Project Pitch: My Work Community Portal

America's Seed Fund powered by NSF accepts Project Pitches from startups and small businesses through its [MyWork Community portal](https://nsfiip.force.com/mywork).

This user guide will provide information on accessing the portal and assist new and existing users in creating and submitting pitches and respond to any active Project Pitches and/or Program Director requests in the MyWork Community portal.

New User

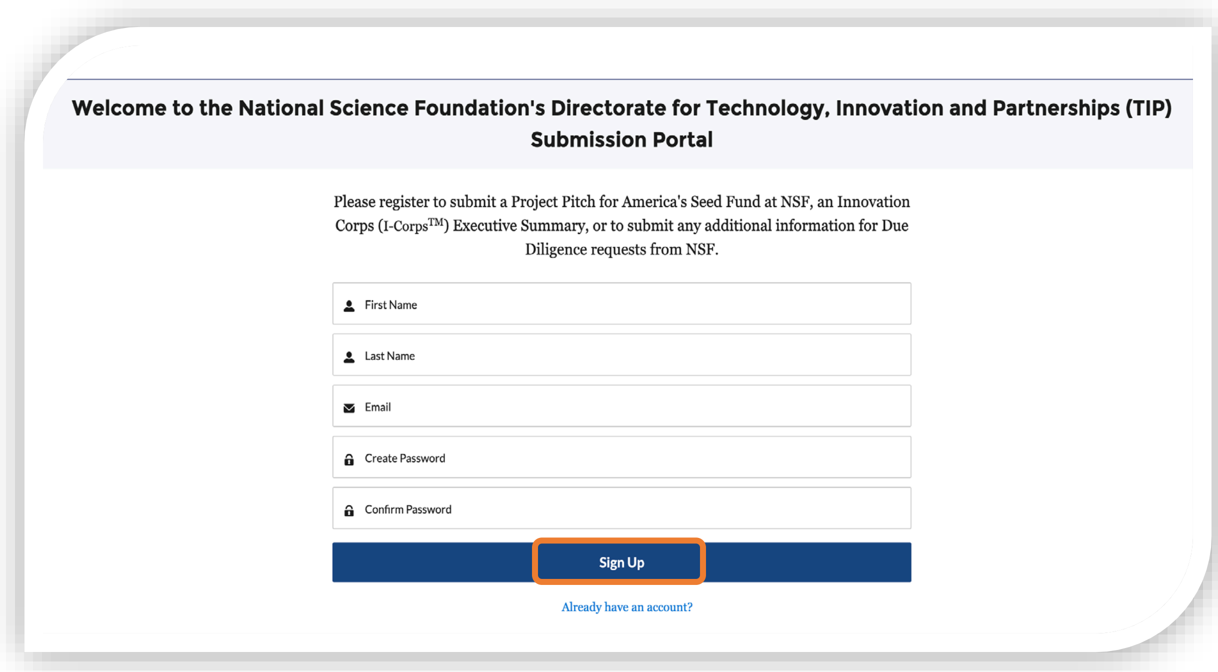
Account Creation

Go to https://nsfiip.force.com/mywork

- Select "**Create an account"** to register.

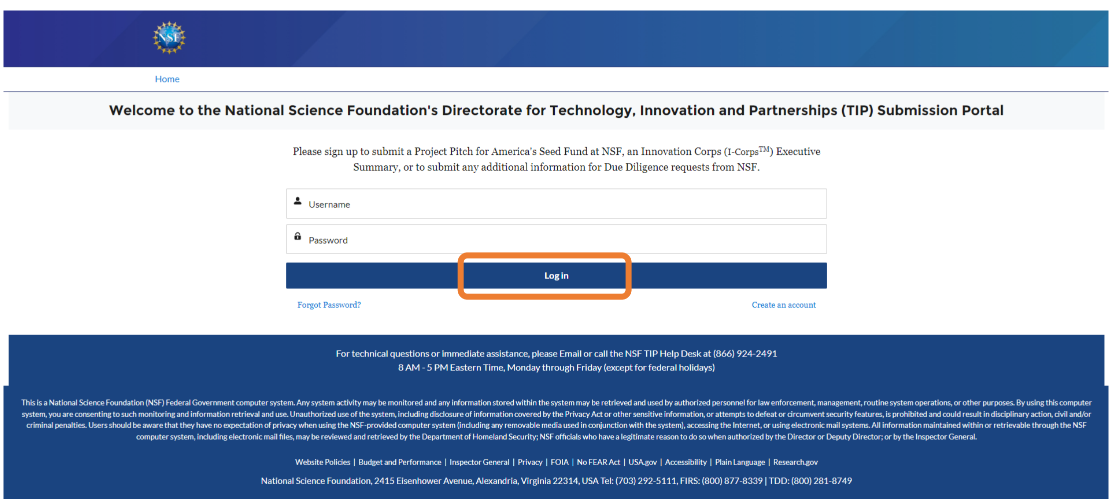
- Fill in:
  a. First Name
  b. Last Name
  c. Email
  d. Create Password
  e. Confirm Password

- Click on "**Sign Up**" to be routed to the MyWork Communities Home page.



Existing Users

- Go to the Salesforce link for UAT (User Acceptance Testing) environment: https://uat-nsfiip.cs32.force.com/PIDashboard

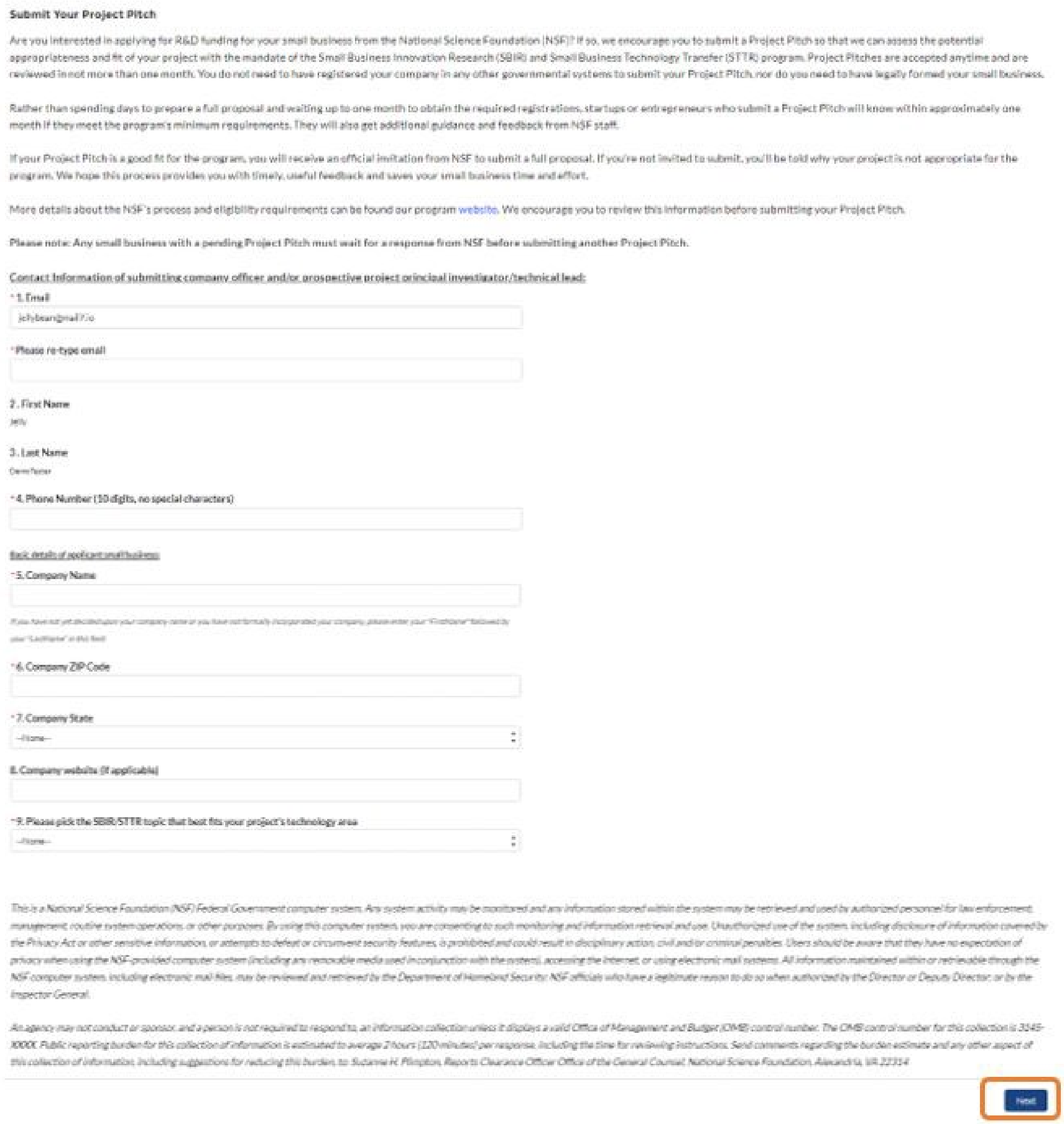


- Enter "**Username" and "Password"** (existing credentials).
- Click on "**Log In"** to be routed to the MyWork Communities Home page.

1. Submit Project Pitch

- On the Home page, select "**SBIR/STTR Project Pitches"** in the navigation bar.

- Select **"Submit New Project Pitch"** to submit a new pitch.
- The new Project Pitch submission form is displayed.
- Enter the required details.
- Select "**Next".**



Submit Your Project Pitch

Are you interested in applying for R&D funding for your small business from the National Science Foundation (NSF)? If so, we encourage you to submit a Project Pitch so that we can assess the potential appropriateness and fit of your project with the mandate of the Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) program. Project Pitches are accepted anytime and are reviewed in not more than one month. You do not need to have registered your company in any other governmental systems to submit your Project Pitch, nor do you need to have legally formed your small business.

Rather than spending days to prepare a full proposal and waiting up to one month to obtain the required registrations, startups or entrepreneurs who submit a Project Pitch will know within approximately one month if they meet the program's minimum requirements. They will also get additional guidance and feedback from NSF staff.

If your Project Pitch is a good fit for the program, you will receive an official invitation from NSF to submit a full proposal. If you're not invited to submit, you'll be told why your project is not appropriate for the program. We hope this process provides you with timely, useful feedback and saves your small business time and effort.

More details about the NSF's process and eligibility requirements can be found our program website. We encourage you to review this information before submitting your Project Pitch.

Please note: Any small business with a pending Project Pitch must wait for a response from NSF before submitting another Project Pitch.

Contact Information of submitting company officer and/or prospective project principal investigator/technical lead:

*1. Email

*Please re-type email

2. First Name

3. Last Name

*4. Phone Number (10 digits, no special characters)

Basic details of applicant small business:

*5. Company Name

*6. Company ZIP Code

*7. Company State

--None--

8. Company website (if applicable)

*9. Please pick the SBIR/STTR topic that best fits your project's technology area

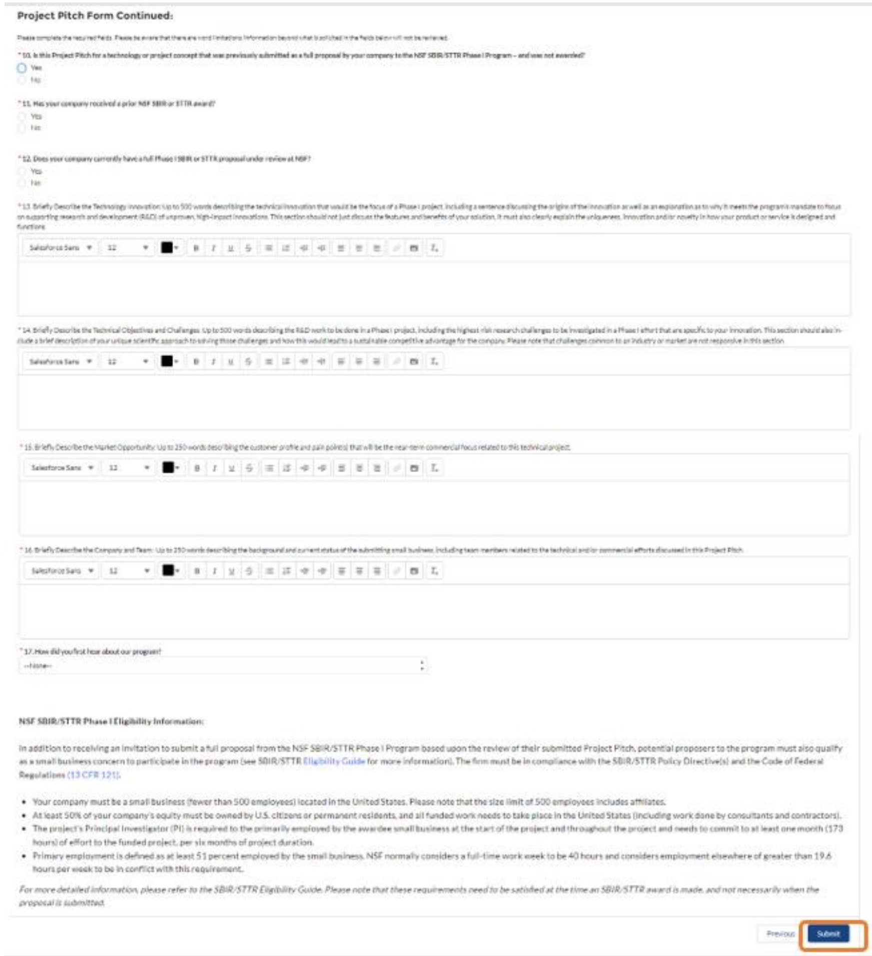
--None--

This is a National Science Foundation (NSF) Federal Government computer system. Any system activity may be monitored and any information stored within the system may be retrieved and used by authorized personnel for law enforcement, management, routine system operations, or other purposes. By using this computer system, you are consenting to such monitoring and information retrieval and use. Unauthorized use of the system, including disclosure of information covered by the Privacy Act or other sensitive information, or attempts to defeat or circumvent security features, is prohibited and could result in disciplinary action, civil and/or criminal penalties. Users should be aware that they have no expectation of privacy when using the NSF-provided computer system (including any removable media used in conjunction with the system), accessing the Internet, or using electronic mail systems. All information maintained within or retrievable through the NSF computer system, including electronic mail files, may be reviewed and retrieved by the Department of Homeland Security. NSF officials who have a legitimate reason to do so when authorized by the Director or Deputy Director, or by the Inspector General.

An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3145-XXXX. Public reporting burden for this collection of information is estimated to average 2 hours (120 minutes) per response, including the time for reviewing instructions. Send comments regarding the burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to: Suzanne H. Plimpton, Reports Clearance Officer Office of the General Counsel, National Science Foundation, Alexandria, VA 22314

Next

- Continue to enter the required details.
- Select **Submit**



Project Pitch Form Continued:

Please complete the required fields. Please be aware that there are word limitations. Information beyond what is solicited in the fields below will not be reviewed.

* 10. Is this Project Pitch for a technology or project concept that was previously submitted as a full proposal by your company to the NSF SBIR/STTR Phase I Program – and was not awarded?

- Yes
- No

* 11. Has your company received a prior NSF SBIR or STTR award?

- Yes
- No

* 12. Does your company currently have a full Phase I SBIR or STTR proposal under review at NSF?

- Yes
- No

* 13. Briefly Describe the Technology Innovation: Up to 500 words describing the technical innovation that would be the focus of a Phase I project, including a sentence discussing the origins of the innovation as well as an explanation as to why it meets the program's mandate to focus on supporting research and development (R&D) of unproven, high-impact innovations. This section should not just discuss the features and benefits of your solution. It must also clearly explain the uniqueness, innovation and/or novelty in how your product or service is designed and functions.

* 14. Briefly Describe the Technical Objectives and Challenges: Up to 500 words describing the R&D work to be done in a Phase I project, including the highest risk research challenges to be investigated in a Phase I effort that are specific to your innovation. This section should also include a brief description of your unique scientific approach to solving those challenges and how this would lead to a sustainable competitive advantage for the company. Please note that challenges common to an industry or market are not responsive in this section.

* 15. Briefly Describe the Market Opportunity: Up to 250 words describing the customer profile and pain point(s) that will be the near-term commercial focus related to this technical project.

* 16. Briefly Describe the Company and Team: Up to 250 words describing the background and current status of the submitting small business, including team members related to the technical and/or commercial efforts discussed in this Project Pitch.

* 17. How did you first hear about our program?

--None--

NSF SBIR/STTR Phase I Eligibility Information:

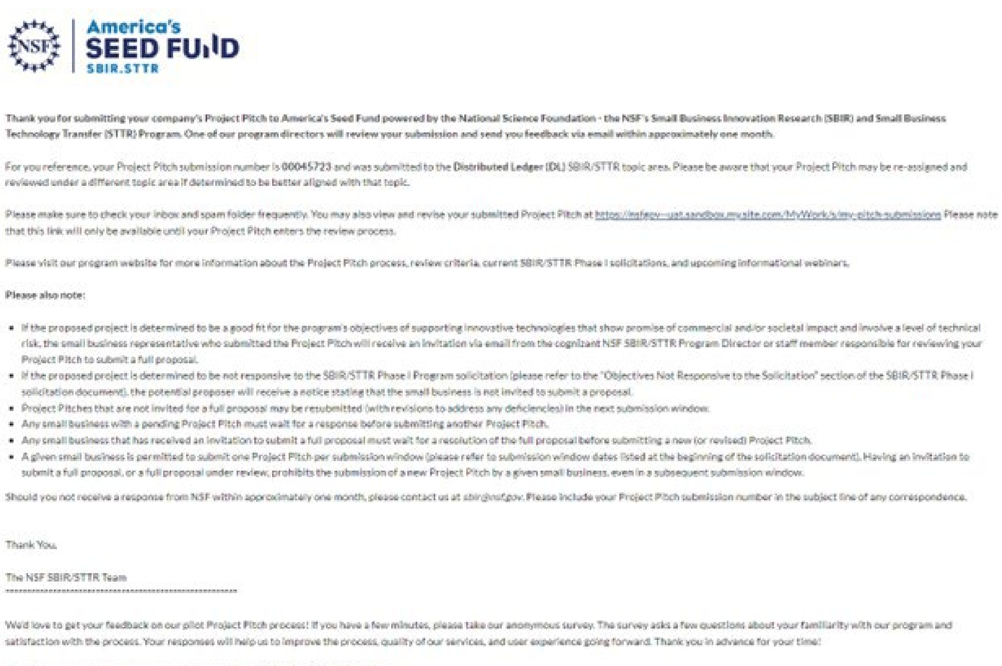
In addition to receiving an invitation to submit a full proposal from the NSF SBIR/STTR Phase I Program based upon the review of their submitted Project Pitch, potential proposers to the program must also qualify as a small business concern to participate in the program (see SBIR/STTR Eligibility Guide for more information). The firm must be in compliance with the SBIR/STTR Policy Directive(s) and the Code of Federal Regulations (13 CFR 121).

- Your company must be a small business (fewer than 500 employees) located in the United States. Please note that the size limit of 500 employees includes affiliates.
- At least 50% of your company's equity must be owned by U.S. citizens or permanent residents, and all funded work needs to take place in the United States (including work done by consultants and contractors).
- The project's Principal Investigator (PI) is required to the primarily employed by the awardee small business at the start of the project and throughout the project and needs to commit to at least one month (173 hours) of effort to the funded project, per six months of project duration.
- Primary employment is defined as at least 51 percent employed by the small business. NSF normally considers a full-time work week to be 40 hours and considers employment elsewhere of greater than 19.6 hours per week to be in conflict with this requirement.

For more detailed information, please refer to the SBIR/STTR Eligibility Guide. Please note that these requirements need to be satisfied at the time an SBIR/STTR award is made, and not necessarily when the proposal is submitted.

Previous Submit

- Upon submission, a confirmation information is displayed.



America's SEED FUND SBIR.STTR

Thank you for submitting your company's Project Pitch to America's Seed Fund powered by the National Science Foundation - the NSF's Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Program. One of our program directors will review your submission and send you feedback via email within approximately one month.

For you reference, your Project Pitch submission number is **00045723** and was submitted to the **Distributed Ledger (DL)** SBIR/STTR topic area. Please be aware that your Project Pitch may be re-assigned and reviewed under a different topic area if determined to be better aligned with that topic.

Please make sure to check your inbox and spam folder frequently. You may also view and revise your submitted Project Pitch at https://nsfgov--uat.sandbox.my.site.com/MyWork/s/my-pitch-submissions Please note that this link will only be available until your Project Pitch enters the review process.

Please visit our program website for more information about the Project Pitch process, review criteria, current SBIR/STTR Phase I solicitations, and upcoming informational webinars.

Please also note:

- If the proposed project is determined to be a good fit for the program's objectives of supporting innovative technologies that show promise of commercial and/or societal impact and involve a level of technical risk, the small business representative who submitted the Project Pitch will receive an invitation via email from the cognizant NSF SBIR/STTR Program Director or staff member responsible for reviewing your Project Pitch to submit a full proposal.
- If the proposed project is determined to be not responsive to the SBIR/STTR Phase I Program solicitation (please refer to the "Objectives Not Responsive to the Solicitation" section of the SBIR/STTR Phase I solicitation document), the potential proposer will receive a notice stating that the small business is not invited to submit a proposal.
- Project Pitches that are not invited for a full proposal may be resubmitted (with revisions to address any deficiencies) in the next submission window.
- Any small business with a pending Project Pitch must wait for a response before submitting another Project Pitch.
- Any small business that has received an invitation to submit a full proposal must wait for a resolution of the full proposal before submitting a new (or revised) Project Pitch.
- A given small business is permitted to submit one Project Pitch per submission window (please refer to submission window dates listed at the beginning of the solicitation document). Having an invitation to submit a full proposal, or a full proposal under review, prohibits the submission of a new Project Pitch by a given small business, even in a subsequent submission window.

Should you not receive a response from NSF within approximately one month, please contact us at *sbir@nsf.gov*. Please include your Project Pitch submission number in the subject line of any correspondence.

Thank You,

The NSF SBIR/STTR Team

We'd love to get your feedback on our pilot Project Pitch process! If you have a few minutes, please take our anonymous survey. The survey asks a few questions about your familiarity with our program and satisfaction with the process. Your responses will help us to improve the process, quality of our services, and user experience going forward. Thank you in advance for your time!

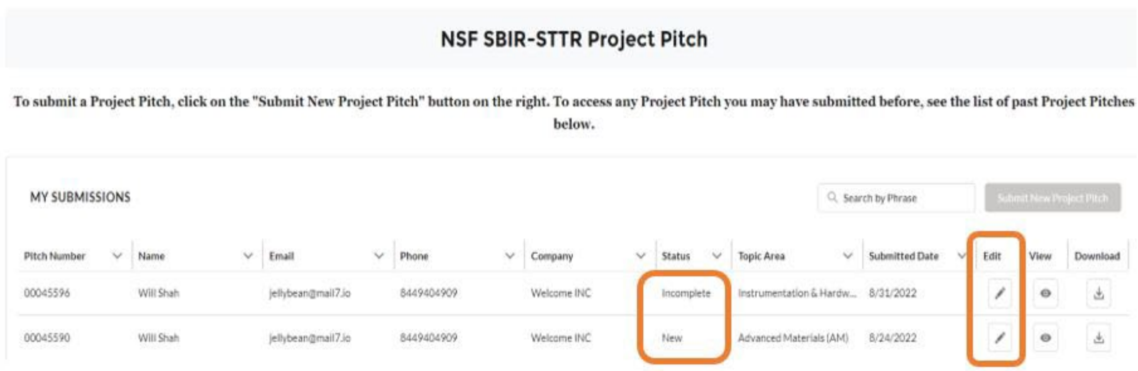
Link to the survey: https://www.surveymonkey.com/r/SBIR_ProjectPitch_Proposers

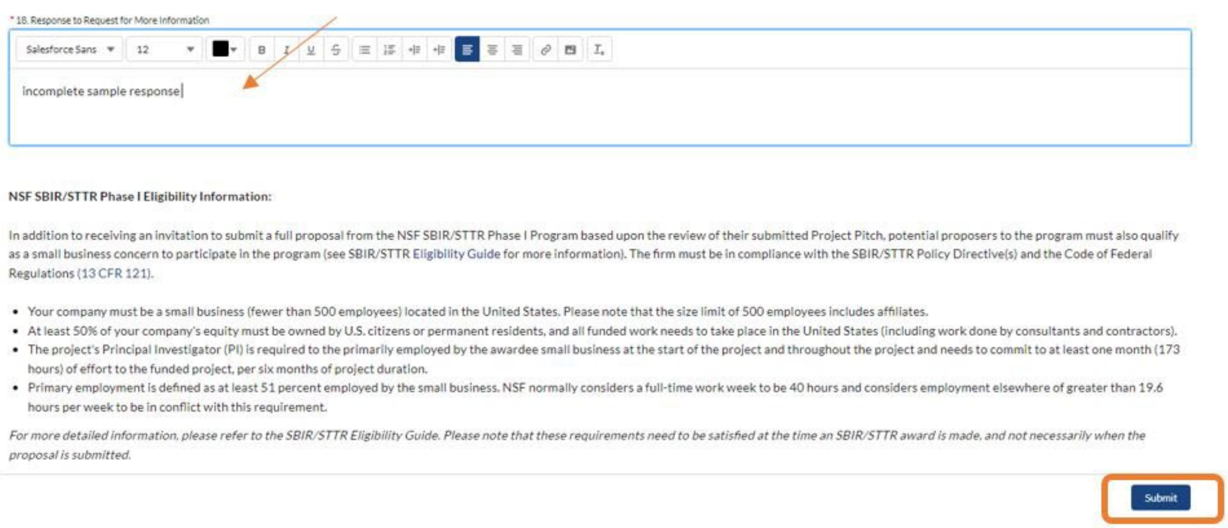
2. Edit Existing Project Pitch

This step allows users to edit a Project Pitch that is only either in *New or Incomplete* status.

- Click on the **Edit icon** to edit the Project Pitch in “**New”** or “**Incomplete**” status.

NOTE: The edit must be done within the same calendar date or else the Project Pitch is non-editable.





- The selected Project Pitch form is displayed.
- If editing a pitch in the *New* status, edit any fields as needed.
- If editing a pitch in the *Incomplete* status, enter the details in the **"Request for more Information"** field. (Note: All other fields are non-editable)
- Select **Next**.
- Select "**Submit".**
- Upon submission, a confirmation information is displayed.


Thank you for submitting your company's Project Pitch to America's Seed Fund powered by the National Science Foundation - the NSF's Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Program. One of our program directors will review your submission and send you feedback via email within approximately one month.

For you reference, your Project Pitch submission number is 00045724 and was submitted to the Human-Computer Interaction (HC) SBIR/STTR topic area. Please be aware that your Project Pitch may be re-assigned and reviewed under a different topic area if determined to be better aligned with that topic.

Please make sure to check your inbox and spam folder frequently. You may also view and revise your submitted Project Pitch at https://nsfapv--uat.sandbox.my.site.com/MyWork/s/my-pitch-submissions. Please note that this link will only be available until your Project Pitch enters the review process.

Please visit our program website for more information about the Project Pitch process, review criteria, current SBIR/STTR Phase I solicitations, and upcoming informational webinars.