The Purpose of this document is to provide guidance and information in assisting users in completing the Company Registration Process; as well as to link them to relevant resources that can navigate them to additional tools at their disposal.

Once you have registered, your company will be given an SBIR/STTR ID number that you will use when applying to any SBIR/STTR agency solicitation. SBA expects this to facilitate the application process and reduce the need for multiple data entry.

**Glossary**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>SBIR</td>
<td>Small Business Innovation Research program</td>
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<tr>
<td>STTR</td>
<td>Small Business Technology Transfer program</td>
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<tr>
<td>SBC</td>
<td>Small Business Concern</td>
</tr>
<tr>
<td>DUNS</td>
<td>Data Universal Numbering System</td>
</tr>
<tr>
<td>EIN</td>
<td>Employer Identification Number</td>
</tr>
<tr>
<td>SAM</td>
<td>System for Award Management</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
</tr>
</tbody>
</table>

Registration is a six-step process:

- **Step 1** - Check to see if you are eligible for the SBIR and STTR programs (Certification Tool)
- **Step 2** - Check to see if you've previously registered.
- **Step 3** – Check/ Add your DUNS/EIN/E-mail Address
- **Step 4** - Provide Ownership Information (details in next section)
- **Step 5** - Populate Company POCs
- **Step 6** - Registration Complete, confirm username and password.
Below is a list of all the information that is needed to register your firm at Company Registration | SBIR.gov. The following tutorial link can provide additional information Tutorial 1: REQUIRED REGISTRATIONS | SBIR.gov.

- **DUNS**
- **EIN**
- **Email address**
  
  The SBIR.gov system recommends verification with SAM.gov, however a SAM.gov account is not required to complete the SBIR.gov registration. To be verified with SAM.gov, your email address must match one of the following contacts in SAM.gov. If you are unsure what is listed in SAM.gov for your company, you may verify the information on the SAM.gov site. SAM verification is required to complete and submit your firm’s Company Commercialization Report (CCR).

- **SAM.gov Points of Contact**
  
  - Government Business POC (Point of Contact)
  - Alternate Government Business POC
  - Electronic Business POC
  - Alternate Electronic Business POC

- **Company Name**
- **Address**
- **Ownership Information** (details below)
- **Contact Information** (Name, Phone Number)
- **Number of Employees**
- **Points of Contact** (CEO, CFO, Business Official, Contracting Official) (needed to complete Company Registration, can be edited through the company profile at any time by logging into your account. The same information can be provided for each title.)
Ownership

The following questions will be asked in **Step 4: SBC Information**, during the registration process pertaining to ownership. (Step 4 can be found under webform displays below.)

**Ownership Information**

What percentage (%) of the SBC is majority-owned by multiple venture capital operating companies, hedge funds or private equity firms?

Is the SBC majority-owned by multiple venture capital operating companies, hedge funds or private equity firms?

**Ownership Type**

Woman-Owned: To qualify as a women-owned small business (WOSB), a business must meet the following requirements identified in Policy Directive definition section (ss): Women-Owned SBC (WOSB) An SBC that is at least 51% owned by one or more women, or in the case of any publicly owned business, at least 51% of the stock is owned by women, and women control the management and daily business operations.
Socially/Economically Disadvantaged: Part of the SBA "8(a) Business Development Program." A firm can register as Disadvantaged under SAM.gov using the following criteria:
The firm must be 51% or more owned and control by one or more disadvantaged persons.
The disadvantaged person or persons must be socially disadvantaged and economically disadvantaged.
The firm must be small, according to SBA’s size standards.
Additional restrictions apply if your firm is also woman owned. More information available at SBA.gov.

HUBZone-Owned: HUBZone is a United States Small Business Administration (SBA) program for small companies that operate and employ people in Historically Underutilized Business Zones (HUBZones). Firms will need to reside within an area that has been determined to be a HUBZone, meet eligibility requirements and register with the SBA. More information available at (https://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program).

Company Size

Firms having more than 500 employees including all affiliates are not eligible to apply for a new SBIR/STTR award. Please read the Affiliates Checklist for a definition and additional details on affiliates.
Step 1: Certification Tool

1. Certification tool is only informational and does not prohibit a firm from registering. This section is not mandatory, user may click next to proceed without answering the questions on this tab.
Step 2: Have you Registered?

2. Select “NO” to register your firm for the first time. If adding a user to an existing firm hit “YES” and search for the existing firm by entering Company Name, EIN or DUNS.
Step 3: DUNS/EIN/Email Check

1. Enter either 9 digit DUNS or EIN

2. Enter an email address, the SBIR.gov system recommends verification with SAM.gov, however a SAM.gov account is not required to complete the SBIR.gov registration. To be verified with SAM.gov, your email address must match one of the following contacts in SAM.gov. If you are unsure what is listed in SAM.gov for your company, you may verify the information on the SAM.gov site. SAM verification is required to complete and submit your firms Company Commercialization Report (CCR).

SAM.gov Points of Contact
- Government Business POC (Point of Contact)
- Alternate Government Business POC
- Electronic Business POC
- Alternate Electronic Business POC

Screen displayed when registering a new firm.
Step 4: SBC Information

- **Woman-Owned:** To qualify as a women-owned small business (WOSB), a business must meet the following requirements identified in Policy Directive definition section (ss): Women-Owned SBC (WOSB). An SBC that is at least 51% owned by one or more women, or in the case of any publicly owned business, at least 51% of the stock is owned by women, and women control the management and daily business operations.

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Step 5: Points of Contact

Points of Contact

- CEO
- Business Official
- CFO
- Contracting Official

Note: Company can have the same individual holding several or all of the titles listed above. These are required/mandatory fields to complete the Company Registration process. POC information can be updated/edited through the company profile at any time by logging into your account.
Step 6: Registration Complete

1. User has successfully registered and must check the email provided for login credentials.

2. Once registered on sbir.gov, log into your account and enter your username and password.
3. User can access the following once logged into sbir.gov through their company dashboard:

I. **Company Profile**
II. **SBC Certificate**
III. **Company Commercialization Report**

**COMPANY PROFILE**

TEST LLC.
123 Main Street
Washington, D.C.
EIN: 123456789

**MY DOCUMENTS**

- [Download SBC Registration (Proof of Registration/Certification)]
- [Download Company Commercialization Report]

**PERFORMANCE BENCHMARK RATES**

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<thead>
<tr>
<th>At Last Assessment</th>
<th>Running Tab for Next Assessment</th>
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<td>Transition Rate</td>
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</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Commercialization</td>
<td>N/A</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

These benchmark requirements apply only to those companies that have received more than 10 Phase I awards over the past 5 years (Transition Rate) or more than 15 Phase II awards over the past 10 years (Commercialization Rate). If your company has not won the threshold number of awards for a benchmark, the table above will show "N/A" instead of the rate. Click here for more information on the Performance Benchmark requirements.

**MY COMMERCIALIZATION**

- **Guide/Instructions**
- **Summary of Latest Published Version**

**Report Version History**

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<th>Submitted Date</th>
<th>Action(s)</th>
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**Current Report Version**

- [Update Commercialization]
**SBIR.gov Resources**

Below is a list of various resources and tools at your disposal on sbir.gov.

- **Tutorials** SBIR.gov contains a collection of informative online tutorials about the SBIR/STTR programs including informants on each participating agency. We recommend:
  - Program Basics (*Course 1: Program Basics*)
  - Agency Introductions (*Course 2: Agency Introductions*)
  - Finding Topics (*Course 4: Finding Topics*)
  - Preparing a Responsive Proposal (*Course 6: Preparing Proposal*)

- **Local Assistance** - The SBA works with several local partners of various organizational types to train and support potential SBIR/STTR applicants around the country. Find the help you need, from proposal assistance to SAM registration, commercialization support to industry connections.

- **Funding** - Agencies post solicitations describing the technical areas they fund and seek proposals from small businesses.

For additional resources visit the [Entrepreneur section](https://www.sbir.gov/registration).

**Additional Links**

- **DUNS registration**
  - [https://fedgov.dnb.com/webform/](https://fedgov.dnb.com/webform/)

- **Employer Identification Number (EIN)**

- **SAM registration**
  - [https://sam.gov/content/entity-landing](https://sam.gov/content/entity-landing)

- **SBA Company Registration**
  - [https://www.sbir.gov/registration](https://www.sbir.gov/registration)