

SBIR.gov Company Registry Fields

Instructions:

Company registration is meant for small businesses to register and gain access to the SBIR.gov system. Completed registrations will receive a unique SBC Control ID to be used for submissions at any of the 11 participating agencies in the SBIR or STTR programs.

Registration is a four step process:

1. (Optional) – Check to see if you are eligible for SBIR and STTR
2. Sign-in or create an account with Login.gov
3. Enter company info, including, UEI, email address
4. Provide ownership and contact details

Field	Requirement	Field Definition	Example	Description
UEI				
UEI	Mandatory	12 Alpha-numeric	F847A1795XXX	The Unique Entity Identifier (SAM) for the entity. The firm must be registered with SAM to obtain this number. This number is used to run SAM.gov verification.
Company Information				
Company Name	Mandatory		ABC Firm	The Name of the Firm or Company registering.
Address 1	Mandatory	1-80 characters	123 Main Street	The Address of the Firm registering
Address 2	Optional	0-80 characters		
City	Mandatory	1-40 characters	Sterling	City of the registering firm.
State	Mandatory	2 characters and in the US Postal Service's list of valid state codes	VA	State of the registering firm
Zip Code	Mandatory	5 numeric digits, or 9 numeric digits with hyphen after 5 digits	21673	Zip code of the registering firm.
Company Website	Optional	0-255	www.abcfirm.com	The website of the registering firm

Field	Requirement	Field Definition	Example	Description
		characters		
Company Profile	Optional	0-255 characters		Description of the registering firm, Firms can provide details that they want the public to know about them (a firm's bio.)
Year Company Founded	Optional	4 numeric digits	2023	Year the company was founded
Ownership Information				
Is the SBC majority-owned by multiple venture capital operating companies, hedge funds or private equity firms?	Mandatory	"YES" or "NO" radio button	YES	If "YES" is selected an additional question will display What percentage (%) of the SBC is majority-owned by multiple venture capital operating companies, hedge funds or private equity firms?
Investor Name	Optional	0-50 characters	Investor A	Name of investor(s)
Investor Ownership Percentage	Optional	0-3 characters	20%	Percentage owned by investor (s)
Is the Investor a U.S. citizen or permanent resident alien?	Optional	"YES" or "NO" radio button	YES	
Is the investor an entity organized under the laws of a U.S. State or the United States?	Optional	"YES" or "NO" radio button	YES	
Number of Employees including all affiliates:	Mandatory	Text Field	50	Firms having more than 500 employees including all affiliates are not eligible to apply for a new SBIR/STTR award.
Women-owned small business	Mandatory	"YES" or "NO" or "Unavailable" radio button	YES	To qualify as a women-owned small business (WOSB), a business must meet the following requirements identified in Policy Directive definition section (ss): Women-Owned SBC (WOSB) An SBC that is at least 51% owned by one or more women , or in the case of any publicly owned business, at least 51% of the stock is owned by women, and women control the management and daily business operations.
Socially/Economically Disadvantaged small business	Mandatory	"YES" or "NO" or "Unavailable" radio button	YES	Part of the SBA "8(a) Business Development Program." A firm can register as Disadvantaged under SAM.gov using the following criteria:

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				The firm must be 51% or more owned and control by one or more disadvantaged persons. The disadvantaged person or persons must be socially disadvantaged and economically disadvantaged. The firm must be small, according to SBA's size standards
HUBZone-Owned small business	Mandatory	"YES" or "NO" or "Unavailable" radio button	YES	HUBZone is a United States Small Business Administration (SBA) program for small companies that operate and employ people in Historically Underutilized Business Zones (HUBZone). Firms will need to reside within an area that has been determined to be a HUBZone, meet eligibility requirements and register with the SBA
Electronic Consent				
Do you allow for your contact information to be released to Economic Development Organizations?	Mandatory	"YES" or "NO" radio button.		
Business Points of Contact				
Title	Mandatory	Drop Down selection		Title/ position of firm Point of Contact Options: Chief Executive Officer Business Official Chief Financial Officer Contracting Official
First Name	Mandatory	1 - 50 Characters		The first name of the Point of Contact as wanting to display on firm associated portal and documentation.
Middle Initial	Optional	0 - 1 Character		The middle initial of the Point of Contact as wanting to display on firm associated portal and documentation.
Last Name	Mandatory	1 - 50 Characters		The last name of the Point of Contact as wanting to display on firm associated portal and documentation.
Primary Business Phone	Mandatory	10 numerical characters		Format should be: "999-999-9999", "(999) 999-9999", 9999999999
Business Email	Mandatory	1-50		email address of point of contact

OMB Control No.: 3245-0356

Expiration Date:

Field	Requirement	Field Definition	Example	Description
		characters		

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 3245-0356 (Expires (Date)). The time required to complete this survey is estimated to average 15 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.