

## National Institute of Health (NIH) Complete Guide and Templates to Preparing a Winning Phase I SBIR/STTR

We have prepared this thorough NIH SBIR/STTR Phase I Guide and Templates based on AWARDED clients so that you can make your application stand out to reviewers. Our 20-page, step-by-step instructions and tips are easy to follow so that you can prepare the mandatory documents to make your application stands out to reviewers. Thank you for your interest!

Instructions and templates are included for the following sections\*:

- Cover Letter
- Abstract
- Project Narrative
- Budget Justification
- Specific Aims
- Research Strategy
- References
- Biosketches
- Letters of Support/Commitment
- Facilities, Equipment and Other Resources
- Data Management and Sharing Plan

*\*If you are proposing human subjects, vertebrate animals, multi-PI arrangement, or working with a sub-contractor, additional documents may be required. Authentication of Key Resources, Resource Sharing Plan, and Leadership Plan templates are NOT included. Be sure to speak to the Program Officer and read the NIH solicitation to confirm.*

How to use this guide and templates:

- **Format:** We recommend Arial, Font Sizes 11; Black Text, Margins 0.5" all around, NO Page Numbers, NO content in Headers and Footers
- REMOVE all instructions noted in **Blue Font** before submission
- All sections MUST be separated and submitted as individual PDF files in grants.gov or ASSIST through eRA commons
- There are different page limits for each section; DO NOT exceed the page limit

Considerations to keep in mind as you prepare your NIH Phase I application:

- Make sure your company is properly registered. Our easy-to-follow, step-by-step instructions can be found: <https://www.keepyourequity.co/product-page/nih-required-company-registrations-to-submit-sbir-sttr>
  - o *These are required and free to register. We recommend starting these right away since some may take a couple of weeks to process.*
- By using these templates, you are working under the understanding that these are meant to serve as guides and do not guarantee a successful SBIR/STTR award.
- You are responsible for reviewing and reading the full NIH Solicitation and following those directions accordingly.
- Submissions must be completed via grants.gov or ASSIST through eRA commons
- Reach out to KeepYourEquity.co if you are interested in having one of our consultants review and provide feedback on your draft.

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# Nih Sbir Application Guide

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