

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
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
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 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

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
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

Other Metrics and Explanations					
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Participant Name	Company Name	City
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State	Zip Code	UEI	Contact Email
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Type of Assistance

Types of Assistance

Training

Business/Technical

Financial (Phase 0/Bridge Fund

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FAST Quarterly Reporting Form DEFINITIONS

Bridge Funding. Funds (cash) that help bridge the SBIR company between phases. Matching funds (e.g., used as bridge.

Client: A client is someone who attends outreach events/meetings, trainings/workshops, or has received (e.g., proposal writing assistance, etc.). There is no minimum number of hours of interaction required nor 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.
- If a client from a previous program year wins an SBIR award in the current year: If the previous client is a current client and once for winning an SBIR award. If they are not a current client, do not count them as a unique award.
- If a client is currently receiving support that is entirely outside of the FAST program, do not count the client to your organization for support under the FAST program. If a client is receiving support under FAST and 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., 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 a business.
- o Has contracted for or compensated an employee(s) or independent contractor(s) to perform essential business operations.
- o Has acquired debt or equity capital to pursue business operations (e.g., to purchase inventory, equipment, 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 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 entered into agreements; and (B) have agreed to guide small business concerns through all stages of the SBIR or STTR program relating to (i) proposal writing, (ii) marketing, (iii) Government accounting, (iv) Government audits, (v) project management, (vi) third phase partners, (viii) commercialization, (ix) venture capital networking, and (x) other matters relating to the SBIR or 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 the program.

Examples of support include: financial, connections made between current clients and individuals or business concerns, matchmaking events, etc.

Nascent (Pre-venture) Entrepreneur: Individuals who have taken one or more active steps to form a business (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 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 applicant. Such funding can be for initial R&D efforts to support a planned Phase 1 proposal, or as support funds for Phase 1 proposal. Phase 0 awards reported in this row should be cash awards. In-kind awards should be reported at the end of the form, as applicable.

Proposal writing assistance. Includes counseling, guidance, training, or other support that relates to increasing understanding of how to write a responsive proposal to an SBIR/STTR solicitation or FOA, or consists of reviewing 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 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 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 on a business-related subject. The training must include two or more individuals and/or businesses in attendance.

from a state agency) count, assuming they were

other types of assistance from the FAST grantee
does the interaction have to be one-on-one or in-

ery service that is applicable.

Also a current client, count them once as a unique
client, but do count them for winning an SBIR

ent on this form (even if the client originally came
other programs, count them as a client and count

overnment (e.g., DBA registration, get a business

pose of gain or profit;
usiness functions;
nt, building, business, etc.); or

e or region served by the Mentoring Network and

completed one or more SBIR or STTR funding
program process, including providing assistance
ect facilities and equipment, (vi) human resources,
event to the SBIR and STTR programs;

· this section.

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r organizations and individuals to refer possible

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e development of a Phase 1 SBIR or STTR proposal.
the planning, preparation and evaluation of a
reported in the Other Metrics and Explanations box

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view/feedback that improves the quality of a

on of technology developed through SBIR/STTR
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