

Form A – SBIR Cover Sheet

- Subtopic Number
1. PROPOSAL NUMBER: **09** - _ _ . _ _ _ _ _ _ _ _
2. SUBTOPIC TITLE:
3. PROPOSAL TITLE:
4. SMALL BUSINESS CONCERN (SBC):
 NAME:
 MAILING ADDRESS:
 CITY/STATE/ZIP:
 PHONE: _____ FAX: _____
 EIN/TAX ID: _____ DUNS + 4: _____ CAGE CODE: _____
5. AMOUNT REQUESTED \$ _____ DURATION: _____ MONTHS
6. CERTIFICATIONS: OFFEROR CERTIFIES THAT:

As defined in Section 1 of the Solicitation, the offeror certifies:

a. The Principal Investigator is “primarily employed” by the organization as defined in the SBIR Solicitation. Note: Co-PI is not acceptable.	Yes	No
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As defined in Section 2 of the Solicitation, the offeror qualifies as a:

b. SBC Number of employees: _____	Yes	No
c. The firm is owned and operated in the United States	Yes	No
d. Socially and economically disadvantaged SBC	Yes	No
e. Women-owned SBC	Yes	No
f. HUBZone-owned SBC	Yes	No
g. Veteran-Owned SBC	Yes	No
h. Service Disabled Veteran-Owned SBC	Yes	No

As defined in Section 3.2.4 Part 11 of the Solicitation indicate if

i. Work under this project has been submitted for Federal funding only to the NASA SBIR Program	Yes	No
j. Funding has been received for work under this project by any other Federal grant, contract, or subcontract	Yes	No

As described in Section 3 of this solicitation, the offeror meets the following requirements completely:

k. All 11 parts of the technical proposal are included in part order	Yes	No
l. Subcontracts/consultants proposed?	Yes	No
i) If yes, limits on subcontracts/consultants met	Yes	No
m. Government equipment or facilities required (cannot use SBIR funds)?	Yes	No
i) If yes, signed statement enclosed in Part 8	Yes	No
ii) If yes, non-SBIR funding source identified in Part 8?	Yes	No

In accordance with Section 5.14.16 of the Solicitation as applicable:

n. The offeror will comply with export control regulations	Yes	No
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In accordance with Section 5 of the Solicitation as applicable, indicate if any of the following will be used (must comply with federal regulations):

o. Human Subject	Yes	No
p. Animal Subject	Yes	No
q. Toxic Chemicals	Yes	No
r. Hazardous Materials	Yes	No

7. ACN NAME: _____ PHONE: _____ E-MAIL: _____
8. I understand that providing false information is a criminal offense under Title 18 US Code, Section 1001, False Statements, as well as Title 18 US Code, Section 287, False Claims.

9. ENDORSEMENT BY SBC OFFICIAL:

NAME:
PHONE:
ENDORSED BY:

TITLE:
E-MAIL:
DATE:

NOTICE: 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 pages _____ of this proposal.

Guidelines for Completing SBIR Cover Sheet

Complete Cover Sheet Form A electronically.

1. **Proposal Number:** This number does not change. The proposal number consists of the four-digit subtopic number and four-digit system-generated number.
2. **Subtopic Title:** Enter the title of the subtopic that this proposal will address. Use abbreviations as needed.
3. **Proposal Title:** Enter a brief, descriptive title using no more than 80 keystrokes (characters and spaces). Do not use the subtopic title. Avoid words like "development" and "study."
4. **Small Business Concern:** Enter the full name of the company submitting the proposal. If a joint venture, list the company chosen to negotiate and receive contracts. If the name exceeds 40 keystrokes, please abbreviate.

Address:	Must match CCR address. Address where mail is received.
City, State, Zip:	City, 2-letter State designation (i.e. TX for Texas), 9-digit Zip code (i.e. 20705-3106)
Phone, Fax:	Number including area code
EIN/Tax ID:	Employer Identification Number/Taxpayer ID
DUNS + 4:	9-digit Data Universal Number System plus a 4-digit suffix given by parent concern
CAGE Code:	Commercial Government and Entity Code (Issued by Central Contractor Registration (CCR))

5. **Amount Requested:** Proposal amount from Budget Summary. The amount requested should not exceed \$100,000 (see Sections 1.4.1, 5.1.1).
Duration: Proposed duration in months. The requested duration should not exceed 6 months (see Sections 1.4.1, 5.1.1).
6. **Certifications:** Answer Yes or No as applicable for certifications 6a – 6r (see the referenced sections for definitions). Where applicable, SBCs should make sure that their certifications on Form A agree with the content of their technical proposal.
 - 6j. SBCs should choose “No” to confirm that work under this project has not been funded under any other Federal grant, contract or subcontract.
 - 6l. Subcontracts/consultants proposed? By answering yes, the SBC certifies that subcontracts/consultants have been proposed and arrangements have been made to perform on the contract, if awarded.
 - i) If yes, limits on subcontracting and consultants met: By answering yes, the SBC certifies that business arrangements with other entities or individuals do not exceed one-third of the work (amount requested including cost sharing if any, less fee, if any) and is in compliance with Section 3.2.4, Part 9.
 - 6m. Government furnished equipment required? By answering yes, the SBC certifies that unique, one-of-a-kind Government Furnished Facilities or Government Furnished Equipment are required to perform the proposed activities (see Sections 3.2.4 Part 8, 3.3.4 Part 8, 5.1.6). By answering no, the SBC certifies that no such Government Furnished Facilities or Government Furnished Equipment is required to perform the proposed activities.
 - i) If yes, signed statement enclosed in Part 8: By answering yes, the SBC certifies that a statement describing the uniqueness of the facility and its availability to the offeror at specified times, signed by the appropriate Government official, is enclosed in the proposal.
 - ii) If yes, non-SBIR funding source identified in Part 8: By answering yes, the SBC certifies that it has a confirmed, non-SBIR funding source for whatever charges may be incurred when utilizing the required Government facility.
 - 6n. Offerors are responsible for ensuring compliance with export control and International Traffic in Arms (ITAR) regulations. All employees who will work on this contract must be eligible under these regulations or the offeror must have in place a valid export license or technical assistance agreement. Violations of these regulations can result in criminal or civil penalties.
7. **ACN Name, Telephone Number and E-mail:** Name, telephone number and e-mail address of Authorized Contract Negotiator.
8. **Endorsement of this form certifies understanding of this statement.**
9. **Endorsement:** An official of the firm must electronically endorse the proposal cover.