SBIR/STTR PROCESS

PROPOSAL STAGE

Gov't Agency SBIR/STTR Requirement

Gov't agency releases a BAA/RFP to the public, for bidding purposes

Small Business Company (SBC) plans to pursue, needs RU as a subcontractor

SBC contacts RU PI for proposal

RU PI desires to participate, prepares a proposal for research or service

Corporate Contracts provides RU PI with Faculty SBIR/STTR packet for internal response within RU (not sent to SBC)

If required by SBIR guidelines and requested by SBC, Corporate Contracts will prepare a letter of intent to be submitted with SBC's overall proposal to gov't agency

Once proposal approved internally RU PI submits formal proposal to SBC with budget & SOW

SBC prepares overall proposal, including RU's subcontract proposal and submits to gov't agency

If required by SBIR guidelines and requested by SBC, Corporate Contracts will prepare a letter of intent to be submitted with SBC's overall proposal to gov't agency

Corporate Contracts will
- Request copy of prime award document from SBC
- Request copy of Faculty SBIR/STTR packet information from RU PI
- Forward required paperwork to RU DGCA for account set-up
  - Endorsement
  - Budget
  - SOW
  - Prime award copy

DCGA sets up an account to capture expenditures, submit invoices and monitors SBC payment

Proposal includes:
- Endorsement Form/COEUS electronic routing form
- Estimated project costs on RU template found on ORSP website (budget)
- Description of RU technical work
- Above documents sent to Chair, Dean, IACUC (if appropriate), and Corporate Contracts for review and approval

CONTRACT STAGE

Gov't conducts evaluation of proposals and selects SBC

SBC requests RU Corporate Contracts to negotiate a subcontract (RU or SBC template)

After SBC and RU agree and sign subcontract document, the award is formally made to SBC by gov't agency