



## SBIR/STTR PROPOSAL ASSISTANCE

BBCetc provides comprehensive assistance with SBIR/STTR proposal preparation. Clients may choose all or some of the components listed below:

- 1. Training** – From one-hour webinars to two-day SBIR/STTR Intensive Workshops BBCetc offers a range of SBIR/STTR related training opportunities. Check BBCetc's website ([www.bbcetc.com](http://www.bbcetc.com)) for details and registration information.
- 2. Client Assessment** – BBCetc meets with the client (in-person or via telephone) to determine if the project is appropriate for SBIR/STTR and if the company meets eligibility requirements. During the call the consultant and client determine appropriate next steps.
- 3. One-on-One Assistance** – This typically includes meeting in person, or by phone or email, preferably following one of BBCetc's intensive, agency-specific workshops, to understand the details of a specific proposal, set priorities, and develop a work plan for subsequent proposal editing and review.
- 4. Proposal Editing and Review** – BBCetc works iteratively with the client to review proposal components leading up to and including review of a complete proposal draft, time permitting prior to the submission deadline. BBCetc provides edits to the proposal as well as written reviews detailing areas that need additional work.
- 5. Proposal Submission** – BBCetc can assist client with proposal submission, including registrations, understanding of electronic submission systems, and actual proposal submission, predicated on sufficient time prior to the submission deadline.
- 6. Post-Submission Assistance** – BBCetc helps the client understand the various responses and feedback received from the funding agency. In the situation where the client receives pending notice of grant award, BBCetc can assist the client with the necessary assurances and other associated paperwork. If the client's proposal is not funded, and the agency allows resubmission, BBCetc can provide a "post-mortem" review of the proposal and associated agency feedback, and make recommendations regarding subsequent resubmission.

### CONSIDERATION

SBIR/STTR proposal development assistance is provided at a rate of \$200 per hour with an upfront fee of \$1,000 covering the first two hours of one-on-one consulting and an array of agency-specific tools and templates. Total costs vary depending on the experience and knowledge of the client and whether it is a Phase I or Phase II proposal. Average cost per client for proposal assistance is typically in the range of \$3,000 to \$6,000, with a new contract required after meeting \$6,000 in delivered assistance.

### **Grant and Contract Management Services**

BBCetc also provides post-award grant and contract management assistance to companies. This service includes comprehensive one-on-one consulting plus BBCetc's agency-specific tools, including documents and templates typically required by federal agencies. It is provided at a rate of \$200/hr. with an upfront fee of \$1,000 that covers the first two hours of one-on-one consulting and all relevant tools and templates.