

Application Instructions

The Announcement, the Proposal Template and these Application Instructions can be accessed and downloaded from the OTTC website (www.ottc.csusb.edu) from the date of solicitation opening. Applicants can begin working on their application using these documents; however, **submittal of applications will not be allowed until October 1, 2009** via the Solicitation Management System (SMS).

On-Line Submission - On or after October 1, 2009, using the SMS via the OTTC website, applicants must register in the SMS and fill out the on-line Applicant Information Form. The Announcement, Proposal Template and Application Instructions listed on SMS are identical to the documents on the OTTC website discussed above. In addition to the Applicant Information Form which is completed on-line, applicants must complete the Proposal Template which is a Microsoft Word format document. All questions are to be answered, as applicable, addressing the key elements as outlined in the Proposal Template document.

Mandatory Letter of Intent

The Letter of Intent (LOI) must be submitted as a Word Document attached to an e-mail addressed to: ottc@csusb.edu. The LOI shall be no more than 500 words and provide the following information:

1. Description of the technology
2. Proposed application(s) of the technology
3. Relevance to military health needs
4. Statement of applicant's commercialization needs (support for product development and/or business services)

The LOI is due by 4:00 PM (PDT) on September 25, 2009.

The LOI is mandatory so that we may contact you in the event that there are any changes in the solicitation.

General Application Procedure

1. Enter the SMS website via the OTTC website (www.ottc.csusb.edu) and complete the online Applicant Information Form. Characterize your application by checking all of the appropriate technology area boxes, as applicable. Remember that your proposal evaluation may be affected by the accuracy of this characterization process.

2. Proposal: Download the Proposal Template (Word Document) per the instructions on the SMS or OTTC website. Please keep the section headings - add entry material for each section as described.

3. Upload your completed proposal to SMS on or after October 1, 2009. The document must be in Adobe PDF or Microsoft Word 2003 only. You may go back and make additions/corrections at any point up to the Solicitation close date.

Special Provisions

- 1. Proprietary Information** – Do NOT include classified, proprietary or business sensitive information in the application. We strive to keep submitted information confidential, but we cannot absolutely guarantee its security. Should you feel the necessity of submitting proprietary information, then please state this clearly and every attempt will be made to maintain confidentiality.
- 2. Technology Readiness Level** - Technologies/products proposed for consideration should be at a minimum Technology Readiness Level 6 as described in the Proposal Template.
- 3. Human/Animal Testing** - As applicable, clinical technologies/products should have human testing data demonstrating their effectiveness and, where appropriate, be on a well-planned course aimed at eventual FDA approval. **Submissions proposing human and/or animal testing will not be considered.**

General Guidelines

In addition, proposals must follow the following guidelines:

- **Length** – Page limitations are identified for each question and include graphics, pictures or other inserted information. Reference to websites or other documents is acceptable, do NOT append additional information.
- **Style** – The written proposal can be relatively informal – but remember that evaluators can be influenced by poor grammar, misspellings, etc. Please write with clarity. Remember that our evaluators consist of technical experts as well as successful business people.
- **Text Font, Size, Color** – Times New Roman, Size 10 or larger, black
- **Insert Page Numbers**
- **No Text Highlighting**
- **No Headers**
- **Please Note** - Incomplete and/or incorrectly formatted proposals *will be returned*.
- **Need Assistance?**
 - For questions related to proposal content contact: Timothy R. Gerrity, Ph.D., CCAT San Bernardino Director, at tgerrity@csusb.edu or Julie Amador, CCAT Assistant Director, at jjensen@csusb.edu or call (909.537.7766).
 - For technical problems with online submission, registration, etc.: Contact OTTC at ottc@csusb.edu or call (909.537.7766). Additional guidance is located at the SMS website.