

Department of Defense – DARPA Biographical Sketch / Current and Pending / Reporting Checklist

NOTE: The checklists below are intended to be used as a tool when preparing disclosure information for DARPA 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 agency. Please contact your [RAS administrator](#) if you have any questions.

- [U.S. Department of Defense \(Grants.gov\)](#)
- [DARPA Opportunities website](#)
- [DARPA Contract Management](#)
- [VPR/RAS DARPA Sponsor 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 DARPA Opportunities links above to find specific BAA or other solicitation information and instructions.
	Complete the Research and Related Senior/Key Person Profile (Expanded) form available on Grants.gov for all senior/key personnel, including Project Director/Principal Investigator and Co-Project Director/Co-Principal Investigator, whether or not the individuals' efforts under the project are funded by the DoD. The information provided in this form and attached documents will be used to monitor compliance with National Defense Authorization Act (NDAA) for FY 2019, Section 1286, pages 443 – 445 , as described in the DOD memo referenced above.
	Make sure to complete the <i>Degree Type</i> and <i>Degree Year</i> fields in the above referenced form as the source for career information.
	Attach Biographical Sketch . See the checklist below.
	Attach Current and Pending Support . See the checklist below.

Biographical Sketch

	The primary purpose of the biographical sketch is to establish the scientific qualifications for all key personnel involved in the research. However, as noted above, it is also a vehicle for disclosure of any outside activities to aid in compliance with National Defense Authorization Act (NDAA) for FY 2019, Section 1286. As such, please provide the information below, as applicable.
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Biographical Sketch (cont'd)	
	All academic, professional or institutional appointments. Include the following:
	<ul style="list-style-type: none"> • Any titled academic, professional or institutional position regardless whether or not remuneration is received
	<ul style="list-style-type: none"> • All full-time, part-time or voluntary positions
	<ul style="list-style-type: none"> • All adjunct, visiting or honorary appointments
	<ul style="list-style-type: none"> • Participation in any Foreign Government Talent Recruitment Programs

Current and Pending Support	
	The current and pending support attachment must include the following:
	<ul style="list-style-type: none"> • A list of all current projects the individual is working on, in addition to any future support the individual has applied to receive, regardless of the source.
	<ul style="list-style-type: none"> • Title and objectives of the other research projects.
	<ul style="list-style-type: none"> • The percentage per year to be devoted to the other projects.
	<ul style="list-style-type: none"> • The total amount of support the individual is receiving in connection to each of the other research projects of will receive if other proposals are awarded
	<ul style="list-style-type: none"> • Name and address of the agencies and/or other parties supporting the other research projects.
	<ul style="list-style-type: none"> • Period of performance for each other research project

Reporting Requirements

The number and types of reports will be specified in the award document but will include at a minimum monthly financial status reports, monthly technical status reports, annual reports, and an end-of-phase report. The reports must be prepared and submitted in accordance with the procedures contained in the award document, which is mutually agreed upon before award. Please review all award-specific reporting requirements, which may include updates to any disclosures required at the proposal stage. This checklist will be updated as more specific guidance and information is available.