**DEPARTMENT OF THE NAVY (DON) SBIR/STTR PHASE I FINAL REPORT**

**Instructions and Template**

(Effective January 27, 2023)

This document provides information required to complete the SBIR/STTR Phase I Final Report for the DON. The Final Report provides the scientific and technical community a precise description and results of the research, development, test, and evaluation (RDT&E) effort performed under the Phase I contract.

These instructions and template apply to all DON Systems Commands (SYSCOM).

This document has two sections: Instructions and Template. The **Instructions** provide information required to prepare and submit the Final Report while the **Template** is the format the company shall use to prepare the report.

Do not include the **Instructions** with the report. Be sure to replace the information described within the angled brackets < > with the relevant firm/project information (and remove the angled brackets). Also remove the bracketed [ ] guidance in the **Template**.

**Instructions**

A. The Final Report shall include the following four sections; the appendices (sections 5 and 6) are only required if needed for the report. The report shall not exceed a total of thirty-five (35) pages. The page limit does not include Appendix A and B, which are unlimited in page length.

|  |  |
| --- | --- |
| **Section Name** | **Not to Exceed Page Length** |
| **Final Report:** | **Not to exceed thirty-five (35) pages** |
| 1. Title Page | Not to exceed one (1) page |
| 1. Table of Contents 2. Executive Summary 3. Report Body   **Appendices:**   1. Appendix A: Key Terms 2. Appendix B: Supplemental Data | Not to exceed one (1) page  Not to exceed one (1) page  Not to exceed thirty-two (32) pages  **Unlimited**  Unlimited  Unlimited |

B. Paper/Font size. The report shall be prepared on 8 ½ x 11 inch paper with 1 inch margins (including header and footer) and be written in Times New Roman 12 point font.

C. Header. Each page of the report must have a header that includes the following information:

FINAL REPORT

<Company Name>

<Report Date>

D. Footer. Each page of the report must have a footer that includes the following information:

Topic Number: <Topic Number>

<Contract Number>

Page <Number>

E. File Format. The report shall be uploaded as a single Adobe PDF file.

F. Submission.

(1) Final Reports must be submitted in accordance with the requirements and timelines/deadlines listed in the company’s Phase I contract.

(2) Final Reports are submitted through the Navy SBIR/STTR Firm Portal: https://www.navysbirprogram.com/navydeliverables

The submission process requires the company to upload the report as a “Contract Deliverable”. Each document requires a Deliverable Type, Title, Description and File. The Deliverable Type for the report is “Final Report – Distribution B”. Companies should verify their Final Report requirements with their Phase I contract.

(3) Standard Form 298 (SF298) Requirements. A completed SF298, Report Documentation Page, must accompany the Final Report submitted to the Defense Technical Information Center (DTIC). SF298 allows DTIC to correctly catalog the report. The information entered on the SF298 should match the information and markings on the Final Report cover. (<https://discover.dtic.mil/>)

The DON does **not** require inclusion of a completed SF298 with the Final Report that is submitted to the Navy SBIR/STTR Firm Portal at the end of Phase I.

**Note:**

Do not include the above **Instructions** with the report. Use the following **Template** to complete the report but do not include the bracketed [ ] guidance provided in each section. Remove text within the angled brackets < > and replace it with relevant firm/project information (and remove angled brackets).

**Topic Title:** <Title>

**Topic #:** <Topic Number>

**<Company Name>**

<Address 1>, <Address 2>

<City, State, and Zip>

<Phone>

**Contract Information:**

Phase: I

SYSCOM: <Name of Systems Command (SYSCOM) for this report>

TPOC: <Technical Point of Contact Name>

Contract #: <Contract Number>

PoP: <Contract Period of Performance (PoP)>

**Corporate Official:**

<Name>, <Title>, <Phone>, <Email>

**Principal Investigator (PI):**

<Name>, <Phone>, <Email>

**Prepared By:**

<Name>, <Phone>, <Email>

**SBIR/STTR DATA RIGHTS:**

**Expiration of SBIR/STTR Data Rights Period:** <Date, twenty years from the award date of the contract>

The Government obtains a royalty-free license to use such technical data only for Government purposes during the period commencing with contract award and ending twenty years after completion of the project under which the data were generated. This data should be marked with the restrictive legend specified in DFARS 252.227-7018 Class Deviation 2020-O0007. Upon expiration of the twenty-year restrictive license, the Government has unlimited rights in the SBIR data. During the license period, the Government may not release or disclose SBIR data to any person other than its support services contractors except: (1) For evaluation purposes; (2) As expressly permitted by the contractor; or (3) A use, release, or disclosure that is necessary for emergency repair or overhaul of items operated by the Government. See DFARS clause 252.227-7018 Class Deviation 2020-O0007 "Rights in Noncommercial Technical Data and Computer Software – Small Business Innovation Research (SBIR) Program.

**Export Control:** [If applicable, see clause DFARS 252.225-7048 Export-Controlled Item, otherwise delete statement] **WARNING** - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.) or the Export Administration Act of 1979 (Title 50, U.S.C., App. 2401 et seq.), as amended. Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with DoD Directive 5230.25.

**Distribution Statement B:** Distribution authorized to U.S. Government agencies only (DFARS- SBIR Data Rights). Other requests for this document shall be referred to the appropriate SYSCOM <address available at: https://navysbir.com/poc.htm>.

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# Executive Summary

[Clearly state the findings of the research performed in Phase I, including the problem under investigation, the principal results and conclusions, and a recommended course of action for decision makers. Introductory material (purpose, scope, and organization), descriptive material (nature and method of investigation), and the most important results and conclusions are summarized, with emphasis on research findings and recommendations.

Although a summary introduces no new information, it is independent from the reader’s point of view; therefore, all symbols, abbreviations, and acronyms should be defined, and unusual terms are explained. A summary shall not contain references or cross-references to other sections of the report.]

# Project Objective

[Provide a 2-3 sentence summary of the project objectives including the technology and intended Navy use.]

# Project Approach

[Detail the intended approach used to reach the project objective outlined in the contract statement of work. Include a summary of the physical and analytical models used, an overview of the basic science behind the technology (or the process used in developing the prototype), and any experiments done to validate the proposed approach.]

# Analysis

[Provide appropriate analysis to determineif the project objectives were achieved and how the technology or innovative research can be adapted for Navy use.Explain the relevance of the analysis to project objectives, including models used in the data analysis. Any detailed calculations or derivations should be included in Appendix B.]

# Results

[Summarize results obtained during this project. The data should be organized in a logical order, including any tables and diagrams as appropriate, such as system overviews, functional diagrams, and test data. Raw data captured should be included in Appendix B.]

# Conclusions

[The conclusions section interprets findings that have been substantiated in the discussion of results and explains their implications. The section introduces no new material other than remarks based on these findings. It includes the author’s/creator’s opinions and is written to be read independently of the text. The section could include a summary of the conclusions from similar studies, a conclusion based solely on the current results, or an overall conclusion.]

# Recommendations

[The recommendations section presents a course of action based on the results and conclusions of the Phase I effort. Recommendations might include additional areas for study, alternate design approaches, or production decisions. Specific recommendations are presented in a numbered or bulleted list that is introduced by an informative lead-in sentence.]

# Proposed Additional SBIR/STTR Funded Research

[If the project were to proceed to the next Phase of SBIR funded development (Phase II), describe proposed research and development activities.]

# Transition and Acquisition Planning

[Provide a description of the current transition plan including a summary of interest from Programs of Record and how the technology will be acquired for Navy use.]

# References

[All cited references should be listed below in the appropriate format. Use the following example formats as necessary.]

**[*Book Format:*** Author's last name, first name. *Book title*. Additional information. City of publication: Publishing company, publication date.

1. Boorstin, Daniel J. The Creators: *A History of the Heroes of the Imagination*. New York: Random, 1992.

***Encyclopedia & Dictionary Format:*** Author's last name, first name. "Title of Article." *Title of Encyclopedia*. Date.

1. Pettingill, Olin Sewall, Jr. "Falcon and Falconry." World Book Encyclopedia. 1980.

***Magazine & Newspaper Articles Format:*** Author's last name, first name. "Article title." *Periodical title* Volume # Date: inclusive pages.

1. Kalette, Denise. "California Town Counts Down to Big Quake." USA Today 9 21 July 1986: sec. A: 1.

***Website or Webpage Format:*** Author's last name, first name (if available). "Title of work within a project or database." *Title of site, project, or database*. Editor (if available). Electronic publication information (Date of publication or of the latest update, and name of any sponsoring institution or organization). Date of access and <full URL>.

1. Dove, Rita. "Lady Freedom among Us." The Electronic Text Center. Ed. David Seaman. 1998. Alderman Lib., U of Virginia. 19 June 1998 <http://etext.lib.virginia.edu/subjects/afam.html>]

# Appendix A: Key Terms

[Define any key terms and acronyms used in the report. There is no page limit for Appendix A.]

# Appendix B: Supplemental Data

[Raw data and detailed computations used in the report development. Other referenced reports shall be included in the References section. Company promotional materials and other similar unrelated information shall not be included. There is no page limit for Appendix B.]