

NASA ProSAMS

Start, Edit and Submit a Proposal

Digital Guide



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

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Step-by-Step Instructions

Understanding the Proposals Dashboard

After logging in, you will arrive at the dashboard with the title “Proposals.”

Under the **My Proposals** tab are the proposals you own. If you have NOT started or submitted a proposal, the tab will be empty.

If you HAVE started or submitted a proposal, you will see the title of your proposal and its submission status in the dashboard.

Actions for each proposal:

1. Click View/Edit to return to the last section saved in a proposal in progress.
2. Click Delete Proposal to delete a proposal that has been started but not submitted.

NOTE: After a proposal is submitted, it cannot be edited.

Any proposal associated with the Firm will be listed under **Firm Proposals**.

The screenshot shows the 'My Proposals' dashboard. At the top, there are tabs for 'My Proposals', 'Firm Proposals', and 'Previous Proposals'. Below the tabs, there's a '+ Start New Proposal' button. A 'Filter' section contains dropdown menus for 'Status' (set to 'All') and 'Solicitation' (set to 'All'). Below the filter, it says 'Showing 3 proposals'. Two proposal cards are visible. The first is 'Submitted' and titled 'T7.04-1001 REI TEST Proposal STTR 23'. The second is 'In-progress' and titled 'T13.01-1006 REI REGRESSION TEST 1/2/24'. The 'In-progress' card has a 'View/Edit' link with a circled '1' and a 'Delete Proposal' link with a circled '2'.

The screenshot shows the 'Firm Proposals' dashboard. At the top, there are tabs for 'My Proposals', 'Firm Proposals', and 'Previous Proposals'. The 'Firm Proposals' tab is highlighted with a yellow circle. Below the tabs, there's a 'Firm Proposals' section with the text 'Proposals authored by other users from your firm in the current solicitation(s)'. A 'Filter' section contains dropdown menus for 'Status' (set to 'All'), 'Solicitation' (set to 'All'), and 'Owner' (set to 'All'). Below the filter, it says 'Showing 0 proposals'.

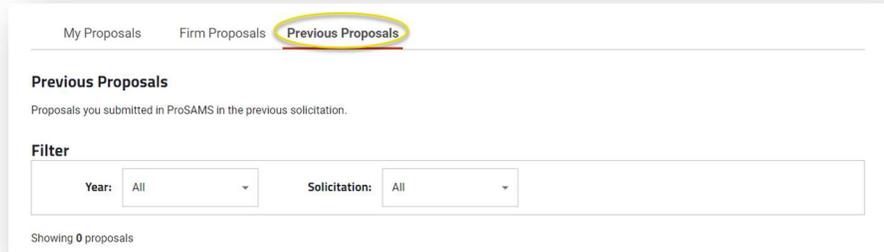
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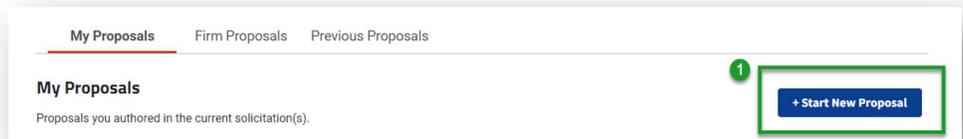


Proposals from previous years will be listed under **Previous Proposals**. **HOWEVER**, the tab will be empty as ProSAMS was not used prior to 2024.

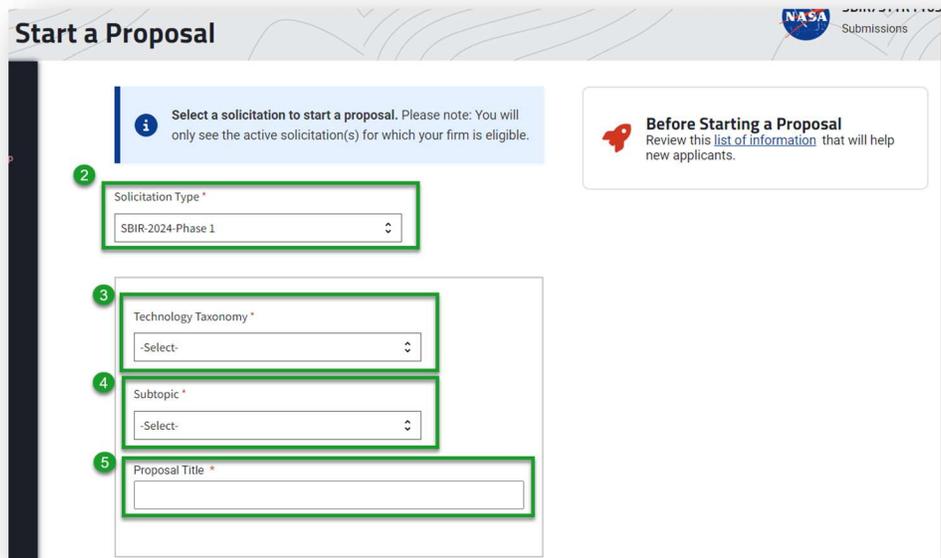


Start a New Proposal

1. To begin a new proposal, click Start New Proposal.



2. Select the solicitation type from the drop-down menu.
3. Select the appropriate technology taxonomy from the drop-down menu.
4. Select the subtopic to which your proposal is responding from the drop-down menu.
5. Enter the title of your proposal. (You can edit the title before submitting your proposal.)



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6. Click the link to read the requirements for participation in the solicitation.
7. Click the checkbox to certify you understand the requirements.
8. Click Start to proceed.

Solicitation Requirements 6

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.

7 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.

8 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).

9

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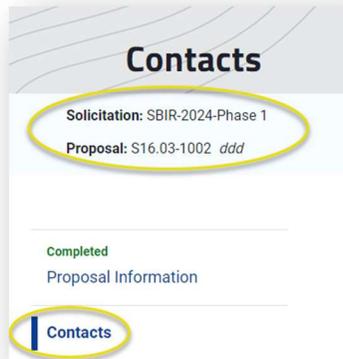


New Proposal - Contacts

Please note the following features:

The name of the solicitation to which you are responding appears on each page, as does the title of your proposal.

The vertical blue bar indicates the current section of the application you are working in.



1. To designate the Authorized Negotiator, select an existing person from the drop-down menu, or click Add New to enter a new person.
2. To designate the Principal Investigator, select an existing person from the drop-down menu, or click Add New to enter a new person.
3. To designate the Business Official, select an existing person from the drop-down menu, or click Add New and enter the contact information for a new person.
4. To complete this section,
 - A. Click Save and Continue to proceed.

Authorized Contract Negotiator (ACN)

*

The Authorized Contract Negotiator is the person who can enter into a legally binding contract on behalf of the applying organization.

1

-Select Existing- -OR-

[+ Add New](#)

Principal Investigator (PI)

*

The Principal Investigator has overall responsibility for the project.

2

-Select Existing- -OR-

[+ Add New](#)

Business Official (BO)

*

The Business Official is the primary point of contact for the applying organization.

3

-Select Existing- -OR-

[+ Add New](#)

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- B. Click Save to exit and return later.
- C. Click Back to return to the previous step without saving changes.



Adding a New Contact

NOTE: The steps for adding a new contact as an Authorized Contract Negotiator, Principal Investigator, or Business Official is the same.

1. Enter the contact's first and last name (required). The prefix and suffix are optional.

2. If the contact's address is the same as the firm's address, click the checkbox. Otherwise, enter the contact's address.

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NOTE: Click the blue question mark for information on ZIP+4.

3. Enter the contact's email and phone number. If the contact's phone is the same as the firm's, click the check box.
4. To complete adding a new contact, click Create. Click Cancel if you do not want to add the contact.

2 Your Address

Same as my firm's address

Street * Apt/Suite

City * State/Territory

ZIP+4 *  

3 Your Contact Information

Email *

Confirm Email *

Phone 1 * Same as my firm's phone

Phone 2

4

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Proposal Certifications

Read all the certification statements.

Proposal Certifications

Solicitation: Ignite 2023 - Phase I
Ignite - 01 Interstellar Transport Beacons for Galactic Geological Scanning

Last auto-saved: 2/15/2023, 1:30

Completed
Proposal Information

Completed
Contacts

Proposal Certifications

Proposal Summary

Budget

Slide Deck

White Paper

I-Corps Opt-in

Endorsement

Please read carefully the following certification statements:

- The Federal Government relies on the information to determine whether the business is eligible for a Small Business Innovation Research (SBIR/STTR) Program award. A similar certification will be used to ensure continued compliance with specific program requirements during the life of the funding agreement. The definitions for the terms used in this certification are set forth in the Small Business Act, SBA regulations (13 C.F.R. Part 121), the SBIR/STTR Policy Directive and also any statutory and regulatory provisions referenced in those authorities.
- If the Funding Agreement Officer believes that the business may not meet certain eligibility requirements at the time of award, they are required to file a size protest with the U.S. Small Business Administration (SBA), who will determine eligibility. At that time, SBA will request further clarification and supporting documentation in order to assist in the verification of any of the information provided as part of a protest. If the Funding Agreement Officer believes, after award, that the business is not meeting certain funding agreement requirements, the agency may request further clarification and supporting documentation in order to assist in the verification of any of the information provided.
- Even if correct information has been included in other materials submitted to the Federal Government, any action taken with respect to this certification does not affect the Government's right to pursue criminal, civil or

Below the statements, check to see that the Selected Principal Investigator's name is listed to indicate certification of the statements.

Selected Principal Investigator

Not Specified

The Principal Investigator (PI) is populated after they are assigned in the [Contacts form](#). Be sure to **re-verify this section** after assigning the PI.

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1. Question #1, answer yes or no. If no, provide the information requested, including the required documentation.

NOTE: The status of Question 1 is now complete.

✖ Incomplete ←

1. During the performance of the award, the Principal Investigator/Project Manager will spend more than one half of his/her time (based on a 40 hour workweek) as an employee of the Awardee or has requested and received a written deviation from this requirement from the Funding Agreement Officer. *

- Yes
 No

✔ Complete ←

1. During the performance of the award, the Principal Investigator/Project Manager will spend more than one half of his/her time (based on a 40 hour workweek) as an employee of the Awardee or has requested and received a written deviation from this requirement from the Funding Agreement Officer. *

- Yes
 No

Deviation percent approved in writing by Funding Agreement Officer:

Include the written approval from the Funding Agreement Officer as a PDF.

Allowed formats: **PDF files, only one (1) file allowed.** You can upload a document more than once, but only the most recent version is saved.

Drag file or [choose from folder](#).

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2. Question #2, select an answer and click the checkbox to indicate agreement.

2. All Essentially Equivalent Work, or a portion of the work, proposed under this project. *

- Has not been submitted for funding to this agency or another Federal agency.
- Has been submitted for funding to this Agency or another Federal agency but has not been funded under any other grant, contract, subcontract or other transaction.
- A portion has been funded by another grant, contract, or subcontract as described in detail in the proposal and approved in writing by the Funding Agreement Officer.

I will notify this agency **immediately if all or a portion of the work authorized and funded under this award** is subsequently funded by another Federal agency. *

A. If the second answer is selected, click Add Proposal.

2. All Essentially Equivalent Work, or a portion of the work, proposed under this project. *

- Has not been submitted for funding to this agency or another Federal agency.
- Has been submitted for funding to this Agency or another Federal agency but has not been funded under any other grant, contract, subcontract or other transaction.

Please provide information on essentially equivalent proposal submissions.

+ Add proposal



- A portion has been funded by another grant, contract, or subcontract as described in detail in the proposal and approved in writing by the Funding Agreement Officer.

B. Enter the information for the

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essentially equivalent proposal submission. For each equivalent proposal submission, click Add Another, and complete the information.

Add Essentially Equivalent Proposal Submissions

Proposal Number *

Proposal Title *

Soliciting Agency *

Submission Date *
Month Day Year

Anticipated Announcement Date *
Month Day Year

[+ Add Another](#) ←

C. When all information has been entered, click Save Changes to proceed. You will be returned to the previous Proposal Certifications screen.

Last saved: 2/15/2023, 1:34 PM EST

D. The additional proposal submissions will be listed. To edit a listed proposal, click Edit. To remove a proposal from the

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list, click Delete. Click Add More to list additional proposal submissions.

3. Questions #3-5, answer yes or no. If no, provide the information requested, including the required documentation.

2. All Essentially Equivalent Work, or a portion of the work, proposed under this project. *

Has not been submitted for funding to this agency or another Federal agency.

Has been submitted for funding to this Agency or another Federal agency but has not been funded under any other grant, contract, subcontract or other transaction.

Essentially equivalent proposal submissions

Number	Title	
YU242AA90	Heavy machine drawing for retrofitting...	Edit Delete
IASDAS2222	Jet engine fuel additives and upgrade	Edit Delete
UZXQ112234	Prototype architectural schematics for...	Edit Delete
654684ERWE	Standard fuel testing kit, labcon RET 998...	Edit Delete

[+ Add More](#)

3. During performance of the award, the Awardee will perform the applicable percentage of work (at least 2/3 (66%) of the research) unless a deviation from this requirement is approved in writing by the Funding Agreement Officer. *

Yes
 No

Deviation percent approved in writing by Funding Agreement Officer:

Include the written approval from the Funding Agreement Officer as a PDF.

You can upload a document more than once, but only the most recent version is saved.

[+](#) Drag file or [choose from folder](#).

Maximum file size: 2MB

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4. Question #6, answer yes or no. If yes, provide the required documentation.

4. During performance of the award, the R/R&D will be performed in the United States unless a deviation is approved in writing by the Funding Agreement Officer. *

Yes
 No

Deviation percent approved in writing by Funding Agreement Officer:

Include the written approval from the Funding Agreement Officer as a PDF.

You can upload a document more than once, but only the most recent version is saved.

Maximum file size: 2MB

5. During performance of the award, the R/R&D will be performed at the Awardee's facilities by the Awardee's employees, except as otherwise indicated in the SBIR application and approved in the Funding Agreement. *

Yes
 No

Deviation percent approved in writing by Funding Agreement Officer:

Include the written approval from the Funding Agreement Officer as a PDF.

You can upload a document more than once, but only the most recent version is saved.

Maximum file size: 2MB

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5. Question #7, click the checkbox to indicate agreement.

6. Questions #8-10, answer yes or no.

7. Question #11, click the checkbox to indicate agreement.

8. Question #12, answer yes or no.

6. Do you plan to use NASA IP under the award? *

All topics listed in this solicitation have Technology Available (TAV) with NASA Intellectual Property. **The use of the NASA IP is strictly voluntary.** Refer to section 1.6 of the solicitation for additional information. To use NASA IP, you must complete a [NASA Research License Application](#).

Yes
 No

Upload your NASA Research License Application as a PDF.

You can upload a document more than once, but only the most recent version is saved.

Maximum file size: 2MB

As described in section 3 of this solicitation, you must meet the following requirements completely.

7. All seven parts of the White Paper are included in the correct order and the page limitation is met. *

8. Do you plan to use subcontractors/consultants? *

Yes
 No

9. Do you plan to use Federal facilities, laboratories, or equipment? *

Yes
 No

10. Are there any related Research and Development proposals and awards to your proposed effort? *

Yes
 No

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9. Questions #13-16, answer yes or no.

i In accordance with [ITAR, 22 CFR 120-130](#), as applicable.

11. I verify that I understand and will comply with export control regulations. *

12. There will be ITAR/EAR data in this work and/or deliverables. *

Yes
 No

10. Question #17, answer yes or no.

i To comply with Federal regulations and in accordance with FAR 52.223-13, FAR 52.223-3, 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313 as applicable, indicate if the following will be used (must comply with Federal regulations)

13. Does this proposed effort involve Toxic Chemicals? *

Yes
 No

14. Does this proposed effort involve Hazardous Materials? *

Yes
 No

15. Does this proposed effort relate to Renewable Energy? *

Yes
 No



11. Question #18, provide page numbers, if applicable.

16. Does this proposed effort relate to Manufacturing? *

Yes
 No

17. Disclosure Permission

If your proposal does not result in an award, do you permit the Government to disclose the name, address and telephone number of your designated business official to appropriate local and state economic development organizations that may be interested in contacting you for further information?

Yes
 No

12. To confirm the proposal certifications:
A. Click the two check boxes.

18. Proprietary Notice

i If applicable, see sections 3.3 and 4.4 of the solicitation.

This data shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than evaluation of this proposal. Provided that a funding agreement is awarded to the offeror as a result of or in connection with the submission of this data, the Government shall have the right to duplicate, use or disclose the data to the extent provided in the funding agreement and pursuant to applicable law. This restriction does not limit the Government's right to use information contained in the data if it is obtained from another source without restriction.

The data subject to this restriction are contained in the following pages of this proposal:

Page Numbers (comma-separated)*

- B. Enter your first and last name.
- C. Enter your title.
- D. Enter today's date.

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13. To complete this section
- A. Click Save and Continue to proceed to the next step.
 - B. Click Save to exit and return later.
 - C. Click Back to return to the previous step but changes will be lost.

Confirmation of Proposal Certifications

A I understand that the information submitted may be given to Federal, State and local agencies for determining violations of law and other purposes.

I am an officer of the small business concern, authorized to represent it, and sign this certification on its behalf. By signing this certification, I am representing on my own behalf, and on behalf of the business concern that the information provided in this certification, the application, and all other information submitted in connection with this application, is true and correct as of the date of submission. I acknowledge that any intentional or negligent misrepresentation of the information contained in this certification may result in criminal, civil or administrative sanctions, including but not limited to: (1) fines, restitution and/or imprisonment under 18 U.S.C. §1001; (2) treble damages and civil penalties under the False Claims Act (31 U.S.C. §3729 et seq.); (3) double damages and civil penalties under the Program Fraud Civil Remedies Act (31 U.S.C. §3801 et seq.); (4) civil recovery of award funds; (5) suspension and/or debarment from all Federal procurement and non-procurement transactions (FAR Subpart 9.4 or 2 C.F.R. part 180); and (6) other administrative penalties including termination of SBIR/STTR awards.

The undersigned has reviewed, verified and certifies the above statements:

Firm Name
REI Firm 1

B Your Name (acts as signature)*

C Title*

D Date Certified *

Month	Day	Year
MM	DD	YYYY

A **B** **C**

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Proposal Summary

1. From the drop-down menus, select a number for the beginning Technology Readiness Level (TRL) and number for the ending TRL.

NOTE: Click the blue question mark icon to get more information about TRLs.

2. Enter the number of months needed to attain the ending TRL from the beginning TRL.

Proposal Summary Information

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.**

Estimated Technology Readiness Level (TRL) * ?

1 Select a number from 1 to 9 as an estimate.

Starting TRL Ending TRL

Duration

Number of months

Note: SBIR Phase I maximum period of performance is 6 months.

3. For the Technical Abstract, provide a brief descriptive summary of your proposal, not to exceed 2000 characters.

Technical Abstract *

Provide a brief, descriptive summary of your proposal, including the technology's purpose, intended use of funding, and target markets.

0/2000 Characters

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4. For Potential NASA Applications, provide a brief summary, not to exceed 2000 characters.

Potential NASA Applications *

Provide a brief summary of how your technology might support NASA mission directives.

4

A large, empty rectangular text box with a thin black border, intended for entering a brief summary of how the technology might support NASA mission directives.

0/2000 Characters

5. For Potential non-NASA Applications, provide a brief summary, not to exceed 2000 characters.

Potential non-NASA Applications *

Provide a brief summary of commercialization opportunities for your technology.

5

A large, empty rectangular text box with a thin black border, intended for entering a brief summary of commercialization opportunities for the technology.

0/2000 Characters

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6. (OPTIONAL) Click one or more checkboxes to indicate what your proposal addresses.

What does this proposal address?

Ideation

- These proposed technologies have a new approach or alternative solution to a general NASA strategy or technology area defined by NASA science or engineering drivers in the topic. These could be considered an alternative mission/application approach.
- A "technology push" may be needed to get them adopted.

Market Stimulation

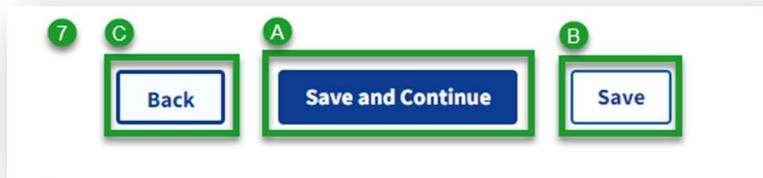
- Proposed technologies would be embraced primarily by the commercial/private sector in applications beyond NASA markets. NASA is not necessarily the primary customer, but is a potential or indirect customer.
- Technologies may result in a new market or enhance/transform existing or stalled markets.
- This may also be an element or side benefit of a proposal where Ideation or Point Solution is primary classification.

Point Solution

- These proposed technologies are a solution to a specific NASA need/challenge defined in the topic.
- Technologies should have a clear infusion path and particular application(s) to NASA.
- A "technology pull" exists.

7. To complete this section

- A. Click Save and Continue to proceed to the next step.
- B. Click Save to exit and return later.
- C. Click Back to return to the previous step but changes will be lost.

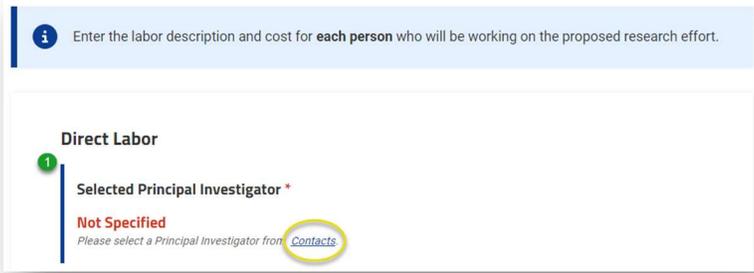
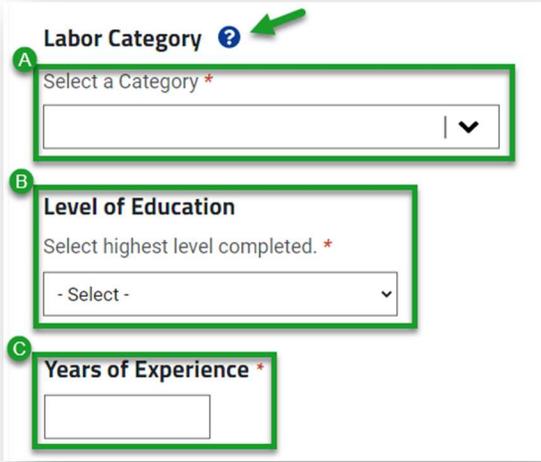
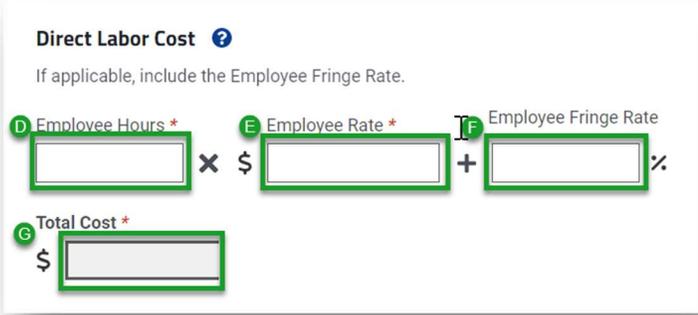


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Budget	
<p>1. If the Principal Investigator (PI) has been selected, that person's name will be auto-populated. If the PI has not been selected, click the contacts link to do so.</p>	
<p>2. Starting with the PI:</p> <ol style="list-style-type: none"> Select a labor category. <p>NOTE: Click the question mark to see more information about labor categories.</p> <ol style="list-style-type: none"> Select an education level. Provide the PI's years of experience. Provide the total number of hours the PI is expected to work on the project. Provide the PI's hourly rate. (OPTIONAL) Provide the fringe rate for the PI's employee class. 	 

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- D. Provide the total number of hours the PI is expected to work on the project.
- E. Provide the PI's hourly rate.
- F. (OPTIONAL) Provide the fringe rate for the PI's employee class.
- G. The Total Cost will be auto calculated.

Labor Category ?

A Select a Category *

B Level of Education
Select highest level completed. *

C Years of Experience *

Direct Labor Cost ?

If applicable, include the Employee Fringe Rate.

D Employee Hours * × \$ E Employee Rate * + F Employee Fringe Rate %

G Total Cost *
\$

- 3. To add another person, click Add Another and provide the required information.
- 4. When all personnel have been added:
 - A. Click Save and Return to go back to the primary budget page.
 - B. Click Save to exit and return later.

3 + Add Another

4

C Back

A Save and Return

B Save

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<p>C. Click Back to return to the previous step but changes will be lost.</p>	
<p>5. Additional key personnel will be listed on the primary budget page.</p> <p>An alert will appear for any key personnel who are missing required information.</p> <p>To edit an individual, click Edit.</p> <p>To remove an individual from the list, click Delete.</p> <p>Click Add More to list additional key personnel.</p>	
<p>Labor Rates</p>	

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6. Answer yes or no regarding fully loaded labor rates. If yes, explain any costs that apply, not to exceed 2000 characters.

NOTE: Click the question mark to see more information about labor rates.

7. Provide any additional information and cost-support data, not to exceed 2000 characters.

NOTE: Click the question mark to see more information about documentation that may be required.

8. Upload any documentation to support your labor costs.

Overhead

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1. Select Rate or Cost.
 - If Rate is selected:
 - A. Enter the rate.
 - B. Enter the cost sources, up to 2000 characters.

Overhead

1 Overhead rate or cost? *

Rate (%)

Cost (\$)

i Use current rate(s) negotiated with the cognizant Federal negotiating agency

A Specify rate *

%

Please specify the different cost sources below from which your company's Overhead costs are calculated. *

B

0/2000 Characters

- If Cost is selected:
 - A. Enter the cost.
 - B. Enter the cost sources, up to 2000 characters.

Overhead

1 Overhead rate or cost? *

Rate (%)

Cost (\$)

i Provide a number for total estimated overhead costs to execute the project.

A Specify cost (in U.S. Dollars) *

\$

Please specify the different cost sources below from which your company's Overhead costs are calculated. *

B

0/2000 Characters

General and Administrative Expenses

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1. Select Rate or Cost.
 - If Rate is selected:
 - A. Enter the rate.
 - B. Enter the cost sources, up to 2000 characters.

General and Administrative Expenses (G&A)

1 G&A rate or cost? *

Rate (%)
 Cost (\$)

i Use current rate(s) negotiated with the cognizant Federal negotiating agency.

A Specify rate *

%

Please specify the different cost sources below from which your company's G&A costs are calculated. *

B

0/2000 Characters

- If Cost is selected:
 - A. Enter the cost.
 - B. Enter the cost sources, up to 2000 characters.

General and Administrative Expenses (G&A)

1 G&A rate or cost? *

Rate (%)
 Cost (\$)

i Provide a number for total estimated G&A costs to execute the project.

A Specify cost (in U.S. Dollars) *

\$

Please specify the different cost sources below from which your company's G&A costs are calculated. *

B

0/2000 Characters

[Profit Rate/Cost Sharing](#)

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1. Select Profit Rate OR Cost Sharing.

NOTE: One must be completed. Completing both is optional.

If Rate is selected:

- A. Enter the rate.
- B. Enter the cost sources, up to 2000 characters.

If Cost is selected:

- A. Enter the cost.
- B. Enter the cost sources, up to 2000 characters.

Profit Rate/Cost Sharing *

1 Either Profit Rate or Cost Sharing must be provided. **Completing both is optional.**

Profit Rate

i Profit to be added to total budget, shared costs to be subtracted from total budget, as applicable.

A Specify rate

 %

Cost Sharing

i For Cost Sharing, please enter rate or cost as a negative number.

A Specify cost (in U.S. Dollars)

\$

B Provide details below on cost-sharing calculations (optional)

0/2000 Characters

[Click to skip adding optional costs. Otherwise, proceed to the next section.](#)

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NOTE: Other Direct Costs will be listed on the primary budget page. An alert will indicate if any entries are missing required information. Click the Edit button to complete the information needed.

Other Direct Costs (ODCs) (optional)

If your proposed R/R&D requires ODCs, complete the corresponding form for each proposed ODC.

Select an ODC Type:

⚠ Other Direct Costs (ODCs) do not have all required fields.

ODC Type	Description	Total Cost	
Equipment	Pencils and pens used for writing each ...	\$60.00	<input type="button" value="Edit"/>
Materials	Jet engine fuel. 8oz	\$255.00	<input type="button" value="Edit"/>
Travel	Conference in Miami	\$8800.00	<input type="button" value="Edit"/>
Supplies	Standard fuel testing kit, labcon RET 998...	\$600.00	<input type="button" value="Edit"/>

Add Subcontractors/ Consultants - OPTIONAL

Click Add to include a Subcontractor or Consultant in your proposal submission.

Subcontractors/Consultants (optional)

If your proposed R/R&D requires the use of subcontractors/consultants, complete the Subcontractors/Consultants Form for each.

1. Provide the company name.
2. For the Budget Contact Person, provide the person's

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<ul style="list-style-type: none"> A. Title B. (Optional) Prefix C. First Name D. Last name E. (Optional) Suffix F. Primary Phone G. Email address 	
<p>3. Answer yes or no regarding a letter of commitment.</p> <ul style="list-style-type: none"> A. If yes, upload the requested documentation. 	

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B. If no, provide information as to their ability to perform the proposed work, not to exceed 2000 characters.

3 Do you have a letter of commitment from the subcontractor/consultant? *

Yes
 No

B Provide an explanation of any contact you have had with the subcontractor/consultant as to their availability to perform the proposed work.

0/2000 Characters

4. Regarding the G&A rate, answer yes or no.

4 Should the G&A rate for this proposal's budget include the cost for this subcontractor/consultant? *

Yes
 No

5. Regarding a detailed budget for the subcontractor/

5 Are you able to provide detailed budget information for this subcontractor/consultant? *

Yes
 No

Please add the detailed budget information for each subcontractor/contractor.

+ Add

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consultant, answer yes or no.

If yes, click Add and provide the required information.

- A. Complete the Labor Cost information from the subcontractor / consultant budget. Click Add Another to include additional labor costs. To remove costs, click Delete.
- B. Complete Additional Costs by selecting a type from the pulldown menu, enter the cost, and an explanation of costs. Click Add Another to include more additional costs.

Add Detailed Budget Information

A

Labor Cost

Labor Category:

Role

Hours Rate Total Cost *

× \$ \$

[+ Add Another](#) [- Delete](#)

B

Additional Costs

Cost Type: Amount

 \$

Explanation

[+ Add Another](#)

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- C. Regarding other subcontractor/consultant direct costs, select yes or no. If yes, provide the requested information.

Click Add Another to include additional direct costs.

Does this subcontractor/consultant have any other direct costs?

C

Yes
 No

Other Direct Costs:

- Select -

Description

Vendor

Cost

\$

[+ Add Another](#)

6

C **A** **B**

Back Save and Return Save

- 6. Once all subcontractor/consultant costs are entered:
 - A. Click Save and Return to go back to the primary budget page.

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- B. Click Save to exit and return later.
- C. Click Back to return to the previous step but changes will be lost.

7. You will return to the Add Subcontractors/Consultants page, where you will see a list of entered costs. Click Edit to make any changes to listed costs.

7 Labor Costs

Labor Category	Role	Total Cost	
Aerospace Engineer	Lorem Ipsum	\$60.00	Edit
Chemical Engineer	Lorem Ipsum	\$255.00	Edit
Electrical Engineer	Lorem Ipsum	\$8800.00	Edit
Electrical Engineer	Lorem Ipsum	\$600.00	Edit

8. Regarding using a foreign vendor, answer yes or no. If yes, upload the required documentation.

8 Are you requesting to use a foreign vendor as the subcontractor/consultant? *

Yes
 No

If yes, include the "Request to Use a Foreign Vendor/Purchase of Items from a Foreign Vendor" form as a PDF or Word document along with your submission files. The form can be found in Chapter 8 of the Ignite solicitation at <https://sbir.nasa.gov/>

You can upload a document more than once, but only the most recent version is saved.

Maximum file size: 2MB

9. To add an additional subcontractor/consultant, click Add Another.

9 + Add Another

10

C **A** **B**

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10. To complete this section without adding other subcontractors/consultants:
- Click Save and Return to go back to the primary budget page.
 - Click Save to exit and return later.
 - Click Back to return to the previous step but changes will be lost.

11. All added subcontractors/consultants will be listed on the primary budget page.

An alert will appear for any that are missing required information.

To edit a company, click Edit. To remove a company, click Delete.

Click Add More to list additional subcontractors/consultants.

Subcontractors/Consultants (optional)

If your proposed R/R&D requires the use of subcontractors/consultants, complete the Subcontractors/Consultants Form for each.

11 **⚠ Subcontractors/Consultants do not have all required fields.**

<p>Name: Umbrella Factory Contact: N/A</p> <p>Edit Delete</p>	⚠
<p>Name: Pencils and Co. Contact: N/A</p> <p>Edit Delete</p>	⚠
<p>Monsters, Inc Contact: Sully</p> <p>Edit Delete</p>	

[+ Add More](#)

Add Technical and Business Assistance (TABA) - OPTIONAL

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1. Click "Add" to add a TABA vendor.

Technical and Business Assistance (TABA) (optional)

If your proposed R/R&D requires the use of TABA, complete the Technical and Business Assistance Form for each TABA vendor.

Refer to the solicitation for information on what services qualify as Technical and Business Assistance and additional instructions on how to propose.

1 [+ Add](#)

2. Provide the vendor company's name.
3. Provide the vendor's complete address.
4. Provide the vendor's D-U-N-S.

NOTE: Click the blue question mark icon for information about D-U-N-S.

Add Technical and Business Assistance (TABA)

Refer to **Section 1.9 of the 2022 Ignite solicitation** for information on what services qualify as Technical and Business Assistance and **Section 3.5.3.9** for additional instructions on how to propose.

2

3 **Vendor Address**

Street *	Apt/Suite	
<input type="text"/>	<input type="text"/>	
City *	State/Territory *	ZIP+4 * ?
<input type="text"/>	- Select -	<input type="text"/>

4

5. For the Vendor Contact Person,

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provide the individual's

- A. Title
- B. (Optional) Prefix
- C. First Name
- D. Last Name
- E. (Optional) Suffix
- F. Phone number
- G. Email address

5 Vendor Contact

Title *

A

Prefix

B

First Name *

C

Last Name * Suffix

D E

Phone *

F

Email *

G

6 Website *

6. Enter the company's web address.

Proposed Cost

The total proposed cost for all TABA for your R/R&D effort **cannot exceed \$6,500.**

7 Total Cost (in U.S. Dollars) *

\$

8 Provide a detailed explanation of services to be provided. *

Upload the Vendor's price quote. **(Optional)**

You can upload a document more than once, but only the most recent version is saved. Verify that your document's format conforms to the specifications in the Solicitation.

9

Maximum file size: 2MB

7. Provide the total cost.

8. Provide an explanation of the services to be provided, not to exceed 2000 characters.

9. (Optional) Upload the vendor's price quote

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as a PDF or Word document.

10. To add an additional vendor, click the +Add Another.

11. To complete this section without adding other vendors

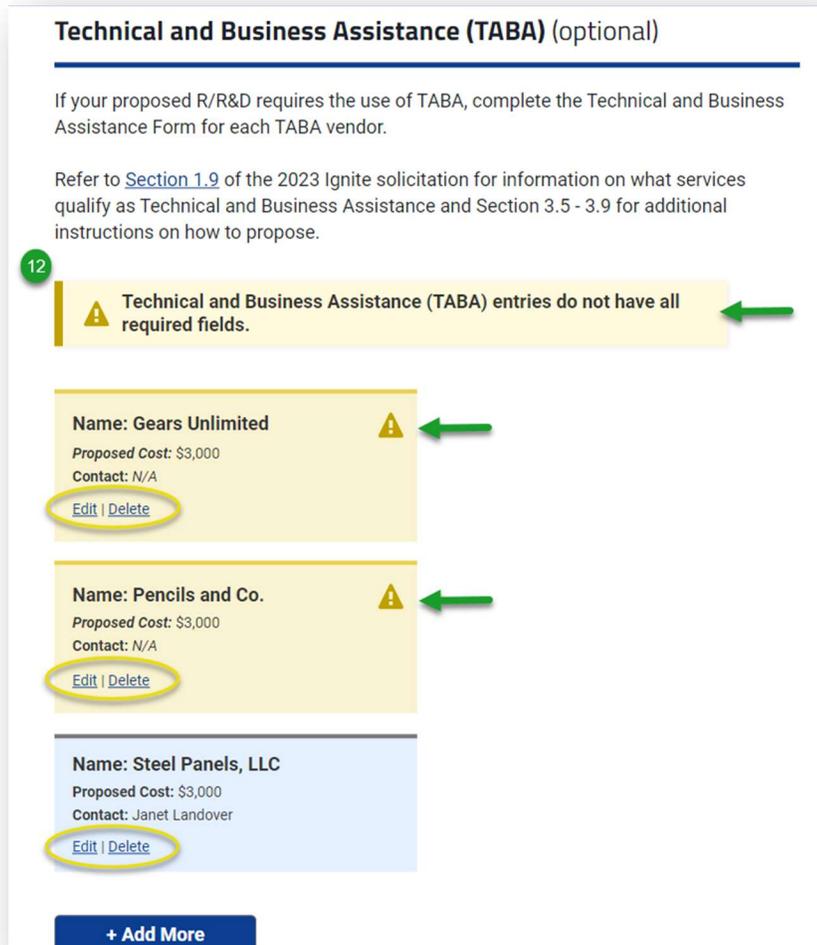
- A. Click Save and Return to go back to the primary budget page and continue, or
- B. Click Save to exit and return later, or
- C. Click Back to return to the previous step, but changes will be lost.

12. All added vendors will be listed on the primary budget page.

An alert will appear for any that are missing required information.

To edit a company, click Edit.

To remove a company, click Delete.

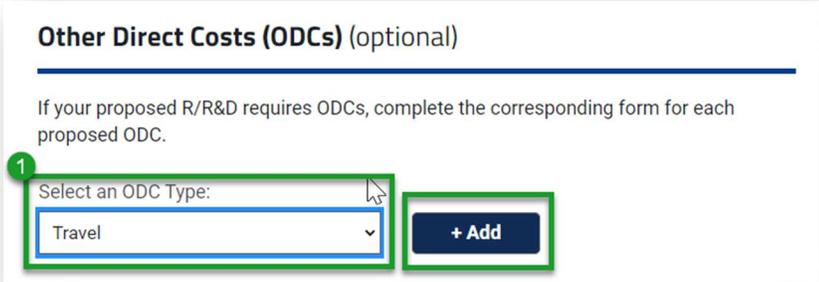


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<p>Click Add More to list additional TABA vendors.</p>	
<p>Other Direct Costs (ODC) – Travel - OPTIONAL</p>	
<ol style="list-style-type: none">1. To add Other Direct Costs for Travel, select Travel from the pulldown menu and click Add.2. Describe the travel you are proposing, not to exceed 2000 characters.3. Enter the city and state you'll be traveling to and the city and state from which you'll be traveling.	

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4. Provide the number of people traveling and the number travel days.

5. Explain the purpose of the trip, not to exceed 2000 characters.

6. Enter the costs for airfare, travel, per diem, and any other need. Include the total cost.

i Complete this form for each **Travel ODC** proposed for your R/R&D effort. Multiple travel ODCs can be added.

2 Description *

0/2000 Characters

3 Location To

City * State/Territory *

- Select -

Location From

City * State/Territory *

- Select -

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7. Provide the source(s) of your cost estimates, not to exceed 2000 characters.

4 Number of People Number of Days

5 Purpose of Trip *

0/2000 Characters

8. Explain and justify the need for travel and the associated costs, not to exceed 2000 characters.

6 Total Costs (in U.S. Dollars)

Total Airfare *
\$

Total Car Rental *
\$

Total Per Diem *
\$

Total Other *
\$

Total Cost *
\$

9. To add other travel, click the +Add Another button.

10. To complete this section without adding other travel:
A. Click Save and Return to go back to the

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- primary budget page and continue, OR
- B. Click Save to exit and return later, OR
 - C. Click Back to return to the previous step, but changes will be lost.

7 Source of Estimates *

0/2000 Characters

8 Explanation/Justification *

0/2000 Characters

9 + Add Another

10

C Back A Save and Return B Save

Other Direct Costs (ODC)
– Supplies - OPTIONAL

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1. To add Other Direct Costs for Supplies, select Supplies from the pulldown menu and click Add.

Other Direct Costs (ODCs) (optional)

If your proposed R/R&D requires ODCs, complete the corresponding form for each proposed ODC.

1 Select an ODC Type:
Supplies

2. Describe the supplies you are proposing.
3. Enter the vendor's name, the quantity, and total cost in U.S. dollars.

Other Direct Costs (ODC) - Supplies

1 Complete this form for each **Supplies ODC** proposed for your R/R&D effort. Multiple Supplies ODCs can be added.

2 Description *

0/2000 Characters

3 Vendor * Quantity *

Total Cost (in U.S. Dollars) *
\$

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4. Answer yes or no to the following:
- A. Exclusivity
 - B. Competitively Sourced
 - C. Consumable

4 Exclusive for this contract? *

A Yes
 No

Competitively sourced? *

B Yes
 No

Consumable? *

C Yes
 No

5. Select yes or no regarding purchases from a foreign vendor.

If yes, provide the required documentation.

Does this ODC require purchases from a foreign vendor? *

5 Yes
 No

Include the "Request to Use a Foreign Vendor/Purchase of Items from a Foreign Vendor" form as a PDF or Word document along with your submission files. The form can be found in Chapter 8 of the Ignite solicitation at <https://sbir.nasa.gov/>

You can upload a document more than once, but only the most recent version is saved.

+ Drag file or choose from folder.

Maximum file size: 2MB

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6. Select yes or no regarding supporting documents for this ODC.

If yes, upload those documents.

If no, explain why you do not have supporting documents.

Do you have additional supporting documents for this ODC? *

6 Yes
 No

Include the supporting documents along with your submission files.
You can upload a document more than once, but only the most recent version is saved.

Maximum file size: 2MB

Do you have additional supporting documents for this ODC? *

Yes
 No

Explain why you don't have supporting documents.

0/2000 Characters

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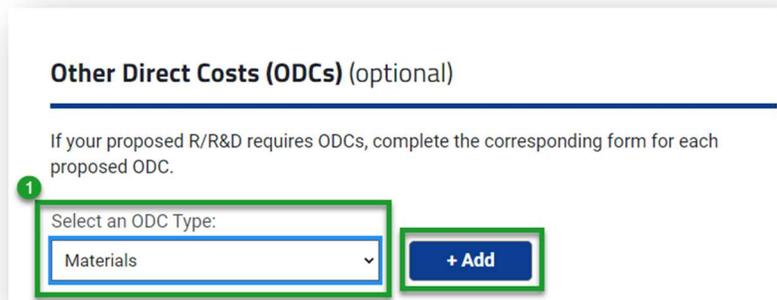
7. To add other supplies, click the Add Another button.

8. To complete this section without adding other supplies:
- A. Click Save and Return to go back to the primary budget page and continue.
 - B. Click Save to exit and return later.
 - C. Click Back to return to the previous step but changes will be lost.



Other Direct Costs (ODC) – Materials - OPTIONAL

1. To add Other Direct Costs for Materials, select Materials from the pulldown menu and click Add.



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2. Describe the supplies you are proposing.

3. Enter the vendor's name, the quantity, and total cost in U.S. dollars.

4. Answer yes or no to the following:

- a. Exclusivity
- b. Competitively Sourced
- c. Consumable

Complete this form for each **Material ODC** proposed for your R/R&D effort. Multiple Material ODCs can be added.

2 Description *

3 Vendor * Quantity *

Total Cost (in U.S. Dollars) *

\$

4 Exclusive for this contract? *

A Yes No

Competitively sourced? *

B Yes No

Consumable? *

C Yes No

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5. Select yes or no regarding purchases from a foreign vendor.

If yes, provide the required documentation.

Does this ODC require purchases from a foreign vendor? *

5

Yes
 No

Include the "Request to Use a Foreign Vendor/Purchase of Items from a Foreign Vendor" form as a PDF or Word document along with your submission files. The form can be found in Chapter 8 of the Ignite solicitation at <https://sbir.nasa.gov/>

You can upload a document more than once, but only the most recent version is saved.

+ Drag file or [choose from folder](#).

Maximum file size: 2MB

6. Select yes or no regarding additional supporting documents.

If yes, provide the required documentation.

Do you have additional supporting documents for this ODC? *

6

Yes
 No

Include the supporting documents along with your submission files.

You can upload a document more than once, but only the most recent version is saved.

+ Drag file or [choose from folder](#).

Maximum file size: 2MB

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If no, explain why you do not have supporting documents.

Do you have additional supporting documents for this ODC? *

6

Yes

No

Explain why you don't have supporting documents.

0/2000 Characters

7. To add other direct costs, click Add Another.

8. To complete this section without adding other materials costs:

- A. Click Save and Return to go to the primary budget page and continue.
- B. Click Save to exit and return later.

7 + Add Another

8

C Back A Save and Return B Save

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<p>C. Click Back to return to the previous step but changes will be lost.</p>	
<p>Other Direct Costs (ODC) – Other - OPTIONAL</p>	
<p>1. To add Other Direct Costs for Other items, select Other from the pulldown menu and click Add.</p> <p>2. Describe the materials you are proposing.</p> <p>3. Enter the vendor's name, the quantity, and total cost in U.S. dollars.</p>	

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4. Answer yes or no to the following:
 - a. Exclusivity
 - b. Competitively Sourced

4

Exclusive for this contract? *

A

Yes

No

Competitively sourced? *

B

Yes

No

5. Select yes or no regarding purchases from a foreign vendor.
- If yes, provide the required documentation.

5

Does this ODC require the purchase of items from a foreign vendor? *

Yes

No

Include the "Request to Use a Foreign Vendor/Purchase of Items from a Foreign Vendor" form as a PDF or Word document along with your submission files. The form can be found in Chapter 8 of the Ignite solicitation at <https://sbir.nasa.gov/>

You can upload a document more than once, but only the most recent version is saved.

Maximum file size: 2MB

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6. Select yes or no regarding additional supporting documents.

If yes, provide the required documentation.

Do you have additional supporting documents for this ODC? *

6 Yes
 No

Include the supporting documents along with your submission files.

You can upload a document more than once, but only the most recent version is saved.

 Drag file or [choose from folder](#).

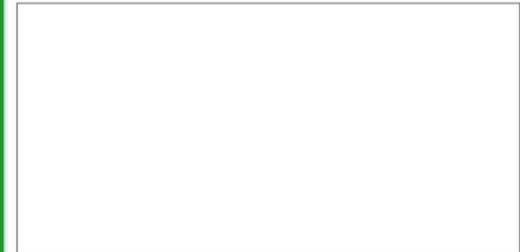
Maximum file size: 2MB

If no, explain why you do not have supporting documents.

Do you have additional supporting documents for this ODC? *

6 Yes
 No

Explain why you don't have supporting documents.



0/2000 Characters

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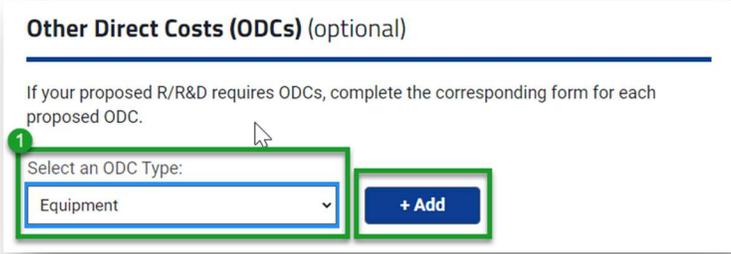
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<p>7. To add other direct costs, click Add Another.</p> <p>8. To complete this section without adding other direct costs:</p> <ol style="list-style-type: none"> Click Save and Return to go back to the primary budget page and continue. Click Save to exit and return later. Click Back to return to the previous step but changes will be lost. 	
--	--

Other Direct Costs (ODC) – Equipment - OPTIONAL

<p>1. To add Other Direct Costs for Equipment, select Equipment from the pulldown menu and click Add.</p>	
---	--

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2. Describe the equipment costs you are proposing.

Other Direct Costs (ODC) - Equipment

i Complete this form for each **Equipment ODC** proposed for your R/R&D effort. Multiple Equipment ODCs can be added.

2

Description *

3

Vendor * Quantity *

Total Cost (in U.S. Dollars) *

\$

3. Enter the vendor's name, the quantity, and total cost in U.S. dollars.

4

Exclusive for this contract? *

A

Yes

No

Competitively sourced? *

B

Yes

No

4. Answer yes or no to the following:

- a. Exclusivity
- b. Competitively Sourced

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5. Select yes or no regarding purchases from a foreign vendor. If yes, provide the required documentation.

Does this ODC require the purchase of items from a foreign vendor? *

5

Yes
 No

Include the "Request to Use a Foreign Vendor/Purchase of Items from a Foreign Vendor" form as a PDF or Word document along with your submission files. The form can be found in Chapter 8 of the Ignite solicitation at <https://sbir.nasa.gov/>

You can upload a document more than once, but only the most recent version is saved.

+ Drag file or [choose from folder](#).

Maximum file size: 2MB

6. Select yes or no regarding additional supporting documents.

If yes, provide the required documentation.

Do you have additional supporting documents for this ODC? *

6

Yes
 No

Include the supporting documents along with your submission files.

You can upload a document more than once, but only the most recent version is saved.

+ Drag file or [choose from folder](#).

Maximum file size: 2MB

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If no, explain why you do not have supporting documents.

Do you have additional supporting documents for this ODC? *

6

Yes

No

Explain why you don't have supporting documents.

0/2000 Characters

7

+ Add Another

8

C

A

B

Back

Save and Return

Save

7. To add other direct costs, click the Add Another button.
8. To complete this section without adding other direct costs for equipment:
 - A. Click Save and Return to go back to the primary budget page.

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<ul style="list-style-type: none"> B. Click Save to exit and return later. C. Click Back to return to the previous step but changes will be lost. 	
<p>Complete Budget Section</p>	
<p>1. To complete the Budget section without adding any optional costs, or after all optional costs have been entered, from the primary budget page:</p> <ul style="list-style-type: none"> A. Click Save and Continue to proceed to the next step. B. Click Save to exit and return later. C. Click Back to return to the previous step but changes will be lost. 	
<p>Technical Proposal Upload</p>	

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1. Verify your proposal's format conforms to the specifications in the Solicitation.
2. Select yes or no regarding ITAR or EAR Data.

- A. If yes, email your technical proposal as instructed and enter the ticket number in the text field.

1

Technical Proposal Instructions

Upload only one (1) PDF file. Verify that your document's format conforms to the specifications in the solicitation.
Maximum file size: 10MB
Please note: You can upload a document more than once, but only the most recent version is saved.

Notice on ITAR or EAR Data

REMINDER: Proposers must not include any data in completed proposal packages that is restricted by the International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR).

2

Do your files contain ITAR or EAR data? *

Yes
 No

Do your files contain ITAR or EAR data? *

Yes
 No

Send Your Files to NASA *

If your Technical Proposal contains data restricted by ITAR or EAR **do not upload the file**, you are required to send your Technical Proposal to agency-sbir@mail.nasa.gov. Include your firm name, the solicitation, and the proposal number. A ticket number will be sent back.

Enter the ticket number you received from agency-sbir@mail.nasa.gov.

Ticket Number

SBKR -

A

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B. If no, upload your technical proposal.

Do your files contain ITAR or EAR data? *

Yes
 No

Upload Technical Proposal *

Don't have data restricted by ITAR or EAR in your file? Upload your Technical Proposal:

+ Drag file or choose from folder

3. To complete this section:

- Click the checkbox.
- Click Save and Continue to proceed to the next step.
- Click Save to exit and return later.
- Click Back to return to the previous step but changes will be lost.

3

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

D Back B Save and Continue C Save

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Briefing Chart

1. Provide the information requested regarding the merits of the proposed technology solution.

Identification and Significance of the Innovation

To best assist decision makers in understanding the merit of your proposed technology solution, the following are key points to include:

- Clear statement of “why” the idea is important - address the outstanding performance being promised and the degree to which the concept is new and different.
- Honest assessment of the state-of-the-art (SOA) with the key performance parameters (KPP).
- Quantitative assertions (e.g., x% improvement of y, x kg of mass saving, x meters of accuracy, code is x faster or z more accurate, etc.).
- Expression of the problem/need in terms common to the decision maker and to a wider audience who may not all be experts in your field.

1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Character limit: 445/1100

TRL information will be pre-populated from the Proposal Summary form. [Complete this](#) on the Proposal Summary form before endorsing.

2. Provide the information requested regarding main objectives and proposed deliverables.

Technical Objectives and Proposed Deliverables

Key points to include:

- Main objectives of the work to be done.
- Proposed deliverables to NASA at the end of the contract.

2

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Character limit: 445/2000

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3. Provide an image of the briefing chart.

Briefing Chart Technology Image* ?

You can upload a image (JPG or PNG) more than once, but only the most recent version is saved.

3 Upload Image File

+ Drag file or [choose from folder](#)

Maximum file size: 10MB

Image Title (Optional)

TEST

4. Indicate the firm's point of contact. If Other is selected, provide the detailed information requested.

NASA Applications

The offeror must provide a summary of potential applications within NASA. NASA Applications will be pre-populated from the Proposal Summary form. [Complete this](#) on the Proposal Summary form before endorsing.

Non-NASA Commercial Applications

The offeror must provide a summary of potential applications outside of NASA. Non-NASA Applications will be pre-populated from the Proposal [Complete this](#) on the Proposal Summary form before endorsing.

4 Firm Contact *

Business Official (testing testnew)

Principal Investigator (First last)

Other

5. To complete this section:
 - A. Click Save and Continue to proceed to the next step.
 - B. Click Save to exit and return later.
 - C. Click Back to return to the previous step but changes will be lost.

5 Last saved: 01/04/2024, 12:14 PM EST

C Back **A Save and Continue** **B Save**

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I-Corps Opt-in - OPTIONAL	
<ol style="list-style-type: none"> 1. Review the I-Corps requirements. 2. Regarding participation, answer yes or no. 	<div data-bbox="532 411 1159 905"> <p>Overview</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 ¹ review the requirements before opting in. If one or more SBC team members cannot meet the requirements, the team should not pursue the program.</p> <p>If selected for a Phase I award, would you like to participate in I-Corps? *</p> <div data-bbox="573 705 1086 762" style="background-color: #e6f2ff; padding: 5px;"> <p>¹ Regardless of the answer, all SBIR/STTR Phase I awardees are eligible to participate in the I-Corps Program.</p> </div> <div data-bbox="573 785 764 884" style="border: 1px solid #ccc; padding: 5px;"> <p>²</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div> </div>
<ol style="list-style-type: none"> 3. Regarding previous participation in other agency I-Corps programs, answer yes or no. 4. Regarding current business strategy, select one answer. 	<div data-bbox="532 1050 1159 1253"> <p>Has the SBC previously participated in I-Corps programs offered by other Federal agencies? *</p> <div data-bbox="553 1115 792 1234" style="border: 1px solid #ccc; padding: 5px;"> <p>³</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div> </div> <div data-bbox="532 1360 1245 1808"> <p>What is the SBC's current business strategy for revenue growth? *</p> <div data-bbox="573 1425 1208 1472" style="background-color: #e6f2ff; padding: 5px;"> <p>¹ Any selection is acceptable for participation in I-Corps.</p> </div> <div data-bbox="553 1499 1203 1780" style="border: 1px solid #ccc; padding: 5px;"> <p>⁴</p> <p><input type="radio"/> Revenue growth through technology research, development, and consulting only</p> <p><input type="radio"/> Revenue growth through supplying or supporting the government and/or prime contractors</p> <p><input type="radio"/> Revenue growth by licensing patented innovations</p> <p><input type="radio"/> Revenue growth through the capture of a growing market and the sales of products</p> </div> </div>

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5. Provide the SBC's number of employees and the estimated number of employees the SBC will hire in the next three years, if any.

5 Provide numerical values for the following questions related to SBC company size. *

How many employees does the SBC currently employ?

What is the estimated intended growth (if any) in the number of employees employed by the SBC three years from now?

6. ONLY if you answered Yes to participate in I-Corps, answer yes or no to the following three statements.

6 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 15 to 20 hours of time per week. *

Yes
 No

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. *

Yes
 No

The SBC is aware that I-Corps specifically targets efforts to commercialize technologies within the private sector. *

Yes
 No

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7. ONLY if you answered Yes to participating in I-Corp, explain why your company would benefit from participating.

Provide a short statement explaining why the company believes its SBIR/STTR technology or company would benefit from participating in I-Corps. *

7

0/275 Characters

8. To complete this section:
 - A. Click Save and Continue to proceed to the next step, OR
 - B. Click Save to exit and return later, OR
 - C. Click Back to return to the previous step.



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Endorsement

1. If all sections of your proposal are complete, download the endorsement template. **NOTE:** Both the Business Official and Principal Investigator must sign the form.
2. Upload the signed endorsement.
3. Click the checkbox to certify proper endorsement.
4. Click Endorse and Submit.
5. If you are sure you are ready, click Continue in the pop-up window.

Endorse and Submit

Once you endorse and submit your proposal, you should receive a confirmation email. If you need to make any edits to your submitted proposal package, you must do so before the deadline **and** re-endorse and submit your proposal before the deadline.

Upload Endorsements *

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.

Download the template, [by clicking here](#) and then re-upload your signed copy below.

2

+ Drag file or choose from folder

Maximum file size: 10MB

3 I certify that the designated Business Official (BO) and Principal Investigator (PI) endorse this submission. Further, I certify that, to the best of my knowledge, this submission is accurate, complete, and responsive.

4

Back Endorse and Submit

Close

Are you sure you're ready?

Once you endorse and submit your proposal, you can still make updates **prior** to the deadline and you **must** re-endorse and submit your proposal before the deadline.

5

Cancel Continue

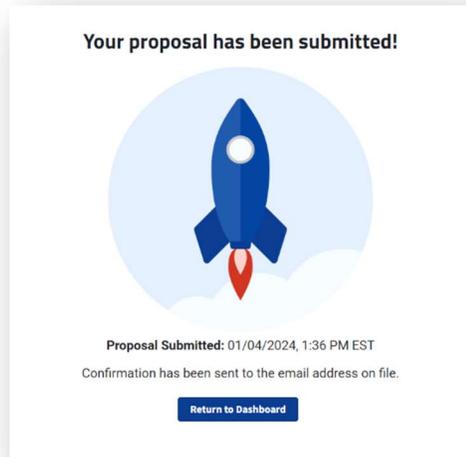
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6. A confirmation message will appear after a successful submission. Click Return to Dashboard to access other parts of ProSAMS or to log out.



Endorsement - Error

If any section of your proposal is incomplete, you will see a warning message with specific details. You must complete all sections before you can Endorse and Submit your proposal.

Click Back to return to the previous page OR click a section of the proposal with an In-progress status to go that specific section.

