

**DARPA PROPOSALS
ROUTE/REVIEW/SUBMISSION CHECKLIST**

Is OSP to submit via Coeus? ___ **OR** via Grants.gov ___? DARPA TFIMS? ___
OR Paper _____

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

Paper Copies are only applicable for proposals where a Contract, Cooperative Agreements, or Other Transaction Agreements is the anticipated award vehicle. Paper copies are submitted in accordance with the instructions the PI receives from the Cognizant ONR Program Manager

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.

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.

Proposals not meeting the format described in the BAA may not be reviewed by DARPA.

Links To DARPA Solicitations are listed below

<http://www.darpa.mil/solicitations.html>

http://www.darpa.mil/funding_opportunities.html

<https://www.fbo.gov/index?tab=search&s=opportunity&mode=list&cck=1> Fed Biz Ops

<http://grants.gov/> - Grants.Gov

For Proposers Submitting proposals through DARPA's T-FIMS Submission Portal:

Proposals sent in response to DARPA Announcements should be submitted through T-FIMS. Proposals may not be submitted by fax or e-mail; any sent using these methods will be disregarded. See <https://www.tfims.darpa.mil/baa/> for more information on how to request an account, upload proposals, and use the T-FIMS tool. Because proposers using T-FIMS may encounter heavy traffic on the web server and T-FIMS requires a registration and certificate installation for all proposers, proposers should not wait until the day the proposal is due to create an account in T-FIMS and submit the proposal. All proposers using T-FIMS must also encrypt the proposal, as per the instructions below.

All proposals submitted electronically to T-FIMS must be encrypted using WinZip or PKZip with 256-bit AES encryption. Only one zipped/encrypted file will be accepted per proposal and proposals not zipped/encrypted will be rejected by DARPA. An encryption password form must be completed and emailed to DARPA (**refer to the BAA for this email address**) at the time of proposal submission. See <https://www.tfims.darpa.mil/baa/> for the encryption password form.

DARPA Proposals are typically submitted in the following format.

Volume I (Technical and Management Proposal) and Volume II (Cost Proposal), submitted together as one document. All pages shall be printable on single-spaced, 8-1/2 by 11 inch paper with type not smaller than 12 point font. Smaller font may be used for figures, tables and charts.

You must read the BAA to confirm the submission format.

Volume I Technical Proposal – Note the numbering of the Sections II, III and IV and information required in each section is dependent upon the requirements of the DARPA Announcement. YOU MUST READ THE ANNOUNCEMENT TO DETERMINE THE REQUIREMENTS OF THESE SECTIONS

Volume 1: Technical Proposal
Cover Page
Section I

- ☐ Cover sheet to include:
- RA number;
 - (2) Technical area;
 - (3) Organization submitting proposal;
 - (4) Type of business, selected among the following categories: “EDUCATIONAL,” “NONPROFIT” OR “NOT-FOR – PROFIT,” “HBCU,” “MI”;
 - (5) Contractor’s reference number (if any);
 - (6) Proposal title;
 - (7) Proposal date;
 - (8) Technical point of contact to include: salutation, last name, first name, street address, city, state, zip code, telephone, fax, electronic mail;
 - (9) Administrative point of contact to include: salutation, last name, first name, street address, city, state, zip code, telephone, fax, electronic mail;
 - (10) Total proposed cost separated by basic award and option(s) (if any);

☐ Official Signed Transmittal Letter.

The Transmittal letter must include the following Statement:

“Please note that MIT does not have any SETA type assistance.”

The Transmittal Letter should also include one of the following statements regarding the Assertion of Data Rights. This is a requirement although it is not in the proposal submission section – 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

	<p>the Government to have limited rights to?</p> <p>Use the following depending on what your PI tells you normally the response is NONE</p> <p>“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”</p> <p>If the PI States yes - then use</p> <p>“MIT places the following restrictions on Intellectually Property contemplated under any subsequent award then list them or the can use the attached form as a template and attach it”</p>
Summary of Proposal Sections II	<p><input type="checkbox"/> The requirements of this section are specific to the DARPA Announcement you are proposing to. YOU MUST READ THE ANNOUNCEMENT TO DETERMINE THE REQUIREMENTS OF THIS SECTION</p> <p>The specific may include information like:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical Rationale of Proposal <input type="checkbox"/> Description of Deliverables/Milestones <input type="checkbox"/> Description of Team <input type="checkbox"/> Current Pending <input type="checkbox"/> Biosketches <input type="checkbox"/> Statement of Work
Detailed Proposal Information Section III	<p><input type="checkbox"/> The requirements of this section are specific to the DARPA Announcement you are proposing to. YOU MUST READ THE ANNOUNCEMENT TO DETERMINE THE REQUIREMENTS OF THIS SECTION</p> <p>In addition to the information above in Section II Summary of Proposal The specific may include information like:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program Plan and Risk Assessment <input type="checkbox"/> Capabilities <input type="checkbox"/> Technology Transitions Plans
Additional Information Section IV	<p><input type="checkbox"/> The requirements of this section are specific to the DARPA Announcement you are proposing to. YOU MUST READ THE ANNOUNCEMENT TO DETERMINE THE REQUIREMENTS OF THIS SECTION.</p> <p>This section may include the following</p>

	<p>information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bibliographies <input type="checkbox"/> Publications <input type="checkbox"/> Current and Pending
Volume 2: Cost Proposal Cover Page	<ul style="list-style-type: none"> <input type="checkbox"/> Cover sheet to include: <ul style="list-style-type: none"> (1) RA number; (2) Technical area; (3) Lead Organization submitting proposal; (4) Type of business, selected among the following categories: “LARGE BUSINESS”, “SMALL DISADVANTAGED BUSINESS”, “OTHER SMALL BUSINESS”, “HBCU”, “MI”, “OTHER EDUCATIONAL”, OR “OTHER NONPROFIT”; (5) Contractor’s reference number (if any); (6) Other team members (if applicable) and type of business for each; (7) Proposal title; (8) Technical point of contact to include: salutation, last name, first name, street address, city, state, zip code, telephone, fax (if available), electronic mail (if available); (9) Administrative point of contact to include: salutation, last name, first name, street address, city, state, zip code, telephone, fax (if available), and electronic mail (if available); (10) Award instrument requested: cost-plus-fixed-free (CPFF), cost-contract—no fee, cost sharing contract – no fee, or other type of procurement contract (<i>specify</i>), grant, cooperative agreement, or other transaction; (11) Place(s) and period(s) of performance; (12) Total proposed cost separated by basic award and option(s) (if any); (13) Name, address, and telephone number of the proposer’s cognizant Defense Contract Management Agency (DCMA) administration office (<i>if known</i>); (14) Name, address, and telephone number of the proposer’s cognizant Defense Contract Audit Agency (DCAA) audit office (<i>if known</i>); (15) Date proposal was prepared; (16) DUNS number; (17) TIN number; and (18) Cage Code; (19) Subcontractor Information; and (20) Proposal validity period.

<p>Budget Part/Cost Detail</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The typical cost detail information that DARPA requires in their cost proposal section is outlined below. SEE ANNOUNCEMENT TO DETERMINE THE REQUIRED COST BREAKDOWN <input type="checkbox"/> The proposers cost volume shall provide detailed budget (cost) information in sufficient detail to substantiate the program price proposed (e.g., realism and reasonableness). <input type="checkbox"/> The proposer shall provide a detailed cost breakdown by phase, task and month. The breakdown shall include, at a minimum, the following major cost items: <ul style="list-style-type: none"> <input type="checkbox"/> direct labor (labor categories and effort per category); <input type="checkbox"/> subcontracts (by subcontractor); <input type="checkbox"/> material/equipment; <input type="checkbox"/> other direct costs (travel, computer usage fee's, etc.), <input type="checkbox"/> indirect charges (rates and factors such as Fringe Benefits, F&A, etc.).
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After submission turn this from in to your team DARPA liaison.