



## How to work with PNNL on an SBIR project

1. Identify a solicitation topic from the SBIR/STTR requests for proposals that you are interested in submitting a proposal for.
2. Identify a researcher at PNNL with the expertise you need. Or call the Economic Development Office for help identifying the appropriate person (509-372-4328 or [robin.conger@pnl.gov](mailto:robin.conger@pnl.gov)).
3. Work with the staff member at PNNL to determine the PNNL/Battelle scope of work.
4. The staff member will work with Laboratory contract staff who will provide you with a statement of work and associated cost for the task the Lab will be performing, as well as the Lab documentation you need to include in your SBIR/STTR proposal. Be prepared to discuss intellectual property terms and conditions associated with the work.
5. Develop and submit the proposal to the federal agency, including the work scope input from the PNNL/Battelle staff member about the Lab part of the work.
6. When you are notified of an award, finalize a subcontract with PNNL/Battelle, typically based on the proposal, unless the scope has changed. The small business can choose to subcontract under Battelle's "Work for Others" contract with the Department of Energy or under Battelle Pacific Northwest Division.

**Note:** When subcontracting directly to Battelle for an SBIR, the waiver process is not required. If subcontracting under the "Work for Others" DOE contract for an SBIR, the small business is required to get a waiver from the U.S. Small Business Administration. The process: the federal agency makes its funding decisions for SBIR contracts, then requests the waiver from the SBA for any projects that involve a national lab. Unfortunately, this situation presents the risk that the small business may be notified after it has won an award that a waiver was not granted, thus preventing the business from taking on the work. (For STTR projects, no waiver is required.)