

Proposal Preparation Checklist, ONR Open BAA

ONR FY2018 Open BAA: N00014-18-S-B001, Amd 1

Please confirm you are using the most recently amended version before preparing your proposal: [ONR Broad Agency Announcements and Funding Opportunity Announcements](#)

THIS CHECKLIST IS FOR PROPOSALS FOR ORGANIZED RESEARCH GRANTS:

MIT applies for Grants whenever possible. If including a subawardee who is a for-profit and requires a fee, a Contract will most likely be required. If a subawardee is including a fee on a grant proposal, please contact your CA. Subawards may not charge fees on Grants or Cooperative Agreements (32 CFR part 34 under 18). If applying for a Contract, or Other Transaction, additional requirements apply, see Appendix 3 of the BAA.

- Proposal checklist (.pdf)
- Technical Proposal Template (.pdf)
- Cost proposal spreadsheet (Excel)
- Adequacy Checklist for Pre award Audit (SF 1408) (as applicable)
- Stand-alone non-proprietary SOW in Word

Representations and Certifications

Attachment files needed

- 1. User Attached Form: Project_Abstract**
 - a. Download Form from Grants.gov
 - b. Attach a 2nd copy of the Project Summary with a different file name
- 2. KC Attachment Type: ProjectSummary**
 - a. No format, limit 4,000 characters including spaces
 - b. Use only characters on a QWERTY Keyboard
- 3. RRSF424_SFLLL_OtherExplanatory**
 - a. Attach the "Representation on Tax Delinquency and Felony Conviction" found at <http://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal.aspx>
 - b. Questions should be answered "is not" and "is not"
- 4. KC Attachment Type: Narrative**
 - a. Includes cover sheet, project description, CVs and appendices
 - b. Detailed instructions below
- 5. KC Attachment Type: BudgetJustification**
 - a. Includes Narrative budget justification, quotes if applicable, and copies of rate agreements
 - b. Detailed instructions below
- 6. KC Attachment Type: Personnel Attachment: Biosketch**

Data Fields to complete in Quali Coeus for S2S submission:

1. Complete "Create Proposal" screen:
 - a. Title
 - b. Activity Type
 - c. Sponsor (ONR: 000146)
 - d. Start Dates (*if not otherwise specified by program officer*)
 - i. If submitted by 12/31/17: 3/1/18
 - ii. If submitted 1/1-3/31/18: 7/1/18
 - iii. If submitted 4/1-6/30: 9/1/18
 - iv. If submitted 7/1-9/30/18: 1/1/18
2. Upload User Attached Project Abstract Form
3. Select Grants.gov Opportunity
4. Complete Sponsor & Program Information screen:
 - a. Deadline (leave blank unless specific submission date was requested by Program officer)
 - b. Deadline Type: Receipt
 - c. Notice of Opportunity: Federal Solicitation
 - d. Subawards: yes (Checked) or no (not checked)
 - e. Sponsor proposal ID: N00014 or ONR award number if renewal/revision
 - f. Sponsor Div Code: Leave Blank
 - g. Sponsor Program Code: Leave Blank
 - h. NSF Science Code (required for all MIT proposals)
 - i. Anticipated Award type: leave blank (not required at MIT)
 - j. Agency Routing Identifier: Division # and Program officer name: (e.g. 301 [Smith, John])
 - k. Prev. Grants.gov Tracking ID: Use only for Change/Corrected
5. Complete Organization & Locations Screen
 - a. Applicant Organization & Performing Organization: Autocompleted, do not change
 - b. Performance Sites
 - i. Add any sites other than MIT that are not receiving a subaward
 - ii. Performance Sites must be added to KC as Address Book entries if not already in KC: <http://kc.mit.edu/forms/request-new-address-book-entrynon-mit-employee>
 - c. Other Organizations
 - i. Add any organizations receiving that is receiving a subaward
 - ii. Other Organizations must be added to KC as Subaward Organizations if not already in KC: <http://kc.mit.edu/forms/request-new-subaward-organization>
6. Complete Key Personnel Screen
 - a. ONR only recognizes a single PI. Co-PI and Multi-PI do not get recognized in final award
7. Complete Compliance Screen
 - a. Human Subjects: enter as pending if applicable, enter Protocol as FWA00004881
 - b. Animal Subjects: enter as pending if applicable, enter Protocol as D16-00078
 - c. International Programs: enter as pending if any part of work will be conducted outside the US (except for conference attendance)

- d. Export controls: Enter as pending if shipping outside the US or sharing potentially sensitive information with non-US collaborators
- e. Recombinant DNA: Enter as pending if applicable
- 8. Complete Attachments screen:
 - a. Proposal Attachments
 - i. ProjectSummary
 - ii. Narrative
 - iii. Budget Justification
 - iv. RRSF424_SFULLL_OtherExplanatory
- 9. Complete Questionnaire
 - a. Note: Not subject to review by EO 12372, Program not covered by EO 12372
- 10. Complete budget
 - a. If including subawards, each subawardee must complete XML budget to be uploaded in KC budget module
 - i. 10 Year R&R Subaward Budget Attachment(s) Form (10 Attachments)
 - ii. Available at <http://kc.mit.edu/training/training-materials/subaward-files-s2s-submission>
 - iii. attach Subawardee budget justification to this file

Grants.gov KC S2S Schema forms:

- **Mandatory User Attached Forms** (attach before selecting opportunity)
 - **Project Abstract V1.2 (Form # 4040-0010)**
 - available <https://www.grants.gov/web/grants/forms/sf-424-family.html>
(form is valid despite “Note” on Grants.gov indicating it is not)

Grants.gov	Project Abstract	PDF	Schema	FID	1.2	4040-0010	10/31/2019
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- **Mandatory S2S generated:**
 - **RR Budget_1_4**
 - RR_KeyPersonExpanded_2_0
 - **RR Other Project Info_1_4_v1.4**
 - RR_PersonalData_1_2-V1.2
 - **RR SF 424_2_0-V2.0**
- **Optional S2S generated**
 - **Attachments_1_2V1_2**
 - **RR Subaward Budget10_10_1_4**
 - (requires uploaded XML budget in KC budget module)
 - SFULLL1_2V1_2 (Use only if Lobbying activities have been conducted)

Instructions for preparing Narrative Attachment

Filename: Volume I-Technical Proposal.pdf

- i. Cover Page, to include
 1. "Technical Proposal"
 2. BAA Number : N00014-18-S-B001
 3. Title of Proposal
 4. Identity of Prime Offeror (MIT) and complete list of subawards if applicable
 5. Technical Contact (PI) (name, address, phone/fax, email)
 6. Administrative Contact (OSP CA) (name, address, phone/fax, email)
 7. Proposed Period of Performance (identify base & options if applicable)
- ii. Table of Contents
- iii. Technical Approach
- iv. for Basic Research, if applicable
 1. Future Naval Relevance
- v. For Applied Research and Advanced Technology Development, if it applies
 1. Operational Naval Concept
 2. Operational Utility Assessment Plan
 3. Project Schedule and Milestones
 4. Reports
 - Include technical & financial progress reports, final reports
 - Do not include software, hardware, or prototypes as deliverables
- vi. Management Approach
- vii. Current and Pending Project & Proposal Submissions
 1. Title of Proposal and Summary;
 2. Source and amount of funding (annual direct costs; provide contract and/or grant numbers for current contracts/grants);
 3. Percentage effort devoted to each project (budgeted effort, OK to state 0 months)
 4. Identity of prime Offeror and complete list of subwards, if applicable;
 5. Technical contact (PI)
 6. Administrative/business contact (Program officer)
 7. Period of performance (differentiate basic effort);
 8. State how related to current proposal and indicate degree of overlap
- viii. Principal Investigator Qualifications
 1. Narrative discussion of qualifications of PI and any key persons
 2. Also Attach CVs for PI, other key persons, and consultants
- ix. Responsibility
 1. Describe how you have adequate resources or the ability to obtain such resources as required to complete the activities proposed

2. Describe how you have the ability to comply with the grant conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental.
3. Describe your performance history; specifically your record in managing Federal awards and the extent to which any previously awarded amounts will be expended prior to future awards.
4. Describe your record of integrity and business ethics.
5. Describe qualifications and eligibility to receive an award under applicable laws and regulations.
6. Describe your organization, experience, accounting, and operational controls and technical skills, or the ability to obtain them (including as appropriate such elements as property control systems, quality assurance measures, and safety programs applicable to the efforts to be performed).

ix. Facilities and Equipment

Other Attachments:

- ix. Appendix on Animal Use if applicable
- x. Appendix on Human Use if Applicable
- xi. Appendix on Recombinant DNA if applicable

Instructions for preparing Cost Proposal Attachment

File name should include "Cost Proposal.pdf"

- b. If Options are proposed, options must be priced separately from base
- c. Budget should include cost for program status reviews in person at or near Arlington VA approximately every other year.
- d. Include narrative budget justification of all line items
 - i. Computer & general use equipment requires additional justification stating how will be integral to the project
- e. Include detailed cost proposals for each subawardee if applicable
- f. Include copies of MIT and subawardee rate agreements