

## Department of Defense – Office of Naval Research (ONR) Biographical Sketch / Current and Pending / Reporting Checklist

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**NOTE:** The checklists below are intended to be used as a tool when preparing disclosure information for ONR grant proposals and awards. While we have tried to capture the essential aspects of agency guidance, specific requirements may vary depending on the funding opportunity; it is still important to review all agency guidance, solicitation documents and relevant FAQs before final submission. Please contact your [RAS administrator](#) if you have any questions.

- [U.S. Department of Defense \(Grants.gov\)](#)
- [ONR Funding Opportunities](#)
- [ONR Contracts & Grants website](#)
- [VPR/RAS ONR 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 ONR Funding Opportunities links above to find specific BAA or other solicitation information and instructions.
	Complete the <b>Research and Related Senior/Key Person Profile (Expanded)</b> form available on <a href="#">Grants.gov</a> 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 <a href="#">National Defense Authorization Act (NDAA) for FY 2019, Section 1286, pages 443 – 445</a> , 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 <b>Biographical Sketch</b> . See the checklist below.
	Attach <b>Current and Pending Support</b> . See the checklist below.

Biographical Sketch	
	Provide resumes or curricula vitae for the Principal Investigator, other key personnel and consultants focusing on their qualifications for the proposed research.
	Include all academic, professional or institutional appointments, such as the following:
	<ul style="list-style-type: none"> <li>• Any titled academic, professional or institutional position regardless whether or not remuneration is received</li> </ul>
	<ul style="list-style-type: none"> <li>• All full-time, part-time or voluntary positions</li> </ul>
	<ul style="list-style-type: none"> <li>• All adjunct, visiting or honorary appointments</li> </ul>
	<ul style="list-style-type: none"> <li>• Participation in any Foreign Government Talent Recruitment Programs</li> </ul>

Current and Pending Support	
	The current and pending support attachment must include the following:
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
	<ul style="list-style-type: none"> <li>• Title and objectives of the other research projects.</li> </ul>
	<ul style="list-style-type: none"> <li>• The percentage per year to be devoted to the other projects.</li> </ul>
	<ul style="list-style-type: none"> <li>• 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</li> </ul>
	<ul style="list-style-type: none"> <li>• Name and address of the agencies and/or other parties supporting the other research projects.</li> </ul>
	<ul style="list-style-type: none"> <li>• Period of performance for each other research project</li> </ul>

## Reporting Requirements

Specific reporting requirements for awards can be found on the [ONR Manage Your Award](#) website. Please note, there is a pending DOD policy decision to require the *Federal-wide Research Progress Performance Report* (RPPR) for all interim, annual and final technical reports. Currently, ONR Interim Progress Reports are entered via the [Army Research Office \(ARO\) website](#), but ONR only collects RPPR for grants and cooperative agreements, not contracts. See [ONR RPPR Instructions \(March 2020\)](#) for details. 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. This checklist will be updated as more specific guidance and information is available.