

**DOE Phase I**  
**Application**  
**Requirements**  
**Checklist**

DOES THE APPLICATION SATISFY THE FOLLOWING REQUIREMENTS?		YES	NO
<b>Registrations</b>	SAM Registered		
	PAMS Registered		
	Grants.gov Registered		
<b>Topic &amp; Subtopic</b>	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		
<b>Budget</b>	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		
	<u>Budget justification</u> is provided		
	<u>Level-of-Effort is in compliance (see Level-of-Effort worksheet)</u>		
	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		
<b>Project Summary/Abstract</b>	Project Summary/Abstract contains no proprietary information		
<b>Project Narrative</b>	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.		
<b>Proprietary Information</b>	Where included, proprietary information in the narrative is identified and marked according to Part IV.C of the FOA, if applicable.		
<b>Subcontractors/ Research Institutions</b>	A letter of commitment is provided, if applicable		
	A complete subaward budget and budget justification are provided, if applicable		
<b>Consultants</b>	Consultant commitment letter is provided, if applicable		
<b>Commercialization Documents</b>	<u>Commercialization Plan is included along with mandatory Revenue statement</u>		
	Company Commercialization Report from SBIR.gov is included, if applicable.		