

DOE Phase I Application Checklist

DOES THE APPLICATION SATISFY THE FOLLOWING REQUIREMENTS?		YES	NO
Topic & Subtopic	Only one (1) <u>Topic</u> from the Topics Section identified on the SF-424 and Project Narrative		
	Only one (1) <u>Subtopic</u> from the Topics Section identified on the SF-424 and Project Narrative		
Budget	Principal Investigator will work a minimum of 117 hours (equivalent to three (3) hours a week for the duration of the project) on the project. PI hours and rates are clearly indicated in the budget justification		
	Amount requested not in excess of \$150,000 (or \$225,000; check Phase I Topic document header for funding limit); the total of Section I (Total Direct and Indirect Costs) and Section J (Fee) on Grants.gov budget form should not exceed \$150,000 (or \$225,000; check Phase I Topic document header for funding limit)		
	Budget justification is provided		
	Level-of-Effort is in compliance (see Level-of-Effort worksheet on DOE SBIR web page)		
	<ul style="list-style-type: none"> For SBIR – small business must perform at least 2/3 of the research and analytical effort 		
	<ul style="list-style-type: none"> For STTR – small business must perform at least 40% and research institution must perform at least 30% 		
Project Summary/Abstract	Project Summary/Abstract contains no proprietary information		
Project Narrative	Project Narrative is no more than 7,500 words as directed in Part IV.C. of the FOA		
	Proprietary information statement is provided. Proprietary information in the narrative is identified and marked according to Part IV. C.		
Subcontractors and Consultants	Subcontracting documentation, if working with any subcontractor:		
	<ul style="list-style-type: none"> A letter of commitment is provided; A complete subaward budget and budget justification are provided 		
	Consultant commitment letter is provided, if applicable		
Commercialization Documents	Commercialization Plan is included along with mandatory Revenue statement (see example plan HERE).		
	Commercialization History is included, if applicable		