Date: 6/17/2025

Attn: Name and Address

**Subject: Submission of SBIR/STTR Proposal**

Dear SBC Name,

The University of Utah offers the following information on behalf of University of Utah Investigator Name, and intends to enter into good faith negotiations toward a subcontract with SBC Name after an award is made for the following proposal:

|  |  |
| --- | --- |
| **Proposal Title** |  |
| **SBIR or STTR (Phase)** |  |
| **Document Summary Sheet # (DSS)** |  |
| **Funding Agency** |  |
| **Funding Opportunity Number or Code** |  |
| **University of Utah Principal Investigator** **(or Contact Investigator)** |  |
| **Application Due Date (MM/DD/YYYY)** |  |
| **Expected Start Date (MM/DD/YYYY)** |  |
| **Project Duration (Months or Years)** |  |

It is the understanding and intent of the University of Utah that Insert small business company name will work with the Insert Funding Agency contracting officer to ensure that the performance, results and data arising from the University's performance of this Research are scoped to be fundamental research in accordance with National Security Decision Directive 189, National Policy on the Transfer of Scientific, Technical and Engineering Information, in effect on the date of contract award and the USO (AT&L) memoranda on Fundamental Research, dated May 24, 2010, and on Contracted Fundamental Research (dated June 26, 2008, available at DFARS PGI 204.4) and does not involve "covered defense information" (as defined in DFAR clause 252.204-7012), and does not involve "Federal contract information" (as defined in FAR clause 52.204-21). Additionally, the University of Utah and the University of Utah Research Foundation intend to work with U Investigator on any needed license or option agreements to any background intellectual property, and any intellectual property arising from the research to facilitate the commercialization of such intellectual property by U Investigator.

[**University of Utah Subcontract/Subaward Budget**](#Check1)



The Office of Sponsored Projects Signature:

**Eric Lazenby, JD**

Sponsored Projects Officer (Contact: Eric.lazenby@osp.utah.edu)

The Office of Sponsored Projects

University of Utah

201 South President’s Circle, Room 210

Salt Lake City, UT 84112

**The following items are to inform the applicants about the specific policies related to the SBIR/STTR programs and the University of Utah.**

* The SBIR/STTR programs are mandated by the Small Business Act (the Act), and the Small Business Administration (SBA) issues a policy directive. The SBIR/STTR Policy Directive outlines can be found at: <https://www.sbir.gov/about/policies>
* University of Utah’s SBIR/STTR program activity policy can be found at: <https://osp.utah.edu/policies/handbook/funding-sources/sbir-sttr.php>
* We have a current A-133 audit. The audit results can be viewed at: <http://fbs.admin.utah.edu/index.php/mgt/mgt-omb/>
* For the proposals that require human subjects: Please make sure you have appropriate Institutional Review Board (IRB) approvals.
* For the proposals that require animal use: Please make sure you have appropriate Institutional Animal Care and Use Committee approvals.
* A copy of our most recent rate agreement can be viewed at: <http://fbs.admin.utah.edu/index.php/gca/fabenefit/>

**The following items are intended for the OSP’s internal use.**

**[ ]** The proposal budget for our organization is approved and is attached

[ ]  Cost Sharing and/or matching commitments are approved and attached