![National Institute of Environmental Health Sciences — NIH — Your Environment. Your Health.]

NIEHS TOP 10 Resources to Support SBIR/STTR Applicants

1. Frequently asked questions about NIH SBIR/STTR applications and grants on the NIH website http://www.sbir.nih.gov/faqs. This is a comprehensive list of common questions with thorough plain language answers and examples. It is the most popular page on the NIH SBIR website.

2. Annotated SBIR/STTR SF424 application forms https://grants.nih.gov/grants/ElectronicReceipt/files/Annotated_Forms_SmallBus_FORMS-F.pdf This document provides you with detailed descriptions of the application fields and expectations when filling out these fields.

3. Funding Topics - find the NIH institute that is the best fit for your technology (pages 97-106 NIEHS) https://sbir.nih.gov/sites/default/files/2020-2_SBIR-STTR-topics.pdf, but then contact the Program Officer to confirm.

4. NIH RePORTER matchmaker is another tool that is helpful for initially identifying, which NIH institute maybe the best fit for your technology. On this site, you can enter your abstract text and similar funded abstracts will be identified, as well as the funding institute. Be sure to only look at abstracts with grant numbers beginning with R41, R42, R43, R44, or U44 as these are the small business grant types https://projectreport.nih.gov/reporter_matchmaker.cfm.

5. NIH study section identifier, search your topic of interest and small business EX/ "toxicology small business" http://public.csr.nih.gov/StudySections/Pages/default.aspx . Through this search relevant small business study sections, study section descriptions, and rosters will be displayed. It is worth contacting the Program Officer to confirm the correct study section if you plan to add this information to your cover letter. Please note this is optional! You don't have to identify a study section for your application; the NIH CSR group performs this task post-submission.

6. Application cover letters – These are highly underutilized; please note they are optional! To ensure your application comes to the correct institute state this in your cover letter; otherwise, NIH CSR chooses the best institute fit. Additionally, you can recommend a study section in your cover letter, but again this is optional. In addition, if you identified a study section, but on the roster, a particular reviewer is in conflict you can state this in the cover letter as well. Reviewers do not see application cover letters.

7. Sample funded applications from NIAID – find under R41, R42, R43, and R44 – Small Business Sample Applications https://www.niaid.nih.gov/grants-contracts/sample-applications.

8. NIH rules for applying and accepting a grant http://grants.nih.gov/grants/policy/nihgps/nihgps.pdf.

9. SBA.gov guide 13CFR121 defines what constitutes an employee http://bit.ly/1u7rpvc and the SBA SBIR website https://www.sbir.gov/faqs provides answers to other common eligibility questions.

A few additional notes:

- Prior to preparing your application, please ensure all 5 registrations are complete https://sbir.nih.gov/apply/electronic-submission.

- Please submit one week before the application due date. Too often, we hear of applicants who waited until the day before or day of to submit, they could not resolve errors, and thus their application was rejected.

- Top 5 eRA Commons Error when applying https://sbir.nih.gov/helpful-tips/eRA-commons-errors

- For application submission issues contact the NIH eRA Commons Helpdesk:
  Toll-free: 1-866-504-9552
  Phone: 301-402-7469
  TTY: 301-451-5939
  Email: commons@od.nih.gov

10. NIEHS Resources

- Visit our website at www.niehs.nih.gov/sbir for more information and resources on applying.

- Please do not hesitate to reach out to Program Staff if you have any question, we are here to help!

- Register for the SBIR-NIEHS LISTSERV to receive program updates and announcements.