

# PROGRAM ANNOUNCEMENT



***THE DEPARTMENT OF DEFENSE (DoD)  
PROGRAM FOR  
HISTORICALLY BLACK COLLEGES AND UNIVERSITIES AND  
MINORITY INSTITUTIONS (HBCU/MI)***

***FISCAL YEAR 2008***

**Broad Agency Announcement W911NF-08-R-0008**



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

**Issued: July 2008  
Proposals Due: September 18, 2008**

## OVERVIEW INFORMATION

- **Agency Name(s)** - This Department of Defense program will be administered through the Army Research Office (ARO) and the Air Force Office of Scientific Research (AFOSR).
- **Funding Opportunity Title** - Fiscal Year 2008 Department of Defense Program for Historically Black Colleges and Universities and Minority Institutions (HBCU/MI)
- **Announcement Type** - This is the initial announcement.
- **Funding Opportunity Number** - W911NF-08-R-0008
- **Catalog of Federal Domestic Assistance (CFDA) Number(s)** - 12.630, Basic, Applied, and Advanced Research in Science and Engineering
- **Dates** - All proposals must be received no later than 4:00 p.m. Eastern Daylight Time on Thursday, September 18, 2008, whether submitted via Grants.gov or in hard copy.
- **Read this announcement carefully as failure to follow instructions may result in proposal rejection.**

## I. FUNDING OPPORTUNITY DESCRIPTION

The Department of Defense (DoD) announces for fiscal year 2008 the second solicitation for the Historically Black Colleges and Universities and Minority Institutions (HBCU/MI) Program. 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 this solicitation include (a) enhancing programs and capabilities in scientific and engineering disciplines critical to the national security functions of the DoD and (b) increasing the number of graduates, including underrepresented minorities, in the fields of physical science, mathematics, and/or engineering.

Proposals are solicited for basic research in areas of scientific interest to the DoD, ARO and/or the AFOSR. The research areas of interest for this program solicitation are:

- Bio-Inspired Sciences
- Information Assurance
- Counter Directed Energy Weapons
- Energy and Power Management
- Human Sciences
- Information Fusion and Decision Sciences
- Network Sciences
- Quantum Information Sciences
- Counter Weapons of Mass Destruction

- Immersive Science for Training and Mission Rehearsal
- Science of Autonomy
- Other (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-0003-02."

AFOSR: <http://www.afosr.af.mil>

Select "Broad Agency Announcement (BAA 2008-1)."

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

***NOTE: When using the above-referenced BAAs to identify areas of scientific interest to ARO or AFOSR, disregard instructions contained therein regarding proposal structure and submission. Instead, follow the instructions in this special solicitation.***

**Research proposals are limited to two submissions per institution.** Research proposals will have a performance period of 36 months and will be funded up to \$125,000 per 12-month period. Further, research proposals may request up to \$200,000 for the acquisition of instrumentation or equipment that is necessary to carry out the proposed research. Thus, a research proposal with instrumentation/equipment acquisition included may be valued up to \$575,000. All instrumentation/equipment must be budgeted in the first year of the project.

**Research projects will be conducted by a single 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 partner.

***NOTE: HBCU/MI program funds can be awarded only to an HBCU or MI. Subaward of program 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 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 addressed to the principal investigator. Such letter(s) must be included with the proposal and they 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 stronger 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, the DoD will not prescribe the structure for a research project; instead, it expects the HBCU/MI community to prepare proposals that meet the unique needs of each respective institution. All proposals, whether single-investigator research or collaborative research will be given full consideration and evaluated on scientific merit and other criteria listed in Section V below.

## **II. AWARD INFORMATION**

Awards resulting from this solicitation will support research and, if necessary for completion of such research, the acquisition of instrumentation and/or equipment. Approximately \$17.0 million is expected to be available for new awards with approximately \$13.0 million for research and \$4.0 million for equipment needed for the completion of the proposed research project. All awards will be based on merit competition following evaluations by a panel of scientists and engineers of the ARO and AFOSR. Awards will be made by project grants or cooperative agreements.

**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.***

## **III. ELIGIBILITY INFORMATION**

This competition is open to HBCUs and MIs named in the U.S. Department of Education Postsecondary list of approximately 500 minority institutions. 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 list must be directed to the U.S. Department of Education at (888) 863-6515.

Institutions whose name does not appear on the list but who have received certification of minority status from the Department of Education must submit a copy of such certification with their proposal(s).

The principal investigator must be a U.S. citizen or permanent resident and a faculty member at the institution submitting the proposal.

Cost sharing or matching is not required for this program.

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

##### **1. Address to Request Application Package**

This announcement may be accessed from the ARO website <http://www.aro.army.mil/baa> under Funding Opportunities, Open Broad Agency Announcements (BAA). Paper copies may be obtained by writing to US Army RDECOM Acquisition Center, RTP Division, AMSRD-ACC-R, PO Box 12211, Research Triangle Park, NC 27709-2211

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

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

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

Each proposal must be typed using Times New Roman, 12-point font with 1-inch margins on 8½ x 11-inch white paper, one-sided, and single-spaced. The form SF 424 (R&R) cover page must be typed using upper and lower case letters. **Proposals are limited to 25 pages. This includes both the technical proposal and budget. The required cover page, SF 424 (R&R) - Attachment A, is not included in the page count.** All other pages, beginning with the first page after the cover, should be numbered consecutively. Pages exceeding these limits will not be considered in the proposal evaluation. The original and each copy must be stapled securely in the upper left corner. Plastic covers or binders should not be used. Separate items such as institutional brochures 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 certifications of compliance with national policy requirements. Statutes and government-wide regulations require verification of some of these requirements at the time of proposal submission. This includes: Appendix A to 32 CFR Part 28 regarding lobbying. Full text of this certification is available at <http://www.aro.army.mil/forms/forms2.html>.

***NOTE: By signing the Proposal Cover Page (Form SF 424 (R&R – Attachment A)) proposers are certifying compliance with these regulations. It is not necessary to include the certification text with your proposal.***

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

**1. Proposal Cover:** Use the two-page form, SF 424 (R&R) – Attachment A. Be sure to complete each item and sign the form where indicated (Block #19).

**2. Proposal Abstract:** Provide a one-page summary of the proposed project (200 words or less).

**3. Technical Description and Supporting Information:**

Research Proposal:

(a) Describe in detail the research to be undertaken. State objectives and approach and discuss their 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 DoD mission, particularly as it relates to the research goals of the ARO and/or the AFOSR.

(c) Describe the facilities available for performing the proposed research. If instrumentation/equipment is being requested for the project, provide rationale for each item. Describe how each item will enhance the infrastructure and research capabilities of the institution. Describe the impact on academic programs in science, mathematics, and/or engineering and explain how the instrumentation/equipment will be utilized beyond this immediate research project. For example, will it be available to other faculty members? Will it be available for student research projects?

**4. Curriculum Vitae:** Furnish curriculum vitae for the Principal Investigator and for other key personnel who are critical to the success of the project. Include a list of relevant publications. Please be sure to include education and years.

**5. Budget:** For planning purposes, each proposal should use an award start date of May 8, 2009. If a change in start date is necessary, this will be addressed by the Grants Officer during award processes.

The budget for a research proposal must be sufficiently detailed by cost element for a meaningful evaluation. Include the period of performance, total estimated costs, and a breakdown for each 12-month period. The proposer is encouraged to use the standard ARO Summary Proposal Budget form that is available on the ARO web site:

<http://www.aro.army.mil>. Select "For the Researcher" from the menu bar, then scroll to the middle of the page and select "Summary Proposal Budget (ARO Form 99)."

***NOTE: Instructions for completing the ARO Form 99 are available by scrolling just beyond "Downloadable Forms" and selecting "ARO Form 56 – Instructions for Preparation of Budget/Cost Proposal." Block #16 (Estimated Project Funding) on form SF 424 (R&R) must agree with the budget summary submitted in the proposal.***

Alternatively, 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:

a. 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. Include supporting documentation for the fringe benefits proposed.

2. Permanent Equipment – List and describe any instrumentation/equipment proposed for acquisition and the cost of each item. Costs should be based on recent quotations from manufacturers or vendors. Provide name and phone number of a contact at the source(s) or a web site address listing the item(s) and price(s).

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.

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.

b. Indirect Costs: Provide approved rate agreement.

**6. Submission Date and Time** *Proposals must be received no later than 4:00 p.m. Eastern Daylight Time, Thursday, September 18, 2008.*

The offeror is responsible for submitting the proposal to reach the Army Research Office 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 the deadline; or

b. The properly addressed proposal was sent by US Postal Service Express Mail prior to September 16, 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. Point of contact at delivery site is Peggy Lacewell, 919-549-4339. Please note the following special instructions:

Use the PO Box address below for delivery by US Postal Service:

Army Research Office - POC: Peggy Lacewell  
ATTN: AMSRD-ARL-RO-MT (HBCU/MI-2008)  
P.O. Box 12211  
Research Triangle Park, NC 27709-2211

Use the street address below for delivery by commercial carrier (e.g., Federal Express, DHL, etc.):

Army Research Office - POC: Peggy Lacewell  
ATTN: AMSRD-ARL-RO-MT (HBCU/MI-2008)  
4300 South Miami Boulevard  
Durham, NC 27703-9142

**B. Grants.gov Submission (see Sections VI. E and F 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-0008. The following documents are mandatory: (1) Application for Federal Assistance (Research and Related) (SF 424 (R&R)), and (2) the Attachments Form.

- a. Application for Federal Assistance form, SF 424 (R&R). The SF 424 (R&R) must be fully completed. (This replaces ARO Form 51/Cover Page). Block #16 (Estimated Project Funding) must agree with the budget summary submitted in the proposal;
- b. Research and Related Senior/Key Person Profile form. **This program is for single/principal investigator only.**
- c. Research & Related Other Project Information form (Replaces the ARO Form 51 GG). This form is also used for Project Summary/Abstract, Project Narrative, Bibliography & References Cited, Facilities & Other Resources, Equipment and "Other Attachments";

d. Research and Related Budget form, Sections A-K (as needed). Use a separate Research & Related Budget form for each year. The Research & Related Budget-Cumulative Budget form will reflect the total costs;

e. The Attachments Form.

2. Each proposal (excluding mandatory forms) must be typed using Times New Roman, 12-point font with 1-inch margins on 8½ x 11-inch white paper, one-sided, and single-spaced. The form SF 424 (R&R) cover page must be typed using upper and lower case letters. **Proposals are limited to 25 pages.** This includes the technical proposal, summary abstract, project narrative, bibliography and references cited, facilities and other resources and equipment. These pages must be numbered consecutively. Pages exceeding these limits will not be considered in the proposal evaluation. **The Grants.gov forms are not included in the page count.**

***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.***

3. Proposals transmitted online via the Grants.gov APPLY portal must be date/time stamped by the server as submitted by 4:00 p.m. Eastern Daylight Time on Thursday, September 18, 2008.

4. 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. This includes Appendix A to 32 CFR Part 28 regarding lobbying. Full text of this certification is available at <http://www.aro.army.mil/forms/forms2.html>. Proposers are certifying compliance with this regulation by signing the Proposal Cover Page SF 424 (R&R).

5. Should the site of Grants.gov not be operational on the date proposals are due, the deadline is extended to the same time of the first day when the site is in operation.

## **V. APPLICATION REVIEW INFORMATION :**

### **A. Evaluation Criteria**

Proposals will be evaluated on the following criteria. Primary evaluation criteria (of equal importance 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 DoD and particularly to the scientific interests of the ARO and/or the 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 of the project to contribute to the education of future scientists and engineers in disciplines critical to the DoD mission and particularly in areas of scientific interest to the ARO and/or the AFOSR;

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 small business partners;

7. Budgetary realism and cost effectiveness of the proposal.

**B. Review and Selection Process:** Scientists and engineers of the ARO and the AFOSR will evaluate proposals according to the above criteria. The most meritorious proposals will be recommended for award. Approval of the recommended selections is the authority of the Deputy Director of Defense Research and Engineering (Laboratories and Basic Sciences).

**C. Selection Announcement and Award Dates:** An announcement of the selections will be made by the DoD Public Affairs Office via a News Release that is expected to be available on or around February 13, 2009 at <http://www.defenselink.mil/releases> (search for title containing "DoD Awards to HBCU/MI"). Grant awards are expected to be in place on or around May 8, 2009. This date should be cited as the start date for the proposal performance period (see Proposal Cover – SF 424 R&R) and for budgetary purposes.

## **VI. AWARD ADMINISTRATIVE INFORMATION:**

**A. Award Notices:** When the DoD News Release is posted, ARO will send written notification to all principal investigators. Those selected for an award are authorized to incur pre-agreement costs 90 days prior to award. Please note 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).

Approximately four weeks after notification of award, the Army procurement office will contact the college/university business office to initiate award processes. Initial contact will be made with the individual whose name and number is provided in section 19 of the Proposal Cover (SF 424 R&R).

In compliance with provisions of 31 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 – Central Contractor Registration Database (CCR):** All payments by the Government under an award resulting from this solicitation shall be made by electronic funds transfer (EFT). **PLEASE NOTE:** Before an award can be made, the awardee (i.e., the college or university) must be registered in the DoD CCR database. Proposers should verify with their business office that this has been done. To register in the DoD CCR database, go to <http://www.ccr.gov/> or call (800) 227-2423 for assistance.

**C. Reporting:** Detailed instructions for report preparation will be provided at time of grant award.

**D. Other:** In compliance with the provisions of 31 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 equipment will be vested with the university without further obligation to the government.

**E. Grants.gov Submission:**

1. Grants.gov Registration must be accomplished prior to application through this process.

2. 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-0008.

a. The Application for Federal Assistance form, SF 424 (R&R), must be fully completed. Block 11, "Descriptive Title of Applicant's Project," must reference the research topic area being addressed in the effort by identifying the specific paragraph from Part I. The form SF 424 (R&R) cover page must be typed using upper and lower case letters.

b. 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. To find the application on Grants.gov, follow the link <http://www.grants.gov/search/basic.do> and enter the BAA number in the "Search by Funding Opportunity Number:" block. 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.

c. You MUST open and complete the form entitled Application for Federal Assistance, 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](mailto:support@Grants.gov). If you forget your user name or password, follow the instructions provided in the Credential Provider tutorial. Tutorials may be printed by right-clicking on the tutorial and selecting "Print".

## F. Grants.gov Registration

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:

- a. 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).**
- b. 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. 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@dis.dla.mil](mailto:CCR@dis.dla.mil). You may also access the CCR Handbook at <http://www.ccr.gov/handbook.asp>. **VERY IMPORTANT: Knowing the MPIN and 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.**
- c. Install the appropriate software package – 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 appropriate software package 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](mailto:support@Grants.gov).
- d. 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](mailto:pkihelp@orc.com).

e. Register with Grants.gov – AORs must register with Grants.gov, utilizing their User ID and Password obtained from registering with the Credential Provider. 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 organization's 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 one (1) business day. If you encounter any problems, please contact customer support at 1-800-518-4726 or [support@Grants.gov](mailto:support@Grants.gov).

f. 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.dla.mil](mailto:CCR@dlis.dla.mil).

## **VII. 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](mailto:Evelyn.Kent@osd.mil)

Questions regarding program execution and administration should be directed to:  
Army Research Office:  
Ms. Peggy Lacewell, 919-549-4339, [peggy.lacewell@us.army.mil](mailto:peggy.lacewell@us.army.mil) or

Air Force Office of Scientific Research:  
Mr. Edward Lee, 703-696-7318, [Ed.lee@afosr.af.mil](mailto:Ed.lee@afosr.af.mil)

# ATTACHMENT A

<b>APPLICATION FOR FEDERAL ASSISTANCE</b> <b>SF 424 (R&amp;R)</b>		2. DATE SUBMITTED	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
1.* TYPE OF SUBMISSION <input type="radio"/> Pre-application <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application		4. Federal Identifier	
5. APPLICANT INFORMATION <span style="float: right;">* Organizational DUNS: _____</span> * Legal Name: _____ Department: _____ Division: _____ * Street 1: _____ Street 2: _____ * City: _____ County: _____ * State: _____ Province: _____ * Country: _____ * ZIP *Postal Code: _____			
Person to be contacted on matters involving this application Prefix: _____ * First Name: _____ Middle Name: _____ * Last Name: _____ Suffix: _____ *Phone Number: _____ Fax Number: _____ Email: _____			
6.* EMPLOYER IDENTIFICATION (EIN) or (TIN):		7.* TYPE OF APPLICANT:	
8.* TYPE OF APPLICATION: <input type="radio"/> New <input type="radio"/> Resubmission <input type="radio"/> Renewal <input type="radio"/> Continuation <input type="radio"/> Revision		Other (Specify): <b>Small Business Organization Type</b> <input type="checkbox"/> Women Owned <input type="checkbox"/> Socially and Economically Disadvantaged	
If Revision, mark appropriate box (es). <input type="checkbox"/> A. increase Award <input type="checkbox"/> B. Decrease Award <input type="checkbox"/> C. Increase Duration <input type="checkbox"/> D. Decrease Duration <input type="checkbox"/> E. Other (specify)		9. * NAME OF FEDERAL AGENCY:	
* Is this application being submitted to other agencies? Yes <input type="radio"/> No <input type="radio"/> What other Agencies?		10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:	
11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:		TITLE: _____	
12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
* Start Date	* Ending Date	a. *Applicant	b. *Project
15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION			
Prefix: _____	* First Name: _____	Middle Name: _____	* Last Name: _____ Suffix: _____
Position/Title: _____	* Organization Name: _____		
Department: _____	Division: _____		
* Street 1: _____	Street 2: _____		
* City: _____	County: _____	* State: _____	
Province: _____	* Country: _____	* ZIP / Postal Code: _____	
* Phone Number: _____	Fax Number: _____	* Email: _____	

OMB Number: 4040-0001  
 Expiration Date: 04/30/2008

**ATTACHMENT A continued**

**SF 424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE**

<p><b>16. ESTIMATED PROJECT FUNDING</b></p> <p>a. * Total Estimated Project Funding <input style="width: 100px;" type="text"/></p> <p>b. * Total Federal &amp; Non-Federal Funds <input style="width: 100px;" type="text"/></p> <p>c. * Estimated Program Income <input style="width: 100px;" type="text"/></p>	<p><b>17. * IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b></p> <p>a. YES <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input style="width: 100px;" type="text"/></p> <p>b. NO <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372; OR <input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW</p>
<p><b>18. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)</b></p> <p style="text-align: center;"><input type="checkbox"/> * I agree</p> <p style="text-align: center;"><i>* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</i></p>	
<p><b>19. Authorized Representative</b></p> <p>Prefix: <input style="width: 30px;" type="text"/> * First Name: <input style="width: 150px;" type="text"/> Middle Name: <input style="width: 150px;" type="text"/> * Last Name: <input style="width: 150px;" type="text"/> Suffix: <input style="width: 50px;" type="text"/></p> <p>* Position/Title: <input style="width: 150px;" type="text"/> * Organization Name: <input style="width: 400px;" type="text"/></p> <p>Department: <input style="width: 150px;" type="text"/> Division: <input style="width: 150px;" type="text"/></p> <p>* Street 1: <input style="width: 150px;" type="text"/> Street 2: <input style="width: 150px;" type="text"/></p> <p>* City: <input style="width: 100px;" type="text"/> County: <input style="width: 100px;" type="text"/> * State: <input style="width: 50px;" type="text"/> * ZIP Code: <input style="width: 80px;" type="text"/></p> <p>* Country: <input style="width: 80px;" type="text"/></p> <p>* Phone Number: <input style="width: 150px;" type="text"/> Fax Number: <input style="width: 150px;" type="text"/> * Email: <input style="width: 200px;" type="text"/></p> <p style="text-align: center;">* Signature of Authorized Representative <span style="float: right;">* Date Signed</span></p> <hr style="width: 100%;"/>	
<p><b>20. Pre-application</b> <input style="width: 300px;" type="text"/> <span style="float: right;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </span></p>	
<p><b>21. Attach an additional list of Project Congressional Districts if needed.</b></p> <p><input style="width: 200px;" type="text"/> <span style="float: right;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </span></p>	

OMB Number:  
4040-0001  
Expiration Date:  
04/30/2008