

DEPARTMENT OF THE NAVY

STP



SBIR/STTR TRANSITION PROGRAM WEBINAR SERIES



Fall 2017 STP PAO Process Overview & Training for Navy Users

www.navystp.com/stpworkspace

SBIR/STTR TRANSITION PROGRAM WEBINAR SERIES



Today's Training Overview

- STP PAO Process Stages Overview
- E-mail Notifications
- How to Register for the STP Workspace
- Signing In
- Reviewing the Abstract/Thumbnail & Quad Chart
- What happens when you mark “Approve”
- What happens when you mark “Request Changes”
- Help and Support



What is “STP PAO Review”?

- STP PAO Review is a process incorporating the STP Workspace and SYSCOM-directed workflows
- SBCs are requesting permission from the Department of the Navy (DoN) to publicly use and distribute government furnished or controlled information
- It is a two-way process...
 - SBCs ensure proprietary or business sensitive materials are not released
 - DoN ensures information released is appropriate for ***any audience in the world***...including potential adversaries
- What the SBCs were told:

#1 Navy Objective: Prevent information disclosure that identifies a capability weakness or vulnerability



STP PAO Review Stages

- Stage 1 – Technical Review
 - TPOC (All SYSCOMs except NAVSEA)
 - NAVSEA: PEO Technology Manager takes lead on obtaining TPOC, sponsoring program office and PEO S&T review – transparent to SBC
- Stage 2 – SYSCOM SBIR/STTR Program Review
 - SYSCOM SBIR/STTR Program Managers review materials and prepare requests for SYSCOM PAO review
 - PMs may forward material to another sponsoring program office or agency for further review and concurrence (i.e. NAVAIR sending material to JSF JPEO)
- Stage 3 – SYSCOM Public Affairs/Security Review & “Approval”
 - Method of internal staffing and processing is SYSCOM unique



Simplified STP PAO Review Process

1. SBCs mark their project “Ready” for review
2. STP Workspace generates e-mail to Stage 1 reviewer
 - a) If your e-mail is in the system from last year, you receive a request to log in and review the subject project
 - b) If you are not in the system, you will be asked to register before reviewing the materials
3. Stage 1 reviewer either Approves or Recommends changes for each Deliverable – Abstract/Thumbnail and Quad Chart
 - a) If changes recommended, project sent back to SBC to edit – Stage 1 reviewer notified to validate revisions and either Approve or Recommend (additional) Changes
 - b) Once both Deliverables are “Approved” – project moves to Stage 2 and process repeats with Stage 2 reviewer



Returning Users: This is a sample of the e-mail you will receive

A screenshot of an email client window. The title bar reads "NavySTP - Topic #D01A-001 Pending PAO Review - Message (HTML)". The email header shows: From: NavySTP <notice@navystp.com>, To: stppaoreview@atsicorp.com, Cc: (empty), Subject: NavySTP - Topic #D01A-001 Pending PAO Review. A red box highlights the text "Message (HTML)" in the title bar. Another red box highlights the text "We send in Plain Text so you won't have problems with NMCI" in the email body. The email body text includes: "John Felts,", "The following STP project is ready for your review. Please log into the STP Workspace at navystp.com/workspace and select 'Approve' or 'Recommend Changes' for each Deliverable.", "Firm: NAVAIR Test Company", "Topic Number: D01A-001", "Contract Number: D00001-01-C-0001", "To access the STP Workspace go to navystp.com/workspace If you forgot your password, simply click the 'Forgot your password?'" link to reset it.", and "If you have any problems, please contact our STP PAO Admin at stppaoreview@atsicorp.com". At the bottom, there is a link "See more about: NavySTP." and two profile icons.



First-time Reviewers: This is the e-mail you will receive

NavySTP - Topic #D01A-009 Pending PAO Review - Message (HTML)

From: NavySTP <notice@navystp.com>
To: stppaoreview@atsicorp.com
Subject: NavySTP - Topic #D01A-009 Pending PAO Review

Tue 8/1/2017 8:53 PM

Kyle Mullen,

The following STP project is ready for your review. Please log into the STP Workspace at navystp.com/workspace and select “Approve” or “Recommend Changes” for each Deliverable.

Firm: NAVSUP Test Company

Topic Number: D01A-009

Contract Number: D00001-01-C-0009

If you have not done so already, you must create a password for your user ID (your e-mail) to access the DoN’s SBIR/STTR Transition Program Workspace (STP Workspace).

Please copy and paste the URL below into your browser to register and create a password:

https://navystp.com/stpworkspace/pao?access_code=111701SZ5YO968

Once you have registered you will access the STP Workspace with your e-mail address and the password you create during registration.

To access the STP Workspace go to navystp.com/workspace If you forgot your password, simply click the “Forgot your password?” link to reset it.

If you have any problems, please contact our STP PAO Admin at stppaoreview@atsicorp.com

See more about: NavySTP.

We send in Plain Text so you won't have problems with NMCI

NMCI will disable links – copy/paste to browser



FIRST TIME USERS!

This is the register screen when you copy/paste the link from the e-mail

This should auto populate

Department of the Navy SBIR/STTR Transition Program (STP) PAO Registration

First Name: **Last Name:**

E-mail Address:

Enter Your Desired Password: **Please Confirm Your Password:**

(Password must include at least seven characters)

[Submit PAO User Registration](#)

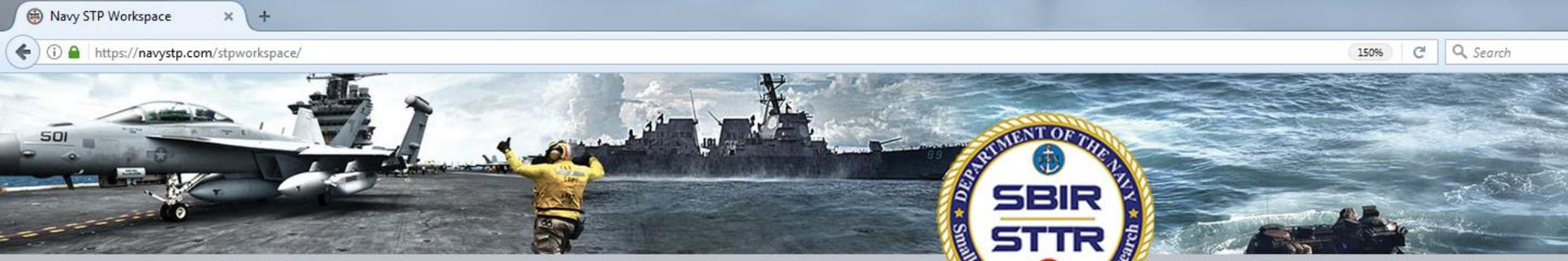
[Need Help?](#)

Simple password
At least 7 characters
At least one letter
At least one number



STP Workspace Sign In Page

- After registering the first time, ALL users access the STP Workspace the same way:
 - www.navystp.com/stpworkspace
- Your computer will automatically re-direct to the secure site
 - <https://navystp.com/stpworkspace/>
- Some computer settings and/or internet browsers may not let you go direct to the secure website (<https://navystp.com/stpworkspace/>)
 - Use the unsecure www URL, allow the site to redirect to the secure one



Did this last year?
Log in the same way as before

If this URL doesn't work
<https://navystp.com/stpworkspace/>

Try this one, your computer will
automatically redirect
www.navystp.com/stpworkspace

Forgot your password?
Click the link

Note: you may need to temporarily
disable your pop-up blocker

Please sign in

Sign in

[Forgot your password?](#)

[Need Help?](#)





Dashboard displayed after signing in

Navy STP Workspace | Dashboard

Dashboard Deliverables Webinars

News and Important Announcements

- TRL Definitions (extracted from TRA Guidance)
- 2011 Technology Readiness Assessment (TRA) Guidance
- 2017-2018 STP Schedule - Revised 5 May 2017
- Upcoming Industry Days and Events

Your Projects Archived Projects

Welcome to the Navy STP Workspace. Select a contract below to continue.

Contract	Topic	SYSCOM	Company	BC/MR	SBC POC	TPOC	Status	PAO Stage
D00001-01-C-0001 <small>Not Ready for PAO Review</small>	D01A-001	NAVAIR	NAVAIR Test Company	Business Consultant: John Felts john@creative2studios.com Market Researcher: Kyle Mullen kmullen@sainc.com	Brian DiAntonio brian.diantonio@mail.com 1234567890 4567891230 (alt phone) K Mullen (alt POC) kmullen@sainc.com 2525252525 6562327890 (alt phone)	John Felts 333-333-3333 john@creative2studios.com	<small>PAO Pending BC</small>	1
N68936-17-C-0019 <small>Not Ready for PAO Review</small>	AF141-253	NAVAIR	NAVSYS Corporation	Business Consultant: Paul Cole paul.cole@atsicorp.com (540) 273-6562 Market Researcher: Thomas Tunney ttunney@belcan.com	Brad Clawson bradc@navsys.com (719) 481-4877 x138 Debbie Westra (alt POC) dwestra@navsys.com (719) 481-4877 x138	Mr. Kevin Ford (760)939-0380 kevin.p.ford@navy.mil Alternate TPOC: Robert Cornelius (301)757-7441 robert.m.cornelius@navy.mil	<small>Active</small>	

Yellow tags indicate nothing ready for PAO review or ready for your review as the Stage 1 reviewer

Dashboard displayed after signing in



Navy STP Workspace | Dashboard

Dashboard Deliverables Webinars

News and Important A

- TRL Definitions (extracted)
- 2011
- 2017
- Upcoming Industry Days a

Your Projects

Completed Projects

Welcome to the Navy STP Workspace. Select a contract below to continue.

Contract	Topic	SYSCOM	Company	BC/MR	SBC POC	TPOC	Status	PAO Stage
D00001-01-C-0001 Ready for PAO Review	D01A-001	NAVAIR	NAVAIR Test Company	Business Consultant: John Felts john@creative2studios.com Market Researcher:	Brian DiAntonio brian.diantonio@mail.com 1234567890 4567891230 (alt phone)	John Felts 333-333-3333 john@creative2studios.com	PAO Review	1
N68335-17-C-0148 Not Ready for PAO Review	N15A-T008	NAVAIR	Intelligent Optical Systems, Inc.	Business Consultant: Terri Marsico terri.marsico@atsicorp.com (412)963-7213 Market Researcher:	6562327890 (alt phone) Marvin Klein marvink@intopsys.com (424)263-6361 Reuben Sandler (alt POC)	Mr. Paul Kulowitch (301)342-8020 paul.kulowitch@navy.mil Alternate TPOC:	PAO Pending BC	1

Blue tags indicates contract in PAO review and Green tag indicates ready for your review as the Stage 1 reviewer

Click on the Contract Number to open project page

Top portion of the project page – NAVAIR/NSMA



Navy STP Workspace | Dashboard

Dashboard Deliverables Webinars

Deliverables

Contract	Topic	SYSCOM	Company	
D00001-01-C-0001	D01A-001	NAVAIR	NAVAIR Test Company	Select Different Project

Contract Info

PAO Review

The TPOC has not yet reviewed this project. Do not submit the form below unless you would like to submit on their behalf.

Please review the Abstract/Thumbnail and Quad Chart submitted for this project.

Instructions: Select the blue "View..." button next to each heading to open a new window displaying either a Microsoft Word or Adobe PDF document. If you concur with the document, select the blue "View..." button. If you do not concur, you will select the red "Request Changes" button. If you select this button you must identify the corrections/changes required in the associated notes field. Please ensure required or recommended changes are clearly delineated and spelled out for the Small Business.

The two documents are reviewed independent of each other – you could Approve one and Request Changes for the other. Once both documents meet your approval, please download the PAO Request Form by selecting the "View PAO Authorization Form" and saving the form to your computer. Open the PDF using Adobe Acrobat or Acrobat Reader, add your information to the appropriate section, digitally sign, and save the document. This digitally signed form must be uploaded before you can submit the project to the next stage of review. If you have any questions, please contact our STP Workspace PAO Administrators at stppaoreview@atsicorp.com.

PAO Request Form

Upload Signed PAO Authorization Form No file selected.

Stage 2 reviewers may see this warning
Stage 1 reviewers will not see it

This is where NAVAIR TPOCs access the NAVAIR SPR form
Download via blue "View PAO..." button
Upload signed form by clicking "Browse..."



Additional details – NAVAIR / NSMA

- NSMA projects will be reviewed and approved by NAVAIR PAO
- For projects sponsored by JSF...
 - ... after your TPOC review, NAVAIR SBIR Program Office will send to JPEO
 - ... JSF may request security review and JPEO PAO review for release approval – this may delay the release
 - ... NAVAIR PAO will concurrently review – if JSF releases the project back to NAVAIR, materials are already in the NAVAIR PAO approval process

NAVAIR SPR

- TPOCs must digitally sign in Section 3
 - Contact Katie Holt at NAVAIR SBIR/STTR Program Office if you are unsure where you are supposed to sign
- Form must be uploaded for TPOCs to submit their review

PUBLIC RELEASE AUTHORIZATION REQUEST			
			Tracking Number _____
<p>Complete Sections 1 and 2 of this form. Submit to the appropriate Program Code point of contact to complete Sections 3 and 4. Upon authorization, the requestor and primary sponsor will receive notification stating the following: The "TITLE" material(s) submitted for public release has/have been approved. Distribution Statement A - Approved for public release; distribution is unlimited, as submitted under NAVAIR Public Release Authorization YY-(tracking number). Please retain the signed authorization for your records.</p>			
Section 1 MATERIAL DESCRIPTION & PURPOSE			
1. Requestor (Name/Position Title) Kyle Mullen Tester		2. Company/Organization/Code ATSI	3. Desired Release Date Oct 6, 2017
4. Telephone Number (456)789-1230	5. Fax Number	6. E-mail Address katherine.f.holt.ctr@navy.mil; terri.marsico@atsicorp.com	
7. Work Address 2010 Corporate Ridge, Suite 350 McClellan, VA 22102-7871		8. Material Title STP Quad Chart and Abstract/Thumbnail for SBIR Topic D01A-001	
9. List all contributing organizations (Programs/Codes/Services) whose subject matter is discussed in this material			
10. Information Category (Check all that apply)			
<input type="checkbox"/> Video <input type="checkbox"/> Abstract <input checked="" type="checkbox"/> Other (Specify) <u>Quad Chart, Abstract, Thumbnail</u>	<input type="checkbox"/> Brief <input type="checkbox"/> Documents <input type="checkbox"/> Thesis <input type="checkbox"/> Press Release	<input type="checkbox"/> Photo/Graphics/Display	
<input checked="" type="checkbox"/> Related Contract Number <u>D00001-01-C-0001</u>			
11. Proposed Venue and Date(s), or Publication for which this material has been prepared			
This material will be used in a public forum for the DoN SBIR/STTR Transition Program (STP).			
12. Does NAVAIR have primary release authority for this material?			
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If NO, you must identify and obtain Public Release Authorization from the command(s) contributing to this material.		
Section 2 REQUESTOR			
I have reviewed all the applicable security classification guidance, contractual rights, MCTL, CPI list (if applicable) and other pertinent references related to this material. Based on my review, I have determined the material does not contain any classified, controlled unclassified, export controlled, trademarked or proprietary information and determined this material is suitable for public release. I have received release approval from other relevant organizations and am including documentation			
1. Print Name & Digitally Sign Below Kyle Mullen Kyle Mullen		a. Organization ATSI	d. Date Completed 31 July 2017
			
Section 3 PRIMARY SPONSOR COMPETENCY ENDORSEMENT			
I have reviewed all the applicable security classification guidance, contractual rights, MCTL, CPI list (if applicable) and other pertinent references related to this material. Based on my review, I have determined the material does not contain any classified, controlled unclassified, export controlled, trademarked or proprietary information and determined this material is suitable for public release.			
1. Primary Sponsor - Print Name & Digitally Sign Below	a. Organization	b. Telephone Number	c. Date Received
2. Program Authorization - Print Name & Digitally Sign Below	a. Organization	b. Telephone Number	c. Date Received

Sign in this Section



Top portion of the project page – NAVSEA

STP Admin x Navy STP Workspace x +

https://navystp.com/stpworkspace/dashboard?deliverables

Deliverables

Contract	Topic	SYSCOM	Company	
D00001-01-C-0002	D01A-002	NAVSEA	NAVSEA Test Company	Select Different Project

PAO Review

Please review the Abstract/Thumbnail and Quad Chart submitted for this project.

Instructions: Select the blue "View..." button next to each heading to open a new window displaying either a PDF or a form. If you do not concur, you will select the red "Request Changes" button. If you select this button you must provide a justification for the request. Please ensure required or recommended changes are clearly delineated and spelled out for the Small Business Administrator.

The two documents are reviewed independent of each other – you could Approve one and Request Changes on the other. For all three parties (TPOC, Program Office, Technology Manager) the Technology Manager will download the NAVSEA SPAO Request Letter at the end of the stage of review. The NAVSEA SBIR/STTR Program Office will download the Small Business PAO Request Letter from the Workspace PAO Administrators at stppaoreview@atsicorp.com.

SBC PAO Request Form [View PAO Authorization Form](#)

NAVSEA SPR Form
Test.pdf (07.21.17 by John Felts)
Upload Signed SPR Form
 No file selected.

Abstract and Thumbnail [View/Download Abstract and Thumbnail](#)

NAVSEA Technology Managers can ignore this PAO Request Letter – it will be downloaded by Mr. Torretti at Stage 2 and submitted to NAVSEA PAO as part of the PAO request

Technology Managers must upload the completed SPR Form with signatures or e-mail it to Mr. Torretti to complete Stage 1



SYSCOM Specific Forms – NAVSEA

- NAVSEA requires the SBC to submit a PAO Review Request in a *letter* signed on “letterhead”
 - Must be signed by corporate official or relevant authority
- Does not have to be reviewed by NAVSEA Technology Manager
- Downloaded by NAVSEA SBIR Program Office for submission to NAVSEA PAO

Firm Name/Letterhead

Firm Address Line 1
Firm Address Line 2
City, ST ZIP

August 7, 2016

COMMANDER
Naval Sea Systems Command
ATTN: Dean R. Putnam SEA 05T1R
Building 197 Room 1E-2000
1333 Isaac Hull Avenue SE
Washington Navy Yard, DC 20376

SUBJECT: [Topic Number and Title of Topic]

Dear Sir or Madam:

[Firm name] is requesting authorization for public release of the attached information under Distribution Statement A. The attached package is information pertaining to the subject Small Business Innovation Research (SBIR) topic and is comprised of a combined thumbnail description and abstract, and a quad chart. This package is being developed for the Department of the Navy's Forum for SBIR/STTR Transition (FST), held in conjunction with the Navy League's Sea-Air-Space Expo, as part of the Navy SBIR/STTR Transition Program (STP). The information will be used on a public web site and in print materials for promotion of the company and the project at the FST.

[Firm name] recognizes that it is releasing these documents to the public under Distribution Statement A, and assumes responsibility for any company proprietary information included. [Firm name] is releasing the information contained within the attached of its own accord.

Due date for completion of Public Affairs review: October 6, 2017.

Please email the following people with the Public Affairs Office (SEA 00D) review results:

Firm POC: [name, email](#)
Government POC: Dean Putnam, dean_r.putnam@navy.mil
STP POC: Karl Leodler, karl.leodler@atsicorp.com

For firm inquiries as well as providing the final approval letter, please contact:

[Firm POC Name]
[Firm POC Phone]
[Firm POC Email]

For Government inquiries please contact:
NAVSEA SBIR Program Office POC
Mr. James Torretti
202-781-2273
james.torretti_ctr@navy.mil

Sincerely,

[Click here and type your name]
[Click here and type job title]



Top portion of the project page – SPAWAR

Deliverables

Contract	Topic	SYSCOM	Company	
D00001-01-C-0005	D01A-005	SPAWAR	SPAWAR Test Company	Select Different Project

PAO Review

The TPOC has not yet reviewed this project. Do not submit the form below unless you would like to submit on their behalf.

Please review the Abstract/Thumbnail and Quad Chart submitted for this project.

Instructions: Select the blue "View..." button next to each heading to open a new window displaying either a Microsoft Word or Adobe PDF document. If you concur with the document a... field. If you do not concur, you will select the red "Request Changes" button. If you select this button you must identify the corrections/changes required. This is done by either entering re... the document. Please ensure required or recommended changes are clearly delineated and spelled out for the Small Business.

The two documents are reviewed independent of each other – you could Approve one and Request Changes for the other. Once both documents meet your approval, please download the PAO Request Form by selecting the "View PAO Authorization Form" and saving the form to your computer. Open the Microsoft Word document, add your information to the appropriate s... navy.mil in addition to submitting the project to the next stage of review. If you have any questions, please contact our STP Workspace...

PAO Request Form [View PAO Authorization Form](#)

Abstract and Thumbnail [View/Download Abstract and Thumbnail](#)

Notes:

**Stage 2 reviewers may see this warning
Stage 1 reviewers will not see it**

SPAWAR TPOCs coordinate with SBIR Program Manager (Shadi Azoum) before making changes or signing this form



SYSCOM Specific Forms – SPAWAR

- The SBCs fill in the header information on the SPAWAR SPR
- TPOCs should coordinate with SPAWAR SBIR Program Office on what actions are required to sign off on the review



/Space and Naval Warfare Systems Command Security and Policy Review Request for Release Form

Point of Contact: <name of TPOC>

Date Submitted: Aug 7 2017

Submitting Organization: SPAWAR SBIR PO

Date Requested: Oct 6 2017

Title of Document / Material: Navy STP Virtual Transition Marketplace (VTM) Material
(Abstract, Thumbnail, Quad Chart) – <name of small business>

This form provides information required to initiate the SPAWAR security and policy review process and must be completed in its entirety before material is accepted for review. “The Guide for Identifying Information Inappropriate for Public Release” is a reference for the types of information that can and cannot be publicly released.

1. What SPAWAR code or PEO C4I / PEO Space Systems program office has specific authority for the submitted material? Why is SPAWAR’s review and approval required prior to further distribution of this information?

Top portion of project page for MARCOR, NAVSUP, ONR & SSP



STP Admin | Navy STP Workspace

https://navystp.com/stpworkspace/dashboard?deliverables

Deliverables

Contract	Topic	SYSCOM	Company	
D00001-01-C-0003	D01A-003	ONR	ONR Test Company	Select Different Project

PAO Review

The TPOC has not yet reviewed this project. Do not submit the form below unless you would like to submit on their behalf.

Please review the Abstract/Thumbnail and Quad Chart submitted for this project.

Instructions: Select the blue "View..." button next to each heading to open a new window displaying either a Microsoft Word or Adobe PDF document. If you concur with the document as written, click the "Approve" button. If you do not concur, you will select the red "Request Changes" button. If you select this button you must identify the corrections/changes required. This is done by either entering remarks in the "Notes" field or attaching a document. Please ensure required or recommended changes are clearly delineated and spelled out for the Small Business.

The two documents are reviewed independent of each other – you could Approve one and Request Changes for the other. Once both documents meet your approval, your final "Submit" will send the project to the next stage of review (ONR SBIR PM – Lore-Anne Ponirakis). If you have any questions, please contact our STP Workspace PAO Administrators at stppaoreview@ats.

No Additional Forms

**Stage 2 reviewers may see this warning
Stage 1 reviewers will not see it**

Abstract and Thumbnail

View/Download Abstract and Thumbnail

Notes:

Upload Corrected Abstract and Thumbnail (Optional)

Browse... No file selected.

Approve | Request Changes



Bottom portion of the project page

The screenshot shows the 'Navy STP Workspace' dashboard. The top navigation bar includes the URL 'https://navystp.com/stpworkspace/dashboard?deliverables', a search bar, and navigation icons. The main content area is divided into two sections:

- Abstract and Thumbnail:** This section features a 'View/Download Abstract and Thumbnail' button, a 'Notes' text area, an 'Upload Corrected Abstract and Thumbnail (Optional)' section with a 'Browse...' button and the text 'No file selected.', and two buttons: 'Approve' (green) and 'Request Changes' (red).
- Quad Chart:** This section features a 'View Quad Chart' button, a 'Notes' text area, an 'Upload Corrected Quad Chart (Optional)' section with a 'Browse...' button and the text 'No file selected.', and two buttons: 'Approve' (green) and 'Request Changes' (red).

Blue brackets on the right side of the dashboard link these sections to the following explanatory text:

This is where you access the submitted Abstract/Thumbnail document in Word or PDF (most SBCs use Word).

This is where you access the submitted Quad Chart in PDF. The STP Workspace creates the PDF and formats the text to
a) fit the spaces allotted
b) match SYSCOM-directed format/style



Bottom portion of the project page

Abstract and Thumbnail [View/Download Abstract and Thumbnail](#)

Notes:

Upload Corrected Abstract and Thumbnail (Optional)
 No file selected.

Quad Chart [View Quad Chart](#)

Notes:

Upload Corrected Quad Chart (Optional)
 No file selected.

[Need Help?](#)

If you “Request Changes”, you must enter an explanation or direction in the Notes field

You can upload an edited/revised/marked up version of the document here. Note: uploading a file also requires you to enter something in the Notes field – can be as simple as “see attached”

You have to assess BOTH documents – you cannot just review one and come back for the other at a later time

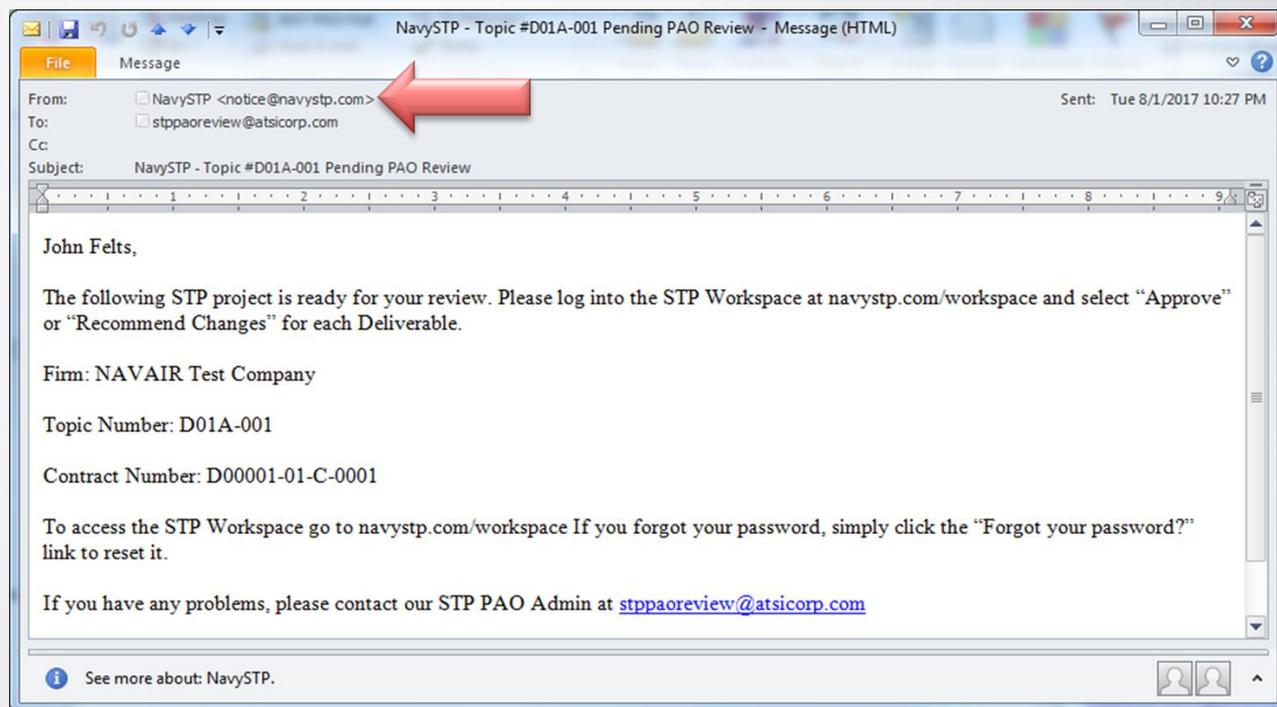


Notes for Stage 1 & 2 Reviewers

- Abstracts should be around 125 words – not more than 150
- Thumbnails should be around 40 words – not more than 55
- Keywords are searchable terms, up to 10-15 words maximum
- Your SYSCOM determined what TPOC contact information is displayed on the Quad Chart (upper left, WHO quadrant)
 - 3 possible fields to display: name, phone number, e-mail
 - Varies from “all info” to a partial listing to none at all (MARCOR)
- SBCs cannot make changes to the documents until you select “Request Changes” and then Submit your review
 - If you call or e-mail your recommended changes to your SBC, consider entering “per phone call” or “per e-mail” in the Notes field

How will I know if the SBC made the changes?

- If you clicked “Request Changes”, the SBCs were directed to complete their changes within 3 business days.
 - Once completed and resubmitted, the STP Workspace will send you the same e-mail that told you to review the first time





When am I done?

- When both Deliverables (Abstract/Thumbnail & Quad Chart) are marked “Approve” you are finished with your Stage
 - Your SBIR/STTR Program Office will be alerted that you have completed the review and the materials are available for their review
- SYSCOM SBIR/STTR Program Managers receive weekly updates (minimum) on status of Stage 1 reviews
 - Updates include the date of last “action” on the project
 - PMs can also sign in to see all the projects under their SYSCOM – they can see your comments/notes or any files uploaded



Where to get help and support

- Contact your SYSCOM SBIR/STTR Program Office first as they can help you out with most of the policy/procedure questions
- If you have problems accessing the STP Workspace, contact STP Technical Support - stptechsupport@atsicorp.com
- If a Government reviewer has problems during the review process, you may receive an e-mail from our PAO Admin:
 - stppaoreview@atsicorp.com is a legitimate address



Questions?

Thank you for attending today
STP Technical Support stptechsupport@atsicorp.com