

# **Walk-Through & Information Session**

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# General Information

## How to access the DSIP

- Must be in the US & Territories
- Local network settings can prevent access
- Recommended to use computer with Edge, Chrome or Firefox
- Login.gov used for authentication
- Do not use mobile devices

## Where to get help

- Component POCs
- Technical POCs
- Login.gov Help Desk
- DSIP Support

### **DSIP URL:**

<https://www.dodsbirsttr.mil/submissions/login>

### **Email:**

[DoDSBIRSupport@reisystems.com](mailto:DoDSBIRSupport@reisystems.com)



# Points of Confusion

- Phase I/D2P2 deadlines are at noon eastern: not midnight and not local time.
- Proposals can only be started once the topic is open. You cannot start a “placeholder proposal” during pre-release. You cannot submit a proposal without a topic.
- The individual volumes get submitted. Then the whole proposal gets certified. Only then is your proposal considered fully submitted. Any edits after certification will unlock your proposal and require recertification. (Proposals with deadlines set in the DSIP)
- DSIP Support cannot accept proposals after a deadline because the topics are locked in the DSIP.
- DSIP accounts are individual user accounts. User accounts cannot be shared or transferred for any reason.
- A UEI is required to create firm record. All firm admins should be updating their firm profiles with UEI as soon as possible. Only the firm admin can update firm information.
- If new users encounter an error message about duplicate CAGE, Tax ID, etc. when creating their new account, they should search by DUNS.



# Top 5 Questions

1. Why am I getting a page limit error on the Technical Volume?
  - A. This is just a warning and will not prevent your upload. Make sure you are following the instructions provided and the component can verify the number of pages they will accept in this volume.
  
2. Why am I stuck at 99%?
  - A. Most likely, you just need to hit the submit button at the bottom of the page/end of the volume.
  
3. Why can't I get my Cost Volume to Complete?
  - A. All required fields must have something entered. You will need to review your volume and check for empty fields. If you have nothing to enter, enter "0" or "n/a" and you should be allowed to proceed. Also make sure you are checking Base and Option year tabs for completion. If you have questions about what to enter for Base and Option, please contact the component POC.



## Top 5 Questions (continued)

4. How do I grant another user access to my proposal?
  - A. The proposal owner and corporate official both have read/write access. The corporate official is assigned in Vol 1 - Contacts. This role can be changed but the proposal owner cannot. All others can have read access assigned from the proposal dashboard.
  
5. Why haven't I heard back about my proposal?
  - A. The DSIP does not handle selections or awards. The timeline and award process will be defined in the BAA/CSO under which you submitted your proposal along with the appropriate component POC for status inquiries.