

# How To Win SBIR Awards<sup>SM</sup>

## America's Best SBIR & STTR Business Development Seminar

This event trains entrepreneurs and senior personnel "how to win" SBIR/STTR funding (NOT just a proposal writing class). The instructor, training media and 100 page workbook will be provided by the SBIR Resource Center®, the nation's leading supplier of business development resources to the SBIR/STTR community. Read what past attendees have said at <http://sbir.us/course/workquot.html>. Burns & Levinson LLP, in collaboration with NDIA New England and the Smaller Business Assoc. of New England (SBANE), will be the local hosts for this Boston, MA event.

**NOTE: Your satisfaction with the value of this event is 100% guaranteed even if you have been to another just days before.**



## What You Will Learn

### + How to strategically align SBIR & STTR with your plans:

Learn why SBIR is America's most important source of venture financing. Get the all important applicant's point of view vs. the Government's (if you've been to a National SBIR Conference, now get the rest of the story). Become skilled at separating the many SBIR myths from the actual facts. Know the requirements for participation and the steps to take in applying. How to sort out the agencies, departments and the available opportunities.

### + How to decide if you, or your firm, should pursue SBIR/STTR:

Learn what is positive and what is real trouble with these programs. Recognize the best reasons for bidding & determine the costs of applying. Find out why some firms/projects should NOT pursue SBIR/STTR financing. Become aware of the near and long-term intellectual property issues. Know, and be able to apply, the important BID/NO-BID statistics. Discover how to best target the agencies and pick/reject topic opportunities.

### + How to evoke desired responses in reviewers of SBIR/STTR applications:

Recognize the common foundations in competitive Govt. R&D proposals. Discover how SBIR & STTR proposals should be different, and why. Be aware of varying agency approach, proposal & performance requirements. Learn what to do, and how, before writing a proposal (homework is the key). Employ strategies and techniques for developing compelling proposals. Understand how to handle cost estimates and develop budget proposals. Ascertain what can be done to increase your odds of winning.

### + How to access the many resources available to help applicants

**NOTE: SEATING IS LIMITED TO THE FIRST 25 REGISTERED**

**WHEN:** 20 August 2008 from 8:30 AM to 6:00 PM (can be later)

**WHERE:** Massachusetts Continuing Legal Education, Inc. (MCLE)  
10 Winter Place, Boston, MA / TEL: 1-800-966-6253

**TUITION:** \$375 full price / \$325 when pre registered by 8 August  
VISA, Master Card, PO or checks accepted

**NOTE: Two universities have assessed this event's value at over \$500.**

## Agenda for the SBIR Business Development Seminar

(representative – not actual)

- I. Introduction** (all participants) **8:30 - 9:00**
- II. Strategic Planning & the SBIR/STTR Programs** **9:00 - 12:15**
- A. Why & How is SBIR/STTR Strategically Important?
  - B. Background, Purpose & Program Statistics
  - C. Requirements for Participation
  - D. Program Structure(s) and Follow on Opportunities
  - E. Agency Differences (an overview)
  - F. Recent Program Changes
  - G. STTR vs. SBIR
  - H. Is SBIR/STTR Right For You?
  - J. How & When To Participate
  - K. Bid/No Bid Statistics
  - L. Planning, Organizing and Executing
  - M. General Principals & Advice
  - N. Strategic Planning Conclusions
- III. LUNCH** Gov't IP Rights Under SBIR (by Burns & Levinson) **12:15 - 1:00**
- IV. Competitive Proposals & Grant Requests** **1:00 - 4:30**
- A. Basic of Proposal and Grant Writing
  - B. Why is SBIR/STTR Different?
  - C. Variations Between Agencies (the details)
  - D. Proposal Structures
    - 1. handling the common elements
    - 2. handling those elements that vary
  - E. Specific Requirements & Evaluation Criteria
  - F. Preparation Before Writing (how to do your homework)
  - G. Developing Proposal Sections (each section is handled separately)
  - H. Cost and Budget Proposals (includes cost strategies, estimating techniques and **how to develop indirect cost rates**)
  - J. Working With the Forms,
  - K. Publishing the Proposal, etc.
  - L. When You Win / When You Don't Win
  - M. Improving the Odds of Winning
  - N. How To Win Phase II Funding (starting with the Phase I proposal)
  - O. Final Recommendations
- V. Your Specific Proposal** (open workshop -- bring questions) **4:30 - 5:30**  
NOTE: *this may take longer than scheduled, depending on you.*
- VI. Outside Information and Support Resources** **5:30 - 6:00**
- A. Govt. (Fed. & State) Support
  - B. SBIR and the Internet
  - C. Third Party Offerings

**NOTE:** A workbook (~100 pages) is included. Many recent Govt. solicitation packages and National SBIR Conference documents will be displayed in class.

### To register, get more information or understand the refund policy:

- # surf to <http://sbir.us/> then click on the "SBIR Events" link, or
- # call (410) 315-8101 or E-mail the SBIR Center at [SBIR@sbir.us](mailto:SBIR@sbir.us), or
- # for Boston information, contact Burns & Levinson at (617) 345-3694