

**DEPARTMENT OF DEFENSE (DoD)
PROGRAM ANNOUNCEMENT**



***Infrastructure Support Program for
Historically Black Colleges and Universities
and
Minority Institutions (HBCU/MI)***

Broad Agency Announcement W911NF-08-R-0001

FISCAL YEAR 2008



**Issued by the Army Research Office (ARO)
on behalf of the
Office of the Director of Defense Research and Engineering
(Laboratories and Basic Sciences)**

Issued: November 2007

**Proposals Due: Proposals must be received no later than 4:00 pm Eastern Time
Thursday, January 17, 2008**

I. GENERAL INFORMATION

The Department of Defense (DoD) announces the Fiscal Year **2008** Infrastructure Support Program for Historically Black Colleges and Universities and Minority Institutions (HBCU/MI). This program is executed under policy and guidance of the Office of the Director of Defense Research and Engineering (ODDR&E) and administered by the Army Research Office (ARO) and the Air Force Office of Scientific Research (AFOSR).

Goals of the program include (a) enhancing programs and capabilities in scientific and engineering disciplines critical to the national security functions of DoD and (b) increasing the number of graduates, including underrepresented minorities, in the fields of science, mathematics, and/or engineering.

This announcement seeks proposals to conduct science and engineering research in areas of interest to the Department of Defense. Awards resulting from this solicitation will provide funding for a specific research project. The program is also designed to establish, enhance, or expand research capabilities and academic opportunities in undergraduate and graduate programs. Therefore, awards will be limited to institutions having accredited, degree-granting programs in science, mathematics, and/or engineering. This program also aims to increase student participation in DoD supported research; thus, awards shall include supplemental support for students directly involved with the proposed project. This program is not intended to fund construction or general purpose office equipment.

Approximately **\$12.0 million** is expected to be available for new awards under this solicitation. Grant awards will range from **\$375,000 to \$800,000**. All awards will be based on merit competition following evaluations by scientists and engineers of the ARO and AFOSR. Awards based on this solicitation will be administered by the Army Research Office and/or the Air Force Office of Scientific Research.

Please note: Recruitment and selection procedures for students affected by an award under this solicitation must comply with Section 2000d of Title 42, United States Code, which provides: **No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.**

Read this announcement carefully as failure to follow instructions may result in proposal rejection.

A. Program Title: *Fiscal Year 2008 Department of Defense Infrastructure Support Program for Historically Black Colleges and Universities and Minority Institutions (HBCU/MI).*

B. Program Number: *ARO Broad Agency Announcement W911NF-08-R-0001.*

C. Type of Award: Awards will be made by project grants or cooperative agreements.

D. Agency Contacts:

Questions regarding program policy and guidance should be directed to:

Office of the Director of Defense Research & Engineering
Ms. Evelyn Kent
703-588-1378
Evelyn.Kent@osd.mil.

Questions regarding this solicitation or program implementation should be directed as follows:

Army Research Office:

Mr. Miles Travis, 919-549-4245, miles.travis@us.army.mil or

Ms. Brendalyn Alexander, 919-549-4283, brendalyn.alexander@us.army.mil

Air Force Office of Scientific Research:

Mr. Edward Lee, 703-696-7318, Ed.lee@afosr.af.mil

E. Catalog of Federal Domestic Assistance (CFDA) Title and Number: Basic, Applied, and Advanced Research in Science and Engineering, **12.630**

II. ELIGIBILITY

This competition is open to HBCUs and MIs named in the U.S. Department of Education Accredited Postsecondary Minority Institutions list. The list is compiled by the Office for Civil Rights, U.S. Department of Education, using enrollment data reported by Postsecondary Institutions to the National Center for Integrated Statistics and the Office for Civil Rights in the Integrated Postsecondary Education Data System (IPEDS) fall enrollment survey, formerly called the Higher Education General Information Survey (HEGIS). It is available at:

<http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst-list.html>.

Questions concerning the minority institution list must be directed to the IPEDS Inquiry Line (202-505-7750) in the Office for Civil Rights, U.S. Department of Education, not the Department of Defense.

Proposing schools must have accredited science, mathematics and/or engineering programs and a history of graduating students in one or more of these fields. Community colleges or junior colleges responding to this announcement must demonstrate or establish a program in which the graduates will continue science, mathematics, or engineering studies toward the baccalaureate degree. The institution that grants the baccalaureate degree does not have to be an HBCU or MI, but it must formally agree to participate and support the community or junior college graduates toward completion of the baccalaureate degree as stipulated in the proposal.

The principal investigator must be a U.S. citizen or permanent resident and a faculty member at the institution submitting the proposal. All students participating in the research must also be a U. S. citizen or a permanent resident.

III. PROGRAM DESCRIPTION

Proposals are limited to **two** submissions per institution. Research projects will have a performance period of **36 months** and will be funded up to **\$100,000** per 12-month period. In addition to this research funding, projects are required to include student participation and proposals can include support for a maximum of four **undergraduate or graduate students** at \$25,000 each per year for 36 months. Furthermore, proposals may request up to \$200,000 in funds for instrumentation and equipment necessary for the proposed research. Thus, a research project with instrumentation/equipment acquisition included, and the maximum student participation, may be valued up to **\$800,000**. All instrumentation/equipment acquisitions must be budgeted in the first year of the project. Funding may not be used for construction or modification of buildings or facilities.

Research programs may be conducted by a principal investigator working within a traditional single-institution environment or as a collaborative effort with one or more partners. Collaborations may involve other educational institutions (not limited to HBCUs or MIs), a DoD laboratory or Research, Development, and Engineering Center (RDEC), a DoD University Affiliated Research Center (UARC), a nonprofit research institution, and/or an industry or small business.

***Please note:** Program funds can be awarded only to an HBCU or MI. Subawards of funds to a collaborating HBCU or MI is permitted, but non-HBCU or non-MI research partners must support their activities with resources otherwise available to them.*

A discussion of collaborations, if any, should be included in the proposal. Provide name and location of the institution(s) involved, names and credentials of collaborating scientists, and define coordination procedures that will be employed to assure the success of the project. Partners in the collaboration should describe their support of the project, including cost sharing where applicable, via a letter to the principal investigator. Such letter(s) must be included in the proposal package and will be included in the page count.

Principal investigators are encouraged to consider innovative approaches for their projects with a view toward enhancing the ability of the institution to develop strong science and engineering programs that will attract and retain good students, expose them to state-of-the-art research, and enable the institution to participate more competitively in defense research programs. Methods through which these goals can be achieved are as varied and diverse as the schools that will submit proposals. Factors such as geographical location, research capabilities, facilities and equipment are unique to each institution. Therefore, DoD will not prescribe the structure for a research project. All proposals, whether single-investigator or collaborative effort, will be given full consideration and evaluated on scientific merit and other criteria listed in Section VIII.

A. Research

Proposals are solicited for basic research in areas of scientific interest to ARO, AFOSR, or the Department of Defense (DoD). Proposals must further the education of students at HBCU/MIs by their participation in this research. Additionally, proposals may contain requests for equipment necessary for the completion of the proposed project. The research to be conducted must be coordinated with ARO and AFOSR, and their respective areas of scientific interest may be found at:

ARO: <http://www.aro.army.mil>. Select “Broad Agency Announcements,” “ARO/ARL Broad Agency Announcement,” then select “US Army Research Office Broad Agency Announcement W911NF-07-R-0003.”

AFOSR: <http://www.afosr.af.mil>. Select “Broad Agency Announcement (BAA 2007-1).”

***Note:** Please use the above only to identify areas of scientific interest to ARO or AFOSR and disregard instructions contained therein pertaining to proposals structure and submission. Instead, follow the instructions in this solicitation.*

Technical points of contact (i.e., research program managers) are named for each area of scientific interest along with phone numbers and e-mail addresses. Principal investigators are encouraged to contact these individuals to discuss areas of mutual research interest.

B. Student Participation

1. Graduate Fellowships: Proposals are to be balanced between research activities and support for the education of participating students pursuing degrees in science, mathematics and/or engineering (SME). The total budget is expected to directly reflect support costs of student participation (e.g. scholarships/stipends/salaries, tuition, books and fees, travel expenses, etc. and associated overhead). The proposal should include (1) a plan to involve the students in the research component of the proposal and (2) a plan to mentor participating students to enhance achievement level and retention rate and to advise on career options, including graduate school. The fellowships will provide funds toward a graduate student’s tuition and fees (at the normal research rate), stipend, and the cost of research training required for the advanced degree. Therefore, the DoD will limit the graduate fellowship awards to **\$25,000** per year for three years of graduate work to cover tuition, fees and stipend for each graduate student.

The research to be conducted by the Fellow must be directly related to the principal investigator’s DoD Infrastructure Support Program funded research grant.

All students selected to participate in this program must be U. S. citizens or a permanent resident. The proposers are encouraged to seek outstanding graduate students who are women, underrepresented minorities, or persons with disabilities. Students must maintain good standing with the graduate school.

2. Undergraduate Scholarships: This program solicitation is designed to encourage young people to pursue a science, mathematics, or engineering (SME) education and to encourage university researchers to involve undergraduate students in their work. Undergraduate scholarship awards of **\$25,000 per year** for three years may cover tuition, fees, and stipends for each selected student, plus operating costs associated with the students’ participation.

All graduate and undergraduate students supported by the DoD Infrastructure Support Program funds must be U. S. citizens or a permanent resident. Proposing institutions are responsible for selecting highly qualified students and administering the awards. Increased funding allowances for persons with disabilities will be considered to offset special education expenses. Proposals must be submitted according to the guidance and deadlines described in this solicitation.

IV. PROPOSAL SUBMISSION: All proposals must be received no later than 4:00 p.m. Eastern Time on **Thursday, January 17, 2008**, whether submitted via Grants.gov or in hard copy.

Proposals must be submitted using one of the two following formats:

A. Hard Copy Proposal Submission: All proposals must be complete and self-contained to qualify for review. Paper proposals require the signed original and three (3) photocopies. The original should have the word "ORIGINAL" printed or stamped in the upper right corner.

Each proposal should be typed using 12-point font with 1-inch margins on 8 ½ x 11 white paper, one-sided, single-spaced, and NO LONGER THAN 50 PAGES. **The required cover page (Attachment A) is not included in the 50-page limit.** All other pages, beginning with the first page after the cover, should be numbered consecutively. Pages exceeding the 50-page limit will not be considered. The original and each copy must be stapled securely in the upper left corner. Plastic covers or binders should not be used. Separate attachments, such as brochures or reprints, will not be accepted. Proposals submitted in whole or in part by electronic media (computer disk or tape, facsimile machine, electronic mail, etc.) will not be accepted.

All awards require certification of compliance with national policy requirements. Statutes and government-wide regulations require some certifications be submitted at the time of proposal submission. These include Appendix A to 32 CFR Part 25 regarding debarment, suspension, and other matters; Appendix C to 32 CFR Part 25 regarding drug-free workplace; and Appendix A to 32 CFR part 28 regarding lobbying. Full text of these certifications is provided at Attachment B. Proposers are certifying compliance with these regulations by signing the Proposal Cover (Attachment A).

The proposal must include the following components arranged in the order listed:

1. **Cover:** Each proposal must bear Attachment A as a cover. Complete all sections of the form and place it on top of the proposal. Ensure that signatures of the Principal Investigator and other authorized administrators are provided where indicated. No other sheet or document should precede this cover (i.e., transmittal letter is not needed).

***Please note:** The cover page for a research proposal must indicate, in the designated space, the Agency, technical area, and technical point of contact (POC) that best matches the proposed research. See Section III. A.*

2. **Abstract:** Provide a concise, one-page summary of the proposed project.
3. **Technical Description and Supporting Information:** The technical portion of a research proposal shall:
 - a. Describe in detail the research to be undertaken. State objectives and approach and discuss the relationship to the state of knowledge in the field and to comparable work elsewhere. Include a bibliography and list of literature citations;
 - b. Describe the nature and extent of the anticipated results and, if known, the manner in

which the work will contribute to the accomplishment of the Army and Air Force's mission;

c. Describe the facilities available for performing the proposed research. If instrumentation/equipment acquisition is proposed, provide rationale for each item requested. Describe how such equipment will be utilized beyond this immediate project and how it will enhance infrastructure and research capabilities of the institution.

Note: A research proposal must correlate with at least one technical area of interest to the ARO or AFOSR. See Section III.A.

4. **Curriculum Vitae:** Furnish curriculum vitae for the Principal Investigator and other personnel who are critical to the success of the project. Include any relevant publications.
5. **Budget:** For planning purposes, each proposal should use an award date of September 15, 2008. If a change in start date is necessary, this will be addressed by the Grants Officer during award processes. For each research proposal the budget:
 - a. Must be sufficiently detailed by cost element for a meaningful evaluation. Include the period of performance, total estimated costs, and a break down for each 12-month period. The proposer is encouraged to use the standard ARO Summary Proposal Budget form that is available from the ARO web site: <http://www.aro.army.mil>. Select "For the Researcher," and then scroll to the middle of the page and select "Summary Proposal Budget (ARO Form 99)."

Please note: Instructions for completing the Summary Proposal Budget form can be obtained by scrolling just beyond "Downloadable Forms" and selecting "ARO Form 56 – Instructions for Preparation of Budget/Cost Proposal."

A locally produced budget form or spreadsheet may be used in lieu of the ARO form. If so, itemization should include at least the following categories, as applicable:

b. Direct Costs:

(1) Salaries, Wages and Fringe Benefits - For all employees, 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 benefits. Also include supporting documentation for the fringe benefits proposed.

(2) Permanent Equipment - Describe any equipment proposed for acquisition and the basis of cost estimates. Costs should be based on recent quotations from manufacturers or distributors.

(3) Travel Costs - Identify any travel requirements associated with the proposed research and define its relationship to the project. List proposed destinations, cost estimate, and basis of cost estimate. Domestic travel must not exceed **\$2,500 per year** per principal investigator. Special approval is required for foreign travel, which is **limited to \$1,800 per year** per principal investigator. Justification will be required for travel requests in excess of the amounts stated above and for travel by

individuals other than the principal investigator(s), such as graduate and undergraduate students, postdoctoral associates, etc.

(4) Other Direct Costs - Itemize and provide the basis for proposed costs for other anticipated direct costs such as: expendable supplies and materials; publication and report costs; consultant services; sub award costs (allowable only to another HBCU-MI); tuition, communications, transportation, insurance, and rental of equipment other than computer related items. Unusual or expensive items must be justified.

c. Indirect Costs: Provide approved rate agreement.

- 6. Submission Date and Time:** All proposals must be received no later than 4:00 p.m. Eastern Time on **Thursday, January 17, 2008**, whether submitted via Grants.gov or in hard copy.

The offeror is responsible for submitting the proposal to reach the Army Research Office and Grants.gov no later than the stated date and time. Any proposal arriving after the deadline is "late" and will not be considered for an award, except for the following:

- a. There is acceptable evidence that the properly addressed proposal was delivered to the Army Research Office by January 17, 2008; or
- b. The properly addressed proposal was sent by U.S. Postal Service Express Mail prior to the January 15, 2008.

In case the operation of the Army Research Office is interrupted and the office is unable to receive the proposal, the deadline is extended to the same time of the first day when the office is in operation.

Please note that proposals delivered by commercial carriers are considered "hand carried" and no exceptions can be made to allow such proposals to be considered if, for any reason, they are received after the deadline. Offerors are advised that some proposals responding to past announcements that were sent via commercial carriers were delayed in shipment and arrived after the deadline. To decrease the probability of late arrival and proposal rejection, principal investigators are encouraged to schedule delivery before the deadline date.

All paper proposals must be sent to the Army Research Office. Please note the following special instructions:

Use this address for commercial carriers:

U.S. Army Research Office
ATTN: AMSRD-ARL-RO-MO
(HBCU/MI-2008)
4300 South Miami Boulevard
Durham, NC 27703-9142
Brendalyn Alexander
Phone # (919) 549-4283

Use this address for U.S. Mail:
U.S. Army Research Office
ATTN: AMSRD-ARL-RO-MO
(HBCU/MI-2008)
P.O. Box 12211
Research Triangle Park, NC 27709-2211

B. Grants.gov Submission (see Section VI.E. below for additional Grants.gov electronic submission information):

1. Apply through the Grants.gov APPLY portal, <http://www.grants.gov/Apply>. A Grant Application Package is available for download through the Grants.gov Apply portal under CFDA Number 12.630/Funding Opportunity Number W911NF-08-R-0001. The following documents are mandatory: (1) Application for Federal Assistance (Research and Related) (SF 424 (R&R)), and (2) the Attachments Form.

a. The SF 424 (R&R) must be fully completed.

b. The Attachments Form must contain the information requested in “Technical Description and Supporting Information” shown in IV.A.(3) above, and the electronic form ARO **Form 51-GG**, Proposal Cover Page. This form may be accessed at <http://www.aro.army.mil/forms/forms2.htm>. The PDF Form may be saved to a working directory on a computer and opened and filled in using Adobe Reader 5.0 or later software application. All documents must be combined into a single PDF formatted file titled “W911NF-08-R-0001 Proposal” and uploaded into the mandatory Attachments form.

NOTE: Prospective grantees must complete several steps in order to participate in the Grants.gov application process. Starting early is extremely important as it may take several weeks to complete the processes necessary to submit an application through the Grants.gov Apply portal.

2. *Proposals transmitted online via the Grants.gov APPLY portal must be date/time stamped by the server as submitted by 4:00 PM Eastern Time on January 17, 2008.*

3. All awards require certifications of compliance with national policy requirements. Statutes and government-wide regulations require some certifications to be submitted at the time of proposal submission. These include Appendix A to 32 CFR Part 25 regarding debarment, suspension, and other matters; Appendix C to 32 CFR Part 25 regarding drug-free workplace; and Appendix A to 32 CFR Part 28 regarding lobbying. Full text of these certifications is available at <http://www.aro.army.mil/forms/forms2.htm> under Forms - Broad Agency Announcements (BAA). Proposers are certifying compliance with these regulations by signing the Proposal Cover Page SF 424 (R&R).

4. For electronic submission, should the site of Grants.gov not be operational on the due day the deadline is extended to the same time of the first day when the site is in operation.

V. PROPOSAL EVALUATION AND SELECTION

A. Evaluation Criteria for Proposals

Research proposals will be evaluated using the following criteria. Primary evaluation criteria (of equal importance relative to each other) are:

1. Scientific and technical merits of the proposed research;
2. Potential contributions of the proposed research to the mission of the ARO or AFOSR;
3. Likelihood of the proposed research to develop new research capabilities or enhance 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. Qualifications, capabilities, experience, and research accomplishments of the Principal Investigator and other key personnel whose involvement is critical to achieving the objectives of the proposal;
6. Proposed involvement and interaction with DoD laboratories, other federal laboratories, industry, or other research centers;
7. Budgetary realism and cost effectiveness of the proposal.

B. Review and Selection Process

Proposals will be evaluated by scientists and engineers of the ARO and AFOSR and ranked according to the above criteria. The most meritorious will be recommended for award. Approval authority rests with the Director of Defense Research and Engineering (Laboratories and Basic Sciences).

C. Announcement of Selections and Award Dates

Announcement of selections will be made through the DoD Public Affairs Office via a News Release that is expected to be available on or around **May 30, 2008** at <http://www.defenselink.mil/releases/> (search by title). Awards are expected to be in place by **September 15, 2008**. This date should be cited as the start date of the proposal performance period.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notification

After the DoD News Release is posted on the web site above, ARO will send a letter to each principal investigator. Approximately four weeks later, a DoD procurement officer will contact the college/university business office to initiate award processes. Initial contact will be with the individual whose name and number is provided in section 4 of the Proposal Cover (Attachment A).

Principal investigators selected for an award will be authorized to incur pre-agreement costs 90 days prior to award. Please note, however, that all pre-agreement costs are incurred at the recipient's risk (i.e., the Government is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the amount of the agreement is less than anticipated and inadequate to cover such costs).

In compliance with provisions of 32 U.S.C. 6306 and with the intent of this program to increase university capabilities in science, mathematics, and engineering education and research, title to instrumentation/equipment acquired under this solicitation will be vested with the university without further obligation to the government.

B. Payment by Electronic Fund Transfer and the Central Contractor Registration Database (CCR)

All payments by the Government under any award resulting from this BAA shall be made by electronic funds transfer (EFT). PLEASE NOTE: Before an award can be made under this announcement, awardees (i.e., the college or university) must be registered in the DoD CCR database. Proposers should verify with their business offices that this has been done. To register in the DoD CCR database, go to <http://www.CCR.GOV> or call (888) 227-2423 for assistance.

C. Reporting Requirements

Detailed guidance and schedules for reporting will be provided at the time of grant award. The following information will be useful for familiarization and planning purposes:

1. Grants including instrumentation and/or equipment require a technical report 90 days after the end of the performance period defined in the award agreement. The report should:
 - (a) list items of equipment acquired, name of the manufacturer, and cost per item;
 - (b) summarize how the equipment has been or will be used, including support of educational and/or research projects; and
 - (c) indicate fulfillment of proposed objectives described in the proposal.
2. Technical and fiscal reporting requirements for research, as well as student educational progress reports, will be defined and agreed upon at the time of award.

D. Other: In compliance with the provisions of 32 U.S.C. 6306 and with the intent of this program to increase university capabilities in science, mathematics, and engineering education and/or research capabilities, title to instrumentation will be vested with the university without further obligation to the government.

E. Grants.gov Submission:

1. Registration. Each organization that desires to submit applications via Grants.gov must complete a one-time registration. See <http://www.grants.gov/GetStarted>. The following steps are required:

2. Request a DUNS Number – Follow the instructions at: <http://www.grants.gov/RequestaDUNS> to obtain a DUNS number. It is highly recommended that you request the number by telephone at 1-866-705-5711. This will take about 10 minutes to complete and there is no charge. NOTE: Once the telephone registration is completed, you must wait 24 hours before attempting to use that DUNS for registration in the Central Contractor Registry (CCR).

3. Register in the Central Contractor Registry (CCR) – Go to <http://www.grants.gov/CCRRegister> and click on the “Help” button to locate the tutorial. It is recommended that you print the tutorial for reference and follow the instructions in the link above. It is also recommended that you print and complete the 7-page CCR Worksheet at <http://www.ccr.gov/CCRRegTemplate.pdf> prior to registration, as it may take several days to gather the information needed for the worksheet. You are required to designate an Electronic Business Point of Contact (E-Business POC) and a Marketing Partner Identification Number (MPIN) in CCR. It is important to provide the MPIN to the E-Business POC. For assistance with the CCR, contact the Assistance Center at 1-888-227-2423 or at CCR@dlis.dla.mil. You may also access the CCR Handbook at <http://www.ccr.gov/handbook.asp>. VERY IMPORTANT: Knowing the MPIN and who is designated as your organization’s E-Business POC in the CCR is a significant step in the process. This person will function as the organizational agent to approve personnel who can submit binding proposals on behalf of your organization.

4. Install the PureEdge Viewer – Authorized Organizational Representatives (AORs) approved by the E-Business POC are the individuals that will be given the authority to submit proposals on behalf of your organization. All AORs must download and install the PureEdge Viewer on their computer workstation by following the instructions at <http://www.grants.gov/DownloadViewer>. This small, free program will allow AORs to access, complete, and submit applications electronically and securely. If you encounter any problems, contact customer support at 1-800-518-4726 or support@grants.gov.

5. Register with the Credential Provider – AORs must register with the Credential Provider. AORs must wait a minimum of 3 business days for the CCR to activate the organization’s account before attempting to register with the Credential Provider at <https://apply.grants.gov/OrcRegister> and click on the “Help” button to locate the tutorial. Print the tutorial for reference and follow the instructions in the link above. Record the user ID and the password that you enter because you will need this information to register with Grants.gov as an AOR. AORs must wait approximately 20 minutes after completing the Credential Provider registration before proceeding to the next step of registering with Grants.gov. If you encounter any problems, the Credential Provider may be reached at 1-800-386-6820 or via email at pkihelp@orc.com.

6. Register with Grants.gov – AORs must register with Grants.gov, utilizing their User ID and Password obtained from registering with the Credential Provider. Go to <https://apply.grants.gov/GrantsgovRegister> and click on the “Help” button to locate the tutorial for reference and follow the instructions in the link above. After you have completed the Grants.gov registration process, you will receive a confirmation that indicates whether your registration was successful. After an AOR successfully registers with Grants.gov, an email will be generated to your organizations E-Business POC to notify them that an individual has registered in Grants.gov to be an AOR capable of submitting applications in Grants.gov on behalf of your organization. AORs will not be able to submit electronic applications until they receive authorization from the E-Business POC. Normally, the E-Business POC should process these requests within 1 Business Day. If you encounter any problems, please contact customer support at 1-800-518-4726 or support@grants.gov.

7. Once the E-Business POC has authorized privileges to the AOR, the AOR will receive an email notification that they have been given authorization. The AOR may then proceed to submit applications to Grants.gov. For application instructions, go to <http://www.grants.gov/Apply>. The training demonstration at <http://www.grants.gov/CompleteApplication> will assist AORs in the application process. Remember that you must open and complete the Application for Federal Assistance (Research and Related) (SF 424 (R&R)) first, as this form will automatically populate data fields in other forms. If you encounter any problems, contact customer support at 1-800-518-4726 or at support@grants.gov. If you forget your user name or password, follow the instructions provided in the Credential Provider tutorial.

8. Designation of Privileges to the AOR – The E-Business POC is the sole authority of the organization with the capability of designating or revoking an individual’s ability to submit grant applications on behalf of their organization through Grants.gov. Once the E-Business POC receives the email notification from the individual wishing to be recognized as an AOR, the E-Business POC should go to: <https://apply.grants.gov/agency/AorMgrGetID> and click on the “Help” button to locate the tutorial, then log into the system using the DUNS number and Marketing Partner Identification Number (MPIN) designated for their organization when CCR registration was performed. Once in the system the E-Business POC should follow the instructions for designating privileges to the AOR. If the E-Business POC cannot locate the CCR MPIN, contact the CCR Assistance Center at 1-888-227-2423 or at CCR@dlis.dia.mil.

NOTE: Tutorials may be printed by right-clicking on the tutorial and selecting “Print”.

The User Guide is found at:

http://www.grants.gov/GrantsGov_UST_Grantee!/SSL!/WebHelp/userguide.doc

**Attachment A: PROPOSAL COVER
HARD COPY SUBMISSION ONLY**

**This proposal is submitted to the Army Research Office for consideration under:
ARO Broad Agency Announcement W911NF-08-R-0001
FY 2008 DoD Infrastructure Support Program for HBCU/MIs**

Research Proposal _____ Proposal Number _____

Indicate below the Agency, Technical Area, and Technical POC to which the proposed research is relevant. Failure to do so may result in your proposal being rejected. See Section III.B.

ARO _____ Technical Area _____ Technical POC _____

AFOSR _____ Technical Area _____ Technical POC _____

1. THE PRINCIPAL INVESTIGATOR

(If there are Co-PIs, indicate one as primary for record and correspondence purposes):

(Title) (First Name) (MI) (Last Name)

(Phone number, including Area Code) (Fax Number) (E-mail address)

(Organization)

(Department/Division)

(Street/ P.O. Box)

(City) (State) (Zip Code)

CURRENT DoD CONTRACTOR OR GRANTEE: YES _____ NO _____ (If yes, give Agency Name, Contract/Grant Number, Point of Contact, Phone Number)

2. THE PROPOSAL

TITLE OF PROPOSAL *(Be brief and descriptive; use key words suitable for indexing and retrieval; avoid acronyms and mathematical or scientific notation.)*

Total Funds Requested from DoD

Proposed Start Date
(Month/Day/Year)

3. CERTIFICATIONS:

By signing this form and submitting this proposal, the proposer is certifying compliance with Appendix A to 32 CFR Part 25 regarding debarment, suspension, and other matters; the certification at Appendix C to 32 CFR Part 25 regarding drug-free workplace; and the certification at Appendix A to 32 CFR Part 28 regarding lobbying. The full text of these certifications may be found in Attachment B. *(Note: It is not necessary to send the text of the certifications with your proposal; signature of authorized university official(s) below is sufficient.)*

4. APPROVALS BY OTHER UNIVERSITY OFFICIALS: Use this space for names, titles, and signatures of officials approving the submission of this proposal (i.e., the Principal Investigator, Department Head, Dean or other officials).

(Principal Investigator) _____ (Date)

(Other University Official) _____ (Date)

(Other University Official) _____ (Date)

5. THE INSTITUTION:

NAME, ADDRESS and SIGNATURE OF UNIVERSITY OFFICIAL AUTHORIZED TO OBLIGATE CONTRACTUALLY:

(Signature) _____ (Date)

(Title) (First Name) (MI) (Last Name) _____ (Area Code & Phone Number)

Name of Grantee (University) _____ (Fax Number)

Street Address (P.O. Box Numbers Cannot Be Accepted) _____ (E-mail Address)

(City) _____ (State) _____ (Zip Code)

DUNS + 4 No. ¹ _____ Taxpayer Identification No. (TIN): _____
Commercial and Government Entity (CAGE) Code: _____

¹ The institution's number in the data universal numbering system or DUNS is a unique 9-character identification number for organizations and subsidiaries. Dun & Bradstreet Corporation assigns these numbers. You can receive a DUNS number by calling Dun & Bradstreet at 1-800-234-3867 or go to the Dun & Bradstreet web site at <http://www.dnb.com/us/>. To facilitate payment under any award, the institution must be registered in the Central Contract Registry (CCR). CCR uses the DUNS as a unique identifier for each organization. Information on registering in the CCR may be found at <http://www.CCR.GOV/> or 1-888-227-2423. **NOTE: All institutions must have a DUNS number, but not all will have the "+4" extension that identifies specific bank accounts at institutions or subsidiaries of organizations.**

Attachment B: CERTIFICATIONS--EDUCATIONAL/NONPROFIT INSTITUTIONS

A. CERTIFICATION REGARDING LOBBYING

This certification is required for an award of a Federal contract, grant, or cooperative agreement exceeding \$100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000.

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.

B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS--PRIMARY COVERED TRANSACTIONS

1. The prospective primary participant certifies, to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

C. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about
 - (i) The dangers of drug abuse in the workplace;
 - (ii) The grantee's policy to maintain a drug-free workplace;
 - (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of

the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(i) Abide by the terms of the statement; and

(ii) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grants officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted--

(i) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(i) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (street address, city, county, state, zip code). Unless identified otherwise, location is as shown in Section 1 of Attachment A (Proposal Cover).