrative – solidify the work plan, work on the budget. Secure feedback. Reach out to consultants and subcontractors that you may wish to involve in the project. Secure appropriate paperwork. Consult the Guide regarding roles, required paperwork from others. Check out evaluation criteria					
3	January 26	Continue to flesh out the Project Narrative. Start refining – page count, font type, check against Topic and Subtopic . Have you covered everything. Secure independent feedback. Start working on Bio sketches using required format . Continue refining budget as appropriate. Assure all registrations in order					
4	February 2	Non-responsive LOI feedback (2/3)					
5	February 9						
6	February 16						
7	February 23			Full Application due 2/26			



What should you work on this week?

Week of February 2

Week	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
1	January 12		LOI due (1/14)	Work on the Project Narrative (Sections 1,2 and 3) and secure feedback . Get registrations out of the way.			
2	January 19	Continue to refine the project narrative – solidify the work plan, work on the budget. Secure feedback. Reach out to consultants and subcontractors that you may wish to involve in the project. Secure appropriate paperwork. Consult the Guide regarding roles, required paperwork from others. Check out evaluation criteria					
3	January 26	Continue to flesh out the Project Narrative. Start refining – page count, font type, check against Topic and Subtopic . Have you covered everything. Secure independent feedback. Start working on Bio sketches using required format . Continue refining budget as appropriate. Assure all registrations are in order					
4	February 2	Non-responsive LOI feedback (2/3)	Evaluate the feedback. Decide if the work you have been doing has addressed those concerns. Start working on the Four-page commercialization plan (Review the DOE example). Register with Grants.gov if you have not done so already. Download the application package from Grants.gov				
5	February 9						
6	February 16						
7	February 23			Full Application due 2/26			

Start with Grants.gov



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BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

Assistance Listings:

Search

SORT BY:

Relevance (Descending)

Update Sort

DATE RANGE:

All Available

Update Date Range

1 2 3 4 5 6 ... [NEXT >](#)

Opportunity Number <input type="button" value="v"/>	Opportunity Title <input type="button" value="v"/>	Agency <input type="button" value="v"/>	Opportunity Status <input type="button" value="v"/>	Posted Date <input type="button" value="v"/>	Close Date <input type="button" value="v"/>
DE-FOA-0003504	FY 2025 Phase I Release 2	PAMS-SC	Posted	12/27/2024	02/26/2025
NOAA-OAR-TPO-2025-0001	NOAA Small Business Innovation Research (SBIR) Program- FY25 Phase I	DOC-DOCNOAAERA	Posted	11/15/2024	01/15/2025
RFA-HL-26-014	NHLBI SBIR Phase IIB Bridge Awards to Accelerate the Commercialization of Technologies for Heart, Lung, Blood, and Sleep Disorders and Diseases (R44 Clinical Trial Optional)	HHS-NIH11	Posted	11/18/2024	02/26/2027

OPPORTUNITY STATUS:

- Forecasted (199)
- Posted (1,105)
- Closed (3,050)
- Archived (13,254)



Download Application Package from Grants.gov

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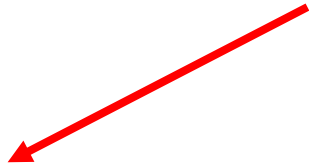
FY 2025 Phase I Release 2

Department of Energy - Office of Science

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General Information

Document Type:	Grants Notice	Version:	Synopsis 1
Funding Opportunity Number:	DE-FOA-0003504	Posted Date:	Dec 27, 2024
Funding Opportunity Title:	FY 2025 Phase I Release 2	Last Updated Date:	Dec 27, 2024
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Feb 26, 2025
Opportunity Category Explanation:		Current Closing Date for Applications:	Feb 26, 2025
Funding Instrument Type:	Cooperative AgreementGrant	Archive Date:	May 26, 2025
		Estimated Total Program Funding:	\$ 65,000,000



Download Application Package from Grants.gov

Office of Science

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE



Select Grant Opportunity Package

PLEASE READ BEFORE APPLYING!

If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

Opportunity Package(s) Currently Available for this Funding Opportunity:

Assistance Listing Number	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
81.049	DE-FOA-0003504	FY 2025 Phase I Release 2	PKG00289827	Dec 27, 2024	Feb 26, 2025	Preview Apply



Work on/or off-line; Include your team

Opportunity Package Details

Agency Contact Information: Carl Hebron
(301) 903-5707
SBIR-STTR@science.doe.gov

Who Can Apply: Organization and Individual Applicants

PACKAGE FORMS:

[Download Instructions](#)

Mandatory Forms (Click to Preview)

[SF424 \(R & R\) \[V5.0\]](#)
[Research & Related Budget \[V3.0\]](#)
[Project/Performance Site Location\(s\) \[V4.0\]](#)
[Research and Related Senior/Key Person Profile \(Expanded\) \[V4.0\]](#)
[Research And Related Other Project Information \[V1.4\]](#)
[SBIR/STTR Information \[V3.0\]](#)

Optional Forms (Click to Preview)

[Disclosure of Lobbying Activities \(SF-LLL\) \[V2.0\]](#)
[R & R Subaward Budget Attachment\(s\) Form \[V3.0\]](#)



What should you work on this week?

Week of February 9

Week	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
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4	February 2	Non-responsive LOI feedback (2/3)	Evaluate the feedback. Decide if the work you have been doing has addressed those concerns. Start working on the Four-page commercialization plan (Review the DOE example). Register with Grants.gov if you have not done so already. Download the application package from Grants.gov				
5	February 9	Secure feedback on Commercialization Plan; Draft PIER plan and secure feedback. Make sure all Bio sketches are complete. Double check all details related to format of Project Narrative; Review budget. Read the evaluation criteria again and modify					
6	February 16						
7	February 23			Full Application due 2/26			



What should you work on this week?

Week of February 16

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6	February 16	Work on the Abstract (assure you don't use acronyms). Secure feedback; check on status of all elements of the of the package. Start using the application forms in Grants.gov . Make sure you have Help phone line information and call as needed					
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What should you work on this week?

Week of February 23

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7	February 23	Be sure to load up information early and have others on your team, check		Full Application due 2/26			

Thank-you for Joining us today!
Jenny C. Servo, Ph.D.

Please take a moment to complete a very short survey,
Your feedback is very important

<https://forms.office.com/r/uwSh540Wj2>

