

FAST Quarterly Reporting Form

Instructions: Please complete the following sheet each quarter. Fill in the column for the relevant quarter. Do not count clients and activities from the previous quarter in the current quarter. The cumulative values will calculate automatically in the last column of the excel sheet. **Please return the completed form in Excel (do not PDF).**

We are asking all grantees to use consistent definitions to ensure consistent reporting. **Please hover your cursor over the questions to see the definitions of key terms in the comment boxes;** or you may refer to the Definitions tab (pages 3-4 when the file is printed). Not all sections and measurements will apply. **If a metric does not apply, write N/A.** For any metrics you wish to clarify or expand on, use the box at the end of page 2.

Name of Awardee (FAST Organization):	
Grant Number:	
Year/Quarter Submitted For:	

	Q1	Q2	Q3	Q4	Cumulative
Outreach (activities with outreach as the primary purpose)					
Number of outreach events/meetings					0
Total number of participants at outreach events/meetings					0
Number of outreach events/meetings with a focus on reaching underserved businesses					0
Did you support any mentor networks? (Yes/No) If Yes, which of the following areas of expertise are represented in the network? For each area you check Yes, please describe what kind of support you provided via the mentor network. Examples of support include: financial, connections made between current clients and individuals or businesses that led to an interaction, mentor matchmaking events, etc.					
Commercialization (Yes/No) - If yes, please describe:					
Investment (Yes/No) - If yes, please describe:					
Federal Contracting (Yes/No) - If yes, please describe:					
Other (Yes/No) - If yes, please specify and describe:					
Number of unique clients supported by FAST activities (Count each unique client once per program year. Do not count clients counted in previous quarters of the same program year.)					0

Training (activities with training as the primary purpose)					
Number of in-person training sessions/workshops					0
Number of in-person training session/workshop participants					0
Number of training webinars					0
Number of training webinar participants					0

Business and Technical Assistance					
Number of clients who received proposal writing assistance					0
Number of clients who received assistance with solicitation matching					0
Number of clients who received technical assistance (e.g., prototyping, lab partnerships, etc.)					0
Number of clients who received other business assistance (e.g., market research, audit/accounting, contracting, etc.)					0

Financial Assistance					
Number of Phase 0 awards provided to nascent or startup businesses					0
Number of Phase 0 awards provided to existing businesses					0
Number of Phase 0 awards provided to underserved businesses					0
Total Phase 0 award funding provided (\$) to nascent or startup businesses					\$0.00

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Name of Awardee (FAST Organization):	
Grant Number:	
Year/Quarter Submitted For:	

	Q1	Q2	Q3	Q4	Cumulative
Total Phase 0 award funding provided (\$) to existing businesses					\$0.00
Total Phase 0 award funding provided (\$) to underserved businesses					\$0.00
Number of Phase I to Phase II bridge awards provided to nascent or startup businesses					0
Number of Phase I to Phase II bridge awards provided to existing businesses					0
Number of Phase I to Phase II bridge awards provided to underserved businesses					0
Total Phase I to Phase II bridge award funding provided (\$) to nascent or startup businesses					\$0.00
Total Phase I to Phase II bridge award funding provided (\$) to existing businesses					\$0.00
Total Phase I to Phase II bridge award funding provided (\$) to underserved businesses					\$0.00

SBIR/STTR Award Metrics

Number of SBIR/STTR Phase I proposals submitted by clients					0
Subset of SBIR/STTR Phase I proposals submitted by clients who are underserved businesses					0
Number of SBIR/STTR Phase I awards won by clients					0
Subset of SBIR/STTR Phase I awards won by clients who are underserved businesses					0
Total Phase 1 award funding won by clients (\$)					\$0.00
Subset of Phase I award funding won by clients who are underserved businesses (\$)					\$0.00
Number of SBIR/STTR Phase II proposals submitted by clients					0
Subset of SBIR/STTR Phase II proposals submitted by clients who are underserved businesses					0
Number of SBIR/STTR Phase II awards won by clients					0
Subset of SBIR/STTR Phase II awards won by clients who are underserved businesses					0
Total Phase II award funding won by clients (\$)					\$0.00
Subset of Phase II award funding won by clients who are underserved businesses (\$)					\$0.00

Other Metrics and Explanations

The metrics above are based on previous review of FAST recipients and should not be viewed as an exhaustive list. Please include other metrics, and quarterly program highlights, as you deem appropriate here. You may also use this space to clarify or expand on any metrics reported above.

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DEFINITIONS

Bridge Funding. Funds (cash) that help bridge the SBIR company between phases. Matching funds (e.g., from a state agency) count, assuming they were used as bridge.

Client: A client is someone who attends outreach events/meetings, trainings/workshops, or has received other types of assistance from the FAST grantee (e.g., proposal writing assistance, etc.). There is no minimum number of hours of interaction required nor does the interaction have to be one-on-one or in-person.

Please note:

- Do not count clients counted in previous quarters of the same program year.
- If a client received multiple services, count the client once as a "unique client" and count the client for every service that is applicable.
- If a client from a previous program year wins an SBIR award in the current year: If the previous client is also a current client, count them once as a unique client and once for winning an SBIR award. If they are not a current client, do not count them as a unique client, but do count them for winning an SBIR award.
- If a client is currently receiving support that is entirely outside of the FAST program, do not count the client on this form (even if the client originally came to your organization for support under the FAST program). If a client is receiving support under FAST and other programs, count them as a client and count the services that are being provided under the FAST program.

Existing business: Completed required registration(s), if applicable, with the local, state, and/or Federal government (e.g., DBA registration, get a business license, agency issued tax identifications, etc.) AND at least one of the following:

- o Has documented a transaction from the sale of a product or professional or personal service for the purpose of gain or profit;
- o Has contracted for or compensated an employee(s) or independent contractor(s) to perform essential business functions;
- o Has acquired debt or equity capital to pursue business operations (e.g., to purchase inventory, equipment, building, business, etc.); or
- o Has incurred business expenses in the operation of a business.

Mentor Network. Per the Small Business Act (section 35(c)), a Mentoring Network shall:

- (1) provide business advice and counseling to high technology small business concerns located in the State or region served by the Mentoring Network and identified under section 34(c)(1)(E)(ii) as potential candidates for the SBIR or STTR programs;
- (2) identify volunteers who (A) are persons associated with a small business concern that has successfully completed one or more SBIR or STTR funding agreements; and (B) have agreed to guide small business concerns through all stages of the SBIR or STTR program process, including providing assistance relating to (i) proposal writing, (ii) marketing, (iii) Government accounting, (iv) Government audits, (v) project facilities and equipment, (vi) human resources, (vii) third phase partners, (viii) commercialization, (ix) venture capital networking, and (x) other matters relevant to the SBIR and STTR programs;
- (3) have experience working with small business concerns participating in the SBIR and STTR programs;
- (4) contribute information to the national database referred to in subsection (d); and
- (5) agree to reimburse volunteer mentors for out-of-pocket expenses related to service as a mentor under this section.

Examples of support include: financial, connections made between current clients and individuals or businesses

Nascent (Pre-venture) Entrepreneur: Individuals who have taken one or more active steps to form a business, according to the Kauffman Foundation (www.kauffman.org). This includes individuals seeking assistance from SBA and/or one of its resource partners.

Outreach events/meetings. Increase the pipeline of possible applicants; and build the capacity of partner organizations and individuals to refer possible SBIR/STTR applicants through train-the-trainer activities.

Participant. An individual who attends (in-person or virtually) an event, training, and/or counseling session.

Phase 0 Award. Phase 0 is a general term indicating preliminary grant assistance designed to support the development of a Phase 1 SBIR or STTR proposal. Such funding can be for initial R&D efforts to support a planned Phase 1 proposal, or as support funds for the planning, preparation and evaluation of a Phase 1 proposal. Phase 0 awards reported in this row should be cash awards. In-kind awards should be reported in the Other Metrics and Explanations box at the end of the form, as applicable.

Proposal writing assistance. Includes counseling, guidance, training, or other support that relates to increasing an individual's (or company's) understanding of how to write a responsive proposal to an SBIR/STTR solicitation or FOA, or consists of review/feedback that improves the quality of a proposal.

Startup: Individuals who have been in business up to 12 months.

Technical Assistance. Counseling and training to small business concerns and nascent entrepreneurs in order to promote growth, expansion, innovation, increased productivity and management improvement. Services that encourage the transition from Phase I to II and commercialization of technology developed through SBIR/STTR program funding; and form/and or support mentoring networks to provide business advice and counseling.

Training sessions/workshops. A workshop, seminar or similar activity or event which delivers a structured program of knowledge, information or experience on a business-related subject. The training must include two or more individuals and/or businesses in attendance.

Training webinars. A virtual workshop, seminar or similar activity or event which delivers a structured program of knowledge, information or experience on a business-related subject. The training must include two or more individuals and/or businesses in attendance.

Underserved Businesses. While the SBA and federal law does not officially designate any groups to be considered underrepresented; for the purposes of SBIR/STTR or FAST, please include participants that identify as a member of the following groups as underrepresented:

- Women
- Racial and ethnic minorities (Black Americans; Hispanic Americans; Native Americans (Alaska Natives, Native Hawaiians, or enrolled members of a Federally or State recognized Indian Tribe); Asian Pacific Americans; and Asian Americans).