



## DEPARTMENT OF THE AIR FORCE

DATE

## OPEN TOPIC GOVERNMENT ENGAGEMENT MEMORANDUM

## ▶ IMPORTANT!

The instructions for filling out this form are on page 11. Please consult this page before proceeding.

## References:

- a. 15 U.S.C. §638
- b. Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Program Policy Directive (May 2023)

## FROM:

(DAF CUSTOMER ORGANIZATION)

The organization responsible for procuring the solution for the end-user.

## SUBJECT:

<sup>1</sup>AFWERX and SpaceWERX Small Business Innovation Research (SBIR) Phase II – DAF Organization Participation Interest in the SBIR Program under **TOPIC\* 25.5 Release 9 SBIR Focused Open Topic** with

(SBIR COMPANY)

## 1. STATEMENT

This memorandum confirms my organization's interest and commitment to supporting the AFWERX Open Topic Phase II proposal referenced above. This support is provided in accordance with references (a) and (b) and the relevant Air Force and Space Force SBIR solicitation, which authorize the Department of the Air Force to fund innovative products, services, and enterprises.

I understand that providing a signed Government Engagement Memorandum is a mandatory component of the small business' submission, demonstrating my organization's intent to serve as the Primary Customer Organization, as defined below, for the Phase II effort should it be selected for award. Upon successful award of the proposal, I agree to fulfill the responsibilities associated with my role:

- **Primary Customer Organization:** I represent the organization responsible for managing potential future procurement, sustainment, funding, contracting, and logistics for any Phase III efforts if deemed successful.
- **Technical Point of Contact (TPOC) and End-User:** If the proposal is selected for award, I will identify the TPOC and End-User POC **no later than September 15th, 2025**.

## 1. STATEMENT (CONTINUED)

I understand that Phase II is a vital step towards commercialization. If the proposal is selected for award and the resulting work demonstrates potential benefit to the Department of the Air Force, my organization will explore opportunities to transition these innovations to Phase III contracts, subcontracts, or other relevant agreements. This consideration will be made with regard to the Phase III transition preference for SBIR funded technologies, as outlined in references (a) and (b). I also acknowledge that any potential Phase III transition is subject to government acquisition planning, funding availability, security assessments, and applicable regulatory reviews, to include a Due Diligence review in accordance with 15 USC 638(vv) and other applicable policy. This statement does not obligate the DAF to provide funding for a Phase III effort.

## 2. STAKEHOLDERS

The successful transition of dual-use technology requires engaged and empowered stakeholders. The following stakeholders will support the proposed project. If the project is selected for award, their support functionals (e.g. Public Affairs, Security, etc.) will provide staff functions as needed to support the small business in performing on their contract.

### 2a. STAKEHOLDERS: PRIMARY CUSTOMER ORGANIZATION

#### Primary Customer Organization

Primary customer organization is the organization that will manage any future procurement, sustainment, funding, contracting, and logistics for any Phase III efforts, as appropriate.

**The signatory for the Customer, must be either a DAF/DOD civilian employee or military member.**

(MAJCOM/FLDCOM/DRU) Air Force Materiel Command (AFMC)

(PEO/CENTER)

(FULL NAME OF ORGANIZATION)

(OFFICE SYMBOL)

Should match email symbol in GAL (ex. USAF AFMC AFLCMC/HNCJ).

#### Primary Customer Point of Contact

(TITLE/RANK)

(FIRST NAME)

(LAST NAME)

(PAY GRADE)

(BRANCH)

(OFFICE SYMBOL)

(NAME OF DIVISION/OFFICE)

(DUTY TITLE)

(EMAIL)

(PHONE)

**The POC named here is expected to provide a digital signature on Page 10.**

**2b. STAKEHOLDERS: PRIMARY END-USER ORGANIZATION (IF KNOWN)**

Primary end-user organization is the organization that will use the developed solution, or that will primarily benefit from the solution.

**Primary End-User Organization**

(MAJCOM/FLDCOM/DRU)

(PEO/CENTER)

(FULL NAME OF ORGANIZATION)

(OFFICE SYMBOL)

Should match email symbol in GAL (ex. USAF AFMC AFLCMC/HNCJ).

**Primary End-User Point of Contact**

(TITLE/RANK)

(FIRST NAME)

(LAST NAME)

(PAY GRADE)

(BRANCH)

(OFFICE SYMBOL)

(NAME OF DIVISION/OFFICE)

(DUTY TITLE)

(EMAIL)

(PHONE)

**2c. STAKEHOLDER ROLES AND RESPONSIBILITIES**

**REFERENCE:** Federal Acquisition Regulations (FAR) 2.101, Definitions Defense Federal Acquisition Regulations Supplement (DFARS) Part 201.602-2, Responsibilities

**1. Key Information for All Parties**

This section outlines essential information regarding the Government stakeholders involved in this project. The Government Customer is responsible for designating both the End-User and the Technical Point of Contact (TPOC).

- **TPOC and End-User Identification:** If the proposal is selected for award, the Government Customer will identify the TPOC and End-User no later than **September 15, 2025**. This information will be provided to the AFWERX/SpaceWERX PM via [afri.rgv.p2@us.af.mil](mailto:afri.rgv.p2@us.af.mil).
- **TPOC Eligibility:** The Technical Point of Contact (TPOC) must be a Department of the Air Force (DAF) member (military or civilian employee). This individual can also serve as either the Customer or the End-User.
- **Restrictions Prior to Contract Award:** You are not authorized to discuss performance or any other matter related to the proposed effort until the contract is fully executed (awarded).
- **Post-Award Communication:** The award notice will include the contract number and relevant points of contact, including the Contracting Officer (CO), for contract administration.

## 2c. STAKEHOLDER ROLES AND RESPONSIBILITIES (CONTINUED)

- **AFWERX/SpaceWERX Program Manager Contact:** For all Program Manager (PM)-related correspondence, the AFWERX/SpaceWERX PM can be reached at [afrl.rgv.p2@us.af.mil](mailto:afrl.rgv.p2@us.af.mil).
- **Limitations on Stakeholder Authority:** The Customer, End-User, or TPOC are not authorized to make commitments or changes affecting price, quality, quantity, delivery schedule/period of performance, scope of work, place of performance, or other terms and conditions of the contract/award and may be personally liable for unauthorized acts.

### 2. Responsibilities of the Technical Point of Contact (TPOC)

As the Government Customer, you play a crucial role in the success of this potential contract award. A key responsibility is the timely designation of a qualified Technical Point of Contact (TPOC) to oversee the technical aspects of the project if your proposal is selected. This section outlines the criteria for selecting a TPOC and their essential responsibilities.

The individual you designate as the TPOC will be critical to ensuring the contractor's successful performance and contract completion. Their responsibilities include:

- **Performance Oversight:** Monitoring the contractor's cost, technical, and schedule performance to identify and promptly inform the AFWERX/SpaceWERX PM and CO of any issues, such as marginal or unsatisfactory performance, missed delivery schedules, or non-compliance with contract requirements.
- **On-Site Briefings:** Ensuring contractor personnel working at government facilities receive necessary briefings on required training, including security, emergency management, and accountability procedures. This briefing can be conducted by the TPOC or facility leadership.
- **Deliverables Management:** Receiving and accepting contract deliverables to facilitate timely payment to the contractor after acceptance.
- **Government Liaison:** Maintaining communication with the identified AFWERX/SpaceWERX PM and CO, as well as any Administrative CO if different from AFRL/RGK.
- **Coordination and Issue Resolution:** Working with the contractor, installation, and other relevant government organizations to secure required approvals/waivers and resolve any execution challenges including but not limited to security requirements (e.g. CACs, DD254 coordination), program protection compliance, cybersecurity compliance, flight testing, UAS regulations, human/animal subjects, and safety measures where required. These action should be coordinated with the AFWERX/SpaceWERX PM via [afrl.rgv.p2@us.af.mil](mailto:afrl.rgv.p2@us.af.mil).
- **Record Keeping:** Maintaining organized records, including a copy of the contract and any modifications (unless electronically available), pertinent memorandums (this document), correspondence with the contractor and CO, records of inspection activities and results, and all other relevant actions taken as the TPOC. This information must be provided to the CO upon request. Direct any documentation questions to the CO.

## 2c. STAKEHOLDER ROLES AND RESPONSIBILITIES (CONTINUED)

- **Continuity of Support:** If the initially designated TPOC is unable to continue their duties, they are responsible for identifying a replacement TPOC and immediately notifying the PM to begin the transition. The replacement TPOC must acknowledge their responsibilities in writing. Upon official redesignation, the outgoing TPOC must ensure all relevant documentation is transferred to the new TPOC.
- **Adherence to Guidelines:** The TPOC must not discuss acquisition plans/strategies or provide advance information that could unfairly benefit a contractor in future procurements. They should focus on communicating the contract requirements to the contractor, not directing how the work is performed, and should not be involved in the contractor's hiring/termination processes.
- **Project File Maintenance:** The TPOC is expected to maintain a well-documented project folder/R&D case file, ensuring all relevant documents cite the contract/order number and that copies are provided to the CO upon request. Strict adherence to guidelines regarding contractor proprietary data and business-sensitive information is essential. Contracting personnel are available for guidance on contract terms.
- **Required Training:** The TPOC will be required to complete specific online training modules, including AFWERX-specific TPOC training and any additional training based on the contract's activities and regulatory requirements. Training-related questions should be sent to [afrl.rgv.p2@us.af.mil](mailto:afrl.rgv.p2@us.af.mil). Optional, but recommended, training from the Defense Acquisition University is also listed.
- **Ethical Conduct:** The TPOC, as a government employee, must adhere to the highest standards of conduct and avoid any conflicts of interest, as outlined in DoD 5500.7-R, Joint Ethics Regulation, and FAR 3.2 concerning contractor gratuities.

## 2d. STAKEHOLDERS: PHASE II TECHNICAL POINT OF CONTACT (TPOC) (IF KNOWN)

**PRIMARY Phase II Technical Point of Contact (TPOC):** Primary TPOC must be a DAF civilian or DAF military member. The Primary TPOC may also be your end-user or customer.

(TITLE/RANK)

(FIRST NAME)

(LAST NAME)

(PAY GRADE)

(BRANCH)

(OFFICE SYMBOL)

(NAME OF DIVISION/OFFICE)

Should match email symbol in GAL  
(ex. USAF AFMC AFLCMC/HNCJ).

(MAJCOM/FLDCOM/DRU)

(PEO/CENTER)

(FULL NAME OF ORGANIZATION)

**2d. STAKEHOLDERS: PHASE II TPOC (IF KNOWN) (CONTINUED)**

(DUTY TITLE)

(EMAIL)

(PHONE)

**ALTERNATE** Phase II Technical Point of Contact (TPOC): **OPTIONAL BUT ENCOURAGED**

(TITLE/RANK)

(FIRST NAME)

(LAST NAME)

(PAY GRADE)

(BRANCH)

(OFFICE SYMBOL)

(NAME OF DIVISION/OFFICE)

Should match email symbol in GAL  
(ex. USAF AFMC AFLCMC/HNCJ).

(MAJCOM/FLDCOM/DRU)

(PEO/CENTER)

(FULL NAME OF ORGANIZATION)

(DUTY TITLE)

(EMAIL)

(PHONE)

**2e. STAKEHOLDERS: STAFF FUNCTIONS**Staff Functions Providing Concurrence: **IF APPLICABLE TO YOUR ANTICIPATED WORK. OTHERWISE, ENTER N/A.**<sup>2</sup>SECURITY OFFICE NAME)<sup>3</sup>INFORMATION ASSURANCE/CYBERSECURITY NAME)<sup>4</sup>FINANCE NAME)

(CONTRACTING NAME)

(STRATEGY, INTEGRATION, AND REQUIREMENTS NAME)

(LEGAL COUNSEL NAME)

(ENGINEERING/SPO/TEST NAME)

(PUBLIC AFFAIRS NAME)

(ADDITIONAL STAKEHOLDERS: IF APPLICABLE OR ENTER N/A IF NOT APPLICABLE)

### 3. GOVERNMENT FURNISHED PROPERTY

The SBIR Company (WILL / WILL NOT) require Government Furnished Property (GFP), including but not limited to equipment, tooling, software, data, test articles, or facilities, as defined in FAR Part 45, to perform the proposed work under Phase II.

If a Phase II is awarded and GFP is required, the TPOC will be responsible for coordinating the loan or transfer of approved GFP in accordance with applicable regulations and agency procedures, including the establishment of a formal loan agreement or property transfer documentation

### 4. <sup>5</sup> SECURITY

The SBIR Company (WILL / WILL NOT) require access to military installations and facilities to perform the proposed work under Phase II.

If a Phase II is awarded, the TPOC will work with applicable visitor centers or security offices to sponsor the individuals onto the installation when required.

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The SBIR Company (WILL / WILL NOT) require Common Access Cards (CACs) to access DoD networks to perform the proposed work under Phase II.

If a Phase II is awarded, the TPOC will work with the named Security Office to process the documentation required to issue the CAC.

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The SBIR Company (WILL / WILL NOT) require classified access documented via a Form DD254 to perform the proposed work under Phase II.

If a Phase II is awarded, the TPOC and the DAF customer/end-user organization will work with their relevant Security Office to draft a DD254 (the form needed to detail security requirements and classification guidance to a contractor) and work with the company to obtain access.

### 5. <sup>6</sup> CYBERSECURITY

The proposed solution (DOES/DOES NOT) involve software or IT that will connect to DoD networks/systems or utilize CUI data.

If a Phase II is awarded, the TPOC will work with their relevant Information Assurance/Cybersecurity Offices required to execute the contract. The TPOC should also work with their Authorizing Official/Entity to determine what type of authorization is required (IATT, ATO, etc.), help the company submit required paperwork, and ensure all cybersecurity requirements are met.



**6. <sup>7</sup>FLIGHT TESTING OR UTILIZATION OF UNMANNED AERIAL SYSTEMS (UAS)**

The SBIR Company (WILL / WILL NOT) accomplish the proposed Phase II work.

require flight testing or UAS utilization to

If a Phase II is awarded, the SBIR Company will immediately start coordinating with the TPOC, AFRL/DO, and applicable AFWERX Regulatory and Test Personnel to prepare flight test planning documents in accordance with AFRL/DO instructions.

**7. <sup>8</sup>HUMAN SUBJECT RESEARCH\***

The proposed solution (DOES/DOES NOT) involve Human Subject Research pursuant to DoDI 3216.02, Protection of Human Subjects and Adherence to Ethical Standards in DoD Conducted and Supported Research as well as 32 CFR, Part 219, Protection of Human Subjects. Coordination with the TPOC and Ventures Human Research Coordinator to obtain required research plans, reviews, and approvals in accordance with DoDI 3216.02 and AFRL HRPO instructions must begin immediately after contract award. See Form Instructions, Section 13, Human Subject Research (HSR), for additional information/clarification.

**\*NOTE:** Any TPOC aligned to an effort that may involve HSR is required to complete a separate HSR TPOC training led by the 711 HPW/IR, Human Research Performance Protection Office (HRPO).

**8. <sup>9</sup>ANIMAL SUBJECT RESEARCH**

The proposed solution (DOES/DOES NOT) involve animal subject research and/ or testing pursuant to DODI 3216.01, Use of Animals in DoD Conducted and Supported Research and Training, and DHA-MSR 6025.02/AFMAN 40-401(I), The Care and Use of Animals in DoD Research, Development, Test, and Evaluation (RDT&E) or Training Programs, as well as U.S. Code Title 7. Coordination with the TPOC and the Department of the Air Force (DAF) Animal Research Oversight and Compliance Office (AROCO) to obtain required research plans, reviews, and approvals in accordance with DODI 3216.01, DHA-MSR 6025.02/AFMAN 40-401(I), and AROCO instructions must begin immediately after contract award.

**9. <sup>10</sup>PHASE II FUNDING COMMITMENT**

Has non-SBIR Government funding been secured?

No (If **No** is selected, please enter N/A into the next five fields.)

Yes (If **Yes**, complete the following fields. This commitment does not constitute an obligation and is subject to funds availability at the time of contract execution.)

If a Phase II award is executed, (DoD/DAF PARTNER FULL NAME)

will provide (AMOUNT AND TYPE OF FUNDS)

non-SBIR Government funds.



(DAF PARTNER FINANCE OFFICE SYMBOL)

concurs with this funding type's use and verifies funds availability. This commitment does not constitute an obligation and is subject to funds availability at the time of contract execution.

(DoD/DAF PARTNER)

(MAJCOM/FLDCOM/DRU)

(OFFICE SYMBOL)

will submit DRAFT funding documents (Form 9s/MIPRs) within 45 days of the solicitation closing. If the Phase I company is not selected for Phase II award, the funds will be returned to the providing DAF organization. Once selection letters have been sent, CERTIFIED funding documents from the partner organization are due within six business days. If certified funding documents are not provided by the due date, the effort will move forward without consideration of the Phase II funding commitment. If a DAF Partner provides funding and the proposal may involve use of humans or human data in the SBIR effort, the DAF Partner Commander will, upon award of contract, establish a Human Research Protection Program within the DAF Partner Command pursuant to DoDI 3216.02.

## 10. "SIGNATORY

**One CAC-enabled, digital signature is required. Government Engagement Memorandum submissions missing a CAC-enabled digital signature from a valid customer will NOT be accepted.**

Furthermore, it is this original PDF form that is to be submitted. Reminder: Scans, photos, and image reproductions of this form (even if saved as PDF) are not accepted, as they do not allow for digital signature verification. Failure to comply with this requirement may be grounds for disqualification.

The Signatory should be in a position that allows them to speak for their organizations (i.e. individuals must understand and exert influence over operational needs, formal requirements, or funding). Certain ranks/grades are not required for signatories to sign.

The Signatory acknowledges that they have been informed of and understand the key elements of the small business' proposal, specifically the proposed defense need, anticipated milestones, and estimated contract duration as outlined in their proposal. This acknowledgement confirms awareness of these elements at the time of signing.

**10. "SIGNATORY (CONTINUED)****CUSTOMER**

The signatory for the Customer, must be either a DAF/DoD civilian employee or military member. Contractor employees are not authorized signatories.

Confirm which organization you are from: (ORGANIZATION)

Customer (FIRST MI LAST, RANK/GRADE, USAF)

↓ **NOTE:** A CAC-enabled, digital signature is required here.

By signing this memo, you acknowledge you understand, accept and will abide by the full terms and conditions outlined in this memorandum.

Each company's proposal is limited to one completed Government engagement Memorandum with one digital, CAC-enabled signature.

Note that scans, photos, and image reproductions of this form are also not accepted, as they do not allow for digital signature verification. Avoid using Adobe Distiller to complete or modify this form – use Adobe Acrobat to mitigate data corruption issues. Failure to comply with these requirements may be grounds for disqualification. Additionally, DSIP has a file size limit of 5 MB for all files submitted as part of Volume 5, including this Government Engagement Memorandum.

## FORM INSTRUCTIONS

### FOR SBIR PHASE II GOVERNMENT ENGAGEMENT MEMORANDUM

**NOTE** – The Government Engagement Memorandum is periodically updated to reflect evolving Department of the Air Force priorities, programming, requirements, and feedback from government and industry partners. It's crucial to use the latest Government Engagement Memorandum for every proposal you submit. Please make sure the solicitation number at the top of the document matches the specific opportunity you're applying for.

You must use the official Government Engagement Memorandum template and fill out the requested fields in order to avoid potential disqualification. If a particular question is not applicable, please indicate this by entering "N/A." Proposals that do not include a completed and signed Government Engagement Memorandum executed in accordance with the current template will be deemed non-responsive to the solicitation and will not be considered for award.

**R/R&D/RDT&E SUITABILITY** – To ensure efforts submitted are appropriate for the SBIR Program, please see the applicable solicitation for general definitions and R/R&D/RDT&E suitability language. This language is not exhaustive but meant only for reference.

To learn more about the Ventures and SpaceVentures SBIR Open Topic programs, as well as access to additional resources (including videos, sample applications, and more), visit <https://afwerx.com/divisions/ventures/overview/> and <https://spacewerx.us/space-ventures/overview/>.

#### **1 Subject; Topic Number**

Topic numbers can be found in the Consolidated Topic Information Table in the solicitation.

#### **2 Section 2e; Stakeholders: Staff Functions; Security Office**

Provide organization name. Required for base access/CACs/classified accesses; see Section 4.

#### **3 Section 2e; Stakeholders: Staff Functions; Information Assurance**

Required for software and IT solutions; see Section 5.

#### **4 Section 2e; Stakeholders: Staff Functions; Finance**

Required for Phase II government Funding Commitments, if applicable; see Section 9.

#### **5 Section 10; Security**

The TPOC and the customer/end-user organization are responsible for all security actions. Please work with your local security office early on to understand the challenges you may face with getting the company the access it needs to complete the stated R&D work. AFWERX does not manage security actions.

## **6 Section 11; Cybersecurity**

If the proposed solution involves software or information technology and will need to connect either to an information system or weapon system or utilize DAF or DoD data, it will likely require software authorization (e.g. an Interim Authorization To Test (IATT)) granted by an Authorizing Official (AO) or utilize an established DAF DevSecOps environment. The TPOC should consult with the applicable customer and/or end-user organization's Cybersecurity or Information Assurance office to begin the process. Fundamental cybersecurity control requirements are outlined in NIST SP 800-171 Rev 1 and DFARS PGI 239.76 - Cloud Computing, and serves as the backbone to Air Force cyber and data security. More information can be found at <https://www.safcn.af.mil/CISO/Cybersecurity-Awareness/>. Additionally, the Cybersecurity Maturity Model Certification (CMMC) Program aligns with the DoD's existing information security requirements for the Defense Industrial Base. It is designed to enforce the protection of sensitive unclassified information shared by the Department with its contractors and subcontractors. Learn more about CMMC at <https://dodcio.defense.gov/CMMC/About/>. As with other types of security, the TPOC and the customer/end-user organization are responsible for enabling any security actions (including software authorization). AFWERX does not manage cybersecurity processes or software authorizations.

## **7 Section 12; Flight Testing/UAS**

Flight testing is any set of related events where a vehicle moves through the air and makes use of the physics of controlled or maneuvering aerial transport. It may include balloon flight, attributable aircraft, manned or unmanned aircraft, air taxis, aircraft ground test, cockpit evaluations, and other similar activities. For Flight Testing or Utilization of Unmanned Aerial Systems (UAS), there is a blanket waiver for AFRL/DO to "procure Commercial-Off-The-Shelf Unmanned Aerial Systems for the purposes of conducting cyber analysis, signature, system check out, or profile data in a benign or controlled RF environment." However, contractors proposing UAS purchases will need to work with the government TPOC to also pursue a "use waiver or Exemption to Policy (ETP)." Contract execution is not dependent on use waiver completion. However, it is important to start the process as early as possible, as completion could impact efforts' milestone schedules.

## **8 Section 13; Human Subject Research**

If the proposed solution includes research involving a living individual about whom an investigator conducting research obtains data through intervention or interaction with the individual or identifiable private information or includes research as a systematic investigation including development, testing, and evaluation designed to contribute to generalizable knowledge, additional requirements will need to be met. If 'DOES' is selected, please adhere to the following: The company will review and adhere to the protection of human subjects CLAUSES within the contract award and begin coordination to acquire a commercial Institutional Review Board (IRB) determination as the initial step in the approval process. The IRB determination must be provided to the Open Topic Execution Section and will be reviewed by a PM and HSR Gatekeeper. The company will work with the Execution Section who will support and facilitate the company through the remaining steps to obtain a final HRPO approval before work including HSR can commence.

**<sup>9</sup> Section 14; Animal Subject Research**

If the proposed solution includes research or tests involving animals, additional requirements will need to be met and DoD oversight will be required. If 'DOES' is selected, please adhere to the following: The company will review and adhere to animal subject testing CLAUSES within the contract award and begin coordination to acquire approval from an Institutional Animal Care and Use Committee (IACUC) as the initial step in the approval process. The IACUC approval must then be provided to the Department of the Air Force (DAF) Animal Research Oversight & Compliance Office (AROCO) for final approval before work including animal research or tests can commence.

**<sup>10</sup> Section 15; Phase II Funding Commitment; Paragraph 1**

Phase II Funding Commitment from DAF Organization: DAF customer's government funding commitments are not required for Phase II SBIR awards. However, a DAF customer may wish to provide its own funds to supplement SBIR program funds in order to increase project scope according to Reference (b), (Appendix I) (e.)§4(b)(1)(v)(B).

Pursuant to Reference (b), DAF customer may expend its non-SBIR funds as supplements to the Phase II award. Additionally, non-SBIR Federal matching, as well as non-Federal (in certain circumstances found in Reference (b) funding, may be used for Phase II.

In order to be included in the contract award, if selected, funding documents (Form 9s/MIPRs) must be provided to AFRL/RGF within 45 calendar days after the corresponding solicitation's closing date. Once selection letters are sent, CERTIFIED funding documents are due five business days later. To initiate the funds transfer process, email [AFRL.SBIR.STTR@us.af.mil](mailto:AFRL.SBIR.STTR@us.af.mil). You shall receive an automated response including the funds transfer request template and further guidance.