

# NASA SBIR/STTR – Valid Eval

## Start, Edit and Submit a Proposal

### Digital Guide



Guide Features	<p>This guide provides an overview of how to start a new Ignite proposal in the NASA SBIR/STTR Valid Eval. You will find step-by-step instructions on the following:</p> <ul style="list-style-type: none"> <li>✓ Creating a new proposal</li> <li>✓ Completing proposal-related forms</li> <li>✓ Uploading required attachments</li> <li>✓ Returning to a proposal in progress</li> <li>✓ Submitting a completed proposal</li> </ul>
Impacted Sections	<ul style="list-style-type: none"> <li>✓ All</li> </ul>
Impacted Users	<ul style="list-style-type: none"> <li>✓ SBCs (Small Business Concerns)</li> </ul>

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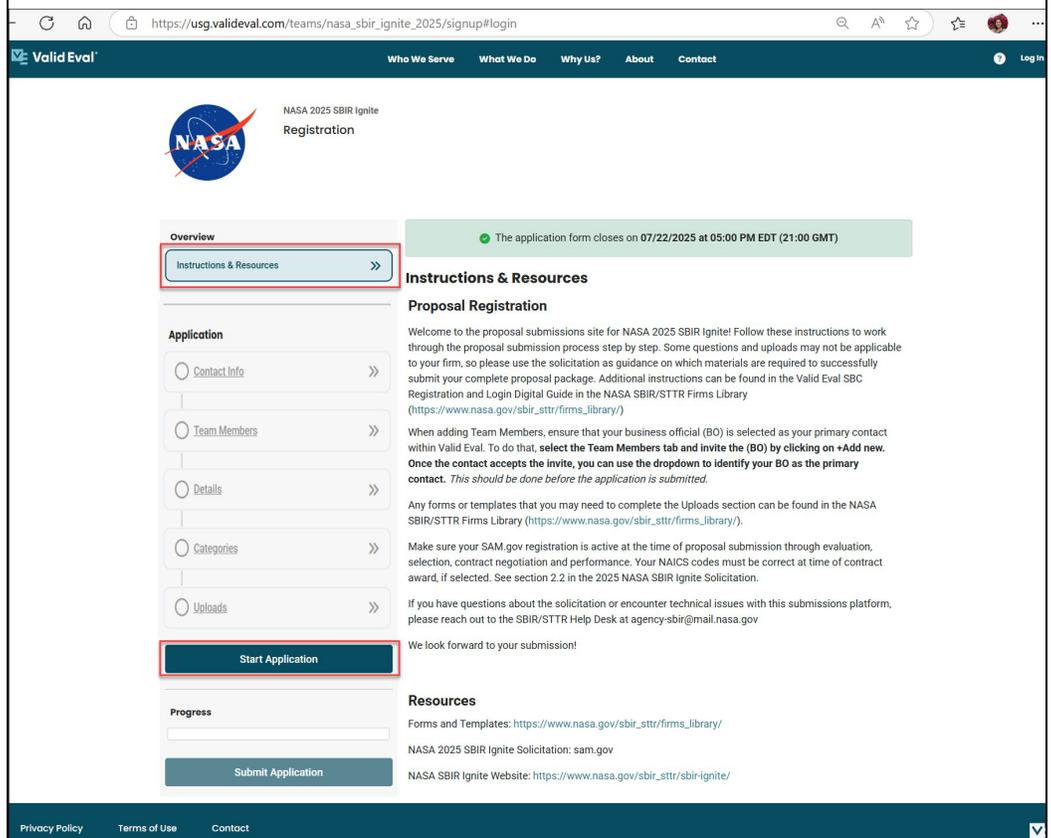
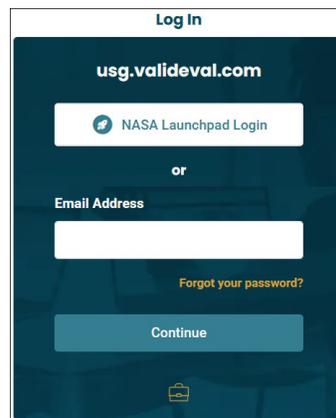
## Step-by-Step Instructions

### Instructions and Resources Section

Once you login to the Valid Eval system using your credentials.

1. On the landing page you will see the **Instructions & Resources Tab**. This is place that provides you will all the necessary instruction and important links. Please read these before starting an application.

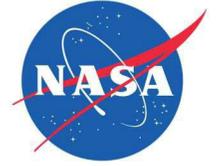
2. After reading the instruction you can click on **Start Application Button** to create a Proposal.



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#### Start a New Proposal

#### Contact Info Section

1. To begin a new proposal, click on Start Application.
2. Under the Contact Info Section, you will see that the Primary Contact information has been auto populated. The First Person to register into Valid Eval becomes the Primary Contact.
3. Here you will have to enter the Firm Name. This firm will then be associated with the proposal that you are submitting.

The screenshot shows the 'NASA 2025 SBIR Ignite Registration' interface. At the top left is the NASA logo. The page title is 'Registration'. A green notification bar at the top right states: 'The application form closes on 07/22/2025 at 05:00 PM EDT (21:00 GMT)'. Below this is a navigation menu with 'Overview' selected, containing links for 'Instructions & Resources', 'Application', 'Team Members', 'Details', 'Categories', and 'Uploads'. The 'Application' section is expanded, showing 'Contact Info' (3 of 4 required) as the active step. A light blue informational box states: 'You are currently logged into Valid Eval, so this form has been auto-filled with your name and your account's primary email address and contact info. To sign up with a different account, please either log out of Valid Eval and then return to this form in an "Incognito" or "Private Browsing" window.' The 'Contact Info' section (3 of 4 required) includes: 'Primary Contact First Name' (Priyanka), 'Primary Contact Last Name' (Jadhav), 'Primary Contact Email' (priyanka.jadhav@reisystems.com), and 'Firm Name' (empty field with a red border and 'Required' label). At the bottom, there is a 'Next' button, a 'Progress' bar, a 'Submit Application' button, and a 'Save Progress' button.

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#### Team Members Section

4. The **First Person** to register becomes the **Primary Contact**.

5. This person can add new Team Members by clicking the **Add New** button

**Team Members**  
(1 of 1 completed)

Important: Real-time collaboration features for draft applications are still in early beta release. For now, to avoid any issues with conflicting changes, we suggest that only one person works on the application at a time. Please coordinate with your team to make sure everyone takes turns editing, so you don't run into any problems.

NAME EMAIL	ROLE	LAST DATE SENT	ACCEPTED	ACTIONS
Priyanka Jadhav priyanka.jadhav@relysystems.com	PRIMARY	N/A	ACCEPTED	[Share] [Link] [Remove]

6. The Add New button opens a modal. Here you will enter the first name, last name, and the email of the team member you want to add.

7. You can also choose the role of  
**a. Editor**  
**b. Viewer**  
 Depending on what role your team member plays in the system. Then click on Send to send the invitation.

**Invite Members**

First Name, Last Name, Email, Choose role

Editor (A), Viewer (B)

+ Add more, Cancel, Send Invitation

8. Once you send the invitation it will be in Pending Status until, the team member goes into the system and accepts it.

**Team Members**  
(1 of 1 completed)

Important: Real-time collaboration features for draft applications are still in early beta release. For now, to avoid any issues with conflicting changes, we suggest that only one person works on the application at a time. Please coordinate with your team to make sure everyone takes turns editing, so you don't run into any problems.

NAME EMAIL	ROLE	LAST DATE SENT	ACCEPTED	ACTIONS
Priyanka Jadhav priyanka.jadhav@relysystems.com	PRIMARY	N/A	ACCEPTED	[Share] [Link] [Remove]
Joy Bird joy@valideval.com	EDITOR	May 30, 2025 12:17 PM EDT	PENDING	[Share] [Link] [Remove]

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9. The Primary Contact can make any one of the team members as Primary contact as needed. When they make this change, automatically the Primary Contact under Contact Info section will display the current person as the Primary Contact.

**Note:** When adding Team Members, ensure that your business official (BO) is selected as your primary contact within Valid Eval. To do that, select the Team Members tab and invite the (BO) by clicking on +Add new. Once the contact accepts the invite, you can use the dropdown to identify your BO as the primary contact. This should be done before the application is submitted.

#### Contact Info

(4 of 4 completed)



You are currently logged into Valid Eval, so this form has been auto-filled with your name and your account's primary email address and contact info. To sign up with a different account, please either log out of Valid Eval and then return to this form or open this form in an "Incognito" or "Private Browsing" window.

Primary Contact First Name

Joy

Primary Contact Last Name

Bird

Primary Contact Email

joy@valideval.com

Firm Name

REI Test New

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10. Once they have accepted the invitation, they will be able to go in and view/edit (based on their role). The Primary contact will have the ability to change the roles for their team members. They will have to click on the dropdown arrow next to the Role and Select.

11. Once they make their selection, a modal will appear for confirmation. Then click **confirm** to complete the task.

NAME EMAIL	ROLE	LAST DATE SENT	ACCEPTED	ACTIONS
Joy Bird joy@valideval.com	EDITOR	May 30, 2025 12:17 PM EDT	ACCEPTED	
Priyanka Jadhav priyanka.jadhav@reisystems.com	VIEWER	N/A	ACCEPTED	

### Change Role

Are you sure you want to change the role to **primary**?

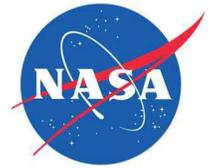
The role of the current primary user will change to editor.

Cancel Confirm

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Details Section	
<p>The Details section consists of all the forms that need to be filled.</p> <p>Following are the different forms that need to be filled:</p> <ul style="list-style-type: none"> <li>A. Firm Information</li> <li>B. Firm Certifications</li> <li>C. Disclosure of Foreign Affiliations</li> <li>D. Audit Information</li> <li>E. Prior Awards Addendum</li> <li>F. Commercial Metrics Report (CMR)</li> <li>G. Technical and Business Assistance (TABA)</li> <li>H. I-Corps Opt-in</li> <li>I. Proposal Certifications</li> <li>J. Proposal Information</li> <li>K. Proposal Summary Information</li> </ul>	

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A. Firm Information	
<p>The Firm Information Section includes all the firm details including the firm contact information for BO, PI and, ACN.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;">← →</p> <p><b>Details</b> <small>(1 of 99 required)</small></p> <p><b>A. Firm Information</b></p> <p>EIN/Tax ID <input type="text"/></p> <p><small>Required</small></p> <p>UEI <input type="text"/></p> <p>DUNS <input type="text"/></p> <p>CAGE Code <input type="text"/></p> <p>Firm Address</p> <p>Street <input type="text"/></p> <p>Apt/Suite <input type="text"/></p> <p>City <input type="text"/></p> <p>State/Territory <input type="text" value="Select..."/></p> <p>Zip code-4 <input type="text"/> <small>Enter a dash to add the last 4 digits. Example 80007-1234</small></p> <p>Firm Contact Information</p> <p>Phone <input type="text"/></p> <p>Website <input type="text"/></p> <p>Business Official (BO)</p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Phone Number <input type="text"/></p> <p>Email Address <input type="text"/></p> <p>Principal Investigator (PI)</p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Phone Number <input type="text"/></p> <p>Email Address <input type="text"/></p> <p>Authorized Contract Negotiator (ACN)</p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Phone Number <input type="text"/></p> <p>Email Address <input type="text"/></p> <p>A.1. Has your firm previously been awarded a NASA contract before?  <input type="radio"/> Yes  <input type="radio"/> No</p> <p>A.2. Has your firm previously been awarded a NASA SBIR or STTR contract before?  <input type="radio"/> Yes  <input type="radio"/> No</p> </div>



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<p><b>C. Disclosure of Foreign Affiliations</b></p>		
<p>This form contains all the details about any foreign affiliations that the firm has.</p>		<p><b>C. Disclosure of Foreign Affiliations</b></p> <p>All firm details must be completed before a proposal can be submitted.</p> <p><b>Relevant Definitions</b></p> <p><b>Covered Individual</b></p> <p>The term "covered individual" means an individual who:</p> <p>contributes in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award from a federal research agency and is designated as a covered individual by the federal research agency concerned.</p> <p><b>Foreign Affiliation</b></p> <p>The term "foreign affiliation" means a funded or unfunded academic, professional, or institutional appointment or position with a foreign government or government-owned entity, whether full-time, part-time, or voluntary. This includes appointments or positions deemed adjunct, visiting, or honorary with research institutions located in a foreign country of concern.</p> <p><b>Foreign country of concern</b></p> <p>The term "foreign country of concern" means the People's Republic of China, the Democratic People's Republic of Korea, the Russian Federation, the Islamic Republic of Iran, or any other country determined to be a country of concern by the Secretary of State.</p> <p><b>Malign foreign talent recruitment program</b></p> <p>The term "malign foreign talent recruitment program" has the meaning given such term in section 19237 of title 42.</p> <p><b>Federally funded award</b></p> <p>The term "federally funded award" means a Phase I, Phase II (including a Phase II award under subsection (cc)), or Phase III SBIR or STTR award made using a funding agreement.</p> <p>C.1. Is any owner or covered individual of the applicant or awardee party to any malign foreign talent recruitment program?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>C.2. Is there a parent company, joint venture, or subsidiary, of the applicant or awardee that is based in, or receives funding from, any foreign country of concern?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>C.3. Does the applicant or awardee have any current or pending contractual or financial obligation or other agreement specific to a business arrangement, or joint venture-like arrangement with an enterprise owned by a foreign state or any foreign entity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>C.4. Is the applicant or awardee wholly owned in a foreign country?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>C.5. Does the applicant or awardee have any venture capital or institutional investment?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>C.6. During the previous 5-year period, did the applicant or awardee have any technology licensing or intellectual property sales or transfers, to a foreign country of concern?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>C.7. Is there any foreign business entity, offshore entity, or entity outside the United States related to the applicant or awardee?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>C.8. Does the applicant or awardee have an owner, officer, or covered individual that has a foreign affiliation with a research institution located in a foreign country of concern?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>

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#### D. Audit Information

This form contains the details about the firm being audited. If yes, you will have to provide an upload of the audit information in the uploads section.

#### D. Audit Information

D.1. Has a Federal agency ever audited your accounting system?

If a Federal agency has ever audited your account system, you will be asked to upload a copy of the audit information on the Uploads section.

Yes

No

#### Additional Information

Agency Name

Agency Location

Street

Apt/Suite

City

State/Territory

Zip code-4

Enter a dash to add the last 4 digits. Example 80007-1234

Agency Contact

First Name

Last Name

Email

Phone

D.2. Was your accounting system approved by the auditing agency?

Yes

No

D.3. Was a rate agreement negotiated with the auditing agency?

Yes

No

D.4. Was an overhead and/or cost audit performed?

Yes

No

D.5. Are the rates from the audit agreement used for this firm's proposal?

Yes

No

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<p><b>E. Prior Awards Addendum</b></p>	
<p>The Prior Awards Addendum captures information on your small business's prior Phase I and II awards. If you have previous awards to report you can find the form in the Firms Library (under Ignite Forms Section) <a href="https://www.nasa.gov/sbir_sttr/firms_library/">https://www.nasa.gov/sbir_sttr/firms_library/</a></p> <p>You will have to download the form from the Firms library, fill it and upload it in the Valid Eval System under uploads section.</p>	<div style="border: 1px solid black; padding: 10px;"> <p><b>E. Prior Awards Addendum</b></p> <p>The Prior Awards Addendum captures information on your small business's prior Phase I and II awards. If your small business has received more than 15 SBIR or STTR Phase II awards in the previous five fiscal years, you are required to provide information for each of those Phase II awards in the form below.</p> <p>E.1. Does your firm have prior awards to report?</p> <p>If you answered yes, you must upload a Prior Awards Addendum in the Uploads section.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p><b>F. Commercial Metrics Report (CMR)</b></p>	
<p>If you answered yes, you must complete the Commercialization Metrics Report or update an existing report if applicable, via <a href="https://www.sbir.gov">https://www.sbir.gov</a> and upload a copy in the Uploads section.</p>	<div style="border: 1px solid black; padding: 10px;"> <p><b>F. Commercial Metrics Report (CMR)</b></p> <p>NASA uses a commercialization report/data-gathering process to track the overall commercialization success of its SBIR and STTR programs. For each SBIR and STTR Phase II award received to date from any Federal agency, provide current and accurate commercialization – Government designated Phase III awards, sales and/or additional investment - resulting from, extending, or completing the Phase II project.</p> <p>F.1. Has your firm received any Phase II awards to date from any Federal Agency?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If you answered yes, you must complete the Commercialization Metrics Report or update an existing report if applicable, via <a href="https://www.sbir.gov">https://www.sbir.gov</a>, and upload a copy in the Uploads section.</p> </div>

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<p><b>G. Technical and Business Assistance (TABA)</b></p>	
<p>This is for the TABA Request, if you answered yes, you must complete the required information in the Proposal Budget Form and upload required supporting information.</p>	<div style="border: 1px solid black; padding: 10px;"> <p><b>G. Technical and Business Assistance (TABA)</b></p> <p>G.1. Are you submitting a request for TABA Funds in your Phase I proposal?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If you answered yes, you must upload a TABA Request Form in the Uploads section.</p> </div>
<p><b>H. I-Corps Opt-in</b></p>	
<p>Here the firm has the option to request its interest in participating in the I-Corps. You will have to fill out the form even if you don't wish to participate in the I-Corps.</p>	<div style="border: 1px solid black; padding: 10px;"> <p><b>H. I-Corps Opt-in</b></p> <p>The NASA I-Corps program assists small businesses, including start-up firms, accelerate the development of SBIR/STTR-funded technologies into a repeatable and scalable business model.</p> <p>For more information, please review the requirements before opting in. If one or more SBC team members cannot meet the requirements, the team should not pursue the program. <a href="https://www.nasa.gov/sbir_sttr/icorps/">https://www.nasa.gov/sbir_sttr/icorps/</a></p> <p>H.1. If selected for a Phase I award, would you like to participate in I-Corps?</p> <p>Regardless of the answer, all SBIR/STTR Phase I awardees are eligible to participate in the I-Corps Program</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>H.2. Has the SBC previously participated in I-Corps programs offered by other Federal agencies?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>H.3. What is the SBC's current business strategy for revenue growth?</p> <p>Any selection is acceptable for participation in I-Corps.)</p> <p><input type="checkbox"/> Revenue growth through technology research, development, and consulting only</p> <p><input type="checkbox"/> Revenue growth through supplying or supporting the government and/or prime contractors</p> <p><input type="checkbox"/> Revenue growth by licensing patented innovations</p> <p><input type="checkbox"/> Revenue growth through the capture of a growing market and the sales of products</p> <p>H.4. What is the estimated intended growth (if any) in the number of employees employed by the SBC three years from now?</p> <input type="text"/> <p>H.5. The SBC is aware that I-Corps teams will participate in an entrepreneurial immersion course. This will require each team participant to invest in a minimum of 8 to 10 hours of time per week.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>H.6. The SBC is able to provide substantial commitment of time and effort to successfully participate. If one or more team members cannot meet the requirements, the team should not pursue the program.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>H.7. The SBC is aware that I-Corps specifically targets efforts to commercialize technologies within the private sector.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>H.8. Provide a short statement explaining why the company believes its SBIR/STTR technology or company would benefit from participating in I-Corps.</p> <input type="text"/> </div>



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#### J. Proposal Information

In this section, you will provide the Proposal Title and certify that you have read and understand the requirements for proposal submissions to NASA’s solicitations and will not submit any data in my completed proposal package, including the Briefing Chart, that is restricted by the International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR).

#### J. Proposal Information

Proposal Title

Go to the NASA SBIR/STTR website to read about firm requirements for participation in NASA’s SBIR/STTR solicitations, as well as proposal requirements for this solicitation.

[https://www.nasa.gov/sbir\\_sttr/](https://www.nasa.gov/sbir_sttr/)

I certify that I have visited the NASA SBIR/STTR website and that I have read and understand the requirements for proposal submissions to NASA’s solicitations.

I certify that I have visited the NASA SBIR/STTR website and that I have read and understand the requirements for proposal submissions to NASA’s solicitations.

I represent that I will not submit any data in my completed proposal package, including the Briefing Chart, that is restricted by the International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR).

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K. Proposal Summary Information	
<p>The information in this section is used to determine if a proposal is responsive to the topic. You will have to provide the TRL Level, Technical Abstract, Potential NASA Applications, Potential non-NASA Applications.</p>	<h4>K. Proposal Summary Information</h4> <p>The information below is used to determine if a proposal is responsive to the topic. Failure to adequately communicate how the proposal relates to the technical need posed in the topic could result in the proposal being "screened" as non-responsive. The Proposal Summary, including the Technical Abstract, is public information and may be disclosed. Do not include proprietary or International Traffic in Arms Regulations (ITAR)-restricted information in this form.</p> <p>Estimated Technology Readiness Level (TRL) - TRL Descriptions can be found in the Appendix of the Solicitation.</p> <p>Select a number from 1 to 9 as an estimate.</p> <p>Starting TRL</p> <input data-bbox="630 835 1393 884" type="text" value="Select..."/> <p>Ending TRL</p> <input data-bbox="630 947 1393 995" type="text" value="Select..."/> <p>Duration</p> <p>Number of months</p> <input data-bbox="630 1094 1393 1142" type="text"/> <p>Note: SBIR Phase I maximum period of performance is 6 months.</p> <p>Technical Abstract</p> <p>Provide a brief, descriptive summary of your proposal, including the technology's purpose, intended use of funding, and target markets.</p> <input data-bbox="630 1325 1393 1398" type="text"/> <p>Potential NASA Applications</p> <p>Provide a brief summary of how your technology might support NASA mission directives</p> <input data-bbox="630 1499 1393 1572" type="text"/> <p>Potential non-NASA Applications</p> <p>Provide a brief summary of commercialization opportunities for your technology.</p> <input data-bbox="630 1673 1393 1747" type="text"/>

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<p><b>Categories Section</b></p> <p>The Categories section consists of all the Subtopics to which you can propose. You will select the Subtopic that is most appropriate for your proposal.</p>	
<p><b>Uploads Section</b></p> <p>The Uploads Section is where you will upload all the supporting documents that is applicable for your proposal. Following is the list of all the documents that will need an upload based on your proposal:</p> <p><b>Joint Venture or Partnership Agreement</b> - If your firm is an eligible joint venture or a limited partnership, upload a copy or comprehensive summary of the joint venture agreement or partnership agreement (If Applicable).</p> <p><b>SBA Registration Confirmation</b> - Verify that your firm has registered in SBA's Company Registry at <a href="http://www.sbir.gov">www.sbir.gov</a> by providing the SBC Control ID # and including a PDF of the registration confirmation along with your submission files (Required).</p>	

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**Audit Information** - If a federal agency has ever audited your account system, upload a copy of the Federal Agency Audit Report as a PDF document (If Applicable).

**Prior Awards Addendum** - If you have received more than 15 Phase II awards in the prior 5 fiscal years, upload your Prior Awards Addendum. Prior Awards Addendum can be found in the Firms Library:  
[https://www.nasa.gov/sbir\\_sttr/firms\\_library/](https://www.nasa.gov/sbir_sttr/firms_library/)  
(If Applicable).

**Commercial Metrics Report Upload** - If your firm has received a Phase II from any Federal Agency, you must complete the Commercialization Metrics Report or update an existing report if applicable, via <https://www.sbir.gov> (If Applicable).

**Technical and Business Assistance (TABA) Supporting Documents** - Compile all Technical and Business Assistance (TABA) Supporting Documents and upload as a single file (If Applicable).

**Essentially Equivalent Proposal Submissions** – Upload essentially equivalent proposal submissions. The essentially equivalent work form can be found in the Firms Library:  
[https://www.nasa.gov/sbir\\_sttr/firms\\_library/](https://www.nasa.gov/sbir_sttr/firms_library/)  
(If Applicable).

#### Audit Information

D.1. If a Federal agency has ever audited your account system, upload a copy of the Federal Agency Audit Report as a PDF document.

Drop file here or click

#### Prior Awards Addendum

E.1. If you have received more than 15 Phase II awards in the prior 5 fiscal years, upload your Prior Awards Addendum. Prior Awards Addendum can be found in the Firms Library:  
[https://www.nasa.gov/sbir\\_sttr/firms\\_library/](https://www.nasa.gov/sbir_sttr/firms_library/)

Drop file here or click

#### Commercial Metrics Report Upload

F.1. If your firm has received a Phase II from any Federal Agency, you must complete the Commercialization Metrics Report or update an existing report if applicable, via <https://www.sbir.gov>

Drop file here or click

#### Technical and Business Assistance (TABA) Supporting Documents

G.1. If applicable, compile all Technical and Business Assistance (TABA) Supporting Documents and upload as a single file.

Drop file here or click

#### Essentially Equivalent Proposal Submissions

I.2. Upload essentially equivalent proposal submissions. The essentially equivalent work form can be found in the Firms Library: [https://www.nasa.gov/sbir\\_sttr/firms\\_library/](https://www.nasa.gov/sbir_sttr/firms_library/)

Drop file here or click

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## Start, Edit and Submit a Proposal

### Digital Guide



**Funding Agreement 1** - Funding Agreement Officer Approval if a deviation from the awardee required hours of work is requested (If Applicable).

**Funding Agreement 2** - Funding Agreement Officer Approval if a deviation from the awardee required percentage of work is requested (If Applicable).

**Funding Agreement 3** - Funding Agreement Officer Approval for R/R&D performed outside of the United States (If Applicable).

**Funding Agreement 4** - Funding Agreement Officer Approval for R/R&D performed at other facilities or by other employees (If Applicable).

**NASA Research License Application** - If use of NASA TAV is being proposed, upload a copy of the NASA Evaluation License Application as a PDF (If Applicable).

**Related Research and Development** - If there is any Related Research and Development on the related proposals or awards as a PDF document, upload a pdf of supporting documentation. (If Applicable).

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I.3. Funding Agreement Officer Approval if a deviation from the awardee required hours of work is requested

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**Ignite Budget Form** - Upload your budget form .xls file. You must use the Ignite budget template provided in the Firms Library: [https://www.nasa.gov/sbir\\_sttr/firms\\_library/](https://www.nasa.gov/sbir_sttr/firms_library/) (Required).

**Materials and Supplies Supporting Documentation** - Compile all Materials and Supplies Supporting Documentation and upload as a single pdf file (If Applicable).

**Equipment Supporting Documentation** – Compile all Equipment Supporting Documentation and upload as a single file (If Applicable).

**Other Direct Costs Supporting Documentation** - Compile all Other Direct Costs Supporting Documentation and upload as a single file (If Applicable).

**Travel Supporting Documentation** - Compile all Travel Supporting Documentation and upload as a single file (If Applicable).

**Subcontractors/Consultants Supporting Documentation** - Compile all Subcontractors/Consultants Supporting Documentation and upload as a single file (If Applicable).

**Use of Government Resources Justification** - Upload the letter of justification for use as a PDF document (If Applicable).

**Use of Government Resources Agency Statement** - Upload the signed statement of availability from the Government agency as a PDF document. (If Applicable).

**Foreign Vendor Request Form** - If you are requesting to purchase products and equipment from a foreign vendor, complete and upload the Foreign Vendor Form. The Foreign Vendor form can be found in the Firms Library: [https://www.nasa.gov/sbir\\_sttr/firms\\_library/](https://www.nasa.gov/sbir_sttr/firms_library/)

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#### **Technical Proposal (Required)**

Upload a pdf of your non-ITAR/EAR containing proposal here. A template is available in the Firms Library:  
[https://www.nasa.gov/sbir\\_sttr/firms\\_library/](https://www.nasa.gov/sbir_sttr/firms_library/)

I.12. If your proposal contains ITAR/EAR information, you must not submit your proposal via this upload link in Valid Eval. You must submit your technical proposal via Box (<https://nasagov.app.box.com/f/1479023464ee4624aff0a3e4ea5f7195>).

If your proposal contains ITAR/EAR information and has been submitted via Box, upload a copy of the Box Submission Confirmation in place of your technical proposal here.

Note: The file name must follow this format: submission-[subtopic number]-[FIRM NAME]-[SOLICITATION]

Example 1: submission-I01.02-FIRM NAME-Ignite\_2025-I

Example 2: submission-I02.01-FIRM NAME-Ignite\_2025-II

#### **Evidence of Following-on Funding (If Applicable)**

Upload a compiled pdf of any letters of commitment for funding or other evidence of following funding as a single file.

#### **Endorsement (Required)**

Please note that you will not be able to access your proposal package once the solicitation has closed - a copy of your submitted proposal package will not be provided to you. Print and retain back-up copies of any forms/documents prior to submitting your proposal package for your records. The endorsement template can be found in the Firms Library: [https://www.nasa.gov/sbir\\_sttr/firms\\_library/](https://www.nasa.gov/sbir_sttr/firms_library/)

Signatures from both the Business Official and Principal Investigator in this form are required for endorsement of this proposal before final submission can be completed.

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## Start, Edit and Submit a Proposal

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#### Complete/Submit the Proposal

Once you have completed all the sections and the Progress bar shows 100%. You can now click on Sumit Application to complete the process.

Once you click Submit Application button. A confirmation modal appears you now click on Confirm button to submit your application.

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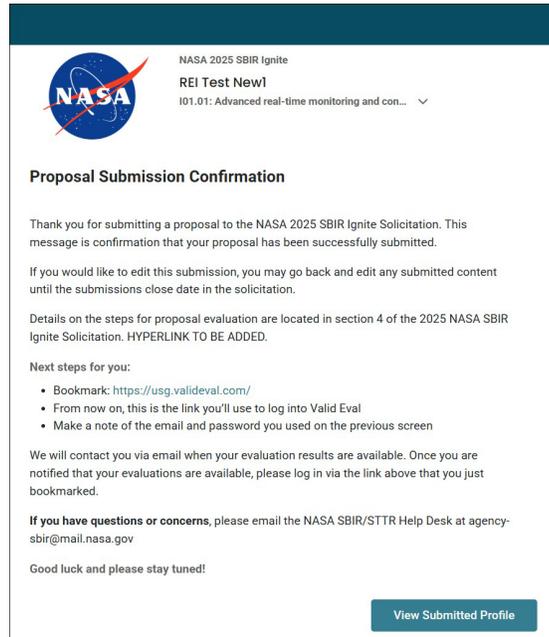
## Start, Edit and Submit a Proposal

### Digital Guide



#### Proposal Submission Confirmation

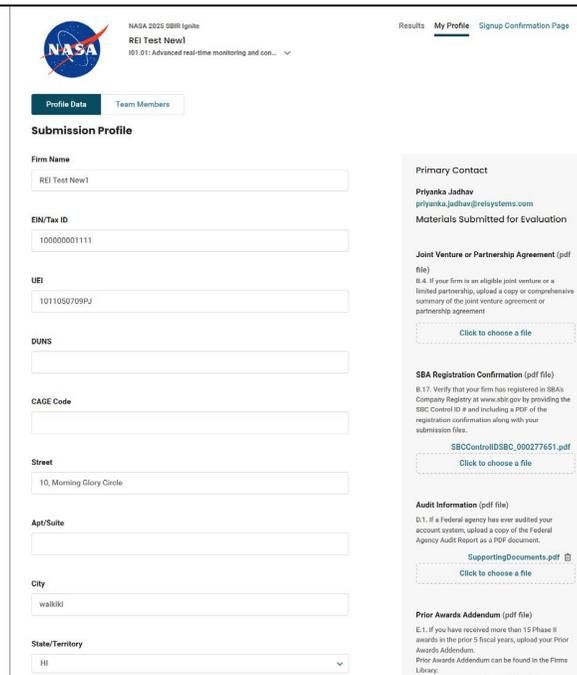
Once you Submit the Proposal, you will get a confirmation message.



#### View Submitted Proposal

You can click on View Submitted Profile to view the proposal that you just submitted. It will be in read only mode.

**Note: After the Submission period closes, you will use the same way to access/view your proposal. However, a copy of your submitted proposal package will not be provided to you. Print and retain backup copies of any forms/documents prior to submitting your proposal package for your records.**



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## Start, Edit and Submit a Proposal

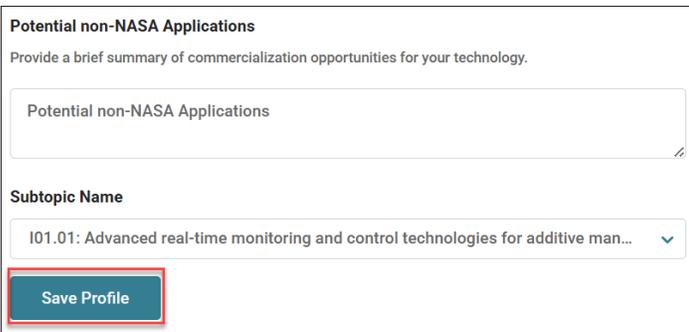
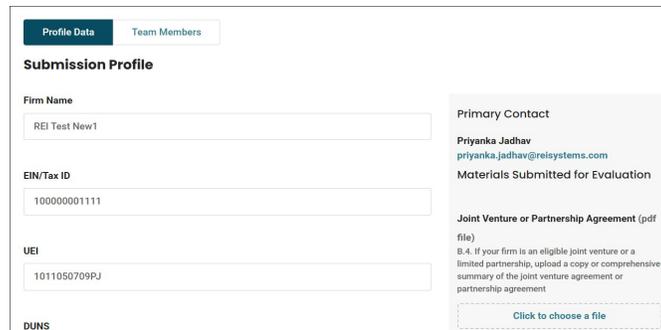
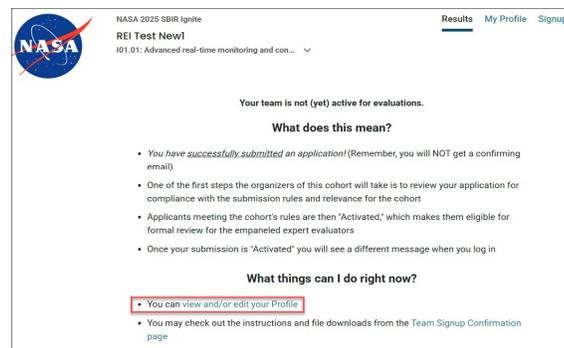
### Digital Guide



#### Editing a Submitted Proposal

Once you have submitted a Proposal, you can edit it before the submission period closes. To edit a submitted proposal:

- Login to the Valid Eval System using your credentials
- Click on the **Dashboard**
- Under the Cohort, you will see your **Firm Name**, click on that.
- This will take you to the page where you can **View and/or edit your Profile**
- Once you click on that it will take you to the proposal in the Edit mode where you can edit your answers and replace your uploaded files as needed.
- After you are done editing click on **Save Profile** to save all your changes.



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## Start, Edit and Submit a Proposal

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#### Submission Period closed

Once the Submission period closes. The users see the message as shown in the screenshot.

