

## Entering Industry's Human Systems Project Data into the Secure Section of the Defense Innovation Marketplace in 5 Simple Steps

The following is an overview of the input that will be requested as well as the data type and length of allowed responses. Classified information is not permitted.

- 1) **Enter your Organization PIN [required]**-Organizations that have received significant reimbursement for IR&D projects in the past year may already have a Personal Identification Number (PIN). **If you did not receive a PIN, request [one](#).**
- 2) **Select the type of Project You will Be Entering:** Select between IR&D or SBIR, the type of Human Systems project you will be entering.

### **Step 1: Enter your Organization Information:**

- 3) **Organization Division** – Select (DROP DOWN MENU) the division in your company that is responsible for this project. If not applicable, select the parent company name.

### **Step 2: Enter Human Systems Project Information**

- 4) **Project Title / Topic Title [required]** – Provide the title of your Human Systems IR&D project. **(240 Alpha Numeric Characters)**
- 5) **Project Number (In-House Control Number) [required]** – Enter a unique identifier that can be used to track this project. **(30 Alpha Numeric Characters)**
- 6) **How long has this project been funded (in months)?** – To help us understand the scale and depth of your effort, please respond if this information is readily available.
- 7) **How much has been invested in this project in the last 5 years (approx in \$thousands)?** To help us understand the scale and depth of your effort, please provide an estimate, if this information is readily available.
- 8) **Human Systems Keywords (aligned graphically with Sub DTAs) [required]** – Please select the Human Systems DTA Subarea(s) and/or Subarea keyword(s) to best characterize your project (Up to a Maximum 10 Keywords). You may also submit your own keyword(s). (Up to 500 Alpha Numeric Characters)
- 9) **Targeted DoD Organization For Transition** – Select (DROP DOWN MENU) the applicable DoD Component(s) to which this project would transition upon completion. You may also write in the name of the specific organization.

- 10) **Technology Readiness Level** – The TRL is a measure used to evaluate the maturity of evolving technologies (materials, components, devices, etc.) before that technology is incorporated into a system or subsystem. **(With the exception of SBIR)** select (DROP DOWN MENU) the anticipated TRL for your project at the end of the year

**Step 3: Enter Human Systems IR&D Project Summary**

- 11) **Project Summary / Technical Synopsis [required]** – Provide a 1-2 sentence summary of your project to be used as a snapshot description included in search results. **(Up to 1,000 Alpha Numeric Characters)**
- 12) **Project Description [required]** - Please respond to each of the questions to ensure your project has visibility with DoD searchers.
- A) **Project Description - What Problem are you trying to solve? [required]** – Input a description of the issue. **(Up to 1,000 Alpha Numeric Characters)**
- B) **Project Description – What is new about your approach over current state-of the art? [required] (Up to 2,000 Alpha Numeric Characters)**
- C) **Project Description – If you succeed, what difference will it make? [required] – (Up to 1,000 Alpha Numeric Characters)**
- D) **Project Description – What new capability will it provide for the DoD? [required] (Up to 1,000 Alpha Numeric Characters)**
- E) **Project Description – Additional Comments** – Provide any additional comments. **(Up to 1,000 Alpha Numeric Characters)**
- F) **Attachments** - You may add attachments to support the Project Description. If you are uploading files, PDF and Microsoft Office file types are preferred and Classified attachments are not permitted. If your attachment contains company proprietary data, you must mark it as such in the document. (UP TO 5 Attachments; max 15 MG Bytes Each)

**Step 4: Provide Us With Your Contact Information**

- 13) **POC Name [required]** – Provide the name of the technical representative.
- 14) **POC Phone [required]** – Provide the phone number for the technical representative.
- 15) **POC Email [required]** - Provide e-mail address for the Technical representative.
- 16) **Input POC INFO [required]** - Provide the name, email and phone number for the individual that input the project record.

**Step 5: Review Your Human Systems Project Entry and Submit**