

CONTRACT DATA REQUIREMENTS LIST

(2 Data Items)

Form Approved
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. Listed in Block E.

A. CONTRACT LINE ITEM NO. TBD	B. EXHIBIT A	C. CATEGORY TDP _____ TM _____ OTHER <input checked="" type="checkbox"/>
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D. SYSTEM/ITEM SBIR/STTR Technical, Engineering and Program Management Support Services	E. CONTRACT/PR NO. TBD	F. CONTRACTOR TBD
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1. DATA ITEM NO. A001	2. TITLE OF DATA ITEM Monthly Status and Progress Reports	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE See Section C	6. REQUIRING OFFICE See Section F
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7. DD 250 REQ XX*	9. DIST STATEMENT REQUIRED	10. FREQUENCY MNTHLY	12. DATE OF FIRST SUBMISSION ***	14. DISTRIBUTION		
8. APP CODE N/A	B**	11. AS OF DATE ***	13. DATE OF SUBSEQUENT SUBMISSION ***			a. ADDRESSEE
					Draft	Final
					Reg	Repro

16. REMARKS *Monthly status and progress reports may be provided in contractor format (subject to COR approval). Reports shall include: Executive Summary, Performance related work issues, Work accomplished per labor category, Hours charged against the contract per labor category, Problems/issues during report period and Planned action for period following the period in which the report was submitted. **Distribution Statement B. Distribution authorized to U.S. Government Agencies only (Administrative or Operational Use), Date (4/18/2016). Other requests for this document shall be referred to COR listed in Section G of the Contract. ***Monthly status and progress reports must be submitted no later than 10 Business Days after the end of the each month for the Base CLIN(s) and Option CLIN(s) (if exercised) to the COR and Contracting Officer/Specialist via email.	15. TOTAL
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1. DATA ITEM NO. A002	2. TITLE OF DATA ITEM Monthly Financial Status Reports	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE See Section C	6. REQUIRING OFFICE See Section F
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7. DD 250 REQ xx*	9. DIST STATEMENT REQUIRED	10. FREQUENCY MNTHLY	12. DATE OF FIRST SUBMISSION ***	14. DISTRIBUTION		
8. APP CODE N/A	B**	11. AS OF DATE ***	13. DATE OF SUBSEQUENT SUBMISSION ***			a. ADDRESSEE
					Draft	Final
					Reg	Repro

16. REMARKS *Monthly financial status reports shall be provided in the format and with required information found on the Contractor Monthly Financial Status Report Template found at the following site: http://www.onr.navy.mil/Contracts-Grants/manage-contract.aspx . The format for the report may be updated the life of the website (or successor website) and the updated version shall be used for future submissions. **Distribution Statement B. Distribution authorized to U.S. Government Agencies only (Administrative or Operational Use), Date (4/18/2016). Other requests for this document shall be referred to COR listed in Section G of the Contract. ***Monthly financial status reports shall be submitted no later than 10 Business Days after the end of the each month for the Base CLIN(s) and Option CLIN(s) (if exercised) to the COR and Contracting Officer/Specialist via email.	15. TOTAL
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G. PREPARED BY Lore-Anne Ponirakis	H. DATE 4/8/2016	I. APPROVED BY Tracie Simmons	J. DATE 4/18/2016
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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

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D. SYSTEM/ITEM SBIR/STTR Technical, Engineering and Program Management Support Services	E. CONTRACT/PR NO. TBD	F. CONTRACTOR TBD
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1. DATA ITEM NO. A005	2. TITLE OF DATA ITEM DoN SBIR & STTR Ad Hoc Reports	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE See Section C	6. REQUIRING OFFICE See Section F
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7. DD 250 REQ XX*	9. DIST STATEMENT REQUIRED	10. FREQUENCY ASREO	12. DATE OF FIRST SUBMISSION ***	14. DISTRIBUTION	
8. APP CODE N/A	B**	11. AS OF DATE ***	13. DATE OF SUBSEQUENT SUBMISSION ***		

16. REMARKS *DoN SBIR & STTR Ad Hoc reports may be provided in contractor format (subject to COR approval). The COR will provide the required format, timing, content and mode of delivery. **Distribution Statement B. Distribution authorized to U.S. Government Agencies only (Administrative or Operational Use), Date (4/18/2016). Other requests for this document shall be referred to COR listed in Section G of the Contract. ***DoN SBIR & STTR Ad Hoc Reports shall be submitted as required, but no later than 10 business days after the last day of the performance period for the Base CLIN(s) and Option CLIN(s) (if exercised) to the COR via email.	15. TOTAL
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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

1. DATA ITEM NO. A006	2. TITLE OF DATA ITEM Materials in Support of Navy SBIR/STTR Program Management Execution	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE See Section C	6. REQUIRING OFFICE See Section F
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7. DD 250 REQ XX*	9. DIST STATEMENT REQUIRED	10. FREQUENCY ASREO	12. DATE OF FIRST SUBMISSION ***	14. DISTRIBUTION	
8. APP CODE N/A	B**	11. AS OF DATE ***	13. DATE OF SUBSEQUENT SUBMISSION ***		

16. REMARKS *All materials developed by the contractor in support of Navy SBIR/STTR Program Management (including but not limited to: Ad Hoc Reports, Meeting Minutes, Presentations, Training Materials, Policies, and Outreach Documents) shall be submitted as required. The COR will provide the required format, timing, content and mode of delivery. **Distribution Statement B. Distribution authorized to U.S. Government Agencies only (Administrative or Operational Use), Date (4/18/2016). Other requests for this document shall be referred to COR listed in Section G of the Contract. ***Materials developed by the contractor in support of Navy SBIR/STTR Program Management shall be submitted as required, but no later than 10 business days after the last day of the performance period for the Base CLIN(s) and Option CLIN(s) (if exercised) to the COR via email.	15. TOTAL
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D. SYSTEM/ITEM SBIR/STTR Technical, Engineering and Program Management Support Services	E. CONTRACT/PR NO. TBD	F. CONTRACTOR TBD
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1. DATA ITEM NO. A013	2. TITLE OF DATA ITEM Master Travel Log	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE See Section C	6. REQUIRING OFFICE See Section F
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7. DD 250 REQ XX*	9. DIST STATEMENT REQUIRED	10. FREQUENCY QTRLY	12. DATE OF FIRST SUBMISSION ***	14. DISTRIBUTION			
8. APP CODE N/A	B**	11. AS OF DATE ***	13. DATE OF SUBSEQUENT SUBMISSION ***				a. ADDRESSEE
					Draft	Final	
						Reg	Repro

16. REMARKS *Master travel log of completed travel for all individuals traveling under this contract shall include travel dates, destinations, purpose, and cost breakdown to include airfare/mileage, lodging, per diem, rental car/taxi, and other miscellaneous costs. Master travel log may be provided in contractor format (subject to COR approval). **Distribution Statement B. Distribution authorized to U.S. Government Agencies only (Administrative or Operational Use), Date (4/18/2016). Other requests for this document shall be referred to COR listed in Section G of the Contract. ***Quarterly master travel logs must be submitted no later than ten (10) days business days after the end of the quarter for the Base CLIN(s) and Option CLIN(s) (if exercised) to the COR via email.	15. TOTAL COR 1 1
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1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
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