

**PROGRAM ANNOUNCEMENT**

THE DEPARTMENT OF DEFENSE (DoD)

FISCAL YEAR 2009

DEFENSE EXPERIMENTAL PROGRAM TO STIMULATE COMPETITIVE  
RESEARCH (DEPSCoR)

**Broad Agency Announcement No.:** W911NF-09-R-0003

**FULL PROPOSAL DEADLINE:**

Must be received no later than 4:00 PM Eastern Time  
Monday, May 4, 2009

Army Research Office

Air Force Office of Scientific Research

Office of Naval Research

In cooperation with the Office of  
the Deputy Under Secretary of Defense for  
Laboratories and Basic Sciences

## **OVERVIEW INFORMATION**

- **Agency Name(s)** - This Department of Defense program will be administered through the Army Research Office (ARO), the Office of Naval Research (ONR), and the Air Force Office of Scientific Research (AFOSR).
- **Funding Opportunity Title** - Fiscal Year 2009 Defense Experimental Program to Stimulate Competitive Research (DEPSCoR)
- **Announcement Type** - This is the initial announcement.
- **Funding Opportunity Number** - W911NF-09-R-0003
- **Catalog of Federal Domestic Assistance (CFDA) Number(s)** - 12.431, Basic Scientific Research (ARO)
- **Dates** - Proposals are due no later than 4:00 PM Eastern Time, Monday, May 4, 2009.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

The Department of Defense (DoD) announces the fiscal year 2009 Department of Defense Experimental Program to Stimulate Competitive Research (DEPSCoR). The program is executed under the policy guidance of the Office of the Deputy Under Secretary of Defense for Laboratories and Basic Sciences [ODUSD (LABS)] and administered through the Army Research Office (ARO), Office of Naval Research (ONR), and Air Force Office of Scientific Research (AFOSR). The DoD plans to award fiscal year 2009 DEPSCoR appropriations through this announcement. ARO, ONR, and AFOSR (henceforth referred to as "agencies") will award research grants based on this announcement. It is anticipated that each agency will receive an equal portion of the FY 2009 funds available to support proposals accepted under this BAA.

The program statute for DEPSCoR (section 257 of Public Law 103-337, as amended) states that DEPSCoR's objectives are to: (1) enhance the capabilities of institutions of higher education ("universities") in eligible States to develop, plan, and execute science and engineering research that is competitive under the peer-review systems used for awarding Federal research assistance; and (2) increase the probability of long-term growth in the competitively awarded financial assistance that universities in eligible States receive from the Federal Government for science and engineering research. Consistent with these long-term objectives of building research infrastructure, the DoD intends to competitively make, and fund from fiscal year 2009 appropriations, multiyear awards for research science and engineering in areas important to national security.

DEPSCoR funds may be used to enhance existing or develop new research capabilities in support of DoD research goals. Proposals may contain requests for equipment necessary for the completion of the proposed research. General-purpose computing facilities and purely instructional equipment are not appropriate for DEPSCoR funding, but requests for funding for specialized computers required for specific DEPSCoR research programs are appropriate. DoD recognizes that the infrastructure aspect of DEPSCoR may lead to the purchase of equipment that has utility beyond the specific research effort proposed. Funds under DEPSCoR may not be used for construction or modification of buildings or facilities; therefore, proposals for the construction or refurbishment of buildings will not be considered under this BAA.

DEPSCoR will fund single investigator or multi investigator research proposals. Multiple institution or multiple investigator research projects that are not fully integrated to address one focused technical issue are not normally funded and are discouraged. The Deputy Under Secretary of Defense for Laboratories and Basic Sciences, in particular, recognizes student training as an important component of the program. The awards are to be forward funded, generally for activities not to exceed a three-year period.

Administrative costs incurred by the EPSCoR State Committees, associated with either the preparation of proposals or related to the administration of grants resulting from this solicitation are the responsibility of the EPSCoR State Committees and are nonreimbursable by DoD.

The Army, Navy, and Air Force publish their specific research areas of interest in separate Broad Agency Announcements (BAAs). DEPSCoR research projects may address any of the technical areas listed in the respective Army, Navy, and Air Force BAAs.

BAAs and program descriptions are available on-line at the following addresses:

U.S. Army Research Office:

<http://www.aro.army.mil> (select "For The Researcher" followed by "Funding Opportunities," see BAA W911NF-07-R-0003-03)

Office of Naval Research:

<http://www.onr.navy.mil/02/baa>

Air Force Office of Scientific Research:

<http://www.afosr.af.mil> (select "Research (AFOSR-BAA-2009-1)" on Homepage)

Proposals to perform research in listed technical areas, or other areas important to national defense will be considered. For detailed information regarding technical goals, individuals preparing proposals are advised to consult these announcements, or in the case of ONR, the ONR website, and to contact DoD program managers listed therein to explore possible mutual interest before submitting proposals.

Awards will be restricted to universities doing or demonstrably capable of doing research of interest to DoD.

Although the DEPSCoR is a multi-agency program with multiple contacts for technical discussion, one DoD agency (ARO, AFOSR, or ONR) must be listed as the "lead reviewer" for each separately fundable proposal . If a lead reviewer (i.e. agency) is not listed, one will be assigned. If possible, each proposal should also list the specific Division/Directorate in the agency's organization requested to review each proposal (listed in the agency's BAA, or in the case of ONR, listed in the ONR website), and the Technical Area/Program Manager. The listed lead reviewer will have primary responsibility for reviewing the proposal. Other agencies may choose to do a full review of a proposal for which they are not the lead reviewer in order to determine their possible interest in funding or co-funding that proposal.

**II. AWARD INFORMATION**

Through this DEPSCoR competition, the DoD intends to award approximately \$13 million for FY 2009, subject to the availability of funds. These funds will be awarded via grants made by the ARO, ONR, and AFOSR. Awards are generally for a period not to exceed three years. Proposals must request a minimum of \$300,000 and are not to exceed \$2 million. The anticipated range of awards is from \$300,000 to \$600,000 total costs.

**III. ELIGIBILITY INFORMATION**

**1. Eligible Applicants**

Universities in 23 States and Territories (listed below and henceforth referred to as the States/Territories) are eligible to receive awards under this announcement. Only universities in States/Territories with degree granting programs in science, mathematics, and/or engineering are eligible to submit proposals for DEPSCoR research grants. **EACH ELIGIBLE UNIVERSITY MAY SUBMIT A MAXIMUM OF THREE PROPOSALS.** The principal investigator must be a U.S. citizen or permanent resident and a faculty member at the institution submitting the proposal.

**STATES / TERRITORIES CURRENTLY ELIGIBLE FOR DEPSCoR AWARDS**

Alaska	Arkansas	Delaware	Idaho	Kansas
Kentucky	Louisiana	Maine	Montana	Nebraska
Nevada	New Hampshire	North Dakota	Oklahoma	Puerto Rico
Rhode Island	South Carolina	South Dakota	Tennessee	US Virgin Islands
Vermont	West Virginia	Wyoming		

Awards made as a result of this announcement will be limited to universities in States/Territories that are eligible under the DEPSCoR program authority at the time awards are announced. Should additional States/Territories become eligible in the period between publishing of this BAA and the announcement of selections for award, submission of their proposals must conform to the guidance in this BAA including timely receipt. Should proposals be received from institutions in States/Territories in anticipation of being eligible and those States/Territories are determined not to be eligible by the time of the announcement of selections, their proposals will be considered non-responsive and excluded from consideration. The decision to submit a proposal while eligibility is being determined is discretionary on the part of the offerors. The Government accepts no liability for proposal preparation costs or for any other expenses incurred should States/Territories not be determined eligible by the time of the announcement of selections.

## **2. Cost Sharing/Matching**

**To maximize the DEPSCoR program objectives, all DEPSCoR awards require a minimum, non-federal cost sharing or matching of one-to-two (i.e., at least one dollar from State, institutional, and/or private sector sources to match each two dollars of DEPSCoR support being provided).** Matching funds may support items such as salaries, indirect costs, operating expenses, or new equipment.

## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **1. Content and Form of Application Submission**

Each proposal submitted from an institution must be complete and self-contained to qualify for review, and be received by the proposal submission deadline specified in Section IV.2. The DoD is interested primarily in the research and related science and engineering education. For this reason, the proposal must adequately describe the effort so that judgments can be made on relevance to DoD research goals and the benefit.

**Individual proposals must be submitted by the proposing institutions electronically through Grants.gov.** Proposals submitted in whole or in part by electronic media (computer disk or tape, facsimile machine, electronic mail, etc.) will not be accepted. **Hard copy proposals will not be accepted.**

**Registration Requirements for Grants.Gov** - There are several one-time actions your organization must complete in order to submit applications through Grants.gov (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contract Registry (CCR), register with the credential provider, register with Grants.gov, and obtain approval for an Authorized Organization Representative (AOR) to submit applications on behalf of the organization).

Go to [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) for further information. Use the Grants.Gov Organization Registration Checklist, which may be accessed at <http://www.grants.gov/assets/OrganizationRegCheck.pdf> to guide you through the process.

**Questions:** Questions relating to the registration process, system requirements, how an application form works, or the submittal process should be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

**VERY IMPORTANT:** In order to view, complete, and submit an application package, you will need to download the appropriate software packages. Go to [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp) for further information.

**Submitting the Application** - Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA number, 12.431, or the funding opportunity number, W911NF-09-R-0003. Follow the prompts to download the appropriate application package. There are three application packages available for this announcement number, each identifying a different lead reviewing agency (ARO, ONR, or AFOSR) under “Competition ID.” **The package you select to download will determine which agency reviews your proposal.**

**Application Forms** - The forms are contained in the Application Package available through the Grants.gov application process. Offerors must complete the mandatory forms and any optional forms (e.g., SF-LLL Disclosure of Lobbying Activities) in accordance with the instructions on the forms and the additional instructions below. The required fields should be completed in accordance with the “pop-up” instructions on the forms. Files that are attached to the forms must be in Adobe Portable Document Form (PDF) unless otherwise specified in this announcement.

The following formatting rules apply for the file attachments:

Paper size when printed – 8.5 x 11 inch paper

Margins – 1 inch

Spacing – single

Font – No smaller than Times New Roman, 10 point

**Number of pages – The Project Narrative, Bibliography & References Cited, Facilities and Other Resources, and Equipment file attachments shall not exceed a total of twenty-five (25) single-sided pages. The page limitation is applicable only to these file attachments.**

**FORM: SF 424 (R&R) (Mandatory)** - Complete this form first to populate data in other forms. Authorized Organization Representative (AOR) usernames and passwords serve as “electronic signatures” when your organization submits applications through Grants.gov. By using the SF 424 (R&R), proposers are providing the certification required by 32 CFR Part 28 regarding lobbying as contained in Section VI.2.

**FORM: Research & Related Senior/Key Person Profile (Mandatory) -**

Complete the requested information for the Principal Investigator and each key Co-investigators. Biographical sketches including relevant publications are required where indicated after each profile. To attach biographical sketches, click “Add Attachment.”

Statements of current and pending support for the Principal Investigator and key Co-investigators are required where indicated after each profile. The statements should include the project title and brief description, name of the organization or agency funding the work or requested to perform the work, award amount or dollar value, period of performance, and breakdown of the time required of the principal investigator and other senior personnel. To attach current and pending support, click “Add Attachment.”

**FORM: Research & Related Other Project Information (Mandatory) -**

Complete questions 1 through 6 and attach files. The files must comply with the following instructions.

**Project Summary/Abstract (Field 7 on the form)** - The project summary/abstract should be a **single page** that provides a concise description of the proposed research. It should also provide recommended proposal reviewer information in the following format:

- (a) Lead Reviewer to Receive the Proposal: Specify ARO, ONR, or AFOSR
- (b) Division/Directorate, and
- (c) Technical Area/Program Officer

To assist in directing the proposal to the most appropriate component of the reviewing agency, refer to the list of research websites cited in Section I of this announcement.

To attach a project summary/abstract, click “Add Attachment.”

**Project Narrative (Field 8 on the form)** - The project narrative shall contain the following:

(a) Describe in detail the research to be undertaken. State the objectives and approach and the relationship to the state of knowledge in the field and to comparable work elsewhere. Discuss the nature of the expected results.

(b) Describe how this effort relates to and advances the research infrastructure development goals of the university or the State.

(c) Describe plans for the education of graduate students in the specified research areas of interest. Estimate the number of graduate students and of other technical personnel who will be directly associated with the project.

(d) Describe plans for the involvement and interaction with DoD, other federal laboratories, industry or other existing research centers of excellence.

(e) Identify other parties who will receive the proposal or who will partially fund the proposed effort or activity.

To attach a project narrative, click “Add Attachment.”

**Bibliography & References Cited (Field 9 on the form)** - Include an appropriate bibliography and list of literature citations. To attach a bibliography, click “Add Attachment.”

**Facilities and Other Resources (Field 10 on the form)** - Describe Facilities available for performing the proposed research and any additional facilities or equipment that the organization proposes to acquire at its own expense. To attach facilities information, click “Add Attachment.”

**Equipment (Field 11 on the form)** - Provide a rationale for each item of equipment requested in the budget and how this equipment will contribute to the infrastructure building goals of the proposal. To attach equipment information, click “Add Attachment.”

**Other Attachments (Field 12 on the form)** - Attach ARO Form 52A, Protection of Proprietary Information During Evaluation and After Award/Statement of Disclosure Preference. This form may be accessed at <http://www.aro.army.mil/forms/forms2.htm> under “Forms-Broad Agency Announcements (BAA), completed, and saved as an Adobe PDF. To attach ARO Form 52A, click “Add Attachments.”

**FORM: Research & Related Budget (Mandatory)** - Complete Sections A through J and attach a budget justification in Section K. The budget justification should provide additional data (not included in Sections A through J) by element of cost, sufficient to meet the guidance provided below and ensure meaningful evaluation. The budget justification at Section K should also include the cost sharing or matching plan specified below.

The budget must include the period-of-performance (with a proposed **August 3, 2009** start date), a total estimated cost of the project, and the amount and source of project funding (i.e., funds requested from DoD, any funds provided under current grants or contracts with DoD or other federal agencies, and non-federal funds to be provided as cost sharing or matching). The estimated project costs must be shown in total as well as broken down for each year of the program to show the cost elements. Use a separate Research & Related Budget form for each year. The Research & Related Budget-Cumulative Budget form will reflect the total costs. The following additional guidance is provided:

(a) Salary Costs: For all employees/labor categories, indicate the amount of time being charged to the proposed project (e.g., number of months) and show resulting costs based on current or projected salary and fringe benefits.

(b) Equipment: Describe any equipment to be acquired and the basis of cost estimates. Costs should be based on recent quotations from manufacturers or distributors.

(c) Travel: Estimate the required amount of travel and state its relationship to the research. List the proposed destinations and basis of cost estimates.

(d) Participant/Trainee Support Costs: Estimate tuition/fees/health insurance for students.

(e) Other Direct Costs:

Materials and Supplies: Estimate costs of materials and supplies. List types of materials needed and costs. Provide basis for cost estimates.

Publication Costs: Estimate the costs of publishing and reporting research results.

Consultant Services: State the planned daily consultant fee and travel expenses, the nature of the consulting effort, and the reason consultants are required to complete the effort.

Subaward Costs: Support the estimate of subaward work by indicating the specific items or portion of the work to be subawarded, type of subaward anticipated, name of subawardee, and a detailed budget for each. For subaward budgets, use the Research & Related Budget form. Under Budget Type, select "Subaward/Consortium."

Equipment Rental/User Fees: Estimate anticipated direct costs such as rental for computers or other equipment and facility usage fees. Unusual or expensive items should be fully justified.

Other: Add in other proposed direct costs (such as communications) under Other Direct Costs on the Research & Related budget form.

(f) Indirect Costs (Overhead, General and Administrative, and Other: Provide the most recent rates, dates of negotiations, the base(s) and period to which the rates apply, and a statement identifying whether the proposed rates are provisional or fixed. If the rates have been negotiated by a Government agency, state when and by which agency. Include a copy of any current indirect rate agreement or provide a URL if this document is available from the Internet.

(g) Total Direct and Indirect Costs: Give the total costs, year by year, and the cost for the entire proposed grant period.

(h) Cost Sharing or Matching Plans: Construct a table showing in detail the cost sharing or matching share committed to this DEPSCoR proposal in the following categories: Institutional, and Private sector. In each category, show the amount and nature of the planned expenditure share (e.g., equipment, faculty release time for research, etc.). A signed statement of commitment regarding the cost sharing or matching funds described above must be obtained from the appropriate institutional and/or private sector officials, and included at time of submission. **The cost sharing or matching plan should be included in the budget justification at Section K.** To attach the budget justification at Section K, click “Add Attachment.”

**FORM: Disclosure of Lobbying Activities (Standard Form LLL) (Optional) -**

If applicable, this form must be completed. This form is applicable if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the application for a grant under this BAA.

**2. Submission Dates and Times**

**Proposals must be received no later than 4:00 PM Eastern Time on Monday, May 4, 2009.**

**Proposal Receipt Notices** – After a proposal is submitted to Grants.gov, the Authorized Organization Representative (AOR) will receive a confirmation screen as well as three emails from Grants.gov. The first two emails should be received within 24 to 48 hours after submission. The first email will confirm receipt of the application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors. A third email should be received once the agency has confirmed receipt of the proposal. The document, Tracking Your Application Package, located at <http://www.grants.gov/assets/TrackingYourApplicationPackage.pdf> explains this process.

It is highly recommended that grant applications be submitted 24-48 hours prior to the due date and time to avoid delays due to high system usage immediately prior to the due date and time.

**Late Submission of Proposals** – Any proposal submitted through Grants.gov where the date and time of submission (as recorded in the first email from Grants.gov) is after the specified deadline for proposal submission, will be considered late and will not be evaluated unless the Grants.gov website was not operational on the due date and was unable to receive the proposal submission. If this occurs, the time specified for the receipt of proposals through Grants.gov will be extended to the same time of day specified in this BAA on the first workday on which the Grants.gov website is operational.

**3. Funding Restrictions** - DEPSCoR funding may not be used for general-purpose computing facilities and purely instructional equipment, and for construction or modification of buildings or facilities.

## **V. APPLICATION REVIEW INFORMATION**

### **1. Criteria**

The primary evaluation criteria (of equal importance to each other) will be:

- 1) The scientific and technical merits of the proposed research.
- 2) The potential contributions of the proposed research to the defense missions of the participating agencies.
- 3) The likelihood of the proposed effort to advance the research infrastructure goals of the university or State by developing new or enhancing existing research capabilities and to broaden the university research base in support of national defense.
- 4) The potential to contribute to the education of future scientists and engineers in disciplines critical to the DoD mission.

Other evaluation criteria (of less importance than 1, 2, 3, and 4 but of equal importance to each other) are:

- 5) The qualifications, capabilities, experience, and past research accomplishments of the proposed Principal Investigator, team leader and other key personnel who are critical to achieving the objectives of the proposal.
- 6) The proposed involvement and interaction with DoD or other federal laboratories, industry, or other existing research centers of excellence.
- 7) The realism and reasonableness of cost and cost sharing or matching.

### **2. Review and Selection Process**

Cognizant DoD technical program managers will review DEPSCoR proposals in their technical areas of expertise. Based on evaluations by DoD program managers using the seven criteria above, proposals will be selected for funding by the participating agencies. The agencies will reconcile any overlap and coordinate complementary efforts to ensure the broadest impact with the funds available. Each of the participating agencies will award its portion of the available DEPSCoR funds in areas important to its mission. The acquisition offices of the agencies will conduct negotiations directly with the

institutions of higher education selected for award. Negotiations may result in funding levels less than that proposed in a given separately fundable proposal.

### **3. Anticipated Announcement and Award Dates**

Award recommendations for FY 2009 DEPSCoR funds will be announced on or about **July 1, 2009**. Proposals should cite **August 3, 2009 as the proposed start date**.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **1. Award Notices**

Successful proposers will receive a separate notice (acceptance letter or e-mail) stating that an application has been selected (before the award is in place). The notification letter or e-mail must not be regarded as an authorization to commit or expend funds (except at the recipient's own risk, to the extent that the recipient elects to charge up to 90 days of preaward costs, as permitted under paragraph 32.25(d)(2)(i) of 32 CFR Part 32). The Government is not obligated to provide any funding under a DEPSCoR award until a Government Grants Officer signs the grant award document.

### **2. Administrative and National Policy Requirements**

**Lobbying** - The certification at Appendix to 32 CFR Part 28 regarding lobbying is required at the time of proposal submission for a grant award. By signing and submitting the required cover page (SF 424 R&R), the prospective awardee is providing this certification.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Equipment** - In keeping with the provisions of 31 USC 6306, title to all equipment acquired via a DEPSCoR award shall vest with the university without further obligation to the Government.

**Central Contractor Registration** - In accordance with DOD policy, prospective grantees must be registered in the Central Contractor Registration (CCR) database prior to award of a grant. By submission of an offer resulting from this BAA, the offeror acknowledges the requirement that a prospective grantee must be registered in the CCR database prior to the award, during performance, and through final payment of any grant resulting from this BAA. The CCR may be accessed at <http://www.ccr.gov>. Assistance with registration is available at 1-888-227-2423.

### **3. Reporting Requirements**

Financial reports are required in accordance with Part 32 of the DoD Grant and Agreement Regulations (32 CFR Part 32). Financial reports shall be submitted on SF 272 and SF 269/SF 269A (to be replaced by SF 425 and SF 425A no later than 30 September 2009). The instructions for these financial reports are agency-specific and will be specified in the award document signed by the Grants Officer.

Annual and final technical reports are also required. The instructions for these technical reports are agency-specific and will be specified in the award document signed by the Grants Officer.

## **VII. AGENCY CONTACTS**

Please submit questions regarding this BAA to the following email address: [QA2@arl.army.mil](mailto:QA2@arl.army.mil) and include "W911NF-09-R-0003" in the subject line. Questions should be concise and reference the relevant part and paragraph of the BAA. Questions should be submitted by close of business Friday, 24 April 2009. Questions and responses will be posted on a Question and Answer section under the BAA at the ARO website <http://www.aro.army.mil/baa>. Proprietary or sensitive information should not be included in questions submitted. Questions of a technical nature should be addressed to appropriate DoD program managers identified at the Army, Navy, and Air Force websites listed in Section I.

## **VIII. OTHER INFORMATION**

### **Security Requirements**

Classified Submissions: Classified white papers and proposals are not expected. DO NOT submit a proposal that includes contents derived from existing classified information. However, in instances where an offeror has incorporated information into a proposal that may be technology/security sensitive, the ARO Security Office shall be contacted at (919) 549-4356 for guidance and further information prior to the proposal's submission. Each page of the submitted proposal presumed to contain the sensitive information will be marked "POTENTIALLY TECHNOLOGY SENSITIVE" at top and bottom.

Awards made from successful proposals with any classification will be subject to security review and will require a DD Form 254 to be attached to the resulting award document. If personnel or facilities require a security clearance, information about obtaining a clearance can be obtained by calling the Defense Security Service at 1-888-282-7682 or visiting <http://www.dss.mil/index.html>. Recipients of awards with classified material shall also appoint a security officer who shall (1) be responsible for all security aspects of the work performed under the award, (2) assure compliance with the National Industry Security Program Operating Manual (DODINST 5220.22M), and (3) assure compliance with any written instruction from the ARO Security Officer. Awardees who do not follow the guidance above or who do not obtain the necessary personnel and/or facility security clearances within six months of award may be terminated for default.