



Department of Defense

Small Business Innovation Research Small Business Technology Transfer

Program Manager Checklist



❑ **Participate In SBIR Topic Generation Process**

Participating in the SBIR topic generation process provides an opportunity to explore innovative solutions for Program technical requirements during three SBIR solicitations and two STTR solicitations per year. DoD policy requires acquisition community endorsement of at least 50% of military department SBIR topics. Contact your Component SBIR manager for a schedule of when topics are due for upcoming solicitation cycles.

❑ **Assign an SBIR Liaison**

While ACAT 1 and 2 programs are required to assign an SBIR liaison, it is recommended for all programs.

❑ **Plan for SBIR technologies in the Technology Development Strategy (TDS)**

Plan for SBIR technologies in the Technology Development Strategy (TDS). The TDS documents the plan for managing R&D for the life of the program and focuses on the activities of the Technology Development Phase. Including SBIR technology in the TDS, preceding the formal acquisition strategy, will ensure the appropriate consideration is given to SBIR when the program technology and design is immature and thus receptive/open to SBIR technology.

- R&D Planning – Discuss strategy for incorporating SBIR in the context of overall cost, schedule and performance goals for the total R&D program.
- Test Planning – Use SBIR for spiral demonstration or technology maturation during the Technology Development Phase.

❑ **Utilize Technology Transition Agreements**

Utilize Technology Transition Agreements to pinpoint customers or end-users, to identify funding sources for continued development, and to complete test and integration strategies. Establish transition agents and/or relationship managers to serve as the interface between the program office, small business and other stakeholders and to guide the technology through the transition process.

❑ **Address SBIR Technologies in the Acquisition Strategy (AS)**

Integrate SBIR technologies into acquisition planning to build an acquisition strategy that includes the use of technologies developed under the SBIR program, and gives favorable consideration for continued development of successful SBIR technologies. A well developed strategy will capitalize on the innovation and agility of small business and will mitigate risk in developmental or existing systems. To search for applicable technologies solutions, DoD maintains an on-line, searchable database of SBIR-funded technologies.

❑ **Involve SBIR Post-Milestone B**

Consider SBIR technologies beyond initial configuration and during opportunities for technical refresh. While the most effective acquisition strategy will ensure that SBIR technologies are considered during concept refinement and technology development, SBIR can be used to identify technical solutions throughout the acquisition cycle.

❑ **Utilize Phase II Enhancement and Commercialization Pilot Program (CPP)**

Leverage the Phase II Enhancement program to provide for additional funds for promising SBIR technologies that require further development, test and evaluation to increase the Technology Readiness Level (TRL). Additionally, utilize the CPP to identify SBIR technology with the potential to rapidly address high priority military needs.

❑ **Consider Phase III Awards**

Consider Phase III contract awards to fund work that derives from, extends or logically concludes prior SBIR efforts. Phase III contracts may be awarded without competition to further develop or acquire SBIR technologies.

❑ **Attend Beyond Phase II Conference and Technology Showcase**

Attend the annual DoD SBIR Beyond Phase II Conference and Showcase to rapidly survey new prototype technologies and meet with small businesses representing their innovations. This conference showcases more mature SBIR technologies, typically TRL 4-6 and beyond, and is an opportunity to leverage the entire DoD SBIR investment base. For more information visit <http://www.beyondphaseii.com>.

If you would like to provide comments or suggestions, or if you would like more information:
SBIR & STTR ■ <http://www.dodsbir.net> ■ 866-724-7457





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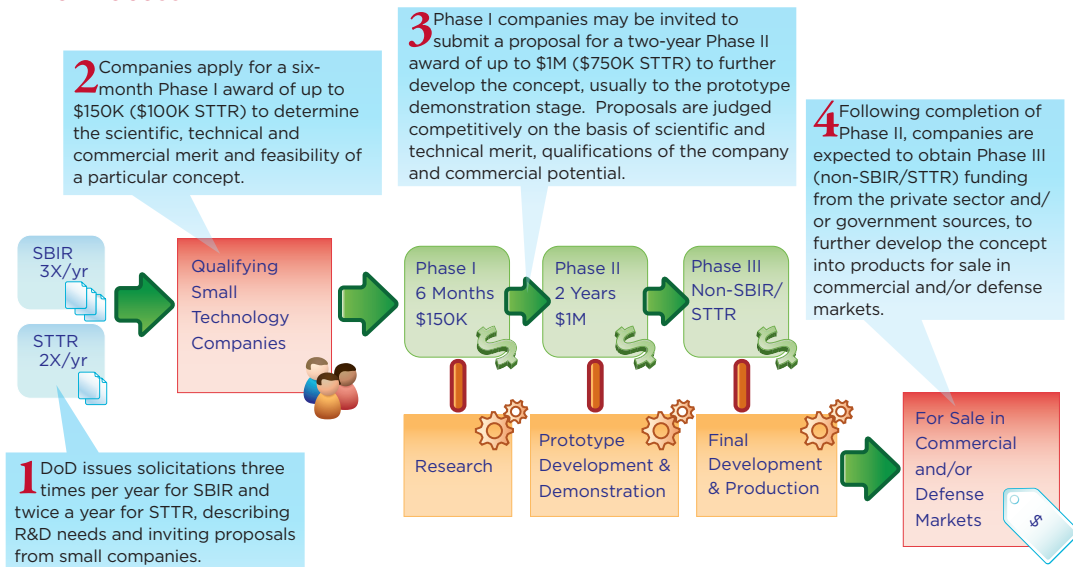
Program Summary

What is the Small Business Innovation Research Program?

The Small Business Innovation Research (SBIR) Program was established by Congress in 1982 to fund Research and Development (R&D) through small businesses of less than 500 employees. Eligible projects must serve a Department of Defense (DoD) R&D need and have potential to develop into a product or service for commercial and/or defense markets. The DoD SBIR Program is part of a larger Federal SBIR Program administered by 11 Federal Departments and Agencies.

Congress established the Small Business Technology Transfer (STTR) Program in 1992. It is similar in structure to SBIR and funds cooperative R&D projects with small businesses in partnership with not-for-profit research institutions (such as universities) to move research to the marketplace.

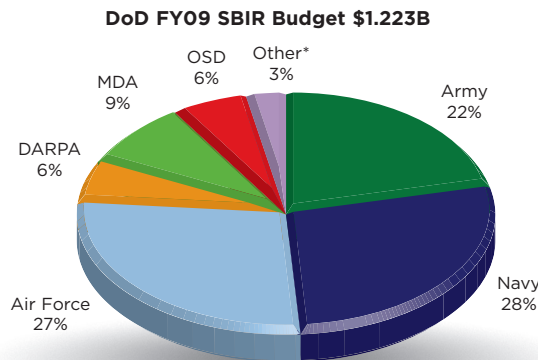
The Process



Participation At a Glance

Component	SBIR FY09 Budget	STTR FY09 Budget
Army	\$265.6M	\$31.8M
Navy	\$332.9M	\$40.8M
Air Force	\$331.8M	\$40.7M
DARPA	\$70.4M	\$8.4M
MDA	\$111.4M	\$13.3M
OSD	\$74.5M	\$5.6M
Other*	\$36.1M	--

*Other includes DTRA, SOCOM, CBD, NGA, DLA and DMEA



Component SBIR Managers

DoD

Christopher Rinaldi
866-724-7457
christopher.rinaldi@osd.mil

Army

John Pucci (Acting)
703-806-2085
army.sbir@us.army.mil

Navy

John Williams
703-696-0342
john.williams6@navy.mil

Air Force

Augustine "Gus" Vu
800-222-0336
augustine.vu@wpafb.af.mil

DARPA

Susan Nichols
571-218-4922
susan.nichols@darpa.mil

MDA

Douglas Deason
256-955-2020
douglas.deason@mda.mil

DTRA

Darian Cochran
703-767-2930
darian.cochran@dtra.mil

SOCOM

Shawn Patterson
813-826-1176
shawn.patterson@socom.mil

OSD

Teresa Puretz
703-693-0458
teresa.puretz@osd.mil

NGA

Stephen Sturtz
703-735-2752
stephen.l.sturtz@nga.mil

CBD

Larry Pollack
703-767-3307
larry.pollack@dtra.mil

DLA

Tony Monteleone
804-279-5113
anthony.monteleone@dla.mil

DMEA

Kevin Rankin
916-231-1644
rankin@dmea.osd.mil

