

Sustainability DIY

Science-based emission reduction targets

Journey 4

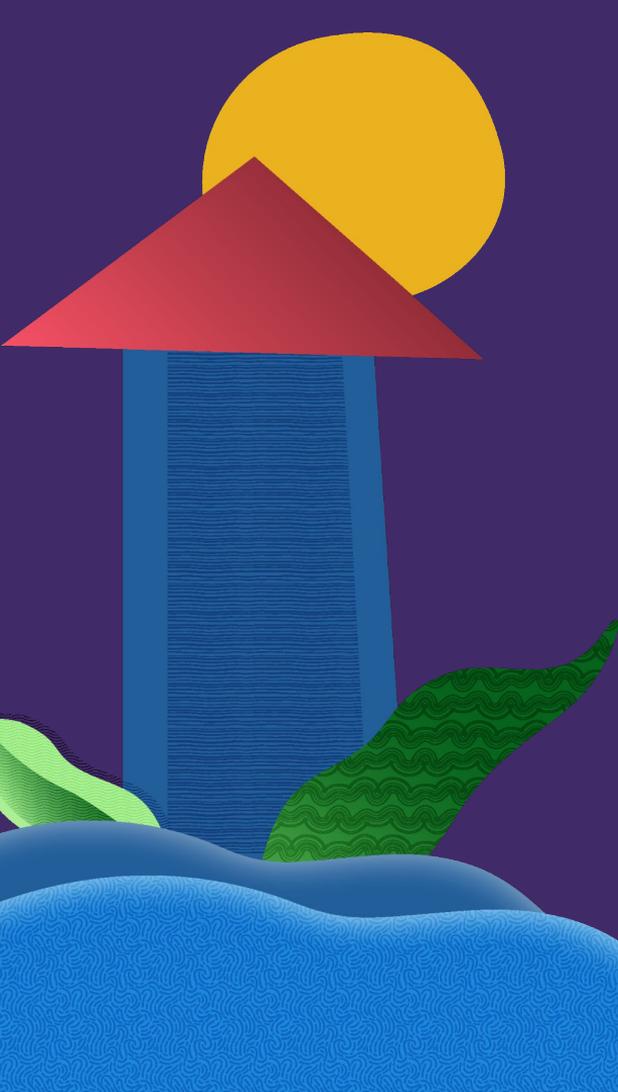


The background features a dark teal gradient. At the top, there are two stylized clouds: a larger blue one on the left and a smaller teal one on the right. On the right side, there are several large, layered green leaves. At the bottom, there are purple and teal wavy shapes representing hills or water, with a small purple and pink flower-like element on the left.

DIY your science-based emission reduction targets

Journey 4
Submit your targets

Disclaimer: This resource has been developed by Sustain Labs Paris & Microsoft to support the use of SBTi's Standards and tool for setting targets. It is not an initiative of SBTi or endorsed by SBTi.



In this journey, you will learn how to submit your targets

But first - Are you an SME?

If yes

Then jump to [page 9](#)

If no

Then keep going...

Step 1: Fill out the relevant forms for your organization and target type¹



For near-term targets:

- SBTi Near-Term Target Submission Form (version 5.2) and Guidance: <https://sciencebasedtargets.org/resources/files/SBTi-Target-Submission-Form.docx>
- [Company Target Setting Tool](#)
- To update or edit previously approved targets, fill in the [Target Update submission form](#).



For near-term targets for financial institutions:

- Near-term submission form for financial institutions: <https://sciencebasedtargets.org/resources/files/SBTi-Target-Submission-Form-FI.docx>



For net-zero targets:

- SBTi Net-Zero Target Submission Form Part I (Word): <https://sciencebasedtargets.org/resources/files/SBTi-Net-Zero-Submission-Form-Part-I.docx>
- SBTi Net-Zero Target Submission Form Part II (Excel): https://sciencebasedtargets.org/resources/files/SBTi-Net-Zero-Target-Submission-Form_Part-II_V1.0.xlsx
- Net-Zero target-setting tool: <https://sciencebasedtargets.org/resources/files/Net-Zero-tool.xlsx>

Step 1: Fill out the relevant forms for your organization and target type (contd.)²



For FLAG targets:

- a. [FLAG Annex I](#):
- b. [SBTi FLAG Tool](#)
- c. [FLAG submission form](#)



For Steel:

- a. [Steel Annex](#)



For any questions on the target validation process, contact: targets@sciencebasedtargets.org.

For general questions, email: info@sciencebasedtargets.org.

Step 2: Fill out the information in the SBTi target validation service booking system:³



<https://form.jotform.co/targets/target-validation-booking->

While filling the information, review the company's commitments carefully.

If you have questions or concerns about your company's commitment status, resolve them before submitting your targets. For this purpose, send an email to: commitments@sciencebasedtargets.org.

Review the [Commitment Compliance Policy](#).

Review the [SBTi communications guidelines](#) to make yourself aware of how to present your current and future SBTi status.

Step 3. Submit the completed forms on the booking system⁴

Step 4. Select a date for the target validation service to begin⁵

Step 5. Sign the agreement and make payment for the target validation services⁶

Review the [validation services](#) document to know more about the pricing for the services (and conditions for fee waiver)

Step 6. Engage with SBTi's technical experts⁷

Engage for detailed feedback and support from the SBTi's technical experts during target validation

Depending on the selected validation service, comprehensive report will be shared by the validation team in 30-60 business days.

Respond to any queries for further information or clarification sent by the validation team within two business days, to receive your report on time.

Prepare for feedback conversations after each assessment.

If your target is approved, receive assistance from the validation team to formulate the final wording of a target.

You will have 6 months after the first submission is completed to send the second submission.

7 - Science Based Targets. (n.d.). *How to set a science-based target - a step by step guide*. <https://sciencebasedtargets.org/step-by-step-process>





Are you an SME?

If yes

Then go the next page



Step 1: Fill out the SBTi Target Validation Application for SMEs form:⁸

<https://form.jotform.com/targets/sme-target-validation>

Be prepared to:

- Fill out your company's information.
- Select the predefined target option.
- Fill out the emissions profile section.
- Fill out your company's contact details.
- Submit the online application.

Step 2: Once the due-diligence process is complete in 7-10 business days, prepare, sign the form, and pay the fee.

Step 3: Send your payment confirmation to: smes@sciencebasedtargets.org.

You will receive final confirmation from SBTi on your target. SBTi will then publish your target.



Align your emission reduction goals

Microsoft Sustainability Manager integrates with any business system, automates data connections, and calculations to help organizations record, report, and reduce their impacts and reach their sustainability goals.⁹ Align your goals of setting science-based targets with Microsoft Sustainability Manager. Find out more [here](#).