



Defense SBIR/STTR Innovation Portal (DSIP) Volume VII: Disclosures of Foreign Affiliations or Relationships to Foreign Countries Job Aid

Job Aid Features	<p>This job aid provides an overview and helpful features of the Volume (Vol) VII: Disclosures of Foreign Affiliations or Relationships to Foreign Countries in the Defense SBIR/STTR Innovation Portal, including:</p> <ul style="list-style-type: none"> ▪ Accessing Vol VII ▪ Completing and Submitting Vol VII
Impacted Modules	<ul style="list-style-type: none"> ▪ Submissions Portal
Impacted Users	<ul style="list-style-type: none"> ▪ Small Businesses applying for DoD’s SBIR/STTR program
DSIP Support	<ul style="list-style-type: none"> ▪ DoDSBIRSupport@Reisystems.com

Vol VII: Disclosures of Foreign Affiliations or Relationships to Foreign Countries

Vol VII gathers information about small business’s investment and foreign ties, as required by the SBIR and STTR Extension Act and Small Business Administration (SBA) SBIR/STTR Policy Directives.

In this job aid, you will learn how to access and complete Vol VII for your proposal.

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Getting Started

Log in to DSIP using Login.gov

1. Click the link to access the Defense SBIR/STTR Innovation Portal (DSIP):
<https://www.dodsbirsttr.mil/submissions/login>
 - A. You can access the top navigation bar without logging in.
 - B. The **Login/Register** button will redirect you to the Login.gov page to login to DSIP or register in DSIP after acknowledging Privacy Advisory and the USG Warning and Consent.
 - C. You can view the DSIP system messages in the banner by selecting the dot at the bottom or the arrow button.
 - D. The **Quick Links** take you directly to helpful pages.
 - E. The **Active Solicitations** section shows the countdown details for each active **Solicitation**.
 - F. The **Solicitation Schedule** displays solicitations for the current and future year. The dates are subject to change.

The screenshot shows the DSIP homepage with the following elements:

- Header:** DSIP Defense SBIR/STTR Innovation Portal Proposal Submissions. Navigation links: HOME (A), SOLICITATION INFO, PROGRAM INFO, Login/Register (B).
- Message Banner (C):** Welcome to the DSIP (Defense SBIR/STTR Innovation Portal)! Sign Up for the DSIP Listserv. Text: "It is recommended that all DSIP users sign up for the DSIP Listserv to receive emails regarding upcoming topics, updates to BAA, and SBIR-related events by clicking on the DSIP Listserv in the below Quick Links. To check if you are already subscribed, you can enter your email on the Listserv sign up page and the system will confirm your membership status or, if you are not yet a member, it will send you a confirmation email. New members must click the link in the confirmation email to finalize membership. For further information on the DSIP Listserv, please contact DSIP Support at DoDSBIRSupport@reisystems.com."
- Quick Links (D):**
 - Solicitation Documents & Instructions: View active and archived solicitations.
 - Topics and Topic Q&A: View available topics for each solicitation and ask questions during Pre-Release periods.
 - Learning & Support: View templates, training materials, and FAQs.
 - Defense SBIR/STTR Website: Access more information on the DoD SBIR/STTR program.
 - SBIR.gov: Learn more about the overall SBIR/STTR program and search prior awards.
 - DSIP Listserv: Sign up for the DSIP Listserv to receive emails about solicitation, new opportunities, and more!
- Active Solicitations (E):**
 - DoD SBIR 2024.4: 12 Topics Active
 - DOD STTR 2024.D: 2 Topics Active
- Solicitation Schedule (F):** (Dates are subject to change)

FY 2024 DoD SBIR/STTR Solicitation Schedule				FY 2025 DoD SBIR/STTR Solicitation Schedule			
Solicitation Cycle	Announcement Period			Solicitation Cycle	Announcement Period		
	Pre-Release Date	Open Date	Close Date		Pre-Release Date	Open Date	Close Date
SBIR 24.1 STTR 24.A	Nov 29, 2023	Jan 3, 2024	Feb 7, 2024	SBIR 25.1 STTR 25.A	Dec 4, 2024	Jan 8, 2025	Feb 12, 2025
SBIR 24.2 STTR 24.B	Apr 17, 2024	May 15, 2024	Jun 12, 2024	SBIR 25.2 STTR 25.B	Apr 15, 2025	May 13, 2025	Jun 10, 2025
SBIR 24.3 STTR 24.C	Aug 21, 2024	Sep 18, 2024	Oct 16, 2024	SBIR 25.3 STTR 25.C	Aug 19, 2025	Sep 16, 2025	Oct 14, 2025

2. After clicking on **Login/Register**, you will land on the DSIP Welcome page.
 - A. Read the Privacy Advisory and the USG Warning and Consent then check the acknowledgement box.
 - B. Click the **Continue** button to proceed to the Login page.

Welcome to the DSIP (Defense SBIR/STTR Innovation Portal)! ✕

Privacy Advisory

Authority: Section 9 of the Small Business Act, 15 U.S.C. § 638.
Purpose: To enable small business concerns (SBC) that want to participate in the Department of Defense (DoD) Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) programs through the collection and administration of proposal, related business, and award data under the SBIR/STTR programs.
Routine Uses: To provide information to:

- a. government employees, contractors, consultants, students, and others performing or working on a contract, or other assignment for the Federal Government
- b. a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, an individual who is the subject of the request
- c. SBA and other federal government recipients as mandated by Federal statute.

Disclosure: Voluntary, however, failure to provide the requested information may require additional time to process the application or result in denial of award. The information retained in the 15 U.S.C. § 638(k)(2) database is exempt from public disclosure under 5 U.S.C. § 552 in accordance with 15 U.S.C. § 638(k)(4).

USG Warning and Consent

USG Warning and Consent: You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

A I acknowledge that I have read the "Privacy Advisory" and "USG Warning and Consent".

B Continue

3. After you acknowledge and accept the “Privacy Advisory” and “USG Warning and Consent”, you will be redirected to the Login.gov page for DSIP.
 - A. If you already have credentials with Login.gov, enter your credentials and select **Sign in**.
 - B. If you do not have credentials with Login.gov, create an account with Login.gov by selecting **Create an account**.

Helpful tip: If you do not have a Login.gov account and/or a DSIP account, you can refer to the Registration Job Aid for steps on how to:

- Complete Login.gov registration
- Complete DSIP registration
- Link your Login.gov account with DSIP

An official website of the United States government [Here's how you know](#) ▾

LOGIN.GOV DSIP Defense SBIR/STTR Innovation Portal Proposal Submissions

DSIP (Defense SBIR/STTR Innovation Portal) is using Login.gov to allow you to sign in to your account safely and securely.

A **Sign in** **Create an account** **B**

Sign in for existing users

i If you are having trouble accessing your login.gov account, [Click here](#) to contact login.gov. For any DSIP-related inquiries, please contact the DSIP Help Desk at DoDSBIRSupport@reisystems.com

Email address

Password

Show password

Sign in

[Sign in with your government employee ID](#)

[Back to DSIP \(Defense SBIR/STTR Innovation Portal\)](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#) [ⓘ](#)

[Privacy Act Statement](#) [ⓘ](#)

- After you login through Login.gov, the Submissions Dashboard will appear. The Firm Forms section of the Submissions Dashboard includes the total progress of all forms, the status of each of the Firm forms, and quick links to access each form.

Note: If you have not linked your Login.gov account with your DSIP account, you will have to complete that step before you can access the Submissions Dashboard.

The screenshot displays the DSIP Proposal Submissions dashboard. At the top, there is a navigation bar with the DSIP logo and the text "Defense SBIR/STTR Innovation Portal Proposal Submissions". The navigation menu includes "HOME", "FIRM INFO", "SOLICITATION INFO", "PROGRAM INFO", and "MY PROPOSALS". A user profile icon with the initials "AD" is in the top right corner.

Below the navigation bar, a welcome message reads "Welcome, Andrew D". To the right, it shows "LAST LOGIN - IP Address: [redacted] | Date & Time: 03/29/2024 04:36:30 pm ET | Browser/OS/Device: Chrome 0 / Win10 10.0 / Desktop".

A note states: "Note: You must click 'Submit' on each of your Firm-level forms (Firm Certifications, Audit Information and Company Commercialization Report) to mark them as 100% complete. You may make any necessary updates to these forms prior to submitting. If there are no updates, you can simply click the 'Submit' button for each form."

The main content area is divided into two sections. On the left, the "Firm Forms" section shows a progress bar with five green bars and the text "100% COMPLETED". Below this are three cards, each with a green circle and "100%" and a button to access the form: "Firm Certifications", "Audit Information", and "Company Commercialization Report".

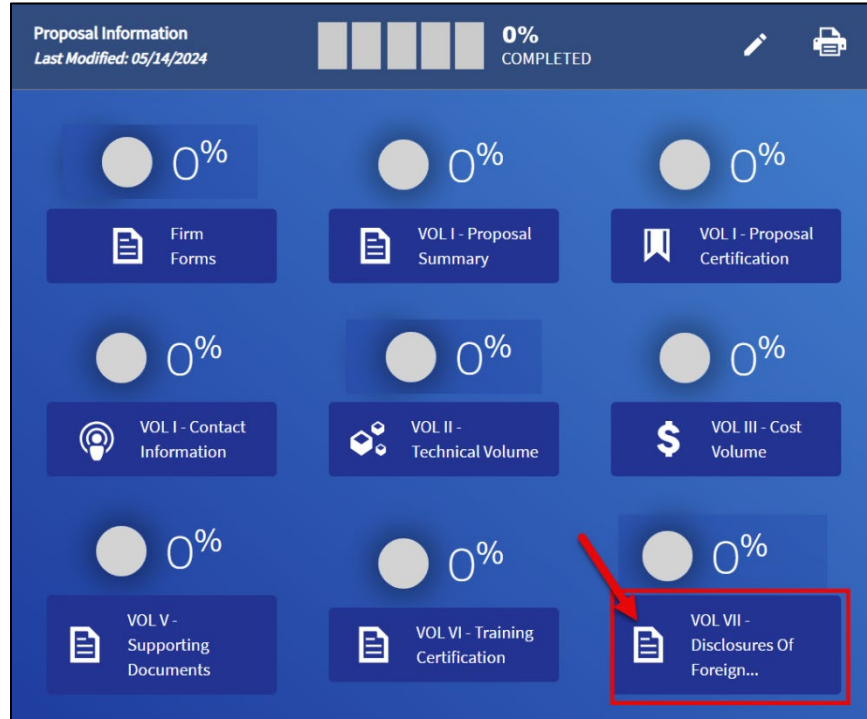
On the right, the "Recent Activity" section shows a list of activities. The first two entries are "21 Hrs FIRM CERTIFICATION FORM" with a link to the form, each followed by "Firm" and "LAST ACCESSED: 03/28/2024 7:21 PM ET".

At the bottom, there are three buttons: "Phase I & Direct to Phase II Proposals", "Phase II Proposals", and "Past Proposals".

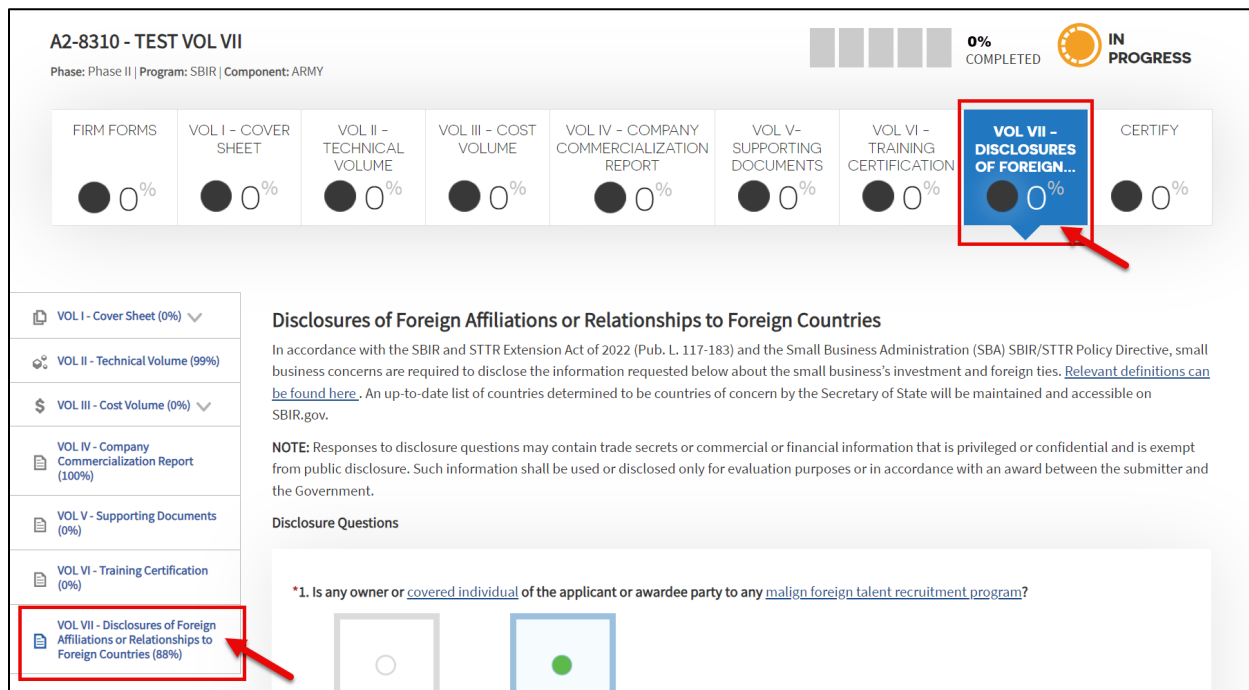
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Access Vol VII

- To access Volume VII for new proposals, select **Vol VII** from the dashboard.



- Once within the proposal, you can access the **Vol VII** option from the progress tracker at the top of the page or left navigation bar.



Complete Vol VII

7. Review the instructions at the top of Vol VII.

- A. Click on the **Relevant definitions can be found here** link to access definitions for terms used in the form.
- B. If you previously submitted a proposal with Vol VII data, you have the option to click the **Copy Previously Submitted Information** button to copy data entered on your previous Vol VII form. You can make edits one copied.

Note: The **Copy Previously Submitted Information** button is only available if you submitted a proposal with this information in the past.

Disclosures of Foreign Affiliations or Relationships to Foreign Countries

In accordance with the SBIR and STTR Extension Act of 2022 (Pub. L. 117-183) and the Small Business Administration (SBA) SBIR/STTR Policy Directive, small business concerns are required to disclose the information requested below about the small business's investment and foreign ties. [Relevant definitions can be found here.](#) An up-to-date list of countries determined to be countries of concern by the Secretary of State will be maintained and accessible on SBIR.gov. **A**

NOTE: Responses to disclosure questions may contain trade secrets or commercial or financial information that is privileged or confidential and is exempt from public disclosure. Such information shall be used or disclosed only for evaluation purposes or in accordance with an award between the submitter and the Government.

Copy Previously Submitted Information **B**

8. Complete each question on the Vol VII form.

- A. All required questions and fields are indicated with a red **asterisk**.
- B. Select the **Yes** or **No** option for each question. Based on your response, additional fields may populate.
- C. Click on any **linked term or phrase** to navigate to the Relevant Definitions page for additional information.
- D. Click **Add Item**, if applicable, to enter additional information fields. You can add up to 15 additional fields.

Disclosure Questions

***1.** Is any owner or [covered individual](#) of the applicant or awardee party to any [malign foreign talent recruitment program](#)? **A** **C**

Yes

No

B

If yes, disclose the first and last name of each owner or covered individual, identify their role (i.e., owner or covered individual), and the malign foreign talent recruitment program.

Additional Information B			Actions
*First Name	*Last Name	*Role	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
*Malign Foreign Talent Recruitment Program			
<input type="text"/>			0 / 200

D Add Item


Max Limit of 15

9. All questions have validation checks included to ensure required data is filled out and all calculations are correct. For example, Question 5 asks about venture capital and institutional investments, and calculates percentages that must add up to 100%.
- A. If you select **Yes** or **Unable to Determine** for question 5a, complete the **Additional Information** section about Venture Capital or Institutional Investor Name and percentages.
 - B. Select **Add Item** to add up to 15 Venture Capital or Institutional Investors. Be sure the total percentage for all items equals 100%.
 - C. An error message displays if the total does not equal 100%.

*5. Does the applicant or awardee have any venture capital or institutional investment?

Yes No


*5a. Does the investing entity have a general partner or any other individual holding a leadership role who has a [foreign affiliation](#) with any [foreign country of concern](#)?


Yes 

If yes or unable to determine, disclose the venture capital or institutional investing entity's name, the percentage of ownership obtained by the investing entity, and the type of investment (i.e., equity, debt, or combination of equity and debt).

Additional Information		Actions
*Venture Capital or Institutional Investor Name Test Investor		🗑️
*Percentage of Investment 50 %	*Type of Investment Equity	
*Venture Capital or Institutional Investor Name Test Venture Capital		🗑️
*Percentage of Investment 65 %	*Type of Investment Debt	

Total Percentage of Investment ⓘ
115.00

Total Percentage of Investment cannot exceed 100%. 

 Add Item

Max Limit of 15

10. After completing all questions on Vol VII, read the certification statement and Save or Submit the form.
 - A. Click the **checkbox** next to the certification statement to certify the form.
Important: If you update the form after submitting, you must re-certify and re-submit.
 - B. Select the **Submit** button at the bottom of the page to complete Vol VII.
 - C. Or, select the **Save** button at the bottom of the screen to save your changes if you are not ready to submit.

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NOTE: Responses to disclosure questions may contain trade secrets or commercial or financial information that is privileged or confidential and is exempt from public disclosure. Such information shall be used or disclosed only for evaluation purposes or in accordance with an award between the submitter and the Government.

Disclosure Questions

*1. Is any owner or [covered individual](#) of the applicant or awardee party to any [malign foreign talent recruitment program](#)?

Yes No

*8. Does the applicant or awardee have an owner, officer, or [covered individual](#) that has a [foreign affiliation](#) with a research institution located in a [foreign country of concern](#)?

Yes No

A I hereby certify the information provided in response to the Disclosure Questions is accurate and complete. I understand that knowingly and willfully making any false, fictitious, or fraudulent statements or representations may be a felony under the Federal Criminal False Statement Act (18 U.S.C. Sec 1001), punishable by a fine of up to \$10,000, up to five years in prison, or both.

Note: Form needs to be re-certified when updates are made.

C **B**