**Phase I Final Report**

**PREPARED BY:**

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**Contract Number:**

**Month/Year**

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required to provide a draft of the report to the COR and CO clearly reflecting what pages contain propriety data before uploading the report into the ProSAMS. **THE WHOLE REPORT CANNOT BE PROPRIETARY. If the information being reported on was developed using the SBIR funds, it is not considered proprietary. Only information/data developed using the firms private R&D funds should be marked as proprietary.**

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*This proposal or document includes sensitive information that NASA shall not disclose outside the Agency and its service providers that support management activities and administrative functions. To gain access to this sensitive information, a service provider’s contract must contain the clause at NFS 1852.237-72, Access to Sensitive Information. Consistent with this clause, the service provider shall not duplicate, use, or disclose the information in whole or in part for any purpose other than to perform the services specified in its contract. This restriction does not limit the Government's right to use this information if it is obtained from another source without restriction. The information subject to this restriction is contained on pages [insert page numbers or other identification of pages (i.e. table, figure, images, etc.)].*

***Note: Footer affixation reporting requirement***

**\*\*Each individual page of sensitive information the contractor wishes to restrict must have the below legend (italicized below) affixed to the footer of the page:**

*Use or disclosure of sensitive information contained on this page is subject to the restriction on the title page of this document.*

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**Part 7 Potential Customer and Commercialization Activities**

 7.1 Recent NASA Potential Customer Activities

 Discuss activities that took place with your Technical Monitor and potential NASA customers this past quarter. At a minimum, communication should occur at least once a month with your Technical Monitor.

 7.2 Recent Non-NASA Potential Customer Activities

 Discuss any activities that took place with private industry this past quarter.

 7.3 Other Recent Commercialization Activities

 7.4 Future Potential Customer and Commercialization Activities

 Discuss here any near-term opportunities or funded procurements to use or further develop your SBIR/STTR technology within NASA, other government agencies, or industry partners.

**Part 8 Additional Reports of Work** – Project Technical Activities to Date

 8.1 A quantitative description of work performed during the period to include milestones completed

 Discuss all work accomplished. In addition to factual data, these reports should include a

separate analysis section interpreting the results obtained, recommending further action, and relating

occurrences to the ultimate objectives of the contract. Sufficient diagrams, sketches, curves, photographs,

and drawings should be included to convey the intended meaning.

For ease of the readability, reporting work accomplished for each objective and task as outlined in the proposal is helpful for your Technical Monitor’s review.

The final report should also indicate in detail the project objectives, work carried out, results obtained, and assessment of technical feasibility.

 8.2 Include a discussion of the work to be performed during the next reporting period

 If submitting a Phase II proposal, you may briefly include your Phase II plans here for the final report only. Phase II proposal submission is strictly voluntary.

 8.3 An indication of any current problems, which may impede performance or impact program schedule or cost, and proposed corrective action

 If any, site the corresponding technical objectives and/or tasks that may impede performance. Additionally, if your proposed schedule/milestone plan is not on track with current project milestone plan to date, indicate the cause and planned corrective action to get back on track.

 If appropriate, indicate if there have been any other planned changes (additions/replacements), such as, personnel, budget, facilities, statement of work (SOW), and/or deliverables, etc. Any deviations/changes from the proposal/contract must first be reviewed and approved by the NASA Shared Services Center (NSSC) Contracting Officer (CO), **NOT** the Technical Monitor (TM).

 Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract. The Contractor shall make no diversion without the Contracting Officer's written consent; provided that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent.

 8.4 Description of any changes to the planned use of subcontractors since contract award

 If appropriate, indicate if there have been any planned changes (additions/replacements), such as, subcontractors, consultants, their statement of work (SOW), and/or deliverables that is to be provided to your firm. Any deviations/changes from the proposal/contract must first be reviewed and approved by the NASA Shared Services Center (NSSC) Contracting Officer (CO), **NOT** the Technical Monitor (TM).

 8.5 Resources

 Estimated percentage of physical completion of the contract

 -The estimated amount expended thus far is $\_\_\_\_\_\_.

 **-**The estimated physical completion of the project is \_\_%.

**Example:**

 **Objective 1**

Task 1 \_% completed, etc.

 **Objective 2**

Task 2 \_% completed, etc.

 **Total \_% completed**

If the cumulative percentage of completion is not 100% at the end of the effort in meeting all technical objectives and tasks, provide an explanation. Site specific tasks and/or objectives that were not met as called out in the proposal.

**Part 9 References**

Note:

A completed NASA Standard Form SF298 must be included as the last page of the final report. See [Firms Library](https://www.nasa.gov/sbir_sttr/firms_library/) to access form.

Yellow highlighted text is for reference purposes only to discuss in the body of your report. Do not include the highlighted text in the table of contents.

\* The contractor can prepare part of the asterisked sections by extracting them from the proposal.

Part 1 Phase I Project Summary

**Firm:**

**Contract Number:**

**Project Title:**

**Identification and Significance of Innovation:** (Limit 200 words or 2,000 characters whichever is less)

**List of Technical Objectives** (Limit 200 words or 2,000 characters whichever is less)

**Technical Accomplishments to Date:** (Limit 200 words or 2,000 characters whichever is less)

**Name and Address of Principal Investigator:** (Name, Organization, Street, City, State, Zip)

**Name and Address of Offeror:** (Firm, Street, City, State, Zip)