

## APPLICATION CHECKLIST

DOE Phase I  
Application  
Requirements  
Checklist

DOES THE APPLICATION SATISFY THE FOLLOWING REQUIREMENTS?		YES	NO
Registrations	SAM Registered		
	PAMS Registered		
	Grants.gov Registered		
Topic & Subtopic	Only one (1) <u>Topic</u> from the Topics Section identified on the SBIR/STTR Information Form and Project Narrative		
	Only one (1) <u>Subtopic</u> from the Topics Section identified on the SBIR/STTR Information Form and Project Narrative		
Budget	Principal Investigator effort on the project is a minimum of three (3) hours a week (on average) for the duration of the project. PI hours and rates are clearly indicated in the budget justification		
	DOE Phase I awards have a maximum award amount of either \$200,000 or \$250,000. Please check the topic header in the Phase I Topic document to find the correct amount.		
	Section K (Total Cost of Project) on the budget form should not exceed the maximum award amount (\$200,000 or \$250,000 as appropriate for your topic), or the maximum award amount plus \$6,500 if requesting TABA funds (\$206,500 or \$256,500 as appropriate for your topic.)		
	Amount requested on budget form matches total federal funds requested on SF-424		
	<a href="#">Budget justification</a> is provided		
	<a href="#">Level-of-Effort is in compliance (see Level-of-Effort worksheet)</a>		
	For SBIR - small business must perform at least 2/3 of the research and analytical effort		
	For STTR - small business must perform at least 40% and research institution must perform at least 30% of the research and analytical effort		
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, if applicable.		
Proprietary Information	Where included, proprietary information in the narrative is identified and marked according to Part IV. C of the FOA, if applicable.		
Subcontractors/ Research Institutions	A letter of commitment is provided, if applicable		
	A complete subaward budget and budget justification are provided, if applicable		
Consultants	Consultant commitment letter is provided, if applicable		
Commercialization Documents	<a href="#">Commercialization Plan is included along with mandatory Revenue statement</a>		
	Company Commercialization Report from SBIR.gov is included, if applicable.		