APPLICATION CHECKLIST

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| **DOE Phase I** |
| **Application Requirements Checklist** |

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| **DOES THE APPLICATION SATISFY THE FOLLOWING REQUIREMENTS?** | | **YES** | **NO** |
| **Registrations** | SAM Registered |  |  |
| PAMS Registered |  |  |
| Grants.gov Registered |  |  |
| **Topic & Subtopic** | Only one (1) Topic from the Topics Section identified on the SBIR/STTR Information Form and Project Narrative |  |  |
| Only one (1) Subtopic from the Topics Section identified on the SBIR/STTR Information Form and  Project Narrative |  |  |
| **Budget** | Principal Investigator effort on the project is a minimum of three (3) hours a week (on average) for the duration of the project. PI hours and rates are clearly indicated in the budget justification |  |  |
| DOE Phase I awards have a maximum award amount of either $200,000 or $250,000. Please check the topic header in the Phase I Topic document to find the correct amount.  Section K (Total Cost of Project) on the budget form should not exceed the maximum award amount ($200,000 or $250,000 as appropriate for your topic), or the maximum award amount plus $6,500 if requesting TABA funds ($206,500 or $256,500 as appropriate for your topic.) |  |  |
| Amount requested on budget form matches total federal funds requested on SF-424 |  |  |
| [Budget justification](https://science.osti.gov/sbir/Applicant-Resources/Grant-Application) is provided |  |  |
| [Level-of-Effort & Max Funding is in compliance](https://science.osti.gov/sbir/Applicant-Resources/Grant-Application) (see Level-of-Effort worksheet) |  |  |
| For SBIR - small business must perform at least 2/3 of the research and analytical effort |  |  |
| For STTR - small business must perform at least 40% and research institution  must perform at least 30% of the research and analytical effort |  |  |
| **Project Summary/Abstract** | Project Summary/Abstract contains no proprietary information |  |  |
| **Project Narrative** | Project Narrative is no more than 7,500 words as directed in Part IV.C. of the FOA |  |  |
| Proprietary information statement is provided, if applicable. |  |  |
| **Proprietary Information** | Where included, proprietary information in the narrative is identified and marked according to Part IV. C of the FOA, if applicable. |  |  |
| **Subcontractors/ Research Institutions** | A letter of commitment is provided, if applicable |  |  |
| A complete subaward budget and budget justification are provided, if applicable |  |  |
| **Consultants** | Consultant commitment letter is provided, if applicable |  |  |
| **Commercialization Documents** | [Commercialization Plan is included along with mandatory Revenue statement](https://science.osti.gov/sbir/Applicant-Resources/Grant-Application) |  |  |
| Company Commercialization Report from SBIR.gov is included, if applicable. |  |  |
| **Disclosure of Foreign Relationships** | As part of your Phase I and Phase II applications, you are now required to submit a Disclosure of Foreign Relationships.  This submission of this information is mandatory, using the form available here:  [https://science.osti.gov/sbir/Applicant-Resources/Grant-Application](https://science.osti.gov/sbir/Applicant-Resources/Grant-Application?utm_medium=email&utm_source=govdelivery) |  |  |
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10/3/2022