

**Multi-Disciplinary Basic Research in the Science of Autonomy with Naval
Relevance
BAA 09-008**

The purpose of this solicitation amendment is the following:

- (1) to amend the due date of the Full Proposal to **27 January 2009** 2:00 p.m. EDT
- (2) to amend Section IV.2.2.1 to include the language excluding Volume 2 from the page limitations;

Section 2.2.1 is changed as follows (changes in **bold**):

- “• Paper Size – 8.5 x 11 inch paper
- Margins – 1 inch
- Spacing – single or double-spaced
- Font – Times New Roman, 12 point
- Number of pages - no more than twenty-five (25) single-sided pages. The cover, table of contents, list of references, letters of support, curriculum vitae and **Volume 2** are excluded from the page limitations. Full proposals exceeding the page limit may not be evaluated.
- The full proposal shall be submitted electronically at <http://www.grants.gov/> as delineated in Section IV.5 below.

Note: The instructions below for the Cover page and for other portions of the Technical and Cost proposals may be at variance with the format of SF424 (R&R) found at grant.gov. in that case, a proposer should provide all the information requested here but in a manner consistent with the SF424 (R&R).”

- (3) to post a question and answer.

**QUESTIONS & ANSWERS 54 – 76
As of 22 December 2008**

Q 54:	Is the one-page project summary counted within the 25-page limit?
A 54:	Refer to Section IV.2.2.1 of BAA 09-008. This Section does not exclude the summary from the page limitations.
Q 55:	Is Project Narrative counted within the 25-page limit?
A 55:	Refer to Section IV.2.2.1 of BAA 09-008. This Section does not exclude the narrative from the page limitations.
Q 56:	Is Statement of Work counted within the 25-page limit?

A 56:	Refer to Section IV.2.2.1 of BAA 09-008. This Section does not exclude the statement of work from the page limitations.
Q 57:	Is Management Approach counted within the 25-page limit?
A 57:	Refer to Section IV.2.2.1 of BAA 09-008. This Section does not exclude the management approach from the page limitations.
Q 58:	When entering the budget into the budget format in grants.gov I found that when I breakdown the budget by fiscal years it comes to seven budget periods and the format only allows 5 budget periods to be entered. Do I have to do separate budgets for the base period of 3 years and another for the 2 additional years? Then where would the additional budget to cover the last two years be attached?
A 58:	Refer to Section IV.2.2.2.2 of BAA 09-008. This Section states that the cost proposal shall consist of two parts, Part 1 will provide a detailed cost breakdown of all costs by cost category by calendar or Government fiscal year, and Part 2 will provide a cost breakdown by task/sub-task corresponding to the task numbers in the proposed SOW. Options must be separately priced.
Q 59	<p>The BAA 09-008 states that the detailed budget must be by calendar or government fiscal year (GFY) with base and options priced separately. Also, the same file must contain the breakout by subtasks,</p> <p>Is one format preferred over the other?</p> <p>The grants.gov application package only allows for 5 budget periods and a cumulative summary, so you cannot enter 7 period GFY budget, subtask budget, nor is there anyway to label and price the options separately.</p> <p>Should we follow the same format as the ONR BAA 09-005 MURI solicitation, and just enter the entire costs proposal as one PDF file uploaded elsewhere on the application?</p>
A 59:	Using the same or similar format as the ONR BAA 09-005 MURI is acceptable.
Q 60:	After downloading the Grants.gov application, I noticed there is only one form in the Mandatory Documents section while there are seven (7) forms provided under the Optional Documents section. Are any of the forms under Optional Documents required for submission? If not, should we upload Volume I & II to the SF 424, box 20 or 21?
A 60:	Treat the documents titled "Optional Documents" as applicable. In other words, complete the form if it applies or is requested in the BAA.
Q 61:	Page 13 of the BAA discusses Volume 2, Cost proposal. At the bottom of the page, it indicates that:

	<p>*****</p> <p>Part 1 -Grant Recipient : The offeror must use the Grants.Gov forms from the application package template associated with the BAA on the Grants.Gov web site located at http://www.grants.gov/ .</p> <p>*****</p> <p>Is this statement referring to the Research & Related Budget form under Optional Documents? If that is correct, where should Part 2 (tasks) of the Cost Proposal be provided?</p>
A 61:	Your company should be able to upload any documents in order to meet the requirements in the BAA.
Q 62:	<p>The subject BAA does not specifically state where the various parts of the Technical and Cost proposals should be attached. Please tell me if the following interpretation of where everything should be attached is correct:</p> <ul style="list-style-type: none"> * A single PDF of the “Cover Page” should be attached in block 11 of the “Research & Related Other Project Information” form; * A single PDF of the “Project Summary/Abstract” should be in block 6 of the “Research & Related Other Project Information” form; * A single PDF of the “Project Narrative”, “Table of Contents”, “Statement of Work”, “Technical Approach”, “Management Approach”. “List of References”, and “Curriculum Vitae” should be in block 7 of the “Research & Related Other Project Information” form; * Part 1 of the Cost Proposal (detailed cost breakdown of all costs by cost category by calendar or Gov’t fiscal year) should be contained in the “Research & Related Budget” form; and * A single PDF of Part 2 of the Cost Proposal (cost breakdown by task/sub-task corresponding to the same task breakdown in the proposed SOW) should be attached in block 11 of the “Research & Related Other Project Information” form. <p>Please let me know whether a proposal in response to the subject BAA that uses the format listed above will be acceptable. If it will not be acceptable, please let me know where the 4 PDF files and Part 1 of the budget should be located in the Grant Application Package submitted in response to the subject BAA</p>
A 62:	The BAA does not specify a format. As long as the information requested in the BAA is provided, the proposal is acceptable.
Q 63:	<p>Page 12 of the BAA discusses the first page of the narrative. One of the requested components include:</p> <p>*****</p> <p>Current DoD Contractor or Grantee? If yes, provide Agency, point of contact;</p>

	<p>phone number *****</p> <p>Is this question based on our institution or the individual listed as PI? If we were a subcontract to another institution awarded a DOD contract or grant (federal flowdown), should this information be provided as well?</p>
A 63:	This question based on both the prime institution and/or PI.
Q 64:	<p>Page 11 of the BAA discusses full proposal format. In the middle of the page it states:</p> <p>*****</p> <p>Number of pages - no more than twenty-five (25) single-sided pages. The cover, table of contents, list of references, letters of support, and curriculum vitae are excluded from the page limitations.</p> <p>*****</p> <p>Are we required to submit any letters of support or is this only if applicable?</p>
A 64:	Only if applicable.
Q 65:	<p>I have a question on the budget for ONR BAA 09-008 proposals. In the solicitation under “4. Anticipated Period of performance” it states that the maximum number of years for the base period on the proposal is three years. It also states that one or two more optional years may be added to bring the total maximum term of the award to five years. The PI wishes to have five years of funding, which is the three year base period plus two option years. My question is this... Under the budget section in grants.gov, will I input only three years or do I put in all five years that the professor wishes to request? The solicitation does not make it clear where the optional years are supposed to be included.</p>
A 65:	Refer to Section IV.2.2.2.2 of BAA 09-008. This Section states that the cost proposal shall consist of two parts, Part 1 will provide a detailed cost breakdown of all costs by cost category by calendar or Government fiscal year, and Part 2 will provide a cost breakdown by task/sub-task corresponding to the task numbers in the proposed SOW. Options must be separately priced.
Q 66:	<p>I am working on the BAA 09-008 and I was not sure where I should attach the subaward pdf cost proposal in the grants.gov application package. I cannot find in the announcement where it states it should be included.</p>
A 66:	Anywhere in Volume 2 is acceptable.
Q 67:	<p>I have a question regarding submission of labor categories and hours for this BAA. As a University we are subject to A21 Cost Principles for Educational Institutions and cannot provide auditable labor hours. Would it be permissible for us to submit percentage of effort cost proposals?</p>
A 67:	Yes. Refer to Section IV.2.2.2.2 of BAA 09-008. This Section states individual

	labor categories or persons, with associated labor hours and unburdened direct labor rates or percentage of effort or total man-years should be included in the budget.
Q 68:	Is "Volume 2-Cost Proposal" included in the 25 page limit?
A 68:	Refer to addendum. Volume 2 has no page limitations.
Q 69:	What is the required format for Volume 2? The BAA clearly states the required content, but is ambiguous regarding the format. The only mandatory form in the grants.gov package is SF424. However, the BAA refers to a "Field K", presumably of form "Research and Related Budget".
A 69:	See A 62.
Q 70:	I am assisting a PI with a grant proposal to be submitted to announcement 09-008. Per the guidelines we are submitting the proposal through Grants.gov. We have a question regarding the Cost Proposal and the requirements for the subawards. We will have two subawards on our proposal. Will the subrecipients be required to provide the details of their cost proposal in a sealed envelope to the Government or us as is stated in the guidelines? Or since the proposal is submitted through Grants.gov we can submit it with our cost proposal?
A 70:	Refer to Section IV.2.2.2.2 of BAA 09-008. This Section states the recipient's cost proposal will be required to be submitted by the subrecipient. It provides an avenue for subawardee's to submit the cost proposal. The subawardee's or subrecipient's cost proposal can be provided in a sealed envelope with the recipient's cost proposal, may be sent directly to the Government or can be submitted with the prime's proposal.
Q 71:	<p>The cost proposal instructions for BAA 09-008 call for a breakdown of cost by calendar or Government fiscal year. The BAA also says issued awards around 22 May 2009. For a PI who wants to propose a five year effort with a start date of around 22 May 2009 to breakdown cost by either the calendar year or Government fiscal years yields 7 budget periods. The grants.gov module only allows five budget modules.</p> <p>How should we handle this ??</p> <p>Breakdown costs by 12 month periods and thus have five periods ?? that do not directly correspond to either a calendar year or the fiscal year</p> <p>Or enter the first five periods into the grants.gov module and then in the budget justification text file add the last two periods.</p>
A 71:	Your company should be able to upload additional documents in order to meet the requirements in the BAA.
Q 72:	I am not sure where to attach the subaward budget in the grants.gov application

	<p>package. Do I fill out the subaward fed-no fed section for the subaward budgets for the basic years and the option years? Or should I attach the cover letter, statement of work budget & justification to research related section attachment 11?</p>
A 72:	Refer to A 62.
Q 73:	<p>As a proposed subcontractor, I will be providing the proposed prime my cost info and other associated details so she can incorporate that info within the proposal.</p> <p>However, my question is whether I need to provide ONR the same information separately as well, or is it sufficient to include it only in the prime's proposal?</p>
A 73:	If a subcontract proposal is submitted with the prime's proposal, a separate proposal is not required.
Q 74:	I wanted to confirm that the due date and time for our grants.gov submission is 1/23/09 by 11:00am PST (2pm EST). Is this correct?
A 74:	Refer to the amendment. Full Proposals are due 27 January 2009 2:00 EDT.
Q 75:	I did not have a chance to submit a white paper, but I think I can put a very strong proposal together. May I submit full proposal without a white paper?
A 75:	Refer to Section IV of BAA 09-008. This Section does not require submission of a white paper.
Q 76	<p>Are budget details for the subcontracts required in the proposal submission stage? The BAA seems to suggest otherwise.</p> <p>My main concern here is that spreadsheet-style formatting of the complete annual budgets for the prime and subcontractors could take up several pages from the 25 page limit.</p>
A 76:	Refer to A 62.