Take the Self-Assessment

Navigating the complexities of Small Business Innovation Research (SBIR) contracts can be challenging, but careful management and compliance are key to leveraging these opportunities effectively. To assist businesses in identifying potential issues and avoiding common pitfalls associated with SBIR contracts, we have compiled a checklist. Each item will guide you through critical aspects, from application to reporting, ensuring your project remains on track and aligns with federal requirements.

Below are the questions to consider, along with the consequences of not addressing these considerations properly.

	Assessment Question	Consequence
	You have not thoroughly reviewed solicitation requirements and address the evaluation criteria in your SBIR contract applications? You have not built a compliance matrix to verify that key requirements have been addressed?	Failing to thoroughly review and address evaluation criteria may result in missed funding opportunities or rejection of the application.
	You have not submitted accurate and timely progress reports periodically to the funding agency as required, detailing the status of your research and development activities?	Not submitting accurate and timely periodic progress reports can lead to non-compliance, risking funding suspension or contract termination.

	Do you lack a comprehensive commercialization plan for Phase III, outlining strategies for market entry, including partnerships, sales, and marketing strategies?	Lacking a clear commercialization plan for Phase III could impede the transition from development to market, potentially disqualifying the project from further funding.
	You have not reviewed agency specific guidelines and have not developed a plan for maintaining compliance and staying current with their reporting requirements to avoid the risk of award termination?	Non-compliance with agency-specific guidelines and reporting requirements can result in penalties, including the potential for award repayment and exclusion from future grants.
	Do you lack standardized accounting and project management operational procedures and best practices to ensure effective management of SBIR contracts?	Without standardized accounting and project management operational procedures, management inefficiencies may arise, leading to project delays and compromised contract performance.
	Are you missing a DCAA compliant accounting system to accurately generate SBIR financial reports, detailing how the SBIR funds have been utilized in relation to project expenses?	A failure to use a DCAA compliant accounting system might result in financial misreporting, audit failures, and jeopardize future grant eligibility.
	Does your accounting and project management system lack the ability to regularly submit all required financial documentation, including Financial Status Reports (FSR) and budget reconciliations, to support the expenses claimed in your reports?	Omitting required financial documentation can trigger federal audits, questioning expenditures and may require the refund of misallocated funds.
	Do you lack a plan for tracking and managing any intellectual property developments, such as new inventions or patent applications filed during the reporting period?	Not reporting intellectual property developments could lead to loss of patent rights or breach of SBIR contract terms, impacting future commercial benefits.
	Are you missing a communications plan for communicating with your funding agency's program manager to ensure compliance with reporting requirements and maintain eligibility for future funding?	Poor communication with the program manager may result in misunderstanding of requirements, leading to non-compliance and possibly funding disqualification.
	Are you unprepared for potential site visits or audits by agencies to verify project progress and financial management?	Being unprepared for site visits or audits could expose financial mismanagement or project non-adherence, risking current and future funding agreements.
Score		

Understanding Your Results

Your score out of 100, illustrates how much risk you are taking on. The higher the score, the more urgent the need to address your SBIR issues. Carefully navigating the requirements and responsibilities of SBIR contracts is essential for successful project management and funding retention. By addressing the questions outlined in this checklist and understanding the associated consequences of non-compliance, businesses can improve their oversight and management of SBIR projects.

Staying informed, prepared, and proactive in all aspects of contract management, from application through commercialization, positions your business for sustained growth and success in the competitive realm of government-funded innovation.

How AtWork Systems Can Help

AtWork Systems offers a transformative approach to managed services, specifically tailored for businesses dealing with government contracts. By partnering with AtWork, businesses can leverage deep expertise in government contract management and compliance, ensuring operations align with strict government guidelines.

Our cost-efficient service model eliminates the need for extensive in-house staff and infrastructure, providing scalability and risk mitigation to adapt to business needs dynamically.

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Visit AtWorkSys.com to learn more about transitioning to a solution that better aligns with government contracting requirements and reduces the risk of audit findings, consider exploring AtWork Managed Services and their OneLynk platform.

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For GovCons who need back-office services & expertise, but don't want to staff up.

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- Save Money: Avoid costs associated with hiring and training in-house staff and building infrastructure.

- Save Time: Concentrate on your core functions, such as product development and program execution.

- Manage Cost: We provide detailed cost accounting, and indirect rate analysis, which is essential for government contracting.

- Stay Compliant: We keep you compliant by identifying and mitigating risks related to government contracting.

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- Automated: You define workflows and policies that reduce cost and improve compliance. Employees and managers submit transactions, then defined polices you process these transactions automatically.

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