NIH SBIR PROPOSAL GUIDE · COMPLIANCE MATRIX

PA-27-100 Pre-Upload Checklist

Tick every box on the final assembled PDF before submission. Center for Scientific Review staff screen each application for completeness and compliance, and one that fails is not reviewed.

EVERY PDF

- [ ] **Body text** at 11 points or larger, figures legible at 100% zoom
- [ ] **Density** of no more than 15 characters per inch and six lines per inch
- [ ] **Margins** of at least half an inch on letter-size pages, with nothing inside them
- [ ] **No headers or footers** in any attachment
- [ ] **Security features off**, with no password or encryption
- [ ] **Flattened** where the file had fields, layers or inserted elements
- [ ] **No live electronic signatures**, signed and then flattened
- [ ] **Scans** used only for signed pages such as letters of support
- [ ] **File names** unique, 50 characters or fewer, no ampersands
- [ ] **URLs** only where the announcement or form allows them

PAGE LIMITS

- [ ] **Project Summary** within 30 lines
- [ ] **Project Narrative** within three sentences
- [ ] **Specific Aims** on one page
- [ ] **Research Strategy** within 6 pages for Phase I or 12 for Phase II, Fast-Track and Direct to Phase II
- [ ] **Commercialization Plan** left out of Phase I, within 12 pages otherwise
- [ ] **Introduction** on one page, resubmissions only
- [ ] **Regulatory Plan** within two pages, trial applications only

FORMS AND ATTACHMENTS

- [ ] **eRA Commons ID** in the Credential field for each principal investigator
- [ ] **Unique Entity Identifier** matching SAM.gov and eRA Commons
- [ ] **SBC Control ID** from the SBA Company Registry entered on the SBIR/STTR Information form
- [ ] **Human subjects** study record added if the answer is "Yes"
- [ ] **"RegulatoryPlan.pdf"** under Other Attachments for any clinical trial
- [ ] **"SBIR Application VCOC Certification.pdf"** for majority VC-owned companies only
- [ ] **Phase II commercialization history** if the company holds an earlier Phase II
- [ ] **No appendix** in a Phase I SBIR

OVERLAP

- [ ] **No essentially identical application** under another HHS announcement
- [ ] **Resubmission** filed only after the A0 summary statement was issued
- [ ] **No paid foreign subaward** or subcontract
- [ ] **Slot count** still at nine or fewer for the fiscal year

SUBMISSION

- [ ] **Assembled application** viewed page by page in eRA Commons
- [ ] **Submitted** at least three business days before 5:00 PM local time on the due date

Sources: PA-27-100, NIH Table of Page Limits, NIH Format Attachments, NIH Form G.440, NOT-OD-26-090. Checked November 10, 2026.

archanacontent.github.io/nih-sbir-proposal-guide