



WICHITA STATE
UNIVERSITY
STRATEGIC INITIATIVES

SBIR/STTR Proposal Development Roadmap

Phase 1

WEEK 1

- Review Solicitation Topics and select opportunities
- Generate questions regarding the topic
- Understand the structure of the proposal, download checklist if provided by the agency
- Start completing required registrations



WEEK 2

- Reach out to Topic Author, if allowed. First via email to schedule a time to call
- Line up your team and contact potential internal reviewers to schedule times for them to review the draft proposal



WEEK 3

- Make sure all required registrations are complete
- Begin your proposal draft if you haven't already

WEEK 4

- Request team member's resumes
- Request any letters of support
- Continue proposal development



WEEK 5

- Seek guidance on developing financials
- Continue proposal development



WEEK 9

- Make edits based on draft review feedback



WEEK 10: Proposal Due

- Upload final proposal (at least 5 days prior to due date for solicitation)



WEEK 6-8

- Continue proposal development
- Establish date when drafts will be provided to internal reviewers and date feedback is due to you
- Establish target date for uploading final proposal

Wichita State University's Strategic Initiatives is available to meet with you to discuss SBIR/STTR proposal development. Call 316-978-5363 for an appointment.



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