

SBIR PHASE I PROPOSAL WRITING WORKSHOP

7:30 – 8:00 a.m.	Registration, Continental Breakfast
8:00 – 8:10 a.m.	Introductions, Announcements
8:10 – 9:00 a.m.	Requirements & Evaluation Factors, Proposal Planning
9:00 – 9:15 a.m.	Break
9:15 – 10:00 a.m.	Part I – Work Plan: Significance of Opportunity
10:00 – 11:00 a.m.	Technical Objectives, Work Plan, Technology Plans; Related Work, Key Personnel, Facilities & Equipment, Consultants, Subcontractors, Prior & Pending Support
11:00 – 11:15 a.m.	Break
11:15 – Noon	Part I – Work Plan Sections, continued
Noon – 1:00 p.m.	Working Lunch & Break
1:00 – 2:15 p.m.	Part II – Introduction to Commercialization Plans
2:15 – 2:30 p.m.	Break
2:30 – 3:30 p.m.	Relationship with Future R&D, Potential Post Applications, Commercialization Strategies & Plans, Project Summary
3:30 – 4:45 p.m.	Part III – Cost Proposal, Indirect Rates, Audits, Management & Reporting, Forms, e-submissions
4:45 – 5:00 p.m.	Workshop Wrap-Up

