

# Appendix A: Proposal Cover Sheet

U.S. Environmental Protection Agency,  
SMALL BUSINESS INNOVATION RESEARCH PHASE I  
SOLICITATION NO. PR-NC-01- 11782

PROPOSAL TITLE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

AMOUNT REQUESTED:\$ \_\_\_\_\_ PROPOSED DURATION (PHASE I): 6 MOS

(Not to Exceed \$70,000)

\*\*\*\*\*Proposals submitted in response to this solicitation will be valid for 300 days\*\*\*\*\*

TOPIC (check one)

- A. Nanomaterials and Clean Technology
- B. Control and Monitoring of Mobile Source Emissions
- C. Prevention and Control of Air Pollution
- D. Treatment and Monitoring of Drinking Water
- E. Wastewater Treatment and Stormwater Management
- F. Hazardous Waste Management and Site Remediation
- G. Recycling of Municipal and Industrial Solid Waste
- H. Monitoring and Measurement Technologies

CERTIFICATIONS AND AUTHORIZATIONS: Answer Y(Yes) or N(No)

- 1. The above concern certifies that it is a small business concern and meets the definition as stated in the program solicitation.
- 2. The above concern certifies that a minimum of 2/3 of the research and/or analytical effort will be performed by the proposing firm.
- 3. If the proposal does not result in an award, is the Government permitted to disclose the title and technical abstract page of your proposed project, and the name, address, and telephone number of the official of the proposing firm to any inquiring parties?
- 4. The above concern certifies that it is a woman owned small business concern and meets the definition as stated in the program solicitation. \*
- 5. The above concern certifies that it is a socially and economically disadvantaged small business concern and meets the definition as stated in the program solicitation.\*
- 6. Do you plan to send, or have you sent, this proposal or a similar one to any other federal agency? If yes, which? Use acronym(s) for each agency, (e.g., DOD, NIH, DOE, NASA, etc.) \_\_\_\_\_
- 7. Choose one of the following to describe your Organization Type:  
 Individual  Partnership  Corporation  LLC
- 8. Provide the following information: Tax Identification No: \_\_\_\_\_  
Dun & Bradstreet Number: \_\_\_\_\_ Common Parent Name: \_\_\_\_\_

\* For information purposes only.

### ENDORSEMENTS

Authorized Negotiator:  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Person Authorized to Sign Proposal:  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

PROPRIETARY NOTICE: For any other purpose than to evaluate the proposal, this data shall not be disclosed outside the Government and shall not be duplicated, used or disclosed in whole or in part, provided that if a funding agreement is awarded to this offeror as a result of or in connection with the submission of this data the Government shall have the right to duplicate, use or disclose the data to the extent provided in the funding agreement. This restriction does not limit the Government's right to use information contained in the data if it is obtained from another source without restriction. The data in this proposal subject to this restriction is contained on pages \_\_\_\_\_ of this proposal.

## Appendix B: SBIR Project Summary

U.S. ENVIRONMENTAL PROTECTION AGENCY  
SMALL BUSINESS INNOVATION RESEARCH PROGRAM  
SOLICITATION NUMBER PR-NC-01- 11782  
PHASE I - FY 2002  
PROJECT SUMMARY (Limit to One Page)

FIRM NAME, ADDRESS, TELEPHONE AND FAX NUMBER, AND E- MAIL ADDRESS:

Firm Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_  
\_\_\_\_\_

TITLE OF PROPOSAL:

\_\_\_\_\_  
\_\_\_\_\_

TOPIC LETTER AND DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_

NAME AND TITLE OF PRINCIPAL INVESTIGATOR/PROJECT MANAGER:

\_\_\_\_\_

TECHNICAL ABSTRACT, RESULTS, AND POTENTIAL COMMERCIAL APPLICATION

**(Limit to 400 Words; Must be Publishable):**

# Appendix C: SBIR Proposal Summary Budget

(See Instructions on Reverse Side)

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**Organization and Address**

**A. DIRECT LABOR (PI and other staff, list separately) Hours/Est. Rate:** \$

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**B. OVERHEAD:** \$

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**C. OTHER DIRECT COSTS: (list separately)** \$

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**D. TRAVEL: List purpose and individuals and or title** \$

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**E. CONSULTANTS: (List Est. Rate and Hours)** \$

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**F. GENERAL AND ADMINISTRATIVE:** \$

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**TOTAL COSTS (Total of A thru F above)** \$ \_\_\_\_\_

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**G. PROFIT ( \_\_\_\_ %) Not to exceed 10% of total project costs** \$ \_\_\_\_\_

**TOTAL PROJECT PRICE (Total costs + Profit)** \$ \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

This proposal is submitted in response to EPA SBIR Program Solicitation No. PR-NC-01-11782 and reflects our best estimate as of this date.

## Instructions For Appendix C

The purpose of this form is to provide a vehicle whereby the offeror submits to the Government a pricing proposal of estimated costs with detailed information for each cost element, consistent with the offeror's cost accounting system.

If the completed summary is not self-explanatory and/or does not fully document and justify the amounts requested in each category, such documentation should be contained, as appropriate, on a budget explanation page immediately following the budget in the proposal. The form Appendix C will count as one page in the 25 page limit, and any budget explanation pages included will count separately toward the 25 page limit. (See below for discussion on various categories.)

- A. Direct Labor - List individually all personnel included, the estimated hours to be expended, and the rates of pay (salary, wages, and fringe benefits).
- B. Overhead - Specify current rate(s) and base(s). Use current rate(s) negotiated with the cognizant federal negotiating agency, if available. If no rate(s) has (have) been negotiated, a reasonable rate(s) may be requested for Phase I, which will be subject to approval by EPA. Offerors may use whatever number and types of overhead rates that are in accordance with their accounting systems and approved by the cognizant federal negotiating agency, if available.
- C. Other Direct Costs - List all other direct costs that are not otherwise included in the categories described above, i.e., computer services, publication costs, subcontracts, etc. List each item of permanent equipment to be purchased, its price, and explain its relation to the project.
- D. Travel - Address the type and extent of travel and its relation to the project.
- E. Consultants - Indicate name, daily compensation, and estimated days of service.
- F. General and Administrative (G&A) - Same as B. Above.
- G. Profit - Reasonable fee (estimated profit) will be considered under this solicitation. For guidance purposes, the amount of profit normally should not exceed 10% of total project costs.