Preparing for an Effective One-on-One Meeting

Prep Charts and Questions

SoCal SBIR/STTR CON20

UC RIVERSIDE | Technology Partnerships

1:1 Meeting: Fifteen Minutes

Preparing for an Effective One-on-One Program Director Meeting

UC RIVERSIDE | Technology Partnerships

Don’t Ask Questions That You Can Answer Yourself

Do Your Homework

https://www.sbir.gov/

- https://www.sbir.gov/faqs/general-questions
- https://www.sbir.gov/faqs/eligibility-requirements
- https://www.sbir.gov/tutorials
- https://www.sbir.gov/tools

Research Their SBIR Sites

https://sbir.nih.gov/

https://seedfund.nsf.gov/

https://science.energy.gov/sbir/

https://nifa.usda.gov/program/small-business-innovation-research-program-sbir

http://www.acq.osd.mil/osbp/sbir/ . . . . .

The National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR)
https://acl.gov/about-acl/about-national-institute-disability-independent-living-and-rehabilitation-research

U. S. Department of Transportation (DOT/VOLPE)
https://www.volpe.dot.gov/work-with-us/small-business-innovation-research

The National Heart, Lung, and Blood Institute (NHLBI)
https://sbir.nih.gov/nhlbi

National Institute of Nursing Research (NINR)
https://www.ninr.nih.gov/

Environmental Protection Agency (EPA)
https://www.epa.gov/sbir

U. S. Department of Education
https://www2.ed.gov/programs/sbir/index.html

Defense Advanced Research Projects Agency (DARPA)
https://www.darpa.mil/work-with-us/for-small-businesses/participate-sbir-sttr-program

National Institute of Neurologic Diseases (NINDS)
https://www.ninds.nih.gov/Funding/Small-Business-Grants

Partnerships for Innovation (PFI), Division of Industrial Innovation and Partnerships (IIP), Directorate of Engineering, National Science Foundation
https://www.nsf.gov/eng/iip/pfi/index.jsp

Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)
https://www.nichd.nih.gov/grants-contracts/SBIR_STTR

National Institute of Mental Health (NIMH)
https://www.nimh.nih.gov/funding/sbir/index.shtml

National Institute of Dental and Craniofacial Research (NIDCR)
https://sbir.nih.gov/nidcr/index

National Institute of Neurologic Diseases (NINDS)
https://www.ninds.nih.gov/Funding/Small-Business-Grants

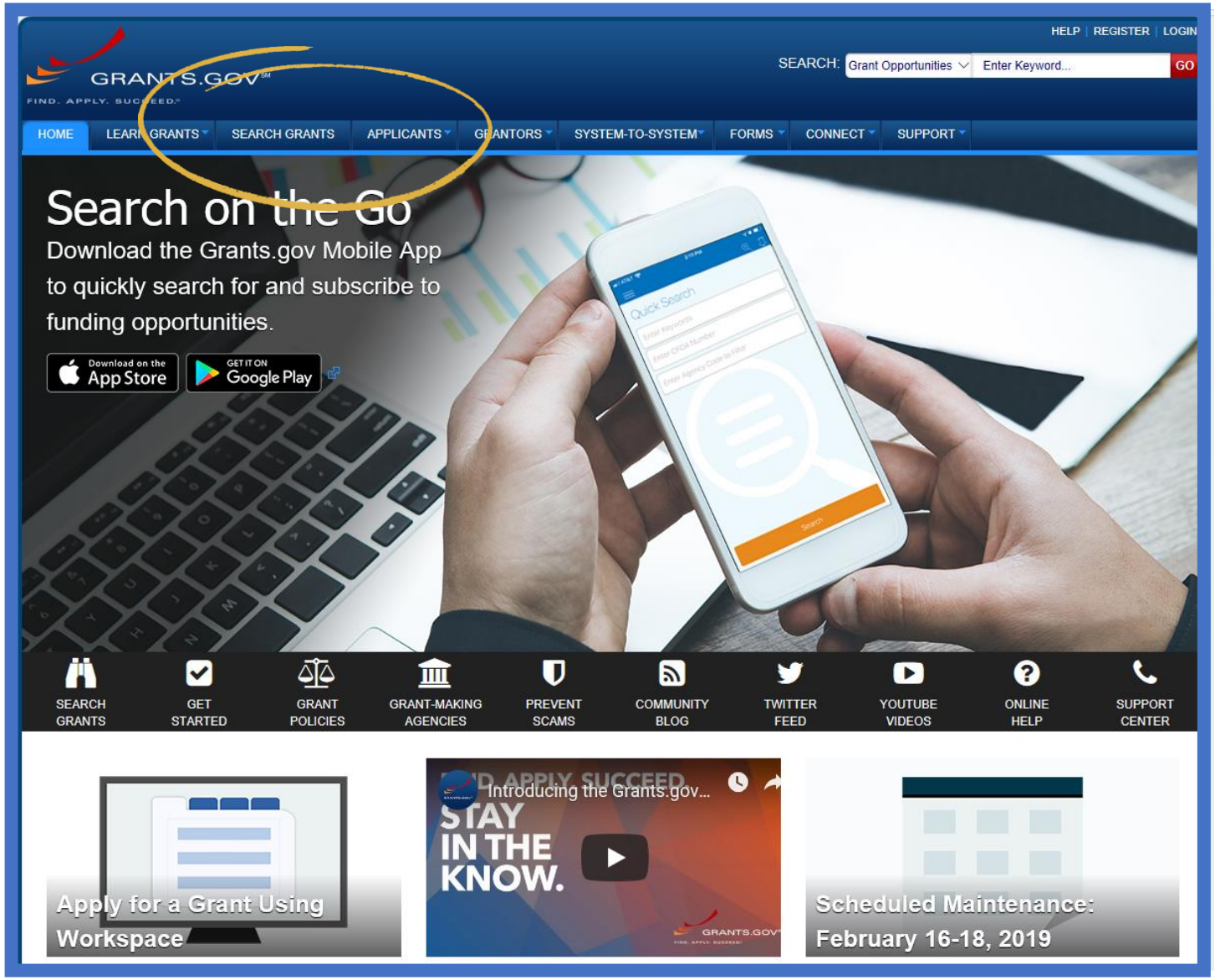
U. S. Force Research Labs (AFRL) - Academic Partnership Engagement Experiment (APEX)
https://www.afsbirsttr.af.mil/ - https://apex-innovates.org/

U. S. Army Research Office - Office of Small Business Programs
https://www.arl.army.mil/business/aro-small-business-opportunities/

U. S. Navy
Naval Information Warfare Systems Command (NAVWAR)
The Naval-X SoCal Tech Bridge
https://www.navysbir.com/ - https://www.secnav.navy.mil/agility/Pages/techbridges.aspx

Research These Sites per Agency For FOAs plus www.grants.gov

Have the FOA's in Your Pocket, Just in Case . . .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Scheduled Maintenance: February 16-18, 2019

Unique Opportunity

- Guidance provided by a knowledgeable person
- Focus your effort on best opportunity
- Minimize false starts
- Understand the timeline

What to accomplish in 15 minutes….

- Introduce yourself /research interests
- Demonstrate that you have reviewed current or most recent solicitation
- Learn if your specific topic is potentially a good fit
- Ask what next steps they would recommend
- Ask what mistake most new applicants make – so that you can avoid making the same one

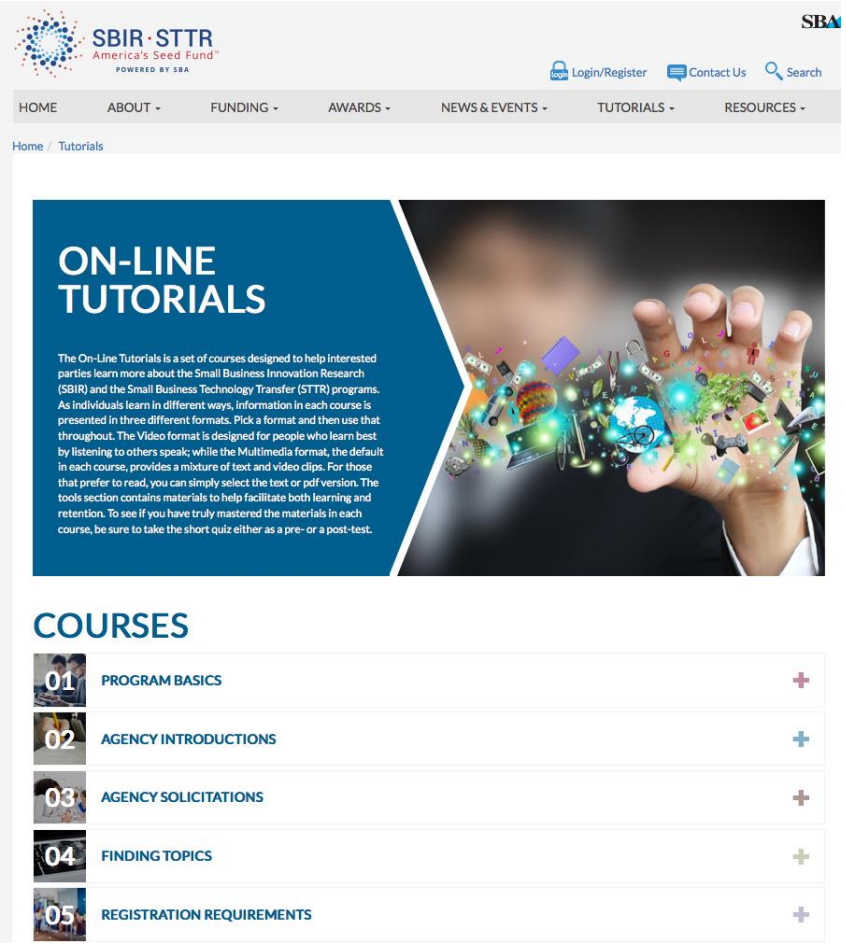
Preparation

Before conference review SBIR/STTR On-Line Tutorials

- Contracts vs. Grants
- Finding a Topic
- Agency Introductions
- Agency Solicitations
- Website
- https://www.sbir.gov/tutorials

https://www.sbir.gov/tutorials

- Designed to provide you with pivotal information quickly
- Accommodates different learning styles
- Check out the brief videos



Agency Intros

- Each agency has a unique culture
- Program implementation varies
- World of acronyms

Complete/Submit a Prep Chart

- Required
- A Prep Chart is a 1-page document commonly used for government presentations
- Keep introduction brief; good leave behind
- Your one-page prep chart introduces You, Your Firm, and Proposed Innovation
- Spend no more than 5 minutes discussing it
- Prepare & Submit Your Questions

Prepare and Submit Your Prep Chart in Advance

NAME:	COMPANY	
ADDRESS	PHONE:	EMAIL

TECHNOLOGY DEVELOPMENT

What is your Innovation/Research being done? What Intellectual Property Protection do you have? What Stage of Technology Development are you at?

COMPANY INTRODUCTION

What is your Mission? When was your company founded? How many employees do you have? Describe your Research Facility. What are your Product Sales?

OPPORTUNITY

What is the Paramount Need Being met/Problem being solved? Who is your Target Customer? What is your Value Proposition? What is your market opportunity?

RESEARCH NEED

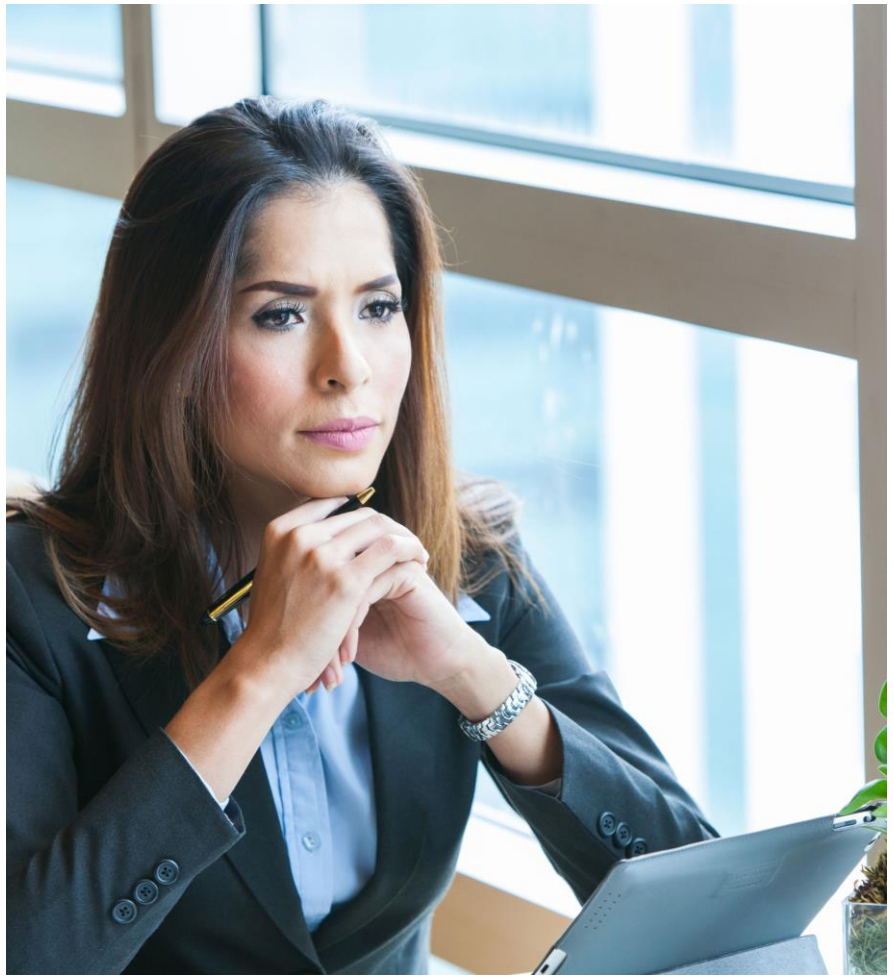
Discuss Your Specific Research Aims. What do you want to discuss?

Generate Questions in Advance

AGENCY	Questions To Ask

Listen

- Ask questions and listen
- At least half of your meeting should be listening to the Program Director providing you with information



Will your meeting be successful?

Yes….

- You will have gained insight into whether or not a specific topic is good for you
- The questions you prepared in advance will be answered
- You will walk away with lessons learned regarding mistakes that others have made in proposal preparation

Questions?

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