# THIS PAGE IS THE INSTRUCTION PAGE AND SHOULD BE DELETED BEFORE SUBMISSION. PLEASE ENSURE THE FIRST PAGE HAS THE “ATTACHMENT 1: 25.5/E RELEASE 10” BANNER

**SOLICITATION INFORMATION**

* Department of The Air Force (DAF) Small Business Innovation Research (SBIR) / Small Business Technology Transfer (STTR)
* DoD 25.5 Release 10 Commercial Solutions Opening (CSO) SBIR/STTR Phase I Proposal Template
* This Proposal Template covers AFX25.5-DPCSO1 (USAF Stakeholder) and AFX25.5-DPCSO2 (USSF Stakeholder) for Release 10
* July 2, 2025: Topics Open; DoD begins accepting proposals in DSIP
* August 5, 2025: Topics Close; Deadline for receipt of proposals is 12:00 p.m. ET

**INSTRUCTIONS**

This mandatory Phase I proposal template will be used during evaluations. Volume 2 submissions that do not adhere to this template will be deemed non-responsive and disqualified.

* **The X25.5 Release 10 SBIR Phase 1 Topic Release instructions (TRI) and X25.E Release 10 STTR Phase 1 TRIs and the corresponding DoD CSO, inclusive of attachments and any amendments, contain the instructions and evaluation criteria applicable to the subject topic releases. To the extent there are any inconsistencies between the instructions of this form and those found in the TRI or underlying CSO, the respective TRI and CSO shall govern.**
* Content is bound to the designated page(s) as indicated on the Table of Contents. Page numbers and content should be adhered to and NOT changed.
* For the as applicable information (foreign citizens, facilities/equipment, similar proposals or awards, technical data, direct labor costs, material labor costs, travel costs, and/or special tooling and test equipment), you should designate page numbers if information is included. This section should have a maximum of four pages total.
* Each page should disclose if it has proprietary information. Additional information can be found in the TRI.
* ***Directions can be found in [blue italics]. To maintain the Table of Contents’ designated page numbers, do not include the instructional blue text. Additionally, this instruction page shall also be removed.***
* Each page should include the company name, topic number, and DSIP assigned proposal number. If your platform allows, this can be done in the footer.
* Font must be kept no smaller than 10pt with at least .5 inch margins. We recommend a Serif font for legibility.

**SUBMISSIONS**

* Proposals have a 15 MB maximum limit. Do NOT include or embed active graphics such as videos, moving pictures, or other similar media in the document.
* Proposals should be uploaded as a PDF a single Portable Document Format (.pdf) file before uploading your proposal on DSIP. Do not save PDF as a scan photo, or image.
* All proposals must be prepared and submitted through DSIP: [**https://www.dodsbirsttr.mil/**](https://www.dodsbirsttr.mil/)by the solicitation designated deadline
* Volume 2 must be a single document, including graphics, that are free from viruses. If a virus is detected, it may cause rejection of the proposal. Do not lock or encrypt the uploaded file.

Distribution A. Approved for public release; distribution unlimited. AFRL-2025-3182

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***[If your proposal has any identified proprietary information, include this statement. If there is NO proprietary information, remove this statement:]*** This proposal contains information that shall not be disclosed outside the federal government and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than evaluation of this proposal, unless authorized by law. The Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract if award is made as a result of the submission of this proposal. The information subject to these restrictions are contained on all pages of the proposal except for pages ***[insert page numbers or other identification of pages that contain no restricted information]*.**

***[Mark each applicable page from Volume 2 that contains proprietary information with the following legend: “Use or disclosure of information contained on this sheet is subject to the restriction on the table of contents page for Volume 2.”***

***This legend may be included at the top of any applicable pages, except as otherwise annotated, of the Proposal Template document.]***

**SMALL BUSINESS CONCERN (SBC)**

***[SBC Name]***

**Proposal Title: *[List your proposal title]***

**Proposal Number: *[List your proposal number assigned by DSIP]***

**TECHNICAL MERIT SUMMARY**

***[Select the most accurate option:]***Currently, our technology is in the **SELECT** stage.

***​​[Clearly communicate the scientific merit of the solution’s central and/or enabling technological concepts, including the most effective points that demonstrate the technical merit of the solution. Identify the current scientific and/or technical baseline, referencing relevant scientific and technical literature, and describe the RDT&E effort’s advancement of this baseline.]***

**Key Personnel**

***[Identify key personnel involved in the project, including subcontractors and consultants. The applicant shall address qualifications for conducting RDT&E in addition to qualifications for commercialization. Include information regarding education, experience, and citizenship. A technical resume for the PI, including publications, if any, shall be included.]***

***[FOR STTR ONLY: Include the Research Institution’s (RI) principal investigator/project manager.]***

***[Add or remove rows as necessary.]***

| **NAME** | **EDUCATION** | **EXPERIENCE AND/OR CAPABILITIES** |
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**CONCEPT & SIGNIFICANCE OF PROBLEM/OPPORTUNITY**

***[Define the specific technical problem and/or opportunity addressed and its importance to your prospective customers.***

***Describe how your proposed solution is better than the currently available alternatives in the commercial and defense markets. Quantify your proposed solution’s benefits as much as possible. Communicate if and how the private sector variant of the proposed solutions is different from the DoD-variant.***

***Work proposed to the SBIR/STTR program MUST be R/R&D. Non-RDT&E procurement of commercially-available solutions is not appropriate for the SBIR/STTR program.]***

**DEFENSE NEED**

***[Demonstrate knowledge of prospective end-user(s)/customer(s) and their most reasonable use-case for your solution. Explore differentiation from current customer alternatives, and incremental progress toward fulfilling the identified defense need. Highlight previous DoD funding for the solution or underlying technology. Include a description of the proposed solution and how it compares to the user’s current alternative. Explain the breadth of applicability for the proposed solution.]***

**OUSD(R&E) CRITICAL TECHNOLOGY AREAS (CTA) and/or  
COMMERCIAL SPACE STRATEGY MISSION AREA**

***[****If applying for the DAF Open Topic (AFX255-PCSO1)****, identify which of the OUSD(R&E) Critical Technology Areas the proposed solution addresses or otherwise reference "BLUE SKY". Include a brief explanation of the solution's ability to provide increased strategic capability within the context of DAF, national, and global constraints. Additional information on OUSD(R&E) Critical Technology Areas can be found at***[**https://dod-critical-technology-area-roadmaps.zoiclabs.io**](https://dod-critical-technology-area-roadmaps.zoiclabs.io)*]*

***[Select:]***Our main CTA is **SELECT.**

***[If applicable select:]***Our secondary CTA is **SELECT**.

***[****If applying for the USSF Open Topic (AFX255-PCSO2)****, identify which of the OUSD(R&E) Critical Technology Areas the proposed solution addresses or otherwise reference “BLUE SKY”. Applicants shall also identify the Commercial Space Strategy Mission Areas the proposed solution addresses, or otherwise reference “BLUE SKY” and include an explanation of the solution’s ability to provide increased strategic capability within the context of USSF, national, and global constraints. Additional information on the USSF Commercial Space Strategy can be found at***[**https://www.spaceforce.mil/Portals/2/Documents/Space%20Policy/USSF\_Commercial\_Space\_Strategy.pdf**](https://www.spaceforce.mil/Portals/2/Documents/Space%20Policy/USSF_Commercial_Space_Strategy.pdf)*]*

***[For USSF proposals only*** *select****:]***Our main Commercial Space Strategy Mission Area is  **SELECT.**

**TRANSITION PLAN**

***[Describe your plan to transition your solution into the DAF. Briefly describe how your proposed solution could integrate with the existing efforts of your proposed DAF customer.]***

**Has your company identified potential customers you plan to pursue if selected: *[Select:]*** **SELECT.**

***[If yes, list your potential customer.]***

**SUMMARY OF THE PROPOSED SOLUTION’S COMMERCIALIZATION &  
NON-DEFENSE COMMERCIAL POTENTIAL BUSINESS PLAN**

***[Effectively demonstrate the firm’s ability to commercialize the proposed solutions in both DoD and commercial markets. Describe the non-Defense commercial solution, including its use by non-Defense commercial customers as well as the qualitative and quantitative value it brings to the proposed solution’s users. Relevant supporting data, such as journal articles, literature, government publications, etc., should be contained or referenced in the proposal.***

1. ***Include any applicable pilots, revenue, users, and/or other types of interest or resource investment to date that demonstrates the presence of viable customer markets and Government/commercial investment for the proposed solution. Including if the proposed solution has been (i) sold, leased, or licensed to the public; OR (ii) offered for sale, lease, or license to the public? Provide quantifiable data evidencing this sale, lease, or licensing.***
2. ***Describe the proposed solution’s competitive landscape and potential to scale the proposed solution. Include anticipated market segment (new or existing) and the potential percentage of market share the proposed solution could occupy.***
3. ***Does the proposed solution represent an entirely novel standalone solution, or does it modify/build upon an existing product or service? Items to include:***
   1. ***Is the proposed item “of a type”, i.e., similar to a commercial item, customarily used by the public or by non-governmental entities for non-governmental purposes?***
   2. ***How is the proposed solution different from similar competitor solutions?***
   3. ***What are the end-user use cases for the proposed solution and how does the proposed solution fulfill these use cases?***
   4. ***What is the non-defense market opportunity of your proposed solution? Can this be quantified or described?***
4. ***What are the proposed solution’s technical risks?***
5. ***Broad adoption and commercial success can be indicators of commercial potential and reduced technical risk but are not mandated.*** *Clearly delineate between the proposed solution’s commercial success and the overall company’s success.*

***This is an RDT&E solicitation, not a Commercial-Off-the-Shelf (COTS) resale solicitation. See FAR 2.101 for a full definition of commercial items. This is an RDT&E solicitation, not a Commercial-Off-the-Shelf (COTS) resale solicitation. See FAR 2.101 for a full definition of commercial items.]***

**RELATED WORK (DUAL-USE)**

**Similar previous and/or parallel work: *[Describe significant activities directly related to the proposed effort, including any conducted by the PI, proposing firm, consultants, or others. Describe how these activities interface with the proposed project and discuss planned coordination with outside sources. The technical volume must persuade reviewers of the proposer's awareness of the state-of-the-art in the specific topic. Describe similar previous and parallel work not directly related to the proposed effort. Provide the following:***

1. ***A short description***
2. ***Client POC (name and number)***
3. ***Description of defense or commercial customer and interviews with them (if applicable)***
4. ***Completion date]***

**NON-PROPRIETARY WORK PLAN OUTLINE AND PHASE I OBJECTIVES**

**Scope: *[List the major objectives and specifications of the proposed effort]***

***[Select:]* Kickoff Meeting Date:** Our company acknowledges that a kick-off meeting and preliminary report are due no later than 30 days after contract award. **SELECT**

***[Plan Outline - including subcontractors’ efforts]***

***[Provide a clear description of the approach. Indicate what tasks are planned, how and where the work will be conducted, a schedule of major events, and the final product(s) to be delivered. The Phase I effort should attempt to determine the technical feasibility of the proposed concept. For duration, as a reminder, the maximum period of performance is ninety (90) calendar days; proposals that exceed this duration will not be considered for award.]***

***[In the “Deliverable Success Markers,” include your Phase I objectives to describe how success will be measured in helping the prospective users.]***

***[Although rare in a Phase I any proposals that implicate Human Subjects Research (HSR), must specifically indicate which tasks fit the definition of HSR. For additional information on HSR, please refer to the DoD SBIR Program CSO.]***

***[Add or remove rows as necessary.]***

| **DURATION** | **DELIVERABLE TITLE** | **DELIVERABLE DESCRIPTION** | **DELIVERABLE SUCCESS MARKERS / OBJECTIVES** | **PERFORMER** |
| --- | --- | --- | --- | --- |
| *[Day X - X (Example: Day 0-30)]* | *[Task Name]* | *[This task will accomplish ‘XYZ’]* | *[This task will be considered successful if ‘ABC’ is accomplished]* | *[SBC Point of Contact for this task]* |
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***[Select an answer for the below questions.*** *IF* ***your company has identified HSR please answer the following as “Yes” or “No.”*** *IF* ***your company has*** *NOT* ***identified HSR please answer the following as “NA.”]***

* Will the proposed activity include use of toxins, human derived materials, or recombinant DNA? **SELECT**
* Will the project involve interaction or intervention with humans? **SELECT**
* Will the project involve access to, collection, use, analysis, or sharing of human data or human bio specimens? **SELECT**

**FOREIGN PERSONS**

***[If this section is NOT applicable, simply put “N/A.”]***

***[Identify all foreign persons and non-U.S. citizens and dual citizens proposed as direct employees, subcontractors, or consultants. For these individuals, in addition to technical resumes, please provide countries of origin, type of visas or work permits held, and explanation of their anticipated involvement level in the project, i.e., tasks to be assigned. When the proposed technology is subject to export control, these individuals, if permitted to participate, are limited to work in the public domain. Further, tasks assigned must not be capable of assimilation into an understanding of the project’s overall objectives. This precludes foreign nationals from acting in key positions such as Principal Investigator, Senior Engineer, etc. Additional information may be requested during negotiations to verify foreign person’s eligibility.]***

***[Please reference “Foreign Persons” for more information on if the proposed work is International Traffic in Arms Regulations (ITAR) restricted or otherwise export-controlled.]***

***[Select:]*** In the proposed work, there **SELECT** activities.

***[Add or remove rows as necessary.]***

| **NAME** | **COUNTRY OF ORIGIN** | **TYPE OF VISA/WORK PERMIT** | **LEVEL OF INVOLVEMENT ON THIS PROJECT** | **EFFORTS INVOLVE ITAR** |
| --- | --- | --- | --- | --- |
|  |  |  |  | ***[Select:]*** **SELECT** |
|  |  |  |  | ***[Select:]* SELECT** |
|  |  |  |  | ***[Select:]*** **SELECT** |

**GLOSSARY**

***[Include a glossary of acronyms and abbreviations used in the proposal. If no acronyms and/or abbreviations are used in the proposal, put “****N/A****.”]***

***[If needed, the Glossary may extend beyond page 14.]***

# THIS CHECKLIST SHOULD BE DELETED UPON COMPLETION AND BEFORE SUBMITTING.

**PROPOSAL PHASE I CHECKLIST**

*\*Disclaimer: this list is intended to aid applicants with submission of a complete proposal but may not be a complete list. Please refer to the solicitation to ensure compliance with the full terms and conditions.*

**Before Writing the Proposal**

* My company is (or is currently working on) being fully registered in [**SAM.gov**](http://sam.gov)
* My company has (or will have at the time of the award):
  + A Unique Entity ID (UEI)
  + A Commercial and Government Entity (CAGE) Code
  + SBA Small Business Concern (SBC) ID
* My company has thoroughly read through the solicitation to have an accurate understanding of award practices, disqualifiers, eligibility, contact information, requirements, etc.

**Cover Sheet**

* My company has not included proprietary information on the proposal cover sheet or classified information anywhere in the application
* Submitted the cover sheet via DSIP portal and received a proposal number

**Proposal Template Volume Two (2)**

* ***[Informational text has been removed] - [This is all blue text and can also be identified  
  as italicized text in brackets]***
* My company has removed the proposal template’s instruction page and checklist from the proposal
* My company has included all necessary sections listed in the Table of Contents
* All proposal sections align with the designated pages on the Table of Contents
* My company has ensured that all parts of the proposal template are completed
* All proprietary information (constituting a trade secret, commercial or financial information, and/or confidential personal information) has been clearly marked and a disclaimer added to the Table of Contents.
* There is NO classified information in my company’s proposal
* My company has completed Volume 3 Cost Volume in DSIP
* My company has completed the Company Commercialization Report (CCR) including the CCR on SBIR.gov if our company has previously received a SBIR or STTR award (see TRI Volume 4 for instructions)
* My company has added the company name, topic number, and DSIP assigned proposal number to the bottom of each page.
* My company has not included/embedded active graphics or hyperlinks
* My company has saved the proposal as a single .pdf file
* The proposal template PDF does not exceed 15 MB
* My company has performed a virus check
* My company has not locked or encrypted the file
* My company has NOT made any common disqualifiers mistakes:
  + SAM is properly updated to include eligibility for ALL awards
  + The minimum performance Percentage of Work (POW) is allocated properly
  + Work, as proposed, meets the definition of R/R&D required for funding
  + The proposal is submitted on time
  + The proposal submitted does NOT exceed the maximum SBIR funding amount ($75,000.00) **OR** STTR funding amount ($110,000.00).
  + Proposal submitted does NOT exceed the maximum SBIR specified duration (90 calendar days) **OR** STTR specified duration (90 calendar days)
  + We have used the proposal template

**Volume Five (5)**

* I have included all the Supporting Documents in Volume 5 as applicable (each with a file size of under 5MB)
  + **REQUIRED - Attachment 1:** Phase I Proposal Template
  + **REQUIRED - Attachment 2:** SBIR/STTR Funding Agreement Certification
  + **REQUIRED - Attachment 3:** SBIR/STTR Funding Agreement Lifecycle Certification
  + **IF APPLICABLE - Attachment 4:** Identification and Assertion of use, Release, or Disclosure Restrictions
  + **IF APPLICABLE - SBIR ONLY- Attachment 5:** Certification for SBIR Applicants that are Majority-Owned by Multiple Venture Capital Operating Companies, Hedge Funds, or Private Equity Firms. This attachment does not apply to STTR submissions.
  + **REQUIRED FOR STTR ONLY - Attachment 5:** Contractor Certification Regarding Preaward Requirements for Small Business Technology Transfer (STTR) Program
* My company has implemented NIST SP 800-171 in accordance with DFARS 252.204-7019 and the instructions listed in the TRI Table 4: Supporting Documents (Recommended at proposal submission)
* My company has included the applicable supporting documents in Volume 5 including:
  + Supplemental Cost Information
  + Direct Material Costs Supporting Documentation
  + Travel Included in Other Direct Costs
  + Special Tooling/Test Equipment Costs
  + Subcontractor Agreements
  + Copies of Consultant Agreements
  + Facilities/Equipment
  + Indirect Costs
  + Resumes of Key Personnel
  + Non-Proprietary Work Plan
  + DD Form 2345
  + Allocation of Rights
  + Data Rights Assertions
  + Human Subjects Research (HSR)