NIH SBIR/STTR Suggested Submission Timeline

12 Weeks Prior to Deadline:

- Confirm your small business meets eligibility requirements.
- If needed, complete documentation for the formation of a company.
- Apply for an Employee Identification Number (EIN)
- Download the Application Guide. Download the ASSIST Guide.
- Initiate all registrations.
    - Unique Entity Identifier (UEI)
    - System for Award Management (SAM)
    - Grants.gov
    - eRA Commons
    - SBA Company Registry
    - ASSIST (optional)
- Maintain a log of all usernames and passwords. Make a list of contact information for the various sites.

11 Weeks Prior to Deadline:

- Contact appropriate Program Manager and begin to form a relationship
- Identify team (Principal Investigator, other essential employees, subcontractors)
- Begin preparing Biographical Sketches.
- Determine if the company will submit an SBIR or STTR. Review requirements.

10 Weeks Prior to Deadline:

- Develop a project scope and write a compelling one-page specific AIMS
- Circulate specific AIMS to advisors and TLA (if appropriate)
- Prepare an initial outline of the budget and identify all work that will be done at outside institutions.
- Identify and contact a red line team of advisors (technical experts and non-technical experts)

8 Weeks Prior to Deadline:

- Identify the most appropriate Scientific Review Group (SRG) for your proposal.
- Contact potential customers/key opinion leaders and partners for letters of support. (Including UA TLA letter)
- Contact the University of Arizona if space or employee contractors are needed and gather letters of support

6 Weeks Prior to Deadline
- Familiarize yourself with ASSIST.
- Begin to fill out the administration sections of the application.
- Finalize your Specific AIMS
- Prepare to write your Research Plan
  - Write the Significance Section of your Research Plan
  - Write the Innovation Section of your Research Strategy
- Understand the Proposal Evaluation Criteria.

4 Weeks Prior to Deadline:
- Write the Approach Section of your Research Strategy.
- Write the facilities and Equipment Sections.
- Submit first draft to red line team for comments and adjust as comments are made
- Prepare your Budget.

2 Weeks Prior to Deadline:
- Complete Budget Justification
- Write the Project Summary and Project Narrative.
- Collect all other documentation
- Receipt of all letters of support

1 Week Prior to Deadline:
- Begin submission process

2 Days Prior to Deadline
- Full Submission Complete
- Review your submitted application in the eRA commons.

After Submission
- Assemble all the WORD versions of the various pieces of the grant into one compiled word version for easy review and reuse.
- File grant documents and passwords in a safe place.
- Review the progress of your grant
- Maintain registrations on an ongoing basis.
- Stay in contact with your collaborators during the review process.