

Steps to SBIR/STTR Funding

1. Contact us to arrange a meeting

We will discuss your innovation, determine your needs and start to plan.

Make an appointment:

Wei Jing, MPA

Director

402.554.6270

wjing@unomaha.edu

2. Complete the client application

This helps us get to know your situation better and will speed the process.

3. Get started on checklist

- ☐ Identify keywords for the project you want to fund
- ☐ [Search for agencies](#) that have funded your research in the past
- ☐ Decide whether you want to follow the SBIR or STTR path; which one is a better fit?
- ☐ Build your team, i.e. principal investigator, consultant, educational institution, federal lab, collaborators etc.
- ☐ Identify additional source of money for your project, e.g. Nebraska
- ☐ Talent and Innovation Initiative
- ☐ Obtain and analyze the secondary Market Research Report
- ☐ Define your business model, e.g. pain in the market, ideal customer, revenue model, competitors, etc.

4. Complete registrations as soon as you decide to apply for funding

- ☐ Employee Identification Number (EIN)
- ☐ Data Universal Numbering System (DUNS number)
- ☐ [System Award Management](#) (SAM)
- ☐ [SBA Company Registry](#)
- ☐ [Grants.gov](#)
- ☐ Others (depending on agency)

5. Be prepared before you apply

- ☐ Develop your SBIR or STTR strategy before solicitation is open
- ☐ Read the solicitation once it's open and identify how your project meets the agency's mission and goals
- ☐ Plan for the letters of support and/or letters of commitment that you need and start asking for these letters
- ☐ Contact the technology transfer office in regards of university's Intellectual Property rights if applicable
- ☐ Develop the budget, estimate your indirect cost, and include a profit
- ☐ Write the proposal narrative
- ☐ Take your proposal for a third party review
- ☐ Submit proposal at least one week before deadline
- ☐ Get registered in the agency's distribution list to receive updates about additional funding opportunities.

6. Follow up after you apply

If funded

- ☐ Contact agencies program manager
- ☐ Get accounting set up

If not funded

- ☐ Ask for de-brief
- ☐ Re-submit