NOAA Small Business Innovation Research (SBIR) Program
Phase I Application Checklist

Please review all the requirements on the checklist below carefully to ensure that your proposal meets the guidelines for submission through Grants.gov. Failure to meet these requirements may result in your applica on being rejected without considera on. All items listed are required unless otherwise noted.

Helpful Hints

★ All forms (SF-424 and required certifications) must be signed by the Authorized Organizational Representative (AOR).

★ For applicants who experience technical issues with Grants.gov, we encourage you to contact Grants.gov Applicant Support as soon as possible to prevent rejection due to missing the application deadline.

★ Don't forget to add noaa.sbir@noaa.gov to your email contacts to ensure timely receipt of follow-up communications about your application.

Are you eligible?

The following conditions must be met in order to be eligible to apply for a NOAA SBIR Grant Award:

● The applicant must qualify as a small business concern (SBC) as defined by SBA regulations.

● A letter of intent must be submitted by the deadline specified in the Notice of Funding Opportunity.

● The Principal Investigator must be employed by the company at the time of award and for the duration of the award.

● All work must be performed in the United States, and all supplies, materials, and equipment should be American-made whenever possible. For any exemptions, a waiver must be submitted and granted in advance of application by the Grants Officer.

● A minimum of two-thirds of the research and/or analytical effort must be performed by the applicant. This should be reflected in the work plan as well as the budget. At least two-thirds of the total funding requested should be allocated to the applicant small business.

Are you registered?

The following registrations must be completed before applying for a NOAA SBIR Grant Award:

● System for Award Management (SAM) - registration can take over a month and must be renewed on an annual basis.

● Small Business Association SBA - registration can take up to 90 days.

● Grants.gov - registration typically takes between 3-10 business days.

● eRA Commons - Register Your Organization.

Is your application complete?

A complete application must have a Project Narrative, Budget Narrative, and selected forms, as specified below:

Project Narrative

Must be at least 10 point font and maximum 15 pages in length.

- SBIR Cover Page (*provided in the NOFO*)
- Abstract *(can not contain proprietary information)*
- Technical Content - *If a section does not apply, list the heading followed by "N/A":*
    1. Identification and Significance of the Problem or Opportunity
    2. Phase I Technical Objectives
    3. Phase I Work Plan
    4. Related Research or R&D
    5. Key Individuals and Bibliography of Related Work
    6. Relationship with Future R&D
    7. Facilities and Equipment
    8. Consultants, Contracts, and Sub-Awards
    9. Potential Commercial Application
    10. Cooperative Research and Development Agreements (CRADA)
    11. Guest Researcher
    12. Cost Sharing
    13. Similar Applications or Awards
    14. Prior SBIR Phase II Awards
- Bibliography and References Cited
- Letters of Commitment (*required from all participating consultants, subawards, and subcontractors*)
- Letters of Support *(optional but strongly recommended)*

Budget Narrative(s)

A detailed budget breakdown where the total dollar amounts match the SF424 & SF424A.

- Awardee Budget Narrative [(guidance)](guidance)
- Sub-Awardee Budget Narrative *(if applicable)*

Forms

Unless otherwise indicated, forms can be found within the Grants.gov submission portal.

- Application for Federal Assistance (SF-424)
- Budget Information – Non Construction Programs (SF-424A)
- Assurances – Non-Construction Programs (SF-424B)
- Certification Regarding Lobbying (CD-511)
- Disclosure of Lobbying Activities (SF-LLL) *(if applicable)*
- Indirect Cost Rate Agreement (NICRA) *(if applicable, applicant provided)*
- [Applicant Fraud, Waste, And Abuse](#) (FWA) Awareness Training
- [Research & Related Personal Data](#) (R/RD Personal Data)