**Department of the Navy SBIR/STTR Programs**

**Instructions and Template**

**Discretionary Technical and Business Assistance (TABA) Report**

These instructions and template apply only to Department of the Navy (DON) Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) firms who requested and received Discretionary Technical and Business Assistance (TABA).

The template (beginning on the next page) is the format model that must be used to prepare the TABA Report. **Do not include this instruction page in your final submission**.

**Submitting this report:**

Go to Navy SBIR Deliverables (<https://www.navysbirprogram.com/navydeliverables/>)

* Login
* Click on Add a New Contract Deliverable
* Select the related contract number
* Select Deliverable Type as = TABA Report
* Upload Completed TABA Report as a **PDF**

Reports are **due 30 October** of each calendar year that you receive TABA funding.

**Delete this instruction page and begin the TABA Report with the following page.**

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| **Discretionary Technical and Business Assistance (TABA) Report** | | |
| Pursuant to guidance in the SBIR/STTR Policy Directive, section 9(b)(5), a small business concern that receives technical or business assistance from a vendor during a fiscal year shall submit to the Federal agency contracting with the vendor a description of the technical or business assistance provided and the benefits and results of the technical or business assistance provided. The information required shall be collected by a Federal agency as part of a report required to be submitted by small business concerns engaged in SBIR or STTR projects of the Federal agency.  **Due no later than 30 October of the calendar year.** | | |
| **1. REPORT DATE** (DD-MM-YYYY) | **2. AMOUNT EXPENDED** | **3. DATES COVERED** (From – To) |
| **4. TOPIC TITLE** | | **5 (a). Topic Number** |
| **5 (b). Contract Number** |
| **6. FIRM NAME, ADDRESS, AND POC** | | |
| **7. TABA PROVIDER NAME, ADDRESS, AND POC** | | |
| **8. DESCRIPTION OF TECHNICAL OR BUSINESS ASSISTANCE PROVIDED BY TABA PROVIDER** | | |
| **9. DESCRIPTION OF BENEFITS & RESULTS OF TECHNICAL OR BUSINESS ASSISTANCE PROVIDED BY TABA PROVIDER** | | |

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| **INSTRUCTIONS FOR COMPLETING TABA REPORT** |
| **1. REPORT DATE.**  Date Report was completed. Must include day, month and year.  **2. AMOUNT EXPENDED.**  State amount of TABA funding expended during the dates covered.  **3. DATES COVERED.**  Indicate the time during which the work was performed for this report, e.g. Sept 2019-Sept 2020, 1-30 June 2020, or May–Nov 2020.  **4. TOPIC TITLE.**  Include the Topic Title for the Award under which the TABA effort was performed.  **5 (a). TOPIC NUMBER.**  Include the Topic Number for the Award under which the TABA effort was performed, e.g. N192-xxx.  **5 (b) CONTRACT NUMBER.**  Include the Contract Number for the Award under which the TABA effort is being performed, e.g. Nxxxxx-xx-x-xxxx  **6. FIRM NAME, ADDRESS, AND POC.**  Include your firm name, address, and a point of contact including phone number and email.  <Firm Name>  <Firm Address, City, State, and Zip>  <POC Name>, <POC email>, <POC phone>  **7. TABA PROVIDER NAME, ADDRESS, AND POC.**  Include the TABA Provider name, address, and a point of contact including phone number and email.  < TABA Provider Name>  < TABA Provider Address, City, State, and Zip >  <POC Name>, <POC email>, <POC phone>  ***Note: If you are using multiple TABA Providers, please complete one TABA Report for each provider.***  **8. DESCRIPTION OF TECHNICAL OR BUSINESS ASSISTANCE PROVIDED BY TABA PROVIDER.**  A brief summary and description of the technical or business assistance that was provided by the TABA provider.  **9. DESCRIPTION OF BENEFITS & RESULTS OF TECHNICAL OR BUSINESS ASSISTANCE PROVIDED BY TABA PROVIDER.**  A brief summary and description of the benefits and results from the technical or business assistance that was provided by the TABA provider. |