

**BAA NAME:
ONRBAA09-006
Amendment 0004**

The purpose of this amendment is to notify offerors of an updated application package on grants.gov and to provide alternate submission instructions to the grants.gov website.

1. The application package on Grants.gov has been revised to add an "Attachments" form and delete the form entitled "Research and Related Subaward Budget (Total Federal and Non-Federal)". The "Attachments" form has been added to provide the ability to upload/attach PDF files (e.g., subcontract budgets, appendices, or other proposal information required by the BAA).

If your proposal has not yet been submitted, please download the revised package. If your proposal has already been submitted through GRANTS.gov, use of the modified application package or resubmission is not required.

2. Be advised that Grants.gov applicants have been experiencing system slowness and validation issues which may impact the time required to submit proposals. After proposals are uploaded to grants.gov, the submitter receives an email indicating the proposal has been submitted and that grants.gov will take up to two days to validate the proposal. As it is possible for grants.gov to reject the proposal during this process, it is **STRONGLY** recommended that any soft-copy proposals be uploaded at least two days before the deadline established in the solicitation so that it will not be received late and be ineligible for award consideration.

3. The following alternative to submitting proposals to the grants.gov website is provided for use on this BAA . Proposals using the alternative submission process will be accepted only if grants.gov is not accepting the proposal and the offeror has called the grants.gov helpline and received an unresolved trouble ticket/case number. If grant.gov has not validated your proposal submission via email, call Grants.gov to obtain a trouble ticket; emails indicating receipt of the application and rejection will not be accepted in place of a Grants.gov trouble ticket.

a. Upload the proposal using the following website:

<http://onroutside.onr.navy.mil/asprocessor/BAAPE/>

b. Please use this form to upload your grant proposal directly to the Office of Naval Research. All fields in the form are required to be completed. Your completed package should also include a signed, scanned proposal cover sheet with the signature of your authorized organizational representative as part of the 'Attachments Form'. Submit one file per proposal in PDF format. **DO NOT submit any parts of the proposal separately. Technical proposals, endorsements, etc. should be on the Grants.Gov ATTACHMENTS form.**

c. Use the naming convention below for all uploaded proposals.

*Convention: (ONRBAA09-XXX_Topic_LeadPI_University.pdf)

*Example: ONRBAA09-012_NOPP_MSMITH_UNIVRESEARCH.PDF

d. Once a document has been submitted, a “Thank-You” page will appear and an email will be sent to the address provided.