**Phase II Quarterly Demonstration 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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***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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4.3 Meeting the Technical Objectives

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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 COR and potential NASA customers this past quarter. At a minimum, communication should occur at least once a quarter with your COR.

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 COR’s review.

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

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 Contracting Officer Representative (COR).

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 Contracting Officer Representative (COR).

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**

Part 9 References

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

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

Part 1 Phase II 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)