This BAA will remain open until replaced by successor BAA

Is OSP to submit via Kauli Coeus? ___ OR via Grants.gov ___? OR Paper ______

The proposal may be submitted either electronically or in hard copy form, but not both. All proposers must include the SF 424 (R&R) form as the cover page. Unnecessarily elaborate brochures, reprints or presentations beyond those sufficient to present a complete and effective proposal are not desired.

**Proposals for where the anticipated award vehicle is a Grant must be submitted via Grants.Gov either by the Kauli/Coeus Proposal System to System interface with Grants.Gov or directly into Grants.Gov**

If via Grants.Gov make sure DLC has provided complete PDF file so you may review the proposal in Grants.Gov.

If proposal is being submitted via Adobe to Grants.gov please log immediately and make sure it is saved on the P:Drive in the Grants.gov folder.

The CFDA No. for this Announcement is 12.800

OSP rep:
PI Name:
Department:

**To ensure proper submission of the proposal the individual preparing the proposal for the submitting DLC must read BAA instructions located at the link below**

INSTRUCTIONS FOR GRANT PROPOSAL SUBMISSIONS

**Full Proposal Format** –
- Paper Size – 8.5 x 11 inch paper
- Margins – 1 inch
- Spacing – single-spaced
- Font – Times New Roman, 12 point
Page Limitation – None, although unnecessarily elaborate proposals are not desirable. - Attachments – submit in **PDF** format (Adobe Portable Document Format) - Copies for hardcopy submissions – (one original, number of copies as discussed with the Program Manager)

**For Paper Copy Submission** – For paper copy submission, the original proposal and copies must be delivered to the attention of the program manager at the Air Force Office of Scientific Research at the following address:
AFOSR (Attn: Name of Program Manager)
Air Force Office of Scientific Research
875 North Randolph Street, Suite 325 Room 3112 Arlington VA 22203
In case of difficulties in determining the appropriate AFOSR addressee, proposals may be submitted to:
AFOSR/PKC 875 Randolph Street, Room 3112 Arlington VA 22203-1954

<table>
<thead>
<tr>
<th>SF 424 Research and Related (R&amp;R)</th>
<th>The SF 424 (R&amp;R) form must be used as the cover page for all electronic and hard copy proposals. No other sheets of paper may precede the SF 424 (R&amp;R) for a hard copy proposal. A signed copy of the SF 424 (R&amp;R) should be submitted with all hardcopy proposals. Complete all the required fields in accordance with the “pop-up” instructions on the form and the following instructions for the specified fields.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Field 2 The Applicant Identifier may be left blank</td>
<td>□ Field 3 The Date Received by State and the State Application Identified are not applicable to research</td>
</tr>
<tr>
<td>□ Field 7 Complete as indicated.</td>
<td></td>
</tr>
<tr>
<td>□ Field 9 List Air Force Office of Scientific Research as the reviewing agency. This field is pre-populated in grants.gov.</td>
<td></td>
</tr>
<tr>
<td>□ Field 16 Choose ‘No’. Check ‘Program is Not Covered By Executive Order 12372’.</td>
<td></td>
</tr>
<tr>
<td>□ Field 17 Select “I Agree”</td>
<td></td>
</tr>
<tr>
<td>□ Field 18 Attach the representations on tax delinquency and felony convictions.</td>
<td><strong>Attachments:</strong> All attachments to all Grants.gov forms must be submitted in <strong>PDF format</strong> (Adobe Portable Document Format).</td>
</tr>
<tr>
<td>□ A signed copy of the SF 424 (R&amp;R) should be submitted with all</td>
<td></td>
</tr>
</tbody>
</table>
The following other forms must be used for all electronic and hard copy proposals:
- R&R Senior/Key Person Profile form,
- R&R Project/Performance Site Locations form
- R&R Other Project Information form
- R&R Budget form.
- The R&R Subaward Budget Attachment Form is required when subawardees are involved in the effort.
- The SF-LLL form is required when applicants have lobbying activities to disclose.
- PDF copies of all forms may be obtained at the grants.gov website.

**R&R Senior/Key Person Profile Form**
- An alphabetical/numerical listing of the sections within the proposal, including corresponding page numbers for the sections in the left hand column listed below.
- Complete the R&R Senior/Key Person Profile Form for those key persons who will be performing the research. The principal purpose and routine use of the requested information are for evaluation of the qualifications of those persons who will perform the proposed research. For the principal investigator and each of the senior staff, provide a short biographical sketch and a list of significant publications (vitae) and attach it to the R&R Senior/Key Person Profile Form.

**R&R Project/Performance Site Locations Form**
- Complete all information as requested.

**R&R Other Project Information Form**
- **Human Subject Use.** Each proposal must address human subject involvement in the research by addressing Field 1 and 1a of the R&R Other Project Information Form. If Field 1 indicates “Yes”, the Air Force must receive a completed OMB No. 0990-0263 form before a contract, grant, or cooperative agreement may be awarded to support research involving the use of human subjects. Attach the document to the R&R Other Project Information Form. If using grants.gov, a completed OMB No. 0990-0263 form shall be attached in field 11 of the R&R Other Project Information Form. The OMB No. 0990-0263 is available electronically at: [http://www.hhs.gov/ohrp/humansubjects/assurance/OF310.rtf](http://www.hhs.gov/ohrp/humansubjects/assurance/OF310.rtf). Refer any questions regarding human subjects to Stephanie Bruce of the AFOSR Directorate of Mathematics, Information and Life Sciences at stephanie.bruce@afosr.af.mil.
- **Animal Use.** Each proposal must address animal use protocols by addressing Field 2 and 2a of the R&R Other Project Information Form. If selected for award, additional documentation in accordance with Air Force standards will be required. Additional
proposal guidance may be found at the AFOSR web site 
Bruce of the AFOSR Directorate of Mathematics, Information and 
Life Sciences at stephanie.bruce@afosr.af.mil.

- **Environmental Compliance.** Federal agencies making 
  contract, grant, or cooperative agreement awards and 
  recipients of such awards must comply with various 
  environmental requirements. The National Environmental 
  Policy Act of 1969 (NEPA), 42 U.S.C. Sections 4321-
  4370 (a), requires that agencies consider the 
  environmental impact of “major Federal actions” prior to 
  any final agency decision. With respect to those awards 
  which constitute “major Federal actions,” as defined in 
  40 CFR 1508.18, federal agencies may be required to 
  comply with NEPA and prepare an environmental impact 
  statement (EIS) even if the agency does no more than 
  provide grant funds to the recipient. Questions regarding 
  NEPA compliance should be referred to the applicable 
  AFOSR Program Manager. Most research efforts funded 
  by AFOSR will, however, qualify for a categorical 
  exclusion from the need to prepare an EIS. Air Force 
  instructions/regulations provide for a categorical 
  exclusion for basic and applied scientific research usually 
  confined to the laboratory, if the research complies with 
  all other applicable safety, environmental and natural 
  resource conservation laws. Each proposal shall address 
  environmental impact by filling in fields 4a through 4d of 
  the R&R Other Project Information Form. This 
  information will be used by AFOSR to make a 
  determination if the proposed research effort qualifies for 
  categorical exclusion.

| **Data Management Plan** | Applicants are required to have a Data Management Plan and must state 
|                         | this in the proposal. OMB guidance regarding Data Management Plans is 
|                         | forthcoming and shall be addressed in the Terms and Conditions of an 
|                         | award. At this time, all proposals must include a supplementary document 
|                         | of no more than two pages labeled “Data Management Plan”. The plan 
|                         | should address data management issues such as: 
|                         | 1) The types of data, software, and other materials to be produced in the 
|                         | course of the project, with notation marking those that are publicly 
|                         | releasable; 
|                         | 2) How the data will be acquired; 
|                         | 3) Time and location of data acquisition if they are scientifically pertinent; 
|                         | 4) How the data will be processed; 
|                         | 5) The file formats and the naming conventions that will be used; 
|                         | 6) A description of the quality assurance and quality control measures |

Updated: August 31, 2015
| During collection, analysis, and processing; |
| 7) If existing data are to be used, a description of their origins; |
| 8) A description of the standards to be used for data and metadata format and content; |
| 9) Plans and justifications for archiving the data; |
| 10) Appropriate timeframe for preservation; and |
| 11) If for legitimate reasons the data cannot be preserved, the plan will include a justification citing such reasons. |
| Attach the Data Management Plan to the R&R Other Project Information form in field 12, Other Attachments. |

| Abstract |
| Include a concise (not to exceed 300 words) abstract that describes the research objective, technical approaches, anticipated outcome and impact of the specific research. In the header of the abstract include the program manager’s name and directorate who should receive the proposal for consideration and evaluation. |
| **This abstract must be marked that it is publicly releasable.** |
| Attach the Abstract to the R&R Other Project Information form in field 7. |

| R&R Other Project Information Form - Project Narrative Instructions |
| **Project Narrative** – Describe clearly the research including the objective and approach to be performed keeping in mind the evaluation criteria listed in Section V of this announcement. Also briefly indicate whether the intended research will result in environmental impacts outside the laboratory, and how the proposer will ensure compliance with environmental statutes and regulations. |
| **Attach the proposal narrative to R&R Other Project Information form in field 8.** |
| **Project Narrative - Statement of Objectives** – Describe the actual research to be completed, including goals and objectives, on one-page titled Statement of Objectives. This statement of objectives may be incorporated into the award instead of incorporating the entire technical proposal. Active verbs should be used in this statement (for example, “conduct” research into a topic, “investigate” a problem, “determine” to test a hypothesis). It should not contain proprietary information. |
| **Project Narrative - Research Effort** – Describe in detail the research to be performed. State the objectives and approach and their relationship and comparable objectives in progress elsewhere. Additionally, state knowledge in the field and include a bibliography and a list of literature citations. Discuss the nature of the expected results. The adequacy of this information will influence the overall evaluation. Proposals for renewal of existing support must include a description of progress if the proposed objectives are related. |
| **Project Narrative – Principal Investigator (PI) Time.** PI time is required. List the estimate of time the principal investigator and other senior professional personnel will devote to the research. This shall include information pertaining to other commitments of time, such as sabbatical or extended leave; and |
proportion of time to be devoted to this research and to other research. Awards may be terminated when the principal investigator severs connections with the organization or is unable to continue active participation in the research. State the number of graduate students for whom each senior staff member is responsible. **If the principal investigator or other key personnel are currently engaged in research under other auspices, or expect to receive support from other agencies for research during the time proposed for AFOSR support, state the title of the other research, the proportion of time to be devoted to it, the amount of support, name of agency, dates, etc.** Send any changes in this information as soon as they are known. Submit a short abstract (including title, objectives, and approach) of that research and a copy of the budget for both present and pending research projects.

- **Project Narrative – Facilities.** Describe facilities available for performing the proposed research and any additional facilities or equipment the organization proposes to acquire at its own expense. Indicate government-owned facilities or equipment already possessed that will be used. Reference the facilities contract number or, in the absence of a facilities contract, the specific facilities or equipment and the number of the award under which they are accountable.

- **Project Narrative – Special Test Equipment.** List special test equipment or other property required to perform the proposed research. Segregate items to be acquired with award funds from those to be furnished by the Government. When possible and practicable, give a description or title and estimated cost of each item. When information on individual items is unknown or not available, group the items by class and estimate the values. In addition, state why it is necessary to acquire the property with award funds.

- **Project Narrative – Equipment.** Justify the need for each equipment item. Additional facilities and equipment will not be provided unless the research cannot be completed by any other practical means. Include the proposed life expectancy of the equipment and whether it will be integrated with a larger assemblage or apparatus. If so, state who owns the existing apparatus.

- **Project Narrative – High Performance Computing Availability.** Researchers that are supported under an AFOSR grant or contract, and meet certain restrictions, are eligible to apply for special accounts and participation in a full-spectrum of activities within the DOD high performance computing modernization program. This program provides, at no cost to the user, access to a range of state-of-the-art high performance computing assets and training opportunities that will allow the user to fully exploit these assets. Details of the capabilities of the
program can be found at the following Internet address: [http://www.hpcmo.hpc.mil](http://www.hpcmo.hpc.mil). Researchers needing high performance cycles should address the utilization of this program to meet their required needs. AFOSR program managers will facilitate the establishment of accounts awarded.

| R&R Budget Form | ☐ Estimate the total research project cost. Categorize funds by year and provide separate annual budgets for projects lasting more than one year. In addition to the Research & Related Budget forms available on Grants.gov, the budget proposal should include a budget justification for each year, clearly explaining the need for each item. Applicants who enter a fee on Part J of the budget will not be eligible to receive a grant or cooperative agreement. Should a grant be awarded AFOSR will make payments to educational and non-profit recipients based upon a predetermined payment schedule. Payments will normally be made quarterly in advance of performance, based upon a spending profile which must be provided as part of the proposal. Payments should be limited to the amounts needed to conduct research during each respective period. Educational and Non-profit organizations shall submit a spending profile with their cost proposal. Attach the budget justification and/or spending profile and copy of rate agreement (found at [http://osp.mit.edu/rates/facilities-and-administrative-fa-rates](http://osp.mit.edu/rates/facilities-and-administrative-fa-rates)) to Section K of the R&R Budget form. |
| Other Submission Requirements | ☐ Proposals submitted in whole or in part by electronic media (computer disk or tape, facsimile machine, electronic mail, etc.) will *not be accepted* (unless the full proposal is submitted electronically through Grants.gov). |
| Assertion Data Rights | ☐ Assertion of Data Rights. This is a requirement although it is not in the proposal submission section – See pg 67-68 of the BAA
☐ The correct statement to use is contingent upon the PI’s response to the question: “is there any IP the PI wants to protect and will only Allow the Government to have limited rights to?” Use the following response depending on what your PI tells you normally the response is NONE

> “MIT places no restrictions on the Governments use of Intellectual Property contemplated under any subsequent award” – or you can use the attached form and state NONE

☐ If the PI States yes - then use “MIT places the following restrictions on Intellectually Property contemplated under any subsequent award then list them or the they can use the format found on pgs 83 and 84 if the BAA as a template and attach it” |

After submission turn this form into your team AFOSR liaison.