

OVERVIEW INFORMATION

1. Federal Agency Name

Air Force Office of Scientific Research

2. Funding Opportunity Title

University Engineering Design Challenge Program

3. Announcement Type

This is the initial announcement

4. Funding Opportunity Number

BAA-AFOSR-2011-03

5. Catalog of Federal Domestic Assistance (CFDA) Number

12.800

6. Response Dates

Proposals must be received by 4:00 PM EST, 25 April 2011

7. Additional Overview Content

The Air Force Office of Scientific Research (AFOSR) manages the basic research investment for the U.S. Air Force (USAF). As a part of the Air Force Research Laboratory (AFRL), AFOSR's technical experts foster and fund research within the Air Force Research Laboratory, universities, and industry laboratories to ensure the transition of research results to support USAF needs.

AFOSR announces an engineering design competition to promote and sustain university research and education focused on innovative military systems and related technologies. The program description is found in Section I of this announcement. AFOSR will not issue paper copies of this announcement.

AFOSR is seeking unclassified, research proposals that do not contain proprietary information.

It is anticipated that the awards will be made in the form of grants. It is expected that multiple awards will be made. However, AFOSR and partner agencies involved in this program reserve the right to select and fund for award all, some, or none of the proposals in response to this announcement. AFOSR and partner agencies provide no funding for direct reimbursement of proposal development costs. Any material submitted in response to this BAA will not be returned.

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

AFOSR, in conjunction with the AFRL Rapid Reaction Team, announces a program to promote and sustain university research and education focused on innovative military systems and related technologies. This program will be structured as a yearly design challenge, with the objectives and constraints of the design specified by the AFRL management team at the beginning of the academic year and a competition amongst the undergraduate university teams to determine the best design to be held at the end of the academic year. The competitive nature of this effort is expected to provide enhanced incentives to participants in improving education related to practical design engineering, including systems engineering, requirements allocation and flowdown, design synthesis and problem solving, and innovative solution development, test and validation. The winner of this yearly competition will be encouraged to apply for additional projects as they are announced to continue

their exemplary research, possibly incorporating elements of the other design solutions. However winning the competition does not guarantee additional funding and any subsequent funding opportunities will be available for all eligible proposers in accordance with the submission guidelines of the instrument.

This announcement is to select a set of university contestants that will conduct this research and participate in the design challenges for three years, primarily focused on problems and research related to mechanical engineering disciplines. Subsequent announcements will provide an opportunity for other universities to participate or other academic departments to participate. AFRL will evaluate the proposals using the evaluation criteria listed in this BAA and subject to availability of funds may choose to award up to ten universities.

Subsequent to the award of grants to selected universities, AFRL will issue a design challenge to stimulate research in an area of potential interest to the Department of Defense (DoD) at the beginning of the academic year. This topic will be selected by AFRL with input from the selected universities, consultation with military leaders and experiences from current military operations as reported in the open media. The topic will be posed as a problem or a capability goal, rather than a particular solution approach, which will allow the maximum opportunity for innovative solutions and education in design engineering. However, for the purposes of this research program, these problems are expected to focus on mechanical engineering and related engineering disciplines. Each university will assemble a team of undergraduates (composed of a minimum of 5 members) to research, develop, fabricate and demonstrate a solution to the challenge at the end of the academic year, should they decide to participate, in a competition with the other university teams. These competitions will be performed at a single location, and transport of the teams' solution and team travel to this location will be the responsibility of each competing university. Using a standardized testing regimen, each team will demonstrate the capability of their solution, and will present a summary of the design and its features to a panel of judges.

Teaming of universities is discouraged because of the nature of this design challenge, which requires close collaboration and intense interactions of the team members to meet the aggressive timelines and technical criteria for a solution. However, if a teaming arrangement is proposed, individual grants may be made to each university at a prorated funding level. The team of universities will split the available design space between team members and enter a single entry into the competition. Each such proposal should detail the overall team objectives and the role of each university. One institution should be indicated as the Point of Contact (POC) for all interactions with the government.

II. Award Information

It is anticipated the awards will be made in the form of grants to universities. Therefore, applications submitted as a result of this announcement will fall under the Department of Defense Grant and Agreement Regulations (DoDGARs). Each project will be funded at no more than \$20,000 per year for a maximum of three years. Collaborations with government agencies or industry are encouraged.

III. Eligibility Information

1. Eligibility. This competition is open only to, and full proposals are to be submitted only by, U.S. institutions of higher education (universities) including DoD institutions of higher education, with degree-granting programs in science and/or engineering. Proposals are encouraged from Historically

Black Colleges and Universities and Minority Institutions (HBCU/MI). However, no funds are specifically allocated for HBCU/MI participation.

2. Cost Sharing. Cost sharing is not required.

IV. Application and Submission Information

1. Address to Request Announcement Package – This announcement may be accessed from the Internet at the Grants.gov web site (<http://www.grants.gov>). See ‘For Electronic Submission’ below.

2. Content and Form of Application Submission

Full Proposal format should be as follows:

- Paper Size - 8.5 x 11 inch paper
- Margins - 1 inch
- Spacing - single or double spaced
- Font - Times New Roman, 10 or 12 point
- Number of Pages - no more than ten (10) single-sided pages of program description, which consists of the section IV.2.2.e.iv “R&R Other Project Information Form – Proposal Narrative”. NOTE: The SF 424 forms are not included in this 10 page limit. Pages in excess of the page limit will not be evaluated.

Full Proposal Submission: Content and Format of Applications

NOTE: Full Proposals may be submitted electronically via grants.gov or in hardcopy form, but not both.

(1) Advance Preparation for Electronic Submission - Electronic proposals must be submitted through Grants.gov. There are several one-time actions your organization must have completed before it will be able to submit applications through Grants.gov. Well before the submission deadline, you should verify that the persons authorized to submit proposals for your organization have completed those actions. If not, it may take them up to 21 days to complete the actions before they will be able to submit applications.

The process your organization must complete includes obtaining a Dun and Bradstreet Data Universal Numbering System (DUNS) number, registering with the Central Contract Registry (CCR), registering with the credential provider, and registering with Grants.gov. (Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called MPIN are important steps in the CCR registration process.) Go to http://www.grants.gov/applicants/get_registered.jsp. Use the Grants.gov Organization Registration Checklist at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf to guide you through the process. To submit a proposal through Grants.gov, applicants will need to download Adobe Reader. This small, free program will allow you to access, complete, and submit applications electronically and securely. To download a free version of the software, visit the following web site: http://www.grants.gov/help/download_software.jsp. Consult Grants.gov to ensure you have the required version of Adobe Reader installed. Should you have questions relating to the registration process, system requirements, how an application form works, the submittal process or Adobe Reader forms, call Grants.gov at 1-800-518-4726 or support@Grants.gov for updated information.

(2) Submitting the Application

(a) For Electronic Submission – 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 follow the instructions.

In the Grants.gov search function, enter the funding opportunity number for this announcement (BAA-AFOSR-2011-03). In the Search Results, click on the Opportunity title: UNIVERSITY ENGINEERING DESIGN CHALLENGE PROGRAM. On the next page, click on the box marked "Application" in the upper right hand corner of the page. Then click on 'download' under the heading 'Instructions and Application' to download the application package.

All attachments to all forms must be submitted in PDF format (Adobe Portable Document Format). Grants.gov provides links to PDF file converters at this site:
<http://www.grants.gov/agencies/asoftware.jsp#3>.

(b) For Hard Copy Submission – For hard copy submission, the original proposal and 10 copies must be delivered to the attention of the program manager at the Air Force Office of Scientific Research at the following address:

AFOSR (Attn: Dr. Kent Miller)
Air Force Office of Scientific Research
875 North Randolph Street, Room 3112
Arlington VA 22203

(c) SF 424 Research and Related (R&R)

The SF 424 (R&R) form must be used as the cover page for all electronic and hard copy proposals. No other sheets of paper may precede the SF 424 (R&R) for a hard copy proposal. A signed copy of the SF 424 (R&R) should be submitted with all hardcopy proposals. Complete all the required fields in accordance with the “pop-up” instructions on the form and the following instructions for the specified fields. To see the instructions, roll your mouse over the field to be filled out. You will see additional information about that field. For example on the SF 424 (R&R) the Phone Number field says 'PHONE NUMBER (Contact Person): Enter the daytime phone number for the person to contact on matters relating to this application. This field is required. Mandatory fields will have an asterisk marking the field and will appear yellow on most computers. In grants.gov, some fields will self populate based on the BAA selected. Please fill out the SF 424 first, as some fields on the SF 424 are used to auto populate fields in other forms. The completion of most fields is self-explanatory except for the following special instructions:

- Field 2: The Applicant Identifier may be left blank.
- Field 3: The Date Received by State and the State Application Identified are not applicable to research.
- Field 7: Complete as indicated. If the organization is a Minority Institution, select "Other" and under “Other (Specify)” note that you are a Minority Institution (MI).
- Field 9: List Air Force Office of Scientific Research as the reviewing agency. This field is pre-populated in grants.gov.
- Field 17: Choose ‘No’. Check 'Program is Not Covered By Executive Order 12372'.
- Attachments: All attachments to all Grants.gov forms must be submitted in PDF format (Adobe Portable Document Format). To convert attachments into PDF format, Grants.gov provides a list of PDF file converters at http://www.grants.gov/resources/download_software.jsp

A signed copy of the SF 424 (R&R) should be submitted with all hardcopy proposals.

(d) Certification – All awards require some form of certifications of compliance with national policy requirements. For assistance awards, i.e., grants and cooperative agreements, proposers using the SF 424 (R&R) are providing the certification required by 32 CFR Part 28 regarding lobbying. (The full text of this certification may be found at <http://www.wpafb.af.mil/shared/media/document/AFD-070817-127.pdf>). If you have lobbying activities to disclose, you must complete the optional form SF-LLL, Standard Form – LLL, ‘Disclosure of Lobbying Activities’ in the downloaded Adobe forms package.

(e) Research and Related (R&R) Other Forms – The following other forms must be used for all electronic and hard copy proposals: R&R Senior/Key Person Profile form, R&R Project/Performance Site Locations form, R&R Other Project Information form and the R&R Budget form. The R&R Subaward Budget Attachment Forms is required when subawardees are involved in the effort. The SF-LLL form is required when applicants have lobbying activities to disclose. PDF copies of all forms may be obtained at the grants.gov website.

(i) R&R Senior/Key Person Profile Form – Complete the R&R Senior/Key Person Profile Form for those key persons who will be leading the research. Information about an individual is subject to the requirements of the Privacy Act of 1974 (Public Law 93 579). The information is requested under the authority of Title 10 USC, Sections 2358 and 8013. The principal purpose and routine use of the requested information are for evaluation of the qualifications of those persons who will lead the proposed research. Failure to provide such information will delay award. For the principal investigator and each of the senior staff, provide a short biographical sketch and a list of significant publications (vitae) and attach it to the R&R Senior/Key Person Profile Form.

(ii) R&R Project/Performance Site Locations Form – Complete all information as requested.

(iii) R&R Other Project Information Form – Human Subject/Animal Use and Environmental Compliance.

Human Subject Use. It is not anticipated that this program will require human subject use. However, each proposal must address human subject involvement in the research by addressing Field 1 and 1a of the R&R Other Project Information Form. If Field 1 indicates “Yes”, the Air Force must receive a completed OMB No. 0990-0263 form before a contract, grant, or cooperative agreement may be awarded to support research involving the use of human subjects. Attach the document to the R&R Other Project Information Form. If using grants.gov, a completed OMB No. 0990-0263 form shall be attached in field 11 of the R&R Other Project Information Form. Refer any questions regarding human subjects to Stephanie Bruce of the AFOSR Directorate of Mathematics, Information and Life Sciences at stephanie.bruce@afosr.af.mil.

Animal Use. It is not anticipated that this program will require animal use. However, each proposal must address animal use protocols by addressing Field 2 and 2a of the R&R Other Project Information Form. If selected for award, additional documentation in accordance with Air Force standards will be required. Refer any questions regarding human subjects to Stephanie Bruce of the AFOSR Directorate of Mathematics, Information and Life Sciences at stephanie.bruce@afosr.af.mil.

Environmental Compliance. Federal agencies making contract, grant, or cooperative agreement awards and recipients of such awards must comply with various environmental requirements. The National Environmental Policy Act of 1969 (NEPA), 42 U.S.C. Sections 4321-4370 (a), requires that agencies consider the environmental impact of “major Federal actions” prior to any final agency decision. With respect to those awards which constitute “major Federal actions,” as defined in 40 CFR 1508.18, federal agencies may be required to comply with NEPA and prepare an environmental impact statement (EIS) even if the agency does no more than provide grant funds to the recipient. Questions regarding NEPA compliance should be referred to the AFOSR legal staff at (703) 696-9705. Most research efforts funded by AFOSR will, however, qualify for a categorical exclusion from the need to prepare an EIS. Air Force instructions/regulations provide for a categorical exclusion for basic and applied scientific research usually confined to the laboratory, if the research complies with all other applicable safety, environmental and natural resource conservation laws. Each proposal shall address environmental impact by filling in fields 4a through 4d of the R&R Other Project Information Form. This information will be used by AFOSR to make a determination if the proposed research effort qualifies for categorical exclusion.

(iv) R&R Other Project Information Form – Project Narrative Instructions

Abstract - Include a concise (not to exceed 300 words) abstract that describes the research and development approach, project structure, educational objectives, anticipated outcome and impact of the specific research. Attach the abstract to the R&R Other Project Information Form in Field 6.

Project Narrative – Describe clearly the research including the objective and approach to be performed keeping in mind the evaluation criteria listed in Section V of this announcement. Also briefly indicate whether the intended research will result in environmental impacts outside the laboratory, and how the proposer will ensure compliance with environmental statutes and regulations. Attach the proposal narrative to R&R Other Project Information form in field 7.

Project Approach and Management – Describe clearly the objective and approach to be used keeping in mind the evaluation criteria listed in Section V of this announcement. This narrative should address how teams will be formed, how many undergraduate students per team will be participating, how instructors and research assistants will guide the teams, and how the effort will be managed in concert with institutional educational goals and requirements. Describe the design processes and tools that will be available and used by the team to develop innovative solutions. Provide an outline of the anticipated process and timeline for ideation, design, evaluation, development and testing that will be used by the teams. A description of relevant past experience that supports the proposed approach is also desired.

Statement of Educational Objectives – Describe educational objectives of this effort, and how it meshes with existing curricular requirements, university goals and university degree requirements. Since this design challenge will focus on mechanical and related engineering disciplines, it is expected that university teams will be composed of students seeking engineering degrees, for which a common curriculum includes a senior or capstone design project that might be a suitable vehicle for this program. The proposal should address the planned composition of the team (i.e., how

and if they will be drawn from various degree programs), and how the interdisciplinary coordination with the various degree programs that compose the team will be managed.

Principal Investigator (PI) Time – PI time is required to provide mentorship, guidance and oversight to the teams. The PI and staff do not participate in the design, development, and fabrication of the team’s solutions, but must be committed to assisting the team and ensuring their success. List the estimate of time the principal investigator and other senior professional personnel will devote to the research. This shall include information pertaining to other commitments of time, such as sabbatical or extended leave; and proportion of time to be devoted to this research and to other research.

Facilities and Equipment – Describe facilities available for performing the proposed research and any additional facilities or equipment the organization proposes to acquire at its own expense. Indicate government-owned facilities or equipment already possessed that will be used. Reference the facilities contract number or, in the absence of a facilities contract, the specific facilities or equipment and the number of the award under which they are accountable.

(v) R&R Budget Form – Provide a breakdown of spending for the yearly \$20,000 grant. This funding is intended to be used for materials, supplies and equipment needed to execute a solution, but proposers may elect to use a portion to offset labor costs. Applicants who enter a fee on Part J of the budget will not be eligible to receive a grant or cooperative agreement. Should a grant be awarded, AFOSR will make payments to educational and nonprofit recipients based upon a predetermined payment schedule. Payments will normally be made quarterly in advance of performance, based upon a spending profile which must be provided as part of the proposal. Payments should be limited to the amounts needed to conduct research during each respective period. Educational and Non-profit organizations shall submit a spending profile with their cost proposal. Attach the budget justification and/or spending profile to Section K of the R&R Budget form.

It is anticipated that the awards will have a performance period of 36 months, assuming a 1 Aug 2011 effective date. However, the start date is subject to negotiations. Individual budgets should be provided for each 12 month funding period.

3. Other Submission Requirements

Submission by facsimile, e-mail or other electronic media will not be accepted. The proposal must be complete and self-contained to qualify for review.

4. Application Receipt Notices.

a. For Electronic Submission - The applicant’s approved account holder for grants.gov will receive a confirmation page upon completing the submission to Grants.gov. This confirmation page is a record of the time and date stamp that is used to determine whether the proposal was submitted by the deadline. After an institution submits an application, Grants.gov generates a submission receipt via email and also sets the application status to “Received”. This receipt verifies the Application has been successfully delivered to the Grants.gov system. Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS

number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated". If the application is not validated, the application status is set to "Rejected". The system sends a rejection email notification to the institution and the institution must resubmit the application package. Applicants can track the status of their application by logging in to Grants.gov.

A proposal received after the deadline is "late" and will not be considered for an award. Proposals received after 4:00 PM EDT on 25 APR 2011 are considered late and will not be considered.

b. For Hard Copy Submission – An applicant that submits a hard copy proposal to AFOSR will receive an email from the agency approximately ten days after the proposal due date to acknowledge receipt of the proposal and provide the agency's assigned tracking number. The email is sent to the authorized representative for the applicant institution. A hard copy proposal received at an agency's listed mailing address after the deadline is "late" and will not be considered for an award, except for cases in which there is acceptable evidence to establish that the proposal:

- a. Was delivered to the agency and was under the agency's control prior to the deadline: or
- b. Was sent to the agency's listed mailing address by the U.S. Postal Service Express Mail three or more business days prior to the date specified for the receipt of the proposals.

The term "business days" excludes weekends and U.S. federal holidays.

Both the electronic and hard copy proposers will be notified by letter or e-mail that the proposal has been received by AFOSR approximately ten days after the due date.

5. Submission Dates and Time – Full proposals must be received at AFOSR by 4:00 PM, EDT, 25 APR 2011, whether submitted electronically or in hard copy.

For electronic submission, the proposal must be validated by the grants.gov to indicate that the grants.gov has received and kept the submission. Should the site of grants.gov not be operational on the due date and is unable to receive the proposal, the deadline is extended to the same time of the first day when the site is in operation.

For hard copy submission, in case the operation of the agency is interrupted and unable to receive the proposal, the deadline is extended to the same time of the first day when the agency is in operation. Proposals received late will **not** be considered for the Design Challenge program competition.

V. Application Review Information

Proposals submitted under this BAA are evaluated through a peer or scientific review process. Grant/assistance instrument awards will be evaluated using merit-based competitive procedures according to DoDGARS 32 C.F.R Sec 22.315. Proposals may be evaluated by program managers at EOARD/AOARD and the appropriate AFRL Technology Directorates. Employees of commercial firms under contract to the Government may be used to administratively process proposals. These support contracts include nondisclosure agreements prohibiting their contractor employees from disclosing any information submitted by other contractors.

1. Evaluation Criteria

Proposals shall be evaluated under two principal selection criteria, of equal importance, as follows:

1. Technical merits of the proposed research and development. Elements of the criteria include:
 - a. How does the proposing institution structure the senior design experience that will be a part of this research?

- b. How will the research team be organized and what review process will be used to evaluate progress?
 - c. How will the proposed program explore creative, original, and potentially transformative concepts?
 - d. What resources are available to the students, and is there sufficient access to these resources?
2. Potential relationship of the proposed research and development to DoD missions
- Other evaluation criteria used in the technical reviews, which are of lesser importance than the principal selection criteria and of equal importance are:
1. Educational impact of the project.
 2. Relevant past experience and successes.

Additional administrative information regarding submission of applications is contained in Section VIII below. The technical and cost information will be analyzed simultaneously during the evaluation process.

2. Review Process

Full proposals will be evaluated by a scientific review process involving personnel at the appropriate AFRL Technology Directorates and by outside, independent evaluators retained by AFOSR.

3. Selection Process

Full proposals will be selected on a competitive basis by a panel of experts from AFRL after consideration of the recommendation of the scientific reviews.

VI. Award Administration Information

1. Award Notices.

Should your proposal be selected for award, the principal investigator will receive a letter from AFOSR stating this information. This is not an authorization to begin work. Your business office will be contacted by the grant or contracting officer to negotiate the terms of your award.

2. Reporting Requirements.

Grants typically require annual and final technical reports, financial reports, and final patent reports. Copies of publications and presentations should be submitted.

Additional deliverables may be required based on the research being conducted.

VII. Agency Contacts

Should you have questions about a technical research area, contact the program manager Dr. Kent Miller at (703-696-8573) or kent.miller@afosr.af.mil. Should you have questions about the BAA or procedures for submission of a proposal, contact afosr.baa@afosr.af.mil.

VIII. Other Information

1. The cost of proposal preparation in response to this Announcement is not considered an allowable direct charge to any resulting award. Such cost is, however, an allowable expense to the normal bid and proposal indirect cost specified in FAR 31.205-18, or OMB Circular A-21, Cost Principles for Educational Institutions or OMB Circular A-122, Cost Principles for Nonprofit Organizations.

2. Every effort will be made to protect the confidentiality of the proposal and any evaluations. The proposer must mark the proposal with a protective legend as indicated in paragraph IV.2. above.

3. Offerors are advised that employees of commercial firms under contract to the Government may be used to administratively process proposals. These support contracts include nondisclosure agreements prohibiting their contractor employees from disclosing any information submitted by other contractors.

4. Only contracting or grants officers are legally authorized to bind the government.

5. The AFOSR website is available at <http://www.wpafb.af.mil/AFRL/afosr/>.

6. Responses should reference Broad Agency Announcement BAA-AFOSR-2011-03.

7. Prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any award resulting from this announcement. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

8. AFOSR expects the performance of research funded by this announcement to be fundamental. DoD Directive 5230.24 and DoD Instruction 5230.27 define contracted fundamental research in a DoD context as follows:

“Contracted Fundamental Research. Includes [research performed under] grants and contracts that are (a) funded by budget Category 6.1 ("Research"), whether performed by universities or industry or (b) funded by budget Category 6.2 ("Exploratory Development") and performed on-campus at a university. The research shall not be considered fundamental in those rare and exceptional circumstances where the 6.2-funded effort presents a high likelihood of disclosing performance characteristics of military systems or manufacturing technologies that are unique and critical to defense, and where agreement on restrictions have been recorded in the contract or grant.”

9. Marking of Proposals - AFOSR is seeking proposals that do not contain proprietary information. If proprietary information is submitted, AFOSR will make every effort to protect the confidentiality of the proposal and any evaluations. However, under the Freedom of Information Act (FOIA) requirements, such information (or portions thereof) may potentially be subject to release. If protection is desired for proprietary or confidential information, the proposer must mark the proposal with the protective legend as follows:

(1) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed -- in whole or in part -- for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of -- or in connection with -- the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*]; and

(2) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

10. Federal Awardee Performance and Integrity Information System (FAPIS)

Potential offerors should be aware that as of April 2010 (SAF/AQC Memo, “Contractor Responsibility (EPLS and FAPIS Requirements) awardees of contracts or recipients of grants have been required to update the information in the Federal Awardee Performance and Integrity Information System (FAPIS) on a semi-annual basis, throughout the life of the agreement, by entering the required information in the Central Contractor Registration database at <http://www.ccr.gov> (see 52.204-7). Contract clauses and Grant articles provide specific information on this requirement.

11. Additional Subcontract /Subaward Reporting Requirements

The Federal Funding and Transparency Act and 22 September 2010 DDR&E memo, “New Reporting required Under DoD Grant and Cooperative Agreements” require that as of 01 October 2010 awardees of contracts and recipients of grants have been required to report Executive Compensation and First-Tier Subcontract/Subrecipient Awards for any contract or grant valued at \$25,000 or more excluding classified contracts or contracts/grants with individuals. Two articles have been added to all awards as a consequence of this requirement. See below:

CCR Registration: Unless exempted by 2 CFR 25.110 all offerors must:

- (1) Be registered in the Central Contractor Registration (CCR) prior to submitting an application or proposal;
- (2) Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency; and
- (3) Provide its DUNS number in each application or proposal it submits to the agency.

Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111–5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. *Reporting Total Compensation of Recipient Executives.*

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <http://www.ccr.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. *Reporting of Total Compensation of Subrecipient Executives.*

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards,

and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. *Entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.

3. *Subaward:*

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __ .210 of the attachment to OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations”).

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. *Salary and bonus.*
- ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
- v. *Above-market earnings on deferred compensation which is not tax-qualified.*
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

12. OMBUDSMAN

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and others for this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman does not affect the authority of the program manager, contracting officer, or source selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of protests or formal contract disputes. The ombudsman may refer the party to another official who can resolve the concern.

(b) Before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution. Consulting an ombudsman does not alter or postpone the timelines for any other processes (e.g., agency level bid protests, GAO bid protests, requests for debriefings, employee-employer actions, contests of OMB Circular A-76 competition performance decisions).

(c) If resolution cannot be made by the contracting officer, concerned parties may contact the Center/MAJCOM or AFISRA ombudsmen,
Ombudsman: Ms. Karen Sue Hunter, HQ AFRL/PK, Wright-Patterson AFB OH
Telephone: (937) 904-4407
Email: Karen.Hunter@afrl.af.mil. Concerns, issues, disagreements, and recommendations that cannot be resolved at the MAJCOM/DRU or ARISRA level, may be brought by the concerned party for further consideration to the Air Force ombudsman, Associate Deputy Assistant Secretary (ADAS) (Contracting), SAF/AQC, 1060 Air Force Pentagon, Washington DC 20330-1060, phone number (703) 588-7004, facsimile number (703) 588-1067.

(d) The ombudsman has no authority to render a decision that binds the agency.

(e) Do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer.

13. Indirect Cost Limitation for Basic Research Awards Notices:

The purpose of this notice is to make offerors aware of the Indirect Cost Limitation for Basic Research Awards as originally set forth in Section 8115 of the Department of Defense Appropriations Act, 2008 (P.L. 110-116) and subsequently included in following year Appropriation Acts. Section 8115 of the DoD Appropriations Act of 2008 (and subsequent Acts) limits payments of negotiated indirect cost rates on contracts, grants, and cooperative agreements (or similar arrangements), which are funded with DoD Basic Research appropriations and are awarded on or after November 14, 2007, to not more than 35 percent of the total cost of the instrument. This limitation also applies to any new award made by another Federal agency to a non-Federal entity on behalf of the DoD using Basic Research appropriations.

- The restriction on payment of indirect costs applies to all DoD Basic Research appropriations obligated by any award – i.e., procurement contract, grant, cooperative agreement, or any other obligational arrangement – to a non-Federal entity or awardee on or after 14 November 2007.
- The limitation on payment of indirect costs applies to an award entered into at the prime level only and does not flow down to subordinate instruments.
- For the restriction on payment of indirect cost as a percentage of total cost, “total cost” has the meaning given in the Government-wide cost principles that apply to the particular awardee (2 CFR part 220, 225, or 230, or 48 CFR part 31). “Indirect costs” are all costs of a prime award that are Facilities and Administration costs (for awardees subject to the cost principles in 2 CFR part 220) or indirect costs (for awardees subject to the cost principles in 2 CFR part 225 or 230 or 48 CFR part 31).