

# **BROAD AGENCY ANNOUNCEMENT**

## **OVERVIEW INFORMATION**

The Fiscal Year 2017 Air Force Young Investigator Research Program (YIP) intends support for scientists and engineers who have received Ph.D. or equivalent degrees 1 April 2011 or later that show exceptional ability and promise for conducting basic research. The program objective is to foster creative basic research in science and engineering; enhance early career development of outstanding young investigators; and increase opportunities for the young investigator to recognize the Air Force mission and related challenges in science and engineering.

Individual awards are made to U.S. institutions of higher education, industrial laboratories, or non-profit research organizations where the principal investigator is employed on a full-time basis and holds a regular position. YIP primary investigators must be a U.S. citizen, national, or permanent resident. Researchers working at a Federally Funded Research and Development Center or DoD Laboratory are not eligible for this competition.

Most YIP awards are funded at \$120,000 per year for three years, for a total of \$360,000. Exceptional proposals will be considered individually for higher funding levels and/or longer duration. Please review the remainder of this announcement for additional information.

We anticipate approximately fifty (50) [awards](#) under this competition if funds are available.

## **SUMMARY FUNDING OPPORTUNITY INFORMATION**

### **1. FEDERAL AWARDING AGENCY NAME**

Air Force Office of Scientific Research  
875 North Randolph Street, STE 325, Room 3112  
Arlington, VA 22203

### **2. FUNDING OPPORTUNITY TITLE**

Air Force Fiscal Year 2017 Young Investigator Research Program (YIP)

### **3. ANNOUNCEMENT TYPE**

Amendment 1

### **4. ANNOUNCEMENT NUMBER**

BAA-AFRL-AFOSR-2016-0006

### **5. CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER**

12.800 Air Force Defense Research Sciences Program

### **6. KEY DATES**

Proposals must be received electronically through Grants.gov by **Wednesday, 01 Jun 2016 at 11:59 PM Eastern time** to be considered.

Technical or general Pre-proposal inquiries and questions must be received in writing by electronic mail not later than **Monday, 02 May 2016** to be considered.

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## A. PROGRAM DESCRIPTION

The Fiscal Year 2017 [Air Force Young Investigator Research Program](#) (YIP) intends support for scientists and engineers who have received Ph.D. or equivalent degrees 1 April 2011 or later that show exceptional ability and promise for conducting basic research. The program objective is to foster creative basic research in science and engineering; enhance early career development of outstanding young investigators; and increase opportunities for the young investigator to recognize the Air Force mission and related challenges in science and engineering.

We seek unclassified proposals from qualified and responsible applicants in the research areas of interest identified in the most recent Broad Agency Announcement titled “[Research Interests of the Air Force Office of Scientific Research](#)” published on Grants.gov at [http://www.grants.gov/web/grants/search-grants.html?keywords=BAA-AFRL-AFOSR-201\\*](http://www.grants.gov/web/grants/search-grants.html?keywords=BAA-AFRL-AFOSR-201*).

Proposals may be submitted for one or more topics, or for a specific portion of one topic. You may submit separate proposals on different topics, or different proposals on the same topic. We do not guarantee an award in each topic area.

It is important that your proposal shows strength in as many of the evaluation areas as practicable for maximum competitiveness.

Individual awards are made to U.S. institutions of higher education, industrial laboratories, or non-profit research organizations where the principal investigator is employed on a full-time basis and holds a regular position. YIP primary investigators must be a U.S. citizen, national, or permanent resident. We discuss this more in section [C.3.a. Primary Investigator Employment Requirements](#).

Researchers working at the Federally Funded Research and Development Centers and DoD Laboratories are not eligible for this competition.

## B. FEDERAL AWARD INFORMATION

Most YIP awards are three (3) years in duration, funded at approximately \$120,000 per year for a total of approximately \$360,000. You should plan on submitting your proposal within these guidelines.

Proposals deemed exceptional by our Program Officers may be considered for higher funding levels. Higher funding levels could take the form of more funding in one or more years of the basic award, and/or an option for continued performance for one (1) or two (2) additional years at a funding level recommended by our Program Officer. You should only submit a supplemental proposal for an option for continued performance beyond the three (3) year basic period if our Program Officer asks you to.

We anticipate approximately fifty (50) [awards](#) under this competition under the authority of [10 U.S.C. 2358](#) in the form of grants or contracts, subject to availability of funds.

We select what kind of award instrument we can use based on requirements in the Federal Grant and Cooperative Agreement Act [31 U.S.C. 6301 – 31 U.S.C. 6308](#).

- A [grant](#) award may be made to institutions of higher education (IHE) or nonprofit organizations as described in [2 CFR 25.345](#). We do not award grants to organizations with a for-profit organization type.
- A cost-reimbursement [contract](#) may be awarded to applicants with a for-profit organization type as described in [2 CFR 25.325](#), or to any applicant that requests a fee or profit.

Individual awards are made to U.S. institutions of higher education, industrial laboratories, or non-profit research organizations where the principal investigator is employed on a full-time basis and holds a regular position. YIP primary investigators must be a U.S. citizen, national, or permanent resident. Researchers working at a Federally Funded Research and Development Center or DoD Laboratory are not eligible for this competition..

We reserve the right to select and fund for award all, some, part, or none of the proposals received in response to this announcement. There is no guarantee of an award.

## C. ELIGIBILITY INFORMATION

### 1. ELIGIBLE APPLICANTS

#### **Qualified and Responsible U.S. Institutions of Higher Education, Industrial Laboratories, or Non-Profit Research Organizations**

Individual awards are made to U.S. institutions of higher education, industrial laboratories or non-profit research organizations where the principal investigator is a U.S. citizen, national, or permanent resident; employed on a full-time basis and holds a regular position.

Researchers working at a Federally Funded Research and Development Center or DoD Laboratory are not eligible for this competition.

We review your application, proposal, and Office of Management and Budget (OMB) designated repositories of government-wide public and non-public data, including comments you have made, as required by 31 U.S.C. 3321 and 41 U.S.C. 2313 and described in [2 CFR 200.205](#) and [32 CFR 22.410](#) to assess risk posed by applicants, and confirm applicants are qualified, responsible, and eligible to receive an award.

### 2. COST SHARING

We do not require cost sharing for proposals under this announcement. Cost sharing is not an evaluation or selection criterion.

### 3. OTHER

#### **a. Primary Investigator Employment Requirements**

As the Principal Investigator, you must hold a full-time permanent, career-competitive, or tenure-track position with your organization, or your proposal must include a letter from your organization stating that you will be considered for a permanent, career-competitive, or tenure-track position if you currently hold a short-term appointment. This is in addition to the requirement you are a U.S. citizen,

national, or permanent resident. You are not eligible to submit a proposal if you do not meet this requirement.

If you work at a Federally Funded Research and Development Center or DoD Laboratory, you are not eligible to submit a proposal.

**b. Acknowledgement of Support and Disclaimer Requirements**

You must include the [F.3.d. Acknowledgement of Research Support](#) on all materials created or produced under our awards.

The [F.3.e. Disclaimer Language](#) must be included on materials as required.

Our award document may provide additional instructions about specific distribution statements to use when you provide research materials to us. You are not eligible to submit a proposal if you cannot accept these terms.

**c. Expectation of Public Dissemination of Research Results**

We expect research funded by this announcement will be fundamental. We expect public dissemination of research results if you receive an award. This is a basic requirement for unclassified research results.

We intend, to the fullest extent possible, to make available to the public all unclassified, unlimited peer-reviewed scholarly publications and digitally formatted scientific data arising from research and programs funded wholly or in part by the DoD as described in the OUSD, AT&L Memorandum, "[Public Access to Department of Defense-Funded Research](#)" dated 09 Jul 2014.

We follow [DoD Directive 5230.24](#) and [DoD Instruction 5230.27](#) policies and procedures to ensure broad dissemination of unclassified research results to the public and within the Government. The DoD Instruction 5230.27 policy and procedures allowing publication and public presentation of unclassified fundamental research results will apply to all research proposed under this competition unless the Program Officer gives you an explicit, written exclusion to these policies with the Grants or Contracting Officer's advice and consent. All exclusions must be authorized or required by law, and must cite a valid legal authority.

You must provide a copy of all peer-reviewed publications developed or produced from research conducted with Air Force funds to our Program Officer.

You are not eligible to submit a proposal if you cannot accept these terms.

**d. Representation for Tax Delinquency, Felony Conviction, and Internal Confidentiality Agreements**

You must complete the "Representation for Tax Delinquency, Felony Conviction, and Internal Confidentiality Agreements" provided with the Grants.gov package. We provide more specific information about this requirement in section [D.3.b.](#)

We cannot determine you are eligible for funding unless we receive this form.

## D. APPLICATION AND SUBMISSION INFORMATION

### 1. ADDRESS TO REQUEST APPLICATION PACKAGE

All the application forms you need are available electronically on [Grants.gov](http://www.grants.gov). From the “View Grant Opportunity” page, you can click on the “Application Package” tab to download the application package.

You can find the electronic application package on [Grants.gov](http://www.grants.gov) by searching for the announcement number shown on page one or by using this link:

[http://www.grants.gov/web/grants/search-grants.html?keywords=BAA-AFRL-AFOSR-2016-000\\*](http://www.grants.gov/web/grants/search-grants.html?keywords=BAA-AFRL-AFOSR-2016-000*).

We will not issue paper copies of this announcement.

### 2. CONTENT AND FORM OF APPLICATION SUBMISSION

#### a. Pre-proposal Inquiries and Questions

If you need help with technical matters, you should email the individual listed in section [G.1. Technical Inquires and Questions](#) or the Program Officer identified for your topic of interest in our “[Research Interests of the Air Force Office of Scientific Research](#)” broad agency announcement on Grants.gov.

If you need help with general matters, you should email the individual listed in section [G.2. General Announcement Questions](#).

All technical or general pre-proposal inquiries and questions must be submitted not later than **Monday, 02 May 2016**. We may not be able to answer questions received later. We discuss this more in section [D.6. Submission Dates and Times](#).

*The Program Officer does not have the authority to make commitments for us. Grants and Contracting Officers acting within their warranted capacity are the only people authorized to make commitments for the Government.*

#### b. The Application as a Whole

You must submit your proposal electronically through Grants.gov. We will not accept or evaluate any proposal submitted by any means other than through Grants.gov. We must receive your proposal before the [D.6.d. Proposal Submission Deadline](#).

You must use the electronic Standard Form (SF) 424 Research and Related (R&R) Form Family, OMB Number 4040-0001. The SF 424 (R&R) Application for Federal assistance form must be your cover page. No pages may precede the SF 424 (R&R).

You must mark your application with the announcement number.

**A summary of what is required for a complete proposal is summarized below:**

- We require the forms and attachments in **bold text** with **all applications**
- *Some applications* require the attachments in *italic*
- We provide more instructions in [D.3. Component Pieces of the Application](#)

<b>R&amp;R FORM, OMB No. 4040-0001</b>	<b>FIELD</b>	<b>ATTACHMENT</b>
<b>SF 424 (R&amp;R) Application for Federal Assistance, including an authorized signature</b>	<b>18.</b>	<b>Representation for Tax Delinquency, Felony Conviction, and Internal Confidentiality Agreements</b>
	18.	<i>SFLLL Disclosure of Lobbying Activities</i>
<b>R&amp;R Other Project Information Form</b>	<b>7.</b>	<b>Project Summary / Abstract</b>
	<b>8.</b>	<b>Project Narrative</b>
	<b>9.</b>	<b>Bibliography &amp; References Cited</b>
	10.	<i>Facilities and Other Resources</i>
	11.	<i>Equipment</i>
	12.	<i>Other Attachments</i>
<b>R&amp;R Senior / Key Person Profile Form</b>		<b>Biographical Sketch Current &amp; Pending Support</b>
<b>R&amp;R Budget Form</b>		<b>Budget Justification</b>
<b>R&amp;R Project / Performance Site Locations Form</b>		<b>None</b>
<i>R&amp;R Personal Data (Optional)</i>		None

The SF 424 (R&R) must include the signature of an authorized representative from your organization. The signature is affixed electronically by [Grants.gov](https://www.grants.gov) upon submission. This signature is considered the signature for the application as a whole.

**c. Proposal Format**

- Paper Size – 8.5 x 11-inch paper
- Margins – 1 inch
- Spacing – Single line spacing
- Font – Times New Roman or Garamond, 10, 11, or 12 point
- Page Limitation – Project Narrative not more than 20 pages
- Content – as described below

**d. Proposal Length**

Your project narrative must not exceed twenty (20) single-sided pages. We will not consider more than the maximum number of project narrative pages in our evaluation.

You must not include elaborate brochures, reprints, or presentations beyond those sufficient to present a complete and effective proposal.

**We created this table to help you understand how to calculate your page count.**

INCLUDED IN PAGE COUNT	NOT INCLUDED IN PAGE COUNT
<a href="#">D.3.f Project Narrative</a>	Everything else

You must include enough budget related information in your proposal to support your costs as [reasonable](#) and realistic, and in compliance with [2 CFR 200 Subpart E - Cost Principles](#).

*Not having enough information in your proposal to understand if your costs are reasonable and realistic is the most common reason awards are delayed.*

**e. Marking Requirements for Confidential or Proprietary Information**

You must mark your proposal and proposal sections that contain proprietary or confidential information. You must use the protective legend found at [FAR 52.215-1\(e\) Instructions to Offerors -- Competitive Acquisition \(Jan 2004\)](#) modified to permit release to our outside evaluators.

We make every effort to protect the confidentiality of proposals, including any proposal evaluations; however, under Freedom of Information Act (FOIA) requirements, some or all proposal information may be subject to release.

Your entire proposal, or any portions thereof, without protective markings or otherwise identified as requiring protection will be considered voluntarily furnished to us without restriction, and will be treated as such for all purposes.

**f. Electronic Form and Proposal Attachments**

Your application and proposal attachments must be in electronic file formats. You should use the Portable Document Format (PDF) for your attachments.

DO NOT password protect any attachments.

The website <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html> provides additional important instructions.

**g. Advance Preparation for Electronic Submission through Grants.gov**

Your proposal must be submitted electronically through [Grants.gov](#). Your organization must complete several one-time actions before electronic submission. Registration with [Grants.gov](#) may take up to twenty-one (21) days.

You should verify that the person authorized to submit proposals for your organization has completed [Grants.gov](#) registration well in advance of the submission deadline. Grants.gov electronic proposal submissions cannot be accomplished before your organization is fully registered.

- (1) A [Grants.gov](#) getting started checklist is available at: <http://www.grants.gov/web/grants/learn-grants/grants-101/getting-started-checklist.html>.

- (2) Guidance for registering with [Grants.gov](http://www.grants.gov) as an organization may be found at: <http://www.grants.gov/web/grants/applicants/organization-registration.html>.
- (3) Questions relating to the Grants.gov registration process, system requirements, how an application works, or the proposal submittal process can be answered by email at [support@grants.gov](mailto:support@grants.gov), telephone at (800) 518-4726 or (606) 545-5035, or at <http://www.grants.gov/web/grants/support.html>.
- (4) An active System for Award Management (SAM) registration and an active Dun and Bradstreet Data Universal Numbering System (DUNS) number are required to register through [Grants.gov](http://www.grants.gov). Section [D.5](#) provides more information.

### 3. COMPONENT PIECES OF THE APPLICATION

#### a. SF 424 (R&R) Application for Federal Assistance

The SF 424 (R&R) Application for Federal assistance form must be your cover page. No pages may precede the SF 424 (R&R).

Complete all required fields in accordance with the “pop-up” instructions on the SF 424 (R&R) form. The completion of most fields is self-explanatory. You can turn on Grants.gov “Help Mode” to provide additional instructions for forms. “Help Mode” is turned on by the icon with the pointer and question mark at the top of the form.

We have special instructions for completion of several SF 424 (R&R) form fields in your application. Our instructions are:

FIELD	INSTRUCTION
2.	You may leave “Applicant Identifier” blank
3.	You may leave “Date Received by State” and “State Application Identifier” blank
9.	You must list Air Force Office of Scientific Research as the reviewing agency if Grants.gov has not pre-populated this answer
16.	You should check “No.” and “Program is Not Covered by Executive Order 12372”

17. Select “I Agree” to:

- Provide the certification regarding lobbying that is required by [31 U.S.C. 1352](#) as implemented by DoD in [32 CFR Part 28](#).

*The full text of this certification may be found at <http://www.wpafb.af.mil/shared/media/document/AFD-070817-127.pdf> or we will provide you a copy if you ask for one.*

- Certify that all statements in the proposal, your Representation for Tax Delinquency, Felony Conviction, and Internal Confidentiality Agreements are true, complete, and accurate to the best of your knowledge.

*See section [F.3. Administrative and National Policy Requirements](#) for more information and links to the full text of these items.*

FIELD	INSTRUCTION
18.	You must attach the completed <a href="#">D.3.b. Representation for Tax Delinquency, Felony Conviction, and Internal Confidentiality Agreements</a> . You may have to attach the completed <a href="#">D.3.c. SFLLL Disclosure of Lobbying Activities</a> if you have lobbying activity that you must disclose.

**b. Representation for Tax Delinquency, Felony Conviction, and Internal Confidentiality Agreements**

*You must attach this representation to field 18 of the SF 424 (R&R).*

You must complete and attach the “Representation for Tax Delinquency, Felony Conviction, and Internal Confidentiality Agreements” provided with the Grants.gov package. We cannot fund an award if this information is not provided.

If you answer “is” a corporation with a felony conviction and/or “is” a corporation with a felony conviction on this representation, you may not be eligible for an award if your proposal is selected. You should [contact us right away](#) to discuss your situation to find out if you can submit your application.

If you do not attach this form to the SF 424, we may request the representation after you submit your application, but we are not required to do so. We may deem your application ineligible for selection by citing an authority listed or referenced in DoD [Class Deviation \(CD\) 2016-O0002](#) or [CD 2015-O0005](#), and make an award to another applicant.

**c. SFLLL Disclosure of Lobbying Activities**

*When required, attach this disclosure to field 18 of the R&R Other Project Information Form.*

If you have lobbying activity that you must disclose under [31 U.S.C. 1352](#) as implemented by the DoD at [32 CFR Part 28](#), you must attach the completed [SFLLL Disclosure of Lobbying Activities](#). You can find instructions for completing this form at <http://www.whitehouse.gov/sites/default/files/omb/grants/sfillin.pdf>.

**d. R&R Other Project Information Form**

*Complete this form as indicated. You must include all necessary attachments.*

FIELD	INSTRUCTION
1, 1a.	You must address all prospective human subject involvement by answering these questions. Additional documentation pursuant to National Policy and U.S. Air Force standards is required for all proposals with human use or involvement. Your inquiries about our requirements should be sent by email directly to our Research Protections Officer at <a href="mailto:afosrharpo@us.af.mil">afosrharpo@us.af.mil</a> with a copy to the Program Officer for the announcement topic.
2, 2a.	You must address all prospective animal subject and/or recombinant deoxyribonucleic acid (rDNA) involvement by answering these questions.

FIELD	INSTRUCTION
	Additional documentation pursuant to National Policy and U.S. Air Force standards is required for all proposals with animal or rDNA use or involvement. Your inquiries about our requirements should be sent by email directly to our Research Protections Officer at <a href="mailto:afosrharpo@us.af.mil">afosrharpo@us.af.mil</a> with a copy to the Program Officer for the announcement topic.
4a.	For any proposal that has an actual or potential impact on the environment, answer yes and provide the answers and attachments required for fields 4b, 4c, and 4d. Additional documentation in accordance with National Policy and U.S. Air Force standards is required for any proposal with an actual or potential impact on the environment.
7.	Attach your <a href="#">D.3.e. Publicly Releasable Abstract</a>
8.	Attach your <a href="#">D.3.f. Project Narrative</a>
9.	Attach your <a href="#">D.3.g. Bibliography and References Cited</a>
10.	Attach a Facilities and Other Resources description document here if you need to supplement your <a href="#">D.3.f. Proposal Narrative</a> facilities and resources section.
11.	You may supplement your <a href="#">D.3.j. Budget Justification</a> by attaching an Equipment Justification here. Do not duplicate information included on your budget justification. If you attach an Equipment Justification, make sure you reference the attachment in your budget justification.
12.	Attach your D.3.m Data Management Plan here if applicable

**e. Publicly Releasable Project Summary / Abstract**

*You must attach the Project Summary / Abstract to field 7 of the R&R Other Project Information form.*

You must provide a concise abstract of 300 words or less with your proposal. You must mark this abstract publically releasable. Your abstract should use terms the public can understand to describe the research objective, technical approach, anticipated outcome, and potential impact of the specific research.

Your abstract header should include the Program Officer's name and office symbol from section [G.1. Technical Inquiries and Questions](#) below.

If you receive an award, we must publish your abstract to a [searchable website](#) available to the general public in accordance with [Public Law 113-235](#). The website address is <https://dodgrantawards.dtic.mil/grants/#/home>.

**f. Project Narrative**

*Your project narrative must not be longer than twenty (20) single-side pages. We will not consider any pages beyond this maximum in our evaluation. You must attach the Project Narrative to field 8 of the R&R Other Project Information Form. The narrative must be complete and self-contained to qualify for review. This attachment is included in your page count.*

You must clearly describe your research, including your research objective and approach. Your project narrative will be evaluated using the criteria listed in section [E.1. Criteria](#). You should show strength in as many of the evaluation and selection areas as practicable to demonstrate maximum competitiveness.

You must describe any environmental impacts of your research outside the laboratory in any appropriate narrative section, including how you will ensure compliance with environmental statutes and regulations.

Your narrative should include the following elements:

(1) Statement of Objectives

You must summarize your proposed research on a single page titled “Statement of Objectives.” We may decide to incorporate your statement of objectives into the award as a description of the work instead of incorporating the whole technical proposal.

You should use active verbs when you prepare the statement of objectives, e.g., “conduct” research in a subject area, “investigate” a problem, “determine” to test a hypothesis.

(2) Research Effort

(a) You should describe the research you plan in detail. State the research objectives and approach, and the relationship and comparable objectives to research progress elsewhere. Describe your research team’s knowledge in the field, and provide a [bibliography and list of literature citations](#). Discuss the nature of the expected results.

(b) The adequacy of this information will influence the overall evaluation in accordance with the criteria and procedures specified in section [E. Application Review Information](#) below.

(3) Principal Investigator (PI) and Senior Personnel Time

(a) You must provide estimate of time the principal investigator and other senior professional personnel will devote to the research. Your estimate must include information pertaining to the proportion of time anticipated devoted to this research, to other research, and to other commitments of time such as sabbatical, extended leave, and teaching duties.

(b) State the number of graduate students for whom each senior staff member is responsible.

(c) If your principal investigator or other key personnel have current, pending, or expected research supported by other sponsors or agencies during the period you seek our support, state the title of the other research, the proportion of time to be devoted to it, the amount of support, name of agency, dates, etc.

You must attach a list of Current and Pending Support for each person listed on the [D.3.h. R&R Senior / Key Person Profile Form](#). Each abstract should include research title, objectives, approach, and budget for both present and pending research projects. Send any changes as they become known.

(4) Your Facilities

- (a) Describe the facilities available for performing the proposed research, and any additional facilities or equipment the organization proposes to acquire at its own expense for the work.
- (b) Indicate any government-owned facilities that will be used. Indicate any government-owned equipment possessed presently that will be used. The facilities contract number, or in absence of a facilities contract, the specifics of the facilities or equipment, and the number of the award under which they are accountable are required.
- (c) Government Furnished Equipment

You may list any special Government-owned property or test equipment required to complete the research. When possible and practicable, give a description or title for each item, the current location, and an estimated cost as applicable. If you do not have information about individual items, group items you require by class and provide an estimate of values.

(5) High Performance Computing Requirements

You may be eligible to use DoD high performance computing resources at no cost to your research. You should address utilization of this program if you need high performance computing cycles to meet the needs of your research. This program provides access to a range of state-of-the-art high performance computing assets and user training opportunities that can be used in some of our awards; special terms and conditions apply. You can review the details, capabilities, and requirements of the program at <http://www.hpcmo.hpc.mil>.

Our Program Officers will help you establish an account if your proposal is selected for an award, and can answer questions before you submit your proposal.

(6) Support of Permanent Resident Status for Foreign National Principal Investigators

If you are a foreign national that has U.S. permanent resident status, you must provide the following information in your project narrative.

- (1) Full name and any other names used;
- (2) Country or countries of citizenship;
- (3) Date and place of birth;
- (4) Permanent Resident Card (Green Card) type; and,
- (5) Green Card issue and expiration date.

**g. Bibliography and References Cited**

*You must attach your narrative Bibliography and References to field 9 of the R&R Other Project Information Form.*

**h. R&R Senior / Key Person Profile Form**

*You must attach a short biographical sketch and list of significant publications (vitae) for each Senior / Key Person. You must also attach a list of current and pending support as discussed in [Principal Investigator \(PI\) and Senior Personnel Time](#).*

You must list all key persons proposed for the research on the R&R Senior/Key Person Profile Form. Key persons are generally the PI, any Co-PIs, and senior staff. We use this information to evaluate the qualifications of you and your research team.

**i. R&R Budget Form**

You must provide all information requested. You must estimate the total research project cost. You must categorize funds by year and provide separate annual budgets for projects lasting more than one year. A [budget justification](#) must be attached.

**j. Budget Justification**

You must provide a detailed budget justification for each year that clearly explains the need for each item. The entire budget justification and supporting documentation must be combined into a single file and attached to field K of the R&R Budget Form.

- (1) You should itemize travel. State the purpose of each trip proposed, the number of trips, the number of travelers, the destination, the duration, and the basis for calculating costs such as airlines and hotels.
- (2) You should itemize materials, supplies, and equipment. List all material/equipment by type and kind with associated costs. Indicate what your costs are based on, such as vendor quotes, historical data and/or engineering estimates. You should include vendor quotes and/or catalog pricing data.
- (3) If you have any subaward(s), you should describe how you determined subaward costs were determined fair and reasonable. Your business office usually makes this determination.
- (4) If you use a Government rate agreement to propose indirect cost rates and/or fringe benefit rates, you should attach a copy of the agreement you used.
- (5) Helpful Cost Principle Reference Information
  - (a) Grant Applicants
    - (i) [2 CFR 200, Subpart E – Cost Principles](#)
    - (ii) General Provisions for Selected Items of Cost in [2 CFR 200.420 through 2 CFR 200.475](#)

(b) Contract Applicants

(i) [FAR Part 31](#) Contract Cost Principles and Procedures

(ii) [FAR 31.205](#) Selected Costs

(iii) [FAR Subpart 30.2](#) CAS Program Requirements if your organization does not have an exemption to CAS as described in [FAR 9903.201-1](#) CAS applicability

**k. R&R Project / Performance Site Locations Form**

You must complete all information as requested. You must include the ZIP+4 for each performance location you list.

**l. R&R Personal Data Form (Optional)**

You can decide if you want to include the R&R Personal Data form with your proposal. We use this form to understand demographic information about senior and key persons identified in applications. We do not consider information on this form as part of our evaluation or selection process.

**m. Data Management Plan (Optional)**

*You can decide if you want to include a Data Management Plan with your application. If you do, attach your Data Management Plan to field 12 of the R&R Other Project Information Form.*

Your “Data Management Plan” should be two (2) pages or less in length and discuss:

- (a) The types of data, software, and other materials to be produced in the course of the project, and include a notation marking items that are publicly releasable;
- (b) How the data will be acquired;
- (c) Time and location of data acquisition if they are scientifically pertinent;
- (d) How the data will be processed;
- (e) The file formats and the naming conventions that will be used;
- (f) A description of the quality assurance and quality control measures during collection, analysis, and processing;
- (g) If existing data are to be used, a description of their origins;
- (h) A description of the standards to be used for data and metadata format and content;
- (i) Plans and justifications for archiving the data;
- (j) The timeframe for preservation; and
- (k) If for legitimate reasons the data cannot be preserved, the plan must include a justification citing such reasons.

#### **4. INFORMATION YOU MUST SUBMIT IF SELECTED FOR POSSIBLE AWARD**

We may request additional necessary information from you during negotiations, or as required for award considerations. You must respond promptly.

If you not fully comply with our information requests by the time we are ready to make an award, we may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

If your proposal includes human, animal, or rDNA use or involvement you must submit all documentation requested during negotiations or you may not receive an award.

If selected for a contract award, a [Section K Representations, certifications, and other statements of offerors or respondents](#) will be provided for your completion, signature, and return. The document will include representations and certifications that your organization has not completed as part of the SAM registration, representations and certifications required by DoD Class Deviation(s), or that must be requested with each acquisition. The completed Section K will be incorporated into any resultant contract.

Foreign national principal investigators or research personnel may be asked to provide a copy of the front and back of their green card by secure means such as <https://safe.amrdec.army.mil/safe/> if our Grants or Contracting Officer asks for this information, or if our Program Officer needs the information for purposes such as access to the DoD High Performance Computing.

#### **5. DUNS UNIQUE ENTITY IDENTIFIER, CAGE, AND SYSTEM FOR AWARD MANAGEMENT (SAM)**

##### **a. SAM Registration Required**

As required in [2 CFR 25.110](#) all applicants, unless exempted, must:

- (1) Be registered in [SAM.gov](http://SAM.gov) before submitting its application;
- (2) Provide a valid DUNS unique entity identifier; and
- (3) Continue to maintain an active SAM registration with current information at all times any Federal award is active, or any application is under consideration by a Federal awarding agency.

A Commercial and Government Entity (CAGE) code is obtained or specified as part of the SAM registration process. A CAGE code is required.

##### **b. SAM Exemption or Exceptions Not Available Under This Announcement**

We will not issue an Agency level exemption to SAM registration under [2 CFR 25.110\(d\)\(1\)](#) for applicants under this announcement.

You must comply with SAM registration requirements and include a DUNS and CAGE code on your application or we cannot make an award.

**c. Questions about SAM Registrations and Updates**

You can get questions about SAM registration and entity updates answered by live chat at <https://www.fsd.gov/fsd-gov/home.do> and telephone at (866) 606-8220 or (324) 206-7828. Top help topics for [SAM.gov](http://SAM.gov) are available at [https://www.fsd.gov/fsd-gov/learning-center-system.do?sysparm\\_system=SAM](https://www.fsd.gov/fsd-gov/learning-center-system.do?sysparm_system=SAM).

**d. Consequences of Non-Compliance with SAM Registration Requirements**

We cannot make an award to you unless you comply with SAM requirements. If you are non-compliant, we may determine you are not qualified to receive an award, and use that determination to make an award to someone else as authorized by [2 CFR 25.205\(b\)](#). You cannot receive payments without an active SAM record and CAGE.

**6. SUBMISSION DATES AND TIMES**

**a. Pre-Proposal Inquiries and Questions Deadline**

You must submit all technical and general pre-proposal inquiries and questions in writing by email not later than **Monday, 02 May 2016** as described in section [G. Agency Contacts](#).

Our replies will be provided as soon as practicable. We estimate all our answers will be provided not later than **Monday, 16 May 2016**.

**b. How Submission Time for Pre-Proposal Inquiries and Questions is Determined**

We use the date and time stamp on your email to determine when you submitted pre-proposal correspondence.

**c. Effect of Missing Pre-Proposal Inquiries and Questions Deadline**

We may not be able to provide responses or answers to late inquiries or questions.

**d. Proposal Submission Deadline**

We must receive your proposal electronically through Grants.gov not later than **Wednesday, 01 Jun 2016 at 11:59 PM Eastern time** to be considered for selection. This is the final due date. We recommend you submit your application(s) early.

You are responsible for making sure your application is submitted, received, and validated by Grants.gov before the application deadline. If you submit your application late, your proposal is not eligible for consideration.

**e. How Proposal Submission Time is Determined**

We use the system-generated Grants.gov time stamp to determine when you submitted your successfully validated proposal. Grants.gov policies and procedures for application submission and processing apply.

**f. Grants.gov Tracking Number is Application Receipt**

Grant.gov generates a confirmation page when you submit your application. A second confirmation is provided by email when your application has passed Grants.gov validations and the status is updated from received to validated.

The confirmation page includes a system-generated Grants.gov tracking number; this serves as your receipt. You should keep a copy of all confirmations.

You can verify the submission time and application status with your tracking number through Grants.gov at <http://www.grants.gov/web/grants/applicants/track-my-application.html>.

**g. Effect of Missing the Proposal Submission Deadline**

Grants.gov will not accept your proposal after the submission deadline.

We will not accept proposals submitted other than electronically through Grants.gov.

**7. INTERGOVERNMENTAL REVIEW**

N/A - This program is excluded from coverage under Executive Order (E.O.) 12372.

**8. FUNDING RESTRICTIONS**

**a. Proposal Preparation Costs**

Your proposal or application preparation costs are not considered an allowable direct charge to any award under this announcement. Your costs are, however, an allowable expense to the normal bid and proposal indirect cost as specified in [2 CFR 200.460](#) Proposal costs if you receive a grant, or [FAR 31.205-18](#) Independent Research and Development and Bid and Proposal Costs if you receive a contract.

**b. Pre-Award Costs for Grants**

You must request our prior approval if your research requires a specific date [pre-award costs](#) become allowable, or if you need more than ninety (90) days pre-award cost authorization as described in [2 CFR 200.308\(d\)\(1\)](#) and [2 CFR 200.458](#). Your business office must provide this request in writing. You must document why pre-award costs are necessary and essential for the research in the request, and identify a specific date for our Grants Officer to consider. We will only consider approval of a specific date or more than ninety days pre-award costs before an award is made.

Our grants include up to ninety (90) calendar days pre-award costs in accordance with the DoD Research and Development General Terms and Conditions, October 2015 (DoD T&C) [FMS Article IV.C. Pre-award costs](#) section; however, the actual date costs become allowable is not final until an award is made. We recommend you ask for a specific date as described above to prevent misunderstandings.

All costs incurred before a grant or cooperative agreement award are at the recipient's risk as described in [2 CFR 200.308\(d\)\(2\)](#). We are under no obligation to reimburse

your costs if for any reason you do not receive an award, or if your award is less than anticipated and inadequate to your pre-award costs.

**c. Pre-Contract Costs under FAR Cost-Reimbursement Contract Awards Not Available**

Federal awards made using a [2 CFR 200.38\(a\)\(2\)](#) cost-reimbursement contract instrument under the Federal Acquisition Regulations (FAR) do not allow for reimbursement of pre-contract costs. You will not get reimbursed for any costs you incur before the effective date of a contract award.

**d. Air Force Office of Scientific Research No-cost Extension (NCE) Policy**

AFOSR grants NCE's only in situations in which the extension is truly warranted and properly documented. AFOSR requires prior written approval to extend the period of performance, without additional funds, beyond the expiration date of the grant. For an extension to be granted recipients are to provide notice in writing, and with the supporting reasons, and revised expiration date, at least thirty (30) days prior to the expiration of the award. In no event will the period of performance be extended merely for the purpose of using unobligated balances. Institutions should make every effort to ensure work is completed on time. If an institution deems an NCE is truly warranted, it should submit its request for an extension and supporting reasons to the relevant Program Officer.

**9. OTHER SUBMISSION REQUIREMENTS**

If Grants.gov [rejects](#) your electronic application submission for any reason, you must correct all errors and resubmit your application before the [D.6.d. proposal submission deadline](#).

**E. APPLICATION REVIEW INFORMATION**

**1. CRITERIA**

Our overriding purpose in supporting research is to advance the state of the art in areas related to the technical problems the U.S. Air Force encounters in developing and maintaining a superior U.S. Air Force; lowering cost and improving the performance, maintainability, and supportability of U.S. Air Force weapon systems; and creating and preventing technological surprise.

You should show strength in as many of the evaluation and selection areas as practicable to demonstrate maximum competitiveness.

**a. Principal Evaluation and Selection Criteria**

Our two (2) principal evaluation and selection criteria are specified in [32 CFR 22.315\(c\)](#). Our principal selection criteria are of equal importance to each other. The combined principal selection criteria are more important than the additional evaluation and selection criteria.

Our principal evaluation and selection criteria are:

- (1) The technical merits of the proposed research and development; and,
- (2) Potential relationship of the proposed research and development to Department of Defense missions.

**b. Additional Evaluation and Selection Criteria**

Our two (2) additional evaluation and selection criteria are shown below. These criteria are of equal importance to one another. The additional evaluation and selection criteria when combined are of lesser importance than the principal evaluation and selection criteria.

- (1) The likelihood of the proposed effort to develop new research capabilities and broaden the research base in support of U.S. national defense; and,
- (2) The applicant, principal investigator, team leader(s), and key personnel qualifications, capabilities, related experience, facilities, or techniques, or a combination of these factors, that are integral to achieving United States Air Force objectives.

**c. No further evaluation criteria or criterion will be used for proposal selection**

**2. REVIEW AND SELECTION PROCESS**

**a. Merit-based, Competitive Procedures**

We will use peer or a programmatic review process to evaluate proposals received under this competition. We will select approximately fifty (50) proposals for possible funding on a competitive basis according to Public Law 98-369, the Competition in Contracting Act of 1984, 10 USC 2361, and 10 USC 2374 using the merit-based, competitive procedures described in [32 CFR 22.315](#), incorporated here by reference.

**b. Cost Analysis**

If your proposal is selected for possible award, we will analyze the cost of the work for realism and [reasonableness](#). The cost of your proposal is considered, but is not an evaluation factor or criterion.

We must make sure the costs you propose reasonable, realistic, and allocable to this work before we can make an award. We may analyze your technical and cost information at the same time.

**3. DISCLOSURE OF ADMINISTRATIVE PROCESSING BY CONTRACTOR PERSONNEL**

We use support contractor personnel to help us with administrative proposal processing. Our contractor personnel are employees of commercial firms that have a contract with us. We make sure all of our support contracts include nondisclosure agreements that prohibit disclosure of any information you submit to other parties.

**4. NO GUARANTEED AWARD**

We do not guarantee that any award will be made under this competition.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **1. SELECTION NOTICES**

#### **a. Electronic Notification**

If your proposal is selected for possible award, an email will be sent to the principal investigator.

#### **b. Selection for Possible Award Does Not Authorize Work**

Our selection notice is not an authorization to start work, and is not an award guarantee. We will contact your business office to get answers to any questions we have about your proposal, and negotiate specific award terms.

### **2. AWARD NOTICIES**

#### **a. Federal Award Document**

A grant or contract signed by a warranted Grants or Contracting Officer is the only official notice that an award has been made.

#### **b. Electronic Federal Award Distribution**

We send award documents to your business office by email. This is called award distribution. We always ask your business office to forward the award to the Principal Investigator indicated on the award document.

### **3. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

#### **a. Reporting of Matters Related to Recipient Integrity and Performance**

You must report recipient integrity and performance information as required by [Appendix XII to 2 CFR Part 200](#) – Award Term and Condition for Recipient Integrity and Performance Matters, incorporated here by reference. You should read the full text of this award term now using the link above to make sure you understand our requirements. You can also find this term at <http://www.ecfr.gov>.

#### **b. Agency Review of Risk Posed by Applicants**

- (1) We must review information available about you and entities included in your proposal through the Office of Management and Budget (OMB) designated repositories of government-wide eligibility qualification and financial integrity information. Our risk review is required by [31 U.S.C. 3321](#) and [41 U.S.C. 2313](#), and includes both public and non-public information. You must be qualified and responsible as described at [32 CFR 22.415](#) Standards to receive a grant award. Contract applicants must be responsible based on the requirements in [FAR Subpart 9.1](#) Responsible Prospective Contractors.
- (2) We must consider the non-public segment of the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#) for all awards exceeding the current simplified acquisition threshold of \$150,000.

(3) At a minimum, the information in the system for a prior Federal award recipient must demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics. We will consider any comments you provide, in addition to the other information in the designated integrity and performance system, when making our risk judgment about your integrity, business ethics, and record of performance under Federal awards.

(a) We may make an award to a recipient who does not fully meet our standards as described at [2 CFR 200.205\(a\)\(2\)](#) if it is determined that the information is not relevant to the current Federal award under consideration or there are specific conditions that can appropriately mitigate the effects of the non-Federal entity's risk in accordance with [2 CFR 200.207](#) Specific conditions.

(4) We must comply with the guidelines on government-wide suspension and debarment described in [2 CFR 200.213](#), and must require you to comply with these provisions for all work we fund.

These provisions restrict Federal awards, sub-awards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

**c. Cross-Cutting National Policy Requirements**

You must comply with all applicable national policy requirements as a condition of award. Key national policy requirements may be found in the [DoD Research and Development General Terms and Conditions, October 2015](#) (DoD T&C); and, [Appendix B to 32 CFR Part 22 – Suggested Award Provisions for National Policy Requirements that Often Apply](#), incorporated here by reference.

**d. Acknowledgement of Research Support**

You must acknowledge support provided by the Government in all materials based on or developed under our awards. The requirement extends to copyrighted and non-copyrighted materials published or displayed in any medium.

The following language must be used unless the award document provides different instructions:

*“This material is based upon work supported by the Air Force Office of Scientific Research under award number \_\_\_\_\_.”*

You must require any subrecipients or subcontractors under your award to include this acknowledgement too.

**e. Disclaimer Language for Research Materials and Publications**

Some materials based on or developed under our awards must include special disclaimer language. You must to include this language in all materials except scientific articles or papers published in scientific journals unless your award document provides different instructions:

*“Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Defense.”*

You must require any subrecipients or subcontractors under your award to include this acknowledgement too.

**f. Grants - Uniform Administrative Requirements, Cost Principles, and Audit Requirements**

Our grants are governed by the guidance in [Title 2, Code of Federal Regulations \(CFR\) Part 200](#), “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” as modified and supplemented by the Department of Defense’s (DoD) interim implementation in [2 CFR Part 1103](#) [79 FR 76047, December 19, 2014] and [2 CFR Part 1125](#). Provisions of [Chapter 1, Subchapter C of Title 32, CFR](#), “DoD Grant and Agreement Regulations” other than parts 32 and 33 continue to be in effect and apply as stated.

These regulations are incorporated by reference into this announcement.

**g. Grants - DoD Research and Development General Terms and Conditions**

Our grants are subject to the “DoD Research and Development General Terms and Conditions, October 2015” (DoD T&C) found at [http://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal/~media/Files/Contracts-Grants/docs/Research\\_Terms\\_Conditions\\_DoD\\_Oct2015.ashx](http://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal/~media/Files/Contracts-Grants/docs/Research_Terms_Conditions_DoD_Oct2015.ashx). These terms and conditions are incorporated by reference into this announcement.

If we publish updated terms and conditions, the updated terms and conditions may apply to any grant made under this announcement.

**h. Contract Award Terms and Conditions**

Our cost reimbursement contracts incorporate [FAR](#), [DFARS](#), and [AFFARS](#) clauses plus descriptive text tailored to the particulars of each procurement that combine as the terms and conditions of the contract.

When required by [2 CFR 200.100 or 200.101](#), our contracts may reference guidance in [2 CFR Part 200](#), “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” as modified and supplemented by the Department of Defense’s (DoD) interim implementation of Guidance in [2 CFR part 1103](#) [79 FR 76047, December 19, 2014].

**i. Conditions of Award for Recipients Other Than Individuals**

You must agree to comply with the requirements at [2 CFR Part 182, Subpart B “Requirements for Recipients Other Than Individuals”](#) as a condition of award.

**j. Contract Solicitation Provisions Incorporated by Reference**

The full text of [FAR](#), [DFARS](#), and [AFFARS](#) provisions and clauses may be accessed using the website at <http://farsite.hill.af.mil/vfdfara.htm>. The full text of Department of Defense (DoD) Class Deviations from the FAR and DFARS may be accessed at [http://www.acq.osd.mil/dpap/dars/class\\_deviations.html](http://www.acq.osd.mil/dpap/dars/class_deviations.html). Any contract award will include all clauses required by FAR, DFARS, and AFFARS at the time of award.

We always include the full text of [DFARS 252.227-7017](#) Identification and Assertion of Use, Release, or Disclosure Restrictions in your Section K. We have to understand any data restrictions before negotiations.

You should read the full text of this provision now at [http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars252\\_227.htm#P1183\\_92447](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars252_227.htm#P1183_92447).

[52.209-11](#) Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (Feb 2016)

252.203-7996 Prohibition on Contracting with Entities That Require Certain Internal Confidentiality Agreements – Representation ([Deviation 2016-O0003](#)) (Oct 2015)

252.203-7997 Prohibition on Contracting with Entities That Require Certain Internal Confidentiality Agreements ([Deviation 2016-O0003](#)) (Oct 2015)

[252.204-7007](#) Alternate A, Annual Representations and Certifications (Jan 2015)

[252.209-7004](#) Subcontracting with Firms that are Owned or Controlled by the Government of a Country that is a State Sponsor of Terrorism (Oct 2015)

[252.227-7013](#) Rights in Technical Data--Noncommercial Items (Feb 2014)

[252.227-7017](#) Identification and Assertion of Use, Release, or Disclosure Restrictions (Jan 2011)

[252.235-7010](#) Acknowledgement of Support and Disclaimer (May 1995)

[252.235-7011](#) Final Scientific or Technical Report (Jan 2015)

[252.244-7001](#) Contractor Purchasing System Administration-Basic (May 2014)

**k. For-Profit Organizations Not Generally Eligible for Equipment Vesting**

We cannot vest title to equipment with for-profit organizations, foreign public entities, or foreign organizations unless there is a specific statutory or regulatory authority that allows us to do so. If you are applying for a contract award, you should contact us before you propose purchasing equipment.

**l. Minimum Record Retention Requirements**

You must keep records related to our awards for at least three years after completion and the final Federal Financial Report is submitted. This requirement is described further in [2 CFR 200.333](#), incorporated here by reference. For grant awards, the DoD

T&C [OAR Article II. Records retention and access](#) describes additional requirements. Contract awards have similar record retention requirements.

Sometimes records must be retained for more than three years.

#### **4. REPORTING**

##### **a. Monitoring and Reporting Program Performance**

All of our awards require at least annual and final technical performance reports as required in [2 CFR 200.328](#). The DoD T&C [REP Article I. Performance reporting](#) will apply to grant awards. Some of our awards require more frequent technical reports.

You must provide your reports on time. Our awards include a schedule specifying the latest date for submission of each required report.

You may use a SF 298 Report Documentation Page for interim progress reports.

You must use a completed SF 298 Report Documentation Page as the first page of the final report. You can download an electronic SF 298 from <http://www.gsa.gov/portal/forms/download/116146>.

##### **b. Technical Performance Report Format**

###### **(1) ANSI Standard Z39.29-2005**

We recommend the American National Standard Institute (ANSI) Standard Z39.18-2005 Scientific and Technical Reports – Preparation, Presentation, and Preservation Format Guidelines for your final report unless your award states different requirements. You can download the Z39.29-2005 standard from <http://www.kirtland.af.mil/shared/media/document/AFD-140129-070.pdf>.

###### **(2) Institutional Formats for Thesis and Dissertations**

If your institution has a format for thesis and dissertations, you can use that format unless your award states different requirements.

###### **(3) Pending Federal-wide Research Progress Performance Report (RPPR) Format**

We are working on a [Federal-wide Research Progress Performance Report \(RPPR\)](#) for interim, annual, and final research performance reports. You do not have to use the RPPR right now. [DoD plans to use the report in the future](#).

We may issue an award modification that requires you to use the RPPR after a final notice is issued in the Federal Register.

##### **c. Department of Defense (DD) Form 882 Report of Inventions and Subcontracts**

###### **(1) Invention Reports**

(a) You must provide a final invention report on DD Form 882. Our award documents specify the due date. You can get the form at <http://www.dtic.mil/whs/directives/forms/eforms/dd0882.pdf>.

(b) You must submit invention reports even if you do not have a patent to report.

(2) Sub-Award and Subcontract Reporting

You must use the DD Form 882 to tell us about any subawards or subcontracts. Your award will provide specific instructions. You can get the form at <http://www.dtic.mil/whs/directives/forms/eforms/dd0882.pdf>.

**d. Standard Form (SF) 425 Federal Financial Report**

Our awards require a final SF 425 Federal Financial Report. You can get the form at [http://www.whitehouse.gov/sites/default/files/omb/assets/grants\\_forms/SF-425.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf).

- (1) If you request any advance payment(s) under your award, you must submit quarterly SF 425 reports for the life of the grant. Our awards include specific instructions.
- (2) You do not have to submit quarterly SF 425 reports if you only request payments by reimbursement.

**e. Electronic Payment Requests and Electronic Payment**

You must submit payment requests electronically using the Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application. All payments must be made using the electronic funds transfer (EFT) method.

You must register to use iRAPT in the Wide Area Workflow (WAWF) e-Business Suite at <https://wawf.eb.mil>. The website includes registration instructions.

If you have WAWF or iRAPT questions or problems, you can get help by telephone at (866) 618-5988 or (801) 605-7095, by electronic mail at [disa.ogden.esd.mbx.cscassig@mail.mil](mailto:disa.ogden.esd.mbx.cscassig@mail.mil), or the via Internet at <https://wawf.eb.mil/xhtml/unauth/web/homepage/vendorCustomerSupport.xhtml>.

**f. Property Reports**

If we furnish any property owned by the Government under an award, you must submit periodic property status reports as described in [2 CFR 200.329](#) and further implemented for grants by the DoD T&C [REP Article III. Reporting on Property](#). Contract awards have similar property reporting requirements.

**g. Other Reports**

Our Program Officers may ask for informal technical reports as needed. We use these informal reports for program purposes, such as preparation for meetings and other technical purposes. We highly recommend you provide this information in a timely manner by electronic mail directly to the Program Officer.

**h. Electronic Submission of Reports**

You must plan on submitting reports electronically. You can submit most reports through the internet application at <http://afosr.reports.sgizmo.com/s3/>. Some reports must be sent using electronic mail. Our award documents provide specific instructions that you must follow.

## **G. AGENCY CONTACTS**

### **1. TECHNICAL INQUIRES AND QUESTIONS**

You must submit all questions in writing by electronic mail. You should include the BAA number in the subject line. *If you submit a question by telephone call, fax message, or other means you may not receive a response.*

MS. ELLEN D. MONTGOMERY

Telephone: (703) 588-8527

Email: [afosryip@us.af.mil](mailto:afosryip@us.af.mil)

### **2. GENERAL INQUIRIES AND QUESTIONS**

You must send all general questions about this announcement to us by email. Your questions will generally be consolidated with other questions and posted on Grants.gov so everyone gets the same information. We may provide an individual response by email if your question does not apply to anyone else.

KING C. NWOHA, AFOSR/PKC

Procurement Analyst

Email: [afosryip@us.af.mil](mailto:afosryip@us.af.mil)

## **H. OTHER INFORMATION**

### **1. 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 officer, grants officer, 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 grant or 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 grants or 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 grants or contracting officer, concerned parties may contact the AFRL Ombudsman: Ms. Barbara G. Gehrs HQ AFRL/PK, Wright-Patterson AFB OH. Telephone: (937) 904-4407; Email: [barbara.gehrs@us.af.mil](mailto:barbara.gehrs@us.af.mil).
- (d) Concerns, issues, disagreements, and recommendations that cannot be resolved at the MAJCOM/DRU or AFISRA level, may be brought by the concerned party for further consideration to the U.S. Air Force ombudsman, Associate Deputy Assistant

Secretary (ADAS) (Contracting), SAF/AQC, 1060 Air Force Pentagon, Washington DC 20330-1060, phone number (571) 256-2397, facsimile number (571) 256-2431.

- (e) The ombudsman has no authority to render a decision that binds the agency.
- (f) 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 grants or contracting officer.

## **2. GRANTS AND CONTRACTING OFFICERS AUTHORITY**

Grants and Contracting Officers acting within their warranted capacity are the only individuals legally authorized to make commitments or bind the Government.

No other individuals are authorized to make commitments or otherwise bind us.

## **3. UNSELECTED PROPOSAL RESUBMISSION UNDER GENERAL BAA**

Funding is limited under the YIP competition. As a result, otherwise meritorious proposals may not be selected. If your proposal is not selected under the YIP competition, you may resubmit your proposal under our most recent general broad agency announcement titled “[Research Interests of the Air Force Office of Scientific Research](#)” as published on Grants.gov at [http://www.grants.gov/web/grants/search-grants.html?keywords=BAA-AFRL-AFOSR-201\\*](http://www.grants.gov/web/grants/search-grants.html?keywords=BAA-AFRL-AFOSR-201*).

## **4. ADDITIONAL FUNDING OPPORTUNITIES**

We post new funding opportunities throughout the year looking for today’s breakthrough science for tomorrow’s Air Force. You can find more information about Air Force Office of Scientific Research interests and funding opportunities on our website at <http://www.wpafb.af.mil/afrl/afosr>.

Thank you for your interest in this announcement.