

# FAST Quarterly Reporting Form

OMB CONTROL NUMBER: 3245-0405

**Instructions:** Please complete the Form and Company information sheets following 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
<b>Outreach (activities with outreach as the primary purpose)</b>					
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
Number of <b>unique</b> 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

<b>Training (activities with training as the primary purpose)</b>					
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

<b>Business and Technical Assistance</b>					
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

<b>Financial Assistance</b>					
Number of Phase 0 awards provided to businesses					0
Total Phase 0 award funding provided (\$) to businesses					\$0.00
Number of Phase I to Phase II bridge awards provided to businesses					0
Total Phase I to Phase II bridge award funding provided (\$) to businesses					\$0.00

<b>SBIR/STTR Award Metrics</b>					
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
Total Phase 1 award funding won by clients (\$)					\$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

<b>Other Metrics and Explanations</b>					
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Name of Awardee (FAST Organization):	
Grant Number:	
Year/Quarter Submitted For:	

**Q1                  Q2                  Q3                  Q4                  Cumulative**

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.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information (such as this survey) unless it displays a valid OMB control number. The control number for this information collection is 3245-0405 and expires 03/31/2023. Please return the completed form to your FAST program manager. This information will be used to produce reports on the FAST program. The total time required for to complete this form is estimated at 60 minutes. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Small Business Administration, Director, Records Management Division, 409 3rd St., S.W., Washington, DC 20416 and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Building, Room 10202, Washington, DC 20503.*

Participant Name	Company Name	City
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State	Zip Code	UEI	Contact Email
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Type of Assistance
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## **Types of Assistance**

Training

Business/Technical

Financial (Phase 0/Bridge Funding)



## FAST Quarterly Reporting Form

### DEFINITIONS

**Bridge Funding.** Funds (cash) that help bridge the SBIR company between phases. Matching funds (e.g., from a state agency).

**Client:** A client is someone who attends outreach events/meetings, trainings/workshops, or has received other types of assistance, etc.). There is no minimum number of hours of interaction required nor does the interaction have to be one-on-one.

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 they receive.
- 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 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 for support under the FAST program. If a client is receiving support under FAST and other programs, count them as a client of the FAST program.

**Existing business:** Completed required registration(s), if applicable, with the local, state, and/or Federal government (e.g., 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, etc.).
- 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 selected by the SBA 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 or agreed to guide small business concerns through all stages of the SBIR or STTR program process, including providing as follows: (i) Government accounting, (iv) Government audits, (v) project facilities and equipment, (vi) human resources, (vii) third party consulting, (viii) legal services, (ix) public relations, 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 that leverage their expertise.

**Nascent (Pre-venture) Entrepreneur:** Individuals who have taken one or more active steps to form a business, according to the SBA. 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 organization 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 for initial R&D efforts to support a planned Phase 1 proposal, or as support funds for the planning, preparation and evaluation. This row should be cash awards. In-kind awards should be reported in the Other Metrics and Explanations box at the end of the report.

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

**SBIR awards won by client.** Includes award information (number and \$\$\$) that is received in the reporting quarter. Work on the award could have occurred in one of the previous two project periods.

**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. Includes 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 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 related subject. The training must include two or more individuals and/or businesses in attendance.

gency) count, assuming they were used as bridge.

f assistance from the FAST grantee (e.g., proposal writing on-one or in-person.

at is applicable.

lient, count them once as a unique client and once for ning an SBIR award.

m (even if the client originally came to your organization ient and count the services that are being provided under

e.g., DBA registration, get a business license, agency

r profit;

ons;

usiness, etc.); or

rved by the Mentoring Network and identified under

ie or more SBIR or STTR funding agreements; and (B) have assistance relating to (i) proposal writing, (ii) marketing, (iii) ase partners, (viii) commercialization, (ix) venture capital

d to an interaction, mentor matchmaking events, etc.

ing to the Kauffman Foundation ([www.kauffman.org](http://www.kauffman.org)).

ns and individuals to refer possible SBIR/STTR applicants

t of a Phase 1 SBIR or STTR proposal. Such funding can be  
uation of a Phase 1 proposal. Phase 0 awards reported in  
d of the form, as applicable.

ividual's (or company's) understanding of how to write a  
proposal.

ogy developed through SBIR/STTR program funding; and

knowledge, information or experience on a business-

wledge, information or experience on a business-related