

Lehigh University Office of Research and Sponsored Programs
SBIR/STTR Proposal Submission Requirements Certification Form

This form, plus all information listed in items 1-5 below, must be submitted with all proposals for a subaward to Lehigh for an SBIR/STTR project:

- (1) a copy of the solicitation as well as the complete proposal and budget for the Lehigh subaward.
- (2) the complete proposal submitted by the small business entity (SBE) to the sponsor.
- (3) The above documents or a supplemental narrative must identify:
 - a. the locations of work to be conducted at Lehigh.
 - b. the roles of any Lehigh students and staff on the project.
 - c. whether any SBE employees or representatives will be involved in work conducted at Lehigh and if so, a description of their involvement and proposed activities at Lehigh.
 - d. the SBE's primary operating location(s), which must not include Lehigh academic facilities.
- (4) Conflict of interest disclosure, as is required for all proposal submissions.
- (5) Written confirmation, as documented in this form, from the Lehigh PI's department chair that they have reviewed the technical portion of the complete proposal submitted by the SBE to the sponsor to ensure that separate, substantive, efforts will occur at the university and the SBE, and consistency with the information provided by the PI through item 3 above.

Lehigh University PI Certification

Choose one:

- All of the information listed in items 1-5 above has been submitted with the enclosed proposal.
- All or some of the information listed in items 1-5 has not been submitted with the enclosed proposal. I understand that if some or all of the information required above has not been submitted with the enclosed proposal, it must be provided to Lehigh University ORSP before an award will be accepted. As necessary to meet requirements for delineation of university and SBE activities and requirements for the management of conflicts of interest, ORSP may need to withdraw the proposal, may not be able to accept the award from the SBE, or may require modification of the award.

Lehigh University PI Name:

Lehigh University PI Signature:

Date:

Lehigh University Department Chair Certification

Choose one:

- I have reviewed the technical portion of the complete proposal submitted by the SBE to the sponsor to ensure that separate, substantive, efforts will occur at the university and the SBE, and that it is consistent with the information provided by the Lehigh University PI through item 3 above.
- All or some of the information listed in items 1-3 above has not been submitted with the enclosed proposal, and I cannot provide confirmation per item 5 above. I understand that if some or all of the information required above has not been submitted with the enclosed proposal, it must be provided by the Lehigh University PI to Lehigh University ORSP before an award will be accepted. As necessary to meet requirements for delineation of university and SBE activities and requirements for the management of conflicts of interest, Lehigh University ORSP may need to withdraw the proposal, may not be able to accept the award from the SBE, or may require modification of the award.

Department Chair Name:

Department Chair Signature:

Date: