

# Suggested Timeline and Technical Assistance

The average timeframe to write a competitive, strong SBIR/STTR proposal is ~ 2 months (8 weeks).

**8 weeks** prior to due date or earlier - Initial meeting with Karen West (KW) to explore company technology and determine fit to agency, explain MTI Technical Assistance program (TAP) and MTI's TechStart program.

**Once the Agency** releases its solicitation – Company reviews for technology fit to agency topics, reviews proposal requirements, identify resources needed and develops strategic plan to accomplish the proposal writing process including applying for TechStart funding.

KW provides a company with the agency template and,

Company begins electronic registration process starting with Dun & Bradstreet, System for Award Management (SAM) registration and, where applicable [www.Grants.gov](http://www.Grants.gov).

Company begins writing TechStart \$5K Application.

[http://www.mainetechnology.org/content/306/SBIRSTTR\\_Programs/](http://www.mainetechnology.org/content/306/SBIRSTTR_Programs/)

**7 weeks** prior to due date

Company submits TechStart application

Company begins writing Phase I – emphasis on work plan first

Begin contacting customers, end users and supporters for letters of support. You may need to write the letters and send them to them for editing, signing and sending them back to you on their company letterhead.

Contact Stan Gavitt – 878-4514, [stagav@aol.com](mailto:stagav@aol.com) to begin compiling indirect cost rate and work on budget

**4 weeks** prior to due date

Company submits first draft for review and KW responds with edits/comments

Depending on Agency requirements – involve Suzanne Hamlin on commercialization section of the Phase I for review and comment and Jane John for market research

**2 weeks** prior to due date

Company writes second draft and submits to KW for review loop on a continuous basis

Company continues to work with Stan Gavitt

**2 – 5 days** prior to due date

Company submits Phase I proposal electronically

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The **MTI Technical Assistance Program** involves four qualified consultants hired by MTI to assist companies in the SBIR/STTR proposal writing process. Please see next page for qualifications.

## **Phase I**

Karen West – up to 20 hours advice and strategic planning, proposal review and editing, advise on electronic submittal of proposals.

Stan Gavitt – up to 5 hours assistance on compiling a company indirect (overhead) rate, Phase I budget preparation assistance and 5 hours post award to establish sound financial management system and review financial requirements

Depending on Agency requirements – involve Suzanne Hamlin on commercialization section of the Phase I for review and comment (5 hrs) and Jane John (5 hrs) for market research

## **Phase II**

Karen West and Stan Gavitt in the same roles

Jane John – up to 20 hours of market research to support commercialization planning

Suzanne Hamlin – up to 20 hours of commercialization planning assistance, commercialization plan review, editing and advice.

# MTI Consultant Qualifications

**Karen West** of *C & P Management Services, LLC* is a consultant specializing in assisting small businesses in writing competitive SBIR/STTR proposals. She is a recognized expert in Maine with her extensive SBIR/STTR experience. Karen is familiar with federal regulations, proposal development and subcontract management experience in government and civilian contracting, subcontracting positions. She has extensive technical writing expertise including co-author on a publication, titled [A Guide to Successful SBIR/STTR Proposal Writing](#), and authored a guide on the NIH's granting process and is an invited panel member for the NSF and the USDA's Phase II SBIR review process. Karen leads MTI's Technical Assistance Program (TAP).

An ex-Air Force contracting officer and certified technical training instructor, she has developed SBIR/STTR proposal writing courses and routinely gives SBIR/STTR workshop presentations.

*Contact Info: telephone: 207-845-2934, email: [cpmgmt@fairpoint.net](mailto:cpmgmt@fairpoint.net)*

Founded in 2001 by **Jane John**, *On Point Research* helps companies find the business and technical information they need to define market opportunities, discover customers, and commercialize their technology products and services. Ms. John has assisted over one hundred small Maine companies in assessing potential markets. The company's clients also include national firms that want to explore new markets or product ideas. Ms. John has a Masters in Library and Information Science from Denver University and twenty-five years of experience in the information field. She is a past president of the Association of Independent Information Professionals. She is also a member of the Special Libraries Association (Engineering Division), and the Association of Consulting Expertise (A.C.E.) in Maine.

*Contact Info: telephone: 207-373-1755, email: [jjohn@onpointresearch.com](mailto:jjohn@onpointresearch.com)*

**Stanton W. Gavitt, Jr., CPA** had six years of Public Accounting experience with a large firm and twenty two years in industry working for a large government contractor prior to going into business for himself in 2001. During his time in industry he spent a significant portion of his time working with the accounting systems and reporting requirements dictated by the US government and was intimately involved with audits conducted by the EPA and Defense Contract Audit Agency (DCAA). Since going into the consulting business, not only does Stan perform CPA work and tax services but he also works with several Maine companies which are performing on contracts with the Federal government. In addition, he has worked closely with the many companies supported by MTI in their pursuit of funding through the SBIR and STTR programs.

*Contact Info: telephone: 207-878-4514, email: [stagav@aol.com](mailto:stagav@aol.com)*

**Suzanne Hamlin**, principal of *Transformative Knowledge Group*, is a business strategy and marketing consultant with a special interest in business transition and transformation. She has been a member of MTI's SBIR/STTR TAP team since 2004 and has served as an SBIR grant application reviewer for both NSF and USDA. She has extensive experience leading teams and companies through organizational change, planning for new product commercialization, and applying new and emerging technologies for revenue growth and streamlining of work processes.

Suzanne's operating experience in both large and small organizations in a variety of functional roles including marketing, product management, business process redesign, and integrating Internet and E-Commerce technologies. Her direct industry experience includes retail, direct marketing, medical products, manufacturing, banking, and insurance, as well as a broad range of non-profits, and she has consulted heavily in all seven of Maine's target technology sectors. She has served on boards of a number of high tech and community service organizations.

Suzanne holds a BSE in Computer Science from Princeton University, with honors, and an MBA from Harvard Business School.

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