

Train-The-Trainer COURSE

2



SBIR · STTR
America's Seed Fund™
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U.S. Small Business
Administration

Helping First Time SBIR/STTR Awardees

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Course Overview

First time awardees have a great deal to learn about being a responsible government contractor. Without appropriate guidance, it is easy for a firm to find itself faced with a number of problems because they did not understand the importance of many things at the outset: keeping timecards; allocating funds appropriately to different pools; negotiating agreements with universities; and the list goes on and on... The purpose of this course is to help you, the service provider, understand what it means for a small business to be a government contractor — so that you can better assist first time winners.

This course is comprised of 10 lessons and is designed to fit in with your work schedule over an eight week period. Typically, there is one lesson per week with the first and last week being exceptions, with two lessons those weeks. Participants should anticipate that each lesson will require two hours of preparation time in addition to participation in a live, one-hour webinar associated with each lesson. This course is highly recommended as a form of Professional Development.

LESSON 1 Introduction

MONDAY: 4/20
1:00 p.m. ET

The purpose of this Lesson is to introduce you to the two tools that we will be using during this course: (1) The CANVAS Learning Management system (LMS) and (2) the On-Line Tutorials created for small business and which are located on the SBIR.gov website. The latter are publicly available for small businesses to use. You are welcome freely use the On-Line Tutorials as training materials that you can assign to clients interested in learning more about the SBIR/STTR programs. We will use CANVAS for individual assignments, discussions, and webinars [live and recorded]

LESSON 2 Time Keeping

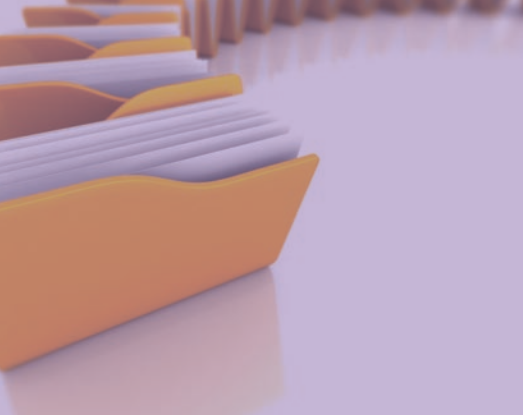
WEDNESDAY: 4/22
1:00 p.m. ET

Defense Contracting Audit Agency (DCAA)-compliant timekeeping is a critical ingredient to a small government contractor's ability to compete, win, and continue to successfully secure government agency contracts. This lesson will provide an overview of the information that is important for the government contractor to incorporate into their employees' practice in order to adhere to DCAA timekeeping requirements. It also covers suggestions for timekeeping processes along with practical approaches for implementation.

LESSON 3 DCAA Audits

WEDNESDAY: 4/29
1:00 p.m. ET

Working effectively with the Defense Contract Audit Agency (DCAA) is essential to the success of a firm that does business with SBIR and STTR contracting agencies. The DCAA is responsible for audits including pre-award, post-award, and floor audits in all Department of Defense and many other agency SBIR/STTR contracts. You will explore here the various types of audits and what it takes to meet DCAA requirements. While working with the DCAA may be intimidating, knowing the requirements and proper audit etiquette can make the process much less worrisome.



LESSON 4

Importance of Reading Your Contracts/Record Keeping

WEDNESDAY: 5/6
1:00 p.m. ET

Helpful guidance for a government contractor is to remind them of the importance of reading their award details before signing the agreement. This lesson will help you to understand the differences between contracting and granting agencies, the importance of the Federal Acquisition Regulation (FAR) requirements for contracts, some details of SBIR/STTR contracts and grants to watch out for, and finally repercussions for failure to comply with SBIR/STTR contract and grant terms.

LESSON 5

Fraud, Waste, & Abuse

WEDNESDAY: 5/13
1:00 p.m. ET

The SBIR and STTR programs have been identified as areas where incidents of fraud, waste and abuse (FWA) can be prevented. You will learn about Fraud, Waste and Abuse as it relates to the SBIR and STTR programs with a focus on each element as well as how to report it. You will also review some examples of FWA convictions to reinforce the seriousness of this subject.

LESSON 6

Invention Planning

WEDNESDAY: 5/20
1:00 p.m. ET

Within the SBIR/STTR programs, questions often arise as to the government contractor's intellectual property (IP) rights to technology developed or reduced to practice using federal funding. A review of these IP rights is included in this lesson along with a review of the federal government's right to the IP that is developed or reduced to practice by a government contractor in the SBIR/STTR program. Actions required by the contractor to retain their IP rights will also be reviewed in this lesson.

LESSON 7

Data Management Plan

WEDNESDAY: 5/27
1:00 p.m. ET

A data management plan that outlines how data are to be handled both during a research project and after the project is completed is required with most SBIR/STTR proposals. You will learn what a data management plan is, what the program requirements are for a data management plan, what data types and sources are required for a data management plan, and what format should be used for a plan submission.

The Team

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LESSON 8 Commercialization Plans

WEDNESDAY: 6/3
1:00 p.m. ET

Agencies place varying degrees of emphasis on commercialization within the SBIR/STTR programs. You will learn the commercialization requirements for SBIR/STTR Phase I submission and the background you need for assisting in the development of the contractor's SBIR/STTR Phase II commercialization plan. The lesson will provide some avenues that the contractor may use to demonstrate that their commercialization plan is based on real customer input. Finally, you will gain an understanding of the time required by the small business to gather the appropriate information for their commercialization plan and to develop the resulting commercialization strategies.

LESSON 9 Agreements with Research Institutions

MONDAY: 6/8
1:00 p.m. ET

One way to enhance the R&D stature of a small government contractor is to work with a research institution. The research institution can boost the established R&D available to the small business enabling them to license or use pre-existing intellectual property. Suggestions will be provided on methods of undertaking joint R&D and accessing the research institution's pool of highly skilled labor.

LESSON 10 Timely Close Out of Awards

WEDNESDAY: 6/10
1:00 p.m. ET

Award closeout is important to administratively end an award. Closing out the award within the timing and requirements of the agency is most desirable to the small business. You will learn about the process and requirements for award closeout process across a variety of agencies and the importance of a timely closeout.