Department of Defense – Army Research Lab (ARL)
Biographical Sketch / Current and Pending / Reporting Checklist

NOTE: The checklists below are intended to be used as a tool when preparing disclosure information for DOD-ARL grant proposals and awards. While we have tried to capture the essential aspects of agency guidance, it is still important to review all agency guidance, solicitation documents and relevant FAQs before final submission to the specific agency. Please contact your RAS administrator if you have any questions.

- U.S. Department of Defense (Grants.gov)
- ARL Business website
- ARL/ARO Broad Agency Announcements
- VPR/RAS ARL/AOR Information page

IMPORTANT

Review the DOD March 20, 2019 memo: **Actions for the Protection of Intellectual Property, Controlled Information, Key Personnel and Critical Technologies**. This memo provides important guidance for compliance with the National Defense Authorization Act (NDAA) for FY 2019, Section 1286, pages 443 – 445.

General Disclosure Guidelines	
	Use the Grants. Gov or ARL/ARO Broad Agency Announcements links above to find specific BAA or other solicitation information and instructions.
	Provide **Biographical Sketch**. See the checklist below.
	Provide **Current and Pending Support**. See the checklist below.

Biographical Sketch	
	Biographical sketches are required for "key personnel". Review the specific BAA/opportunity for ARL definition. The biographical sketches are limited to three (3) pages per investigator and other individuals that merit consideration.
	The following information is required:
	• Relevant experience and employment history including a description of any prior Federal employment within one year preceding the date of proposal submission.
	• List of up to five publications most closely related to the proposed project and up to five other significant publications, including those being printed. Patents, copyrights, or software systems developed may be substituted for publications.

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	Biographical Sketch (cont'd)
	• List of persons, other than those cited in the publications list, who have collaborated on a project or a book, article, report or paper within the last four years. Include pending publications and submissions. Otherwise, state "None."
	• Names of each investigator's own graduate or post-graduate advisors and advisees.
	• For postdoctoral associates, other professionals, and students (research assistants), include information on exceptional qualifications of these individuals that merit consideration in the evaluation of the proposal
Include all academic, professional or institutional appointments, such as the following:	
	• Any titled academic, professional or institutional position regardless whether or not remuneration is received
	• All full-time, part-time or voluntary positions
	• All adjunct, visiting or honorary appointments
	• Participation in any Foreign Government Talent Recruitment Programs

	Current and Pending Support
	All project support from whatever source must be listed. The list must include all projects requiring a portion of the PI's and other key personnel's time, even if they receive no salary support from the project(s).
	Information for each project listed must include, at minimum:
	• The project/proposal title and brief description
	• The name and location of the organization or agency presently funding the work or requested to fund such work
	• The award amount or annual dollar volume of the effort,
	• The period of performance
	• A breakdown of the time required of the PI and/or other key personnel

Reporting Requirements

While reporting requirements may vary for specific ARO/ARL awards, current ARO Reporting Instructions (March 2019) require that Interim Progress Reports (IPR) and Final Reports (FR) be submitted using the Research Performance Progress Report (RPPR) online reporting tool available on the ARO Extranet.   The RPPR standardizes online reporting fields DoD-wide. While the purpose of these reports is to gather data and information regarding scientific and technical progress on the project, investigators may also be asked to update information previously provided in the biographical sketches or current and pending support submitted at the proposal stage. As more specific information is available, this checklist will be updated.

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