



**ONR Announcement N0001424SF003**

**FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)  
FY24 Department of Navy (DON) Science, Technology, Engineering, and  
Mathematics (STEM) Education and Workforce Program**

**Deadlines**

White Paper Inquiries and Questions  
05 April 2024 (Friday)

White Papers must be received no later than  
12 April 2024 (Friday) at 5:00 PM Eastern Time

Application Inquiries and Questions  
23 August 2024 (Friday)

Applications must be received no later than  
30 August 2024 (Friday) at 5:00 PM Eastern Time

**SPECIAL NOTE: DO NOT USE THE FEDCONNECT MESSAGE CENTER TO SUBMIT QUESTIONS OR WHITE PAPERS. PLEASE FOLLOW THE WHITE PAPER SUBMISSION INSTRUCTIONS IN THE FEDCONNECT HOW-TO GUIDE, OR SUBMIT QUESTIONS TO THE APPROPRIATE AGENCY CONTACT LISTED IN [SECTION G](#).**

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## I. Overview of the Opportunity

This publication constitutes a Funding Opportunity Announcement (FOA) as contemplated in the Department of Defense Grants and Agreements regulations (DoDGARS) 32 CFR 22.315(a). The ONR reserves the right to fund all, some, or none of the proposals received under this FOA. ONR provides no funding for direct reimbursement of proposal development costs. Technical and budget proposals (or any other material) submitted in response to this FOA will not be returned. It is the policy of ONR to treat all white papers and proposals submitted under this FOA as sensitive competitive information and to disclose their contents only for the purposes of evaluation.

This FOA is for STEM education programs and activities, which is formal or informal education that is primarily focused on physical and natural sciences, technology, engineering, social sciences, and mathematics disciplines, topics, or issues (including environmental science education or stewardship).

STEM education programs and activities that could be supported by this FOA include one or more of the following as the primary objective:

- Develop learners' knowledge, skill, or interest in STEM.
- Attract students to pursue certifications, licenses, or degrees (two-year degrees through post-doctoral degrees) or careers in STEM fields.
- Provide growth and research opportunities for post-secondary, college and graduate students in STEM fields, such as working with researchers or conducting research that is primarily intended to further education.
- Improve mentor/educator (K-12 pre-service or in-service, post-secondary, and informal) quality in STEM areas.
- Improve or expand the capacity of institutions to promote or foster STEM fields.

This FOA will not consider applications for research, with the exception of those whose primary purpose is intended to further education (as described in third bullet above) and that are not expected to generate intellectual property. Efforts for research, including those supporting STEM, should be submitted under the current fiscal year Long Range BAA.

**Hyperlinks have been embedded within this document and appear as underlined, blue-colored words.** The reader may “jump” to the linked section by clicking the hyperlink.

**A. Overview**

**1. Federal Awarding Agency Name**

Office of Naval Research  
One Liberty Center  
875 N. Randolph Street  
Arlington, VA 22203-1995

**2. Funding Opportunity Title**

FY24 Department of Navy (DON) Science, Technology, Engineering and Mathematics (STEM) Education and Workforce Program

**3. Announcement Type**

Initial announcement

**4. Funding Opportunity Number**

N00014SF003

**5. Assistance Listings**

12.330 Title: Science, Technology, Engineering, & Mathematics (STEM) Education, Outreach, and Workforce Program

**6. Key Dates**

<b>Anticipated Schedule of Events *</b>		
<b>Event</b>	<b>Date (MM/DD/YEAR)</b>	<b>Time (Local Eastern Time)</b>
Questions Regarding Eligibility and Technical Requirements **	04/05/2024	
White Papers Due	04/12/2024	5:00 PM Eastern Time
Notification of receipt of white paper by the Naval STEM Coordination Office (NSCO)	04/19/2024	
White Paper Submission Inquiry	04/24/2024	
Notifications of Initial Navy Evaluations of White Papers*	07/19/2024	
Questions for Grants Officer Regarding Proposal Submission**	08/23/2024	
Proposals or Invited Proposals Due Date	08/30/2024	5:00 PM Eastern Time
Notification of Selection for Award *	12/13/2024	

Start Date of Grant*	02/01/2025	

\*These dates are estimates as of the date of this announcement.

\*\*Questions submitted after the Q&A deadline may not be answered.

**IMPORTANT NOTE: White Papers are MANDATORY. Proposal submission is by invitation only.**

**7. Grants Officer**

The Grants Officer for this announcement is identified in [Section G.2](#).

## II. DETAILED INFORMATION ABOUT THE OPPORTUNITY

### A. Program Description/Objective

The Office of Naval Research (ONR) is interested in receiving a broad range of proposals for augmenting existing and/or developing innovative solutions that directly maintain, and/or cultivate a diverse, world-class Science, Technology, Engineering, and Mathematics (STEM) workforce to maintain the U.S. Navy and Marine Corps' technological superiority. The goal of proposed efforts must provide solutions that establish, build, and/or maintain STEM educational pathways of U.S. citizens directly relevant to the needs of Department of Navy's (DON) current and future workforce.

As the capacity of the DON Science and Technology (S&T) workforce is interconnected with the STEM education system, DON recognizes the need to support efforts that can jointly improve STEM student outcomes and align educational and outreach efforts with Naval S&T current and future workforce needs. This announcement explicitly encourages programs that improve the capacity of education systems and communities to create impactful STEM educational experiences for students of all ages and the naval related workforce. Programs must aim to increase engagement in naval relevant STEM, and enhance the corresponding skills, knowledge, and abilities of participants. ONR encourages applicants to utilize current STEM educational research for informing program design and advancing STEM careers and opportunities of naval relevance.

While this announcement is relevant for any stage of the STEM educational system, funding efforts will primarily target projects addressing the below communities or any combination of these communities:

- Secondary education communities;
- Post-Secondary communities;
- Informal science communities; and/or
- Current Naval STEM workforce communities.

Project scope may range in size and complexity. Projects that are already established with prior funding sources or have established stakeholder partnerships are especially encouraged to consider the following scope areas:

- Develop and implement exploratory pilot projects that seek to create new educational experiences within educational and training communities.
- Develop larger cohesive STEM education and training activities that strengthen the capacity of regional communities and stakeholders to improve STEM education and training.
- Establish meetings with stakeholders that must seek to connect relevant people and organizations to explicitly develop broader projects for affecting entire communities.

The technical content of any idea must establish naval relevance, such as, but not limited to, the science and technology areas listed here: <https://www.nre.navy.mil/our-research/onr-technology-and-research>.

Applicants should consider the diversity-equity-inclusion (DEI) of proposed programs. We encourage applicants to engage with communities underrepresented in STEM, and work to develop programs that include outreach to and inclusion of participants in those communities. Outreach to underrepresented communities and inclusion of underrepresented individuals will be one of the criteria used to evaluate programs.

Underrepresented groups in STEM may include:

- Military-connected students (see definition below)
- Low-income students (Free and Reduced-price Meals—FARMS)
- Students belonging to racial and ethnic minorities that are historically underrepresented in STEM (i.e., Alaskan Native, Native American, Black or African American, Latinx/Hispanic, Native Hawaiian and other Pacific Islander)
- Females in certain STEM fields where they remain underrepresented (e.g., physical sciences, computer science, mathematics, or engineering)
- Students with disabilities (Americans with Disabilities Act)
- Students with English as a second language (English Language Learners)
- First-generation college students
- Students in rural, frontier, or other Federal targeted outreach schools

Military-Connected Students may include:

- Military child – dependents of members of the Active Duty Armed Forces
- Military-connected – military child plus the dependents of members of the National Guard and Reserves
- Military-affiliated – military-connected plus the dependents of Veterans
- Military-connected schools – schools where a minimum of 10% of the student population is military-connected
- US Military Veterans

Eligible applicants under this FOA may seek interest of Naval STEM Stakeholder Organizations (NSSO) and/or other naval organizations to partner on proposed efforts. NSSO carry out localized and community education and outreach efforts (SECNAVINST 3900.45A). NSSOs and/or other naval organizations have the option to collaborate if it is in the best interest of the DON. With regard to white paper submissions: Applicants should describe how they would identify and arrange partnerships with NSSOs. While Applicants may discuss their project ideas with NSSOs to gauge their level of interest about the proposed effort, applicants should NOT contact NSSOs for the sole purpose of establishing partnerships prior to a grant being awarded. Applicants are NOT required to establish partnerships with NSSOs.

With regard to invited applications: Letters of Interest (LOI) from NSSOs are not required.

For general information on NSSOs please contact the NSCO at [usn.pentagon.cnr-arlington-va.mbx.don-stem-grants@us.navy.mil](mailto:usn.pentagon.cnr-arlington-va.mbx.don-stem-grants@us.navy.mil). The subject line of the email should read “N0001424SF003: Naval STEM Stakeholder Organization Information Inquiry.” The body of email should include a summary of your proposed project.

Applicants are encouraged to understand the significant reorganization of STEM funding across the Federal government. Applicants seeking to improve general national STEM performance rather than a focus on naval workforce needs, and particularly efforts aimed at the P/K-9 levels, are encouraged to seek funding from one of the designated lead agencies: The Department of Education, the National Science Foundation, or the Smithsonian Institution.

White papers are required and should:

- Align with DONs Mission;
- Have scientific and technical merit;



- Show program viability during and after the period of performance; and
- Plan for addressing the DEI of the program.

Specific application evaluation criteria for this FOA are included in Section II. E. Program overview/white paper information sessions will be held prior to the white paper submission deadline (12 April 2024). Sessions will be open to all eligible applicants and potential partners. Please contact NSCO ([usn.pentagon.cnr-arlington-va.mbx.don-stem-grants@us.navy.mil](mailto:usn.pentagon.cnr-arlington-va.mbx.don-stem-grants@us.navy.mil)) for dates, times, and registration information.

DON STEM Education and Workforce Topic Chief: Dr. Michael Simpson, ONR Code 311  
[usn.pentagon.cnr-arlington-va.mbx.don-stem-grants@us.navy.mil](mailto:usn.pentagon.cnr-arlington-va.mbx.don-stem-grants@us.navy.mil)

The assistance listing is listed in the overview section, paragraph 5 of this FOA. The authority for awards is 10 U.S.C. 2358 in accordance with 31 U.S.C. 63. The applicable regulations are 2 CFR 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” as implemented by 2 CFR Chapter XI, Subchapter A and DoDGARs at 32 CFR Subchapter C.

## **B. Federal Award Information**

### **1. Eligibility for Competition**

Proposals for supplementation of existing projects are eligible to compete with applications for new Federal awards under this FOA.

### **2. Funded Amount and Period of Performance**

Under this FOA, ONR intends to award up to 8 grants with a maximum of \$200,000 per year for up to 3 years. Each year will be funded incrementally based on applicant performance and adherence to established benchmarks. Each individual award will be up to \$600,000 over 3 years. Applications for larger amounts must contact the NSCO prior to white paper submission.

Sufficient and relevant information to aid potential applicants to decide whether to submit a proposal inclusive of:

- Anticipated Number of Awards: 8
- Anticipated Range of Individual Award Amounts: Maximum \$200,000 per year for no more than 3 years
- Previous Year(s) Average Individual Award Amounts: \$600,000 for 3 years
- Anticipated Period of Performance: 3 years

### **3. Instrument Type**

Any assistance instrument awarded under this announcement will be governed by the award terms and conditions that conform to DoD’s implementation of Office of Management and Budget (OMB) guidance applicable to financial assistance. The DoD Terms and Conditions and the ONR Addendum and ONR Programmatic Requirements are located at <https://www.nre.navy.mil/work-with-us/manage-your-award/manage-grant-award/grants-terms-conditions>.

**a. *Grant*:** A legal instrument that, consistent with 31 U.S.C. 6304, is used to enter into a  
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relationship:

- The principal purpose of which is to transfer a thing of value to the recipient to carry out a public purpose of support or stimulation authorized by a law or the United States, rather than to acquire property or services for the Federal Government’s direct benefit or use.
  - Substantial involvement is not expected between the Federal Government and the recipient when carrying out the activity contemplated by the grant.
  - No fee or profit is allowed.
- b. *Cooperative Agreement*: A legal instrument which, consistent with 31 U.S.C 6305, is used to enter into the same kind of relationship as a grant, except:
- Substantial involvement is expected between the Federal Government and the recipient when carrying out the activity contemplated by the cooperative agreement. No fee or profit is allowed. (For information on the substantial involvement ONR expects to have in cooperative agreements, prospective applicants should contact the Technical Point of Contact identified in the area of interest.)
  - The term does not include “cooperative R&D agreement (CRADA)” as defined at 15.U.S.C. 3710a
  - No fee or profit is allowed.

#### 4. Model Grants

The model grants at the link below are only provided as examples. In the event of any conflict between these examples and current 2 CFR 200 Uniform Guidance or ONR terms and conditions, current 2 CFR 200 Uniform Guidance or ONR terms and conditions will govern.

Examples of model grants can be found on the ONR website at the following link:

<https://www.nre.navy.mil/work-with-us/how-to-apply/submit-grant-application>

### C. Eligibility Information

#### 1. Eligible Applicants

Disclosures of current and pending support made in this application may render an applicant ineligible for funding. Prior to award and throughout the period of performance, DoD may continue to request updated continuing and pending support information, which will be reviewed and may result in discontinuation of funding.

All responsible sources from academia, non-profit organizations, and industry (for-profit) organizations may submit white papers under this FOA. ***Foreign entities will not be considered.***

Federally Funded Research & Development Centers (FFRDCs), including Department of Energy National Laboratories, are not eligible to receive awards under this FOA. However, teaming arrangements between FFRDCs and eligible principal applicants are allowed so long as they are permitted under the sponsoring agreement between the Government and the specific FFRDC.

Navy laboratories, military universities, and warfare centers as well as other DoD and civilian agency laboratories are also not eligible to receive awards under this FOA, and must not submit either white papers or applications in response to this FOA. However, if any such organization is interested in a partnership with a proposed project from an eligible institution, the organization may contact the Naval STEM Coordination Office (NSCO), [usn.pentagon.cnr-arlington-va.mbx.don-stem-grants@us.navy.mil](mailto:usn.pentagon.cnr-arlington-va.mbx.don-stem-grants@us.navy.mil), to discuss potential projects. The subject line of the email shall read “N0001424SF003 Potential Project Inquiry.” As with FFRDCs, these types of Federal organizations may team with eligible applicants that are submitting under this FOA.

University Affiliated Research Centers (UARC) are eligible to submit white papers under this FOA, unless precluded from doing so by their DoD UARC contract.

## **2. Cost Sharing or Matching**

Cost sharing is not expected and will not be used as a factor during the merit review of any application hereunder. However, the Government may consider voluntary cost sharing if proposed.

## **D. Application and Submission Information**

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

This FOA may be accessed from the sites below. Amendments, if any, to this FOA will be posted to these websites when they occur. Interested parties are encouraged to periodically check these websites for updates and amendments.

- Grants.gov ([www.grants.gov](http://www.grants.gov))
- ONR website (<https://www.nre.navy.mil/work-with-us/funding-opportunities>)

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

#### ***a) General Information***

All submissions will be protected from unauthorized disclosure in accordance with applicable law and DoD/DoN regulations. Applicants are expected to appropriately mark each page of their submission that contains any proprietary information.

Titles given to the submissions should be descriptive of the work they cover and not be merely a copy of the title of this announcement.

First – Prospective awardees MUST begin by submitting a white paper using FedConnect; and

Second – Based on assessment of the white paper, applicants will either be invited or not invited to submit a grant applications. Proposals submitted without an invitation will not be reviewed and subsequently will be rejected.

#### **NOTE TO APPLICANTS:**

The Government seeks only applications that are relevant and responsive to the Funding Opportunity Description in Section II. A. White papers that fail to address the areas listed in the Funding Opportunity Description will be rejected and not considered further.

White papers must be received via **FedConnect** by **12 April 2024**, 5:00 pm Eastern Time. In order to ensure timely receipt and evaluation of white paper submissions, NSCO will send a notification via [usn.pentagon.cnr-arlington-va.mbx.don-stem-grants@us.navy.mil](mailto:usn.pentagon.cnr-arlington-va.mbx.don-stem-grants@us.navy.mil) to the listed Principal Investigator and business contact no later than **19 April 2024**. Submitters should contact NSCO no later than **24 April 2024** to submit an inquiry if receipt from NSCO was not received. Failure to submit an inquiry by the date listed will result in the white paper not being evaluated. Note: The notification from NSCO is separate from the notification that will be received from FedConnect. Applicants are responsible for ensuring correct submission of white papers to FedConnect.

b) *White Papers*

i. **Format**

- Paper size – 8.5x11-inch
- Margins – 1 inch
- Spacing – single-spaced
- Font – Times New Roman, 12-point
- Page limit – 4 pages, excluding cover page and references

ii. **Content**

White papers shall include the following:

White papers shall include the following:

- **Cover Page (MANDATORY):** The Cover Page can be found at <https://www.nre.navy.mil/media/document/onr-baa-cover-page> for grant submissions. FedConnect will not accept a white paper unless the Cover Sheet is included. The Program Officer's information is a required field on the cover sheet. Submitters MUST list Dr. Michael Simpson as the Program Officer and use the email [usn.pentagon.cnr-arlington-va.mbx.don-stem-grants@us.navy.mil](mailto:usn.pentagon.cnr-arlington-va.mbx.don-stem-grants@us.navy.mil). Any cover page listing incorrect program officer information may not be received by NSCO.
- **Title:** Please include program titles at the start of the white paper as part of the 4-page document.
- **Technical Approach and Justification** (1.5-Page Maximum): A description of the proposed effort. The project idea, technical rationale, and approach must identify a problem(s), arguments to substantiate claims made, and proposed approach to address the issue. The applicant's capacity must be discussed as they relate to achieving success in the project. The project must address the FOA description stated in Section II.A including proposed DEI efforts.
- **Future Naval Relevance** (0.5 Page Maximum)-A descriptions of potential Naval relevance and contributions of the effort to the agency's specific mission. This may include naval partnerships, community partnerships, and the Naval need in terms of both technical focus area and targeted level of STEM Education.
- **Naval Partnerships** (0.5 Page Maximum, if applicable) – Applicants should briefly describe any interest in partnerships from NSSOs or plans to identify or contact POCs as well as provide a table identifying any potential Naval partners, including the organization name and contacts (email, phone number, and role in the program where applicable). While Applicants may discuss their project ideas with NSSOs to gauge their level of interest about the proposed

effort, Applicants should NOT contact NSSOs for the sole purpose of establishing partnerships prior to a grant being awarded. Applicants are NOT required to establish partnerships with NSSOs.

- **Management Approach** (0.5 Page Maximum) – Provide a description of the management approach to carry out the program successfully.
- **Metrics of Evaluation** (0.5 Page Maximum) – A description of a set of program specific measures of performance and measures of effectiveness appropriate to the goals of the project.
- **Rough Order of Magnitude** (0.5 Page Maximum) - White Paper submissions shall include a table of rough order of magnitude cost showing requested funding per year, total cost, and suggests spending priorities to satisfy Section II. A

### iii. Submissions

ONR utilizes FedConnect for the submission of white papers. FedConnect is a web portal that bridges the gap between government agencies and performers to streamline the process of doing business with the government. Through this portal, performers will be able to review opportunities and submit white papers. To access FedConnect go to <https://www.fedconnect.net/FedConnect/default.htm>.

#### 1. How to register for FedConnect

FedConnect how to guide can be found at [https://www.fedconnect.net/FedConnect/Marketing/Documents/FedConnect\\_Ready\\_Set\\_Go.pdf](https://www.fedconnect.net/FedConnect/Marketing/Documents/FedConnect_Ready_Set_Go.pdf).

**See pages 25 through 33 of the FedConnect Ready Set Go guide for step-by-step instructions on how to submit your documents.**

- a. Register with SAM: All organizations applying online through FedConnect must register with the System for Award Management (SAM) and will receive a unique entity identifier (UEI) number. Failure to register with SAM will prevent your organization from applying through FedConnect. SAM registration must be renewed annually. If you have not registered in SAM, go to <https://www.sam.gov/SAM/>.

If you are the first person in your organization to register in FedConnect, your SAM Marketing Partner ID (SAM MPIN) will also be required. It is the number that is set up by your organization as part of the registration in SAM.gov.

- b. Create a FedConnect account: The next step in the registration process is to create an account with FedConnect.

#### 2. FedConnect Assistance

If you need assistance, the FedConnect Support Team is standing by to assist you.

**Email: [fcsupport@unisonglobal.com](mailto:fcsupport@unisonglobal.com)**

**Phone: 1-800-899-6665**

**Hours: Monday – Friday, 8 a.m. to 8 p.m. EDT. Closed on Federal holidays.**

FedConnect Frequently Asked Questions can be found on the ONR website at <https://www.nre.navy.mil/work-with-us/how-to-apply/frequently-asked-questions>.

**NOTE: DO NOT USE THE FEDCONNECT MESSAGE CENTER TO SUBMIT QUESTIONS OR WHITE PAPERS. PLEASE FOLLOW THE WHITE PAPER SUBMISSION INSTRUCTIONS IN THE FEDCONNECT HOW-TO GUIDE, OR SUBMIT QUESTIONS TO THE APPROPRIATE AGENCY CONTACT LISTED IN [SECTION G](#).**

c) **Full Proposals**

Prospective applicants must complete the mandatory forms in accordance with the instructions provided on the forms and the additional instructions below. Files that are attached to the forms must be in Adobe Portable Document Format (.PDF); cannot contain macros; and cannot be password protected. **If an attachment is not PDF, contain macros or is password protected, they will not pass ONR's automated acceptance check and will need to be resubmitted.** Block 2, "Type of Application" on the SF 424 should be marked "New" on the resubmission.

i. **Format for Technical Proposal**

- Paper size – 8.5 x 11 inch
- Margins – 1 inch
- Spacing – single-spaced
- Font – Times New Roman, 12-point
- Page Limit – Technical Proposal: 25 pages
  - NOTE: the following components are ***excluded*** from the page limit
    - Cover page
    - Table of contents Letters of Support and interest
    - Curriculum Vitae (CV)
    - Cited references

There are no page limitations for the budget.

The 25-page technical proposal **must** include the following sections:

- Cover page
- Table of Contents
- Technical Approach – no more than 13 pages
- Naval Relevance and Partnerships – no more than 1 and one-half pages
- Project Schedule and Milestones – no more than 2 pages
- Management Approach – no more than 2 pages
- Metrics and Evaluation – no more than 2 pages
- Qualifications – no more than 2 pages
- Responsibilities – no more than 2 pages
- Reports – no more than one-half page

ii. **Content**

**NOTE: The electronic file name for all documents submitted under this FOA must not exceed 68 characters in length, including the file name extension.**

**Mandatory SF-424 Research and Related (R&R) Family Forms**

**The mandatory forms are found at <https://www.grants.gov/web/grants/forms.html>**

**(1) SF-424 (R&R)**

The SF-424 (R&R) form must be used as the cover page for all proposals. Complete all required fields in accordance with the “pop-up” instructions on the form and the following instructions for specific fields. Please complete the SF-424 first, as some fields on the SF-424 are used to auto-populate fields on other forms. Guidance can be found at <https://www.grants.gov/forms/forms-repository/r-r-family..>

The completion of most fields is self-explanatory with the exception of the following special instructions:

- Field 3 - Date Received by State: Leave Blank
- Field 4a - Federal Identifier: For new proposals, enter N00014. If the application is a renewal or expansion of an existing award, enter the ONR award number. Note: There is a space between the code and the first [ and between the , and the First Name. There is no space between the first [ and the last name.
- Field 4b - Agency Routing Number: Enter the three (3) digit Program Office Code and the Program Officer’s name, last name first, in brackets (e.g., 331 [Smith, John]). Note: There is a space between the code and the first [ and between the , and the First Name. There is no space between the first [ and the last name.
  - Where the Program Office Code only has two digits, add a “0” directly after the Code (e.g., Code 31 would be entered as 310)
  - Use Code 600 for ONRG.

**Applicants who fail to provide a Program Officer Code identifier may receive a notice that their proposal is rejected.**

- Field 4c - Previous Grants.gov Tracking ID: If this submission is for a Changed/Corrected Application, enter the Grants.gov tracking number of the previous proposal submission; otherwise, leave blank.
- Field 5 – Application Information: Email address entered by the grantee on the SF424 application to create the EDA notification profile. ONR recommends that organizations provide a global business address.
- Field 7 - Type of Applicant. Complete as indicated: If the organization is a Minority Institution, select “Other” and under “Other (Specify)” note that the institution is a Minority Institution (MI).
- Field 9 - Name of Federal Agency: List the Office of Naval Research as the reviewing agency. This field is pre-populated in Grants.gov.
- Field 11 – Descriptive Title of Applicant’s Project: Include the ONR White Paper Tracking Number provided to the applicant by ONR.

- Field 14 – Project Director/Principal Investigator: Email address entered by the grantee on the SF424 application to create the EDA notification profile
- Field 16 - Is Application Subject to Review by State Executive Order 12372 Process? Choose “No”. Check “Program is Not Covered by Executive Order 12372.”
- Field 17 – Certification: All awards require some form of certifications of compliance with national policy requirements. By checking “I Agree” on the SF 424 (R&R) block 17 you agree to abide by the following statement: “By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. code, Title18, Section 1001). In addition, the Financial Assistance General Certifications and Representations must be completed in SAM.gov (<https://sam.gov/content/home>).
- Field 19 – Authorized Representative: Email address entered by the grantee on the SF424 application to create the EDA notification profile.

## (2) PROJECT/ABSTRACT

The project summary/abstract must identify the effort/objectives, technical approaches, anticipated outcomes, if successful, and impact on DoD capabilities. Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed and there is a one page or 4,000-character including spaces limit whichever is less.

Do not include proprietary or confidential information. The project summary/ abstract must be marked by the applicant as “Approved for Public Release”. Abstracts of all funded projects will be posted on the public DTIC website:  
<https://publicaccess.dtic.mil/search/#/grants/simpleSearch>

## (3) RESEARCH AND RELATED OTHER PROJECT INFORMATION

- Fields 1 and 1a – Human Subject Use: Each proposal must address human subject involvement in the research by completing Fields 1 and 1a of the R&R Other Project Information form. For proposals containing activities that include or may include “research involving human subject” as defined in DoDI 3216.02, prior to award, **the Applicant must submit the required documentation under “Use of Human Subjects in Research” (Section F).**
- Fields 2 and 2a – Vertebrate Animal Use: Each proposal must address animal use protocols by addressing Fields 2 and 2a of the R&R Other Project Information form. If animals are to be utilized in the research effort proposed, **the applicant must submit the documents described under “Use of Animals” (Section F).**
- Fields 4a through 4d – Environmental Compliance: Address these fields and briefly indicate whether the intended research will result in environmental impacts outside the laboratory, and how the applicant will ensure compliance with environmental statutes and regulations.



Federal agencies making grant or cooperative agreement awards and recipients of such awards must comply with all applicable environmental planning and regulatory compliance requirements. The National Environmental Policy Act of 1969 (NEPA), 42 U.S.C. § 4321 et seq. for example, 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 environmental planning documentation such as an environmental impact statement (EIS), even if the agency does no more than provide grant funds to the recipient. Most field research funded by ONR, however, constitute activities covered by a NEPA categorical exclusion that do not require preparation of further environmental planning documentation. This is particularly true with regard to basic and applied scientific research conducted entirely within the confines of a laboratory, if the research complies with all other applicable safety, environmental and natural resource conservation laws. Questions regarding NEPA or other environmental planning or regulatory compliance issues should be referred to the technical point of contact.

- **Field 7** – Project Summary/Abstract: Leave Field 7 blank; complete Form SF 424 Project Abstract. If an error message occurs when leaving Block 7 blank, upload the Project Abstract.
- **Field 8** – Project Narrative: Clearly describe the effort, including the objective and approach to be performed, keeping in mind the evaluation criteria. Attach the entire proposal narrative to R&R Other Project Information form in Field 8. To attach a Project Narrative to Field 8, click on “Add attachment” and attach the technical proposal as a single PDF file. Save the file as “Technical Proposal” as typing in the box is prohibited.

The technical proposal must describe the effort in sections as described below:

- **Cover Page (not included in page limit):** This must include the words “Technical Proposal” and the following:
  - FOA Number: N0001424SF003;
  - Title of proposal;
  - Identity of prime applicant and complete list of subawardees, if applicable;
  - Technical contact (name, address, phone/fax, electronic mail address);
  - Administrative/business contact (name, address, phone/fax, electronic mail address); and
  - Proposed period of performance (identify both the base period and options, if included).
- **Table of Contents (not included in page limit):** An alphabetical/numerical listing of the sections within the proposal, including corresponding page numbers.
- **Technical Approach (included in page limit):** The proposal must consist of a clear description of the technical approach being proposed and its potential naval relevance and contribution to agency’s specific science and engineering workforce. Broadly, the proposal may address in some combination as is relevant the following discussion points:
  - Discuss scientific and technical merits and its potential to achieve the objectives of the program, including the extent to which the proposed effort would enhance current capabilities;

- Identify proposed efforts for increasing or maintaining the educational pathway and the potential of the proposed program to educate future scientists and engineers in STEM disciplines critical to the Naval mission;
  - Discuss increased or enhanced opportunities to disseminate information on Naval programs and careers;
  - Discuss the potential and extent to which the proposed program engages Naval laboratories as active participants in program execution; and
  - Discuss the DEI of the program including outreach to underrepresented communities and inclusion of underrepresented individuals.
  - Discuss plan for sustainment after the funding period ends.
- **Future Naval Relevance and Partnerships (included in page limit):**
  - Describe specifically how the program aligns with and will advance the DON mission; and
  - List of any potential Naval Partnerships (if applicable) in a table along with the name, organization, and email and telephone number.
- **Project Schedule and Milestones (included in page limit):** A summary of the schedule of events and milestones.
- **Management Approach (included in page limit):** Describe the overall management approach and provide rationale for participation of key team members. Describe the planned relationships with any subawardees or collaborators. This is a single PI award; if there are subawardees or collaborators, explain how the proposed team fits the single PI structure. If appropriate, briefly describe anticipated schedule.
- **Principal Investigator Qualifications (included in page limit):** A discussion of the qualifications of the proposed Principal Investigator and any other key personnel.
- **Responsibility (included in page limit):** Applicants must provide the following information to ONR in order to assist in ONR's evaluation of the applicant's responsibility:
  - Describe how you have adequate resources or the ability to obtain such resources as required to complete the activities proposed.
  - Describe how you have the ability to comply with the grant conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental.
  - Describe your performance history; specifically, your record in managing Federal awards and the extent to which any previously awarded amounts will be expended prior to future awards.
  - Describe your record of integrity and business ethics.
  - Describe qualifications and eligibility to receive an award under applicable laws and regulations.
  - Describe your organization, experience, accounting, and operational controls and technical skills or the ability to obtain them (including as appropriate such elements as property control systems, quality assurance measures, and safety programs applicable to the efforts to be performed).

- **Reports (included in page limit):** The Applicant must acknowledge that the following reports are required under an ONR funded STEM effort:
  - Quarterly Technical – A template will be provided to each starting grant. The report will include programmatic developments, and major successes or major problems that warrant ONR attention;
  - Monthly Financial Progress Reports – This report will include information on current expenses and invoices (with numbers) for each month;
  - Annual Performance Progress Report – A template will be provided to each starting grant. A complete annual Research Performance Report is mandated by ONR. This report will be due during the summer months regardless of grant start date; and
  - Final Report – Detail the full programmatic accomplishments and a forecast for ongoing program sustainability and contribution to Naval Education and Workforce needs as the funding ends. Include, as feasible, examples of educational materials produced, links to digital materials, and other resultant material from the award.
- Field 9 – Bibliography & Referenced Cited: Upload your Bibliography/Referenced cited as a single PDF.
- Field 10 – Facilities & Other Resources: Describe facilities available for performing the proposed effort and any additional facilities the applicant proposes to acquire at its own expense. Indicate government-owned facilities already possessed that will be used. (Additional equipment will not be provided unless the research cannot be completed by any other practical means.)
- Field 11 – Equipment: Describe any equipment available or any additional equipment the application proposes to acquire at its own expense. Indicate government owned equipment that will be used. Justify the need for each equipment item and provide vendor quotes. (Additional equipment will not be provided unless the research cannot be completed by any other practical means.)
- Field 12 – Other Attachments: Optional, as necessary

**Grants do not include the delivery of software, prototypes or other hardware deliverables.**

#### **(4) RESEARCH AND RELATED BUDGET**

The applicant must use the Grants.gov forms (including the Standard Form (SF) Research and Related (R&R) Budget Form) from the application package template associated with the FOA on the Grants.gov web site located at <http://www.grants.gov/>. If options are proposed, the cost proposal must provide the pricing information for the option periods; failure to include the proposed costs for the option periods will result in the options not being included in the award. The applicant shall provide a detailed cost breakdown of all costs, by cost category. A separate Adobe .pdf document shall be included in the application that provides appropriate justification and/or supporting documentation for each element of cost proposed and include a link to the current since audit report. This document shall be attached under Section K. “Budget Justification” of the Research and Related Budget form. Click “Add Attachment” to attach.

- Part 1: The itemized budget should include the following. All costs should be rounded to the nearest dollar.

- Direct Labor – Individual labor categories or persons, with associated labor hours and unburdened direct labor rates. Provide escalation rates for out years.
- Administrative and Clerical Labor – Salaries of administrative and clerical staff are normally indirect costs (and included in an indirect cost rate). Direct charging of these costs may be appropriate when a major project requires an extensive amount of administrative or clerical support significantly greater than normal and routine levels of support. Budgets proposing direct charging of administrative or clerical salaries must be supported with a budget justification which adequately describes the major project and the administrative and/or clerical work to be performed.

Fringe Benefits and Indirect Costs (Facilities and Administration (F&A), Overhead, G&A, etc.) – The proposal should show the rates and calculation of the costs for each rate category. If the rates have been approved/negotiated by a Government agency, provide a copy of the memorandum/agreement. If the non-Federal entity has never received a negotiated indirect cost rate, they may elect to charge a de minimis rate of 10% of modified total direct costs or provide sufficient detail to enable a determination of allowability, allocability and reasonableness of the allocation bases, and how the rates are calculated. See 2 CFR 200.414(f) regarding the use of a de minimis rate.

- Travel – The proposed travel cost **must** include the following for each trip: the purpose of the trip, origin and destination if known, approximate duration, the number of travelers, and the estimated cost per trip must be justified based on the organizations historical average cost per trip or other reasonable basis for estimation. Such estimates and the resultant costs claimed must conform to the applicable Federal cost principles. Applicants may include travel costs for the Principal Investigator to attend the peer reviews described in Section II of this FOA. A sample Travel Estimate Spreadsheet with the required information is located at the following link: <https://www.nre.navy.mil/work-with-us/how-to-apply/submit-grant-application>.
- Subawards/Subcontracts – Provide a description of the work to be performed by the subrecipient/subcontractor. For each subaward, a detailed cost proposal is required to be submitted by the subrecipient(s) using the R&R budget form. The same requirements for the individual categories identified in this section apply to the subaward/subcontract. Include subrecipient(s) name at the top of the budget justification document. A proposal and any supporting documentation must be received and reviewed before the Government can complete its cost analysis of the proposal and enter negotiations. ONR's preferred method of receiving subcontract information is for this information to be included with the Prime's proposal. However, a subcontractor's cost proposal can be provided in a sealed envelope with the recipient's cost proposal or via e-mail directly to the Program Officer at the same time the prime proposal is submitted. The e-mail should identify the proposal title, the prime applicant and that the attached proposal is a subcontract.
- Consultants – Provide a breakdown of the consultant's hours, the hourly rate proposed, and any other proposed consultant costs, a copy of the signed Consulting Agreement or other documentation supporting the proposed consultant rate/cost, and a copy of the consultant's proposed statement of work if it is not already separately identified in the prime applicant's proposal.

- Materials & Supplies – Provide an itemized list of all proposed materials and supplies including quantities, unit prices, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).
- Recipient Acquired Equipment or Facilities – Equipment and/or facilities are normally furnished by the Recipient. If acquisition of equipment and/or facilities is proposed, a justification for the purchase of the items must be provided. Provide an itemized list of all equipment and/or facilities costs and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists). General purpose equipment (i.e., equipment not used exclusively for technical activities, such as personal computers, laptops, office equipment) should not be requested unless they will be used primarily or exclusively for the project. For computer/laptop purchases and other general purpose equipment, if proposed, include a statement indicating how each item of equipment will be integrated into the program or used as an integral part of the effort. Applicants must provide vendor quotes for any proposed capital equipment costs.
- Other Direct Costs – Provide an itemized list of all other proposed other direct costs such as Graduate Assistant tuition, laboratory fees, report and publication costs, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).

The funds provided by ONR (including ONRG), generally may not be used to pay for food or beverages as a direct cost except in exceptional circumstances. The funds shall not be used for food or beverages unless

- a. The grant proposal contains a request for such funding that is fully supported factually in accordance with the cost principles of the relevant OMB Circular, and
- b. The Grants Officer determines that the funding is a reasonable, allocable, allowable expense under the relevant cost principles.

- Fee/Profit – Fee/profit is unallowable under assistance agreements at either the prime or subaward level but may be permitted on contracts issued by the prime awardee.

##### **(5) RESEARCH AND RELATED SENIOR/KEY PERSON PROFILE (EXPANDED)**

To evaluate compliance with Title IX of the Education Amendments of 1972 (20 U.S.C. A§ 1681 Et. Seq.), the Department of Defense is collecting certain demographic and career information to be able to assess the success rates of women who are proposed for key roles in applications in STEM disciplines.

The R&R Senior/Key Person Profile (Expanded) form will be used to collect the following information for all senior/key personnel, including Project Director/Principal Investigator and Co-Project Director/Co-Principal Investigator, whether or not the individuals' efforts under the project are to be funded by the DoD:

- Degree Type and Degree Year fields as the source for career information.
- Current and Pending Support shall include a list of all current projects the individual is working on, in addition to any future support the individual has applied to receive, regardless of the source. Upload this document by clicking “Add Attachment.” The following information shall be included for each current or pending project:

- Title and objectives
  - The percentage per year to be devoted to the other projects
  - The total amount of support the individual is receiving in connection to each of the other projects or will receive if the other proposals are awarded
  - Name and address of the agencies and/or other parties supporting the other projects
  - Period of performance for the other projects
- Upload the biosketch/CV/resume to the Biographical Sketch field.

Additional senior/key persons can be added by selecting the “Next Person” button. Note that, although applications without these fields completed may pass Grants.gov edit checks, if ONR receives an application without the required information, ONR may determine that the application is incomplete and may cause it to be returned without further review. DoD reserves the right to request further details from the applicant before making a final determination on funding the effort.

### **(6) RESEARCH AND RELATED PERSONAL DATA**

This form will be used by ONR as the source of demographic information, such as gender, race, ethnicity, and disability information for the Project Director/Principal Investigator and all other persons identified as Co-Project Director(s)/Co-Principal Investigator(s). Each application must include this form with the name fields of the Project Director/Principal Investigator and any Co-Project Director(s)/Co-Principal Investigator(s) completed; however, provision of the demographic information in the form is voluntary. If completing the form for multiple individuals, each Co-Director/Co-Principal Investigator can be added by selecting the “Next Person” button. The demographic information may be accessible to the reviewer, but will not be considered in the evaluation. Applicants who do not wish to provide some or all of the information should check or select the “Do not wish to provide” option.

### **3. Unique Entity Identifier (UEI) and System for Award Management (SAM)**

All applicants submitting proposals or applications **must**:

- a) Be registered in SAM prior to submission;
- b) Provide a valid UEI number in each application or proposal it submits to the agency;
- c) Maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by a Federal awarding agency; and

SAM may be accessed at <https://www.sam.gov/content/home>.

A Federal awarding agency may not make a Federal award to an applicant/offeree until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant/offeree has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant/offeree is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant/offeree.

### **4. Submission Dates and Times**

See Section A.6 above, “Key Dates” for information.

## 5. Funding Restrictions

Section 889 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2019 (Public Law 115-232) prohibits the head of an executive agency from obligating or expending loan or grant funds to procure or obtain, extend, or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain the equipment, services, or systems prohibited systems as identified in section 889 of the NDAA for FY 2019.

1. In accordance with 2 CFR 200.216 and 200.471, all awards that are issued on or after August 13, 2020, recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:
  - (1) Procure or obtain;
  - (2) Extend or renew a contract to procure or obtain; or
  - (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
    - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
    - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
    - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
2. In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.
3. See Public Law 115-232, section 889 for additional information.

COVERED FOREIGN COUNTRY means the People’s Republic of China.

## 6. Other Submission Requirements

## Grants.gov Application Submission and Receipt Procedures

*This section provides the application submission and receipt instructions for the Office of Naval Research (ONR) program applications. Please read the following instructions carefully and completely.*

### a. **Electronic Delivery**

ONR is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ONR applicants shall submit their applications online through Grants.gov.

### b. **How to Register for Grants.gov**

- i. *Instructions:* Read the instructions below about registering to apply for ONR funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have an active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, Create a Grants.gov Account, listed below.

Creating a Grants.gov account can be completed online in minutes, but SAM registrations may take additional time. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Complete organization instructions can be found on Grants.gov here:

<https://www.grants.gov/applicants/applicant-registration/>

- 1) *Register with SAM:* All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to: <https://www.grants.gov/applicants/applicant-registration/>.
- 2) *Create a Grants.gov Account:* The next step in the registration process is to create an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here at: <https://www.grants.gov/applicants/applicant-registration/>.
- 3) *Add a Profile to a Grants.gov Account:* A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the UEI Number for the organization in the UEI field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to <https://www.grants.gov/applicants/applicant-registration/ebiz-poc-authorizes-profile-roles>
- 4) *EBiz POC Authorize Profile Roles:* After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the Authorized Organization Representative (AOR) role,



thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

5) *Track Role Status*: To track your role request, refer to:  
<https://www.grants.gov/applicants/applicant-registration/track-profile-role-status>

- ii. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed and it is crucial for valid and timely submissions.**

### c. **How to Submit an Application to the Office of Naval Research via Grants.gov**

White Papers must **NOT** be submitted through the Grants.gov application process. White paper submissions must be submitted through FedConnect.

All attachments to grant applications submitted through Grants.Gov must be in Adobe Portable Document Format. Proposals with attachments submitted in word processing, spreadsheet, or any format other than Adobe Portable Document Format will not be considered for award.

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to:

<https://www.grants.gov/applicants/workspace-overview>.

- 1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- 2) *Complete a Workspace*: Add participants to the workspace, complete all the required forms, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
  - a. *Adobe Reader*: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ONR forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/applicants/adobe-software-compatibility>

- b. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
- c. *Complete SF-424 Fields First:* The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

3) *Submit a Workspace:* An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) *Track a Workspace:* After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

*Applicant Support:* Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). (Foreign applicants should contact 1-606-545-5035.) For questions related to the specific grant opportunity, contact the number listed in the application package of the grant for which you are applying.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a number. The Support Center ticket number will assist ONR with tracking your issue and understanding background information on the issue.

#### **d. Timely Receipt Requirements and Proof of Timely Submission**

##### *i. Online Submission.*

All applications must be received by **5:00 PM Eastern time on 30 August 2024**. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When the Office of Naval Research successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by the Office of Naval Research.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

## **E. Application Review Information**

### **1. Criteria**

The primary basis for selecting proposals for acceptance will be alignment with the DON mission, scientific and technical merit, program viability, DEI, and fund availability. ONR reserves the right to request and require any additional information and documentation after it makes the type of award instrument determination. ONR reserves the right to remove Applicants from award consideration when the parties fail to reach agreement on award terms, conditions, and cost/price within a reasonable time, or when the Applicant fails to provide requested or required additional information in a timely manner.

- I. Alignment with the DON Mission, including, but not limited to:
  - a. Naval Partnerships;
  - b. Community Partnerships; and/or
  - c. Naval workforce need, in terms of both technical focus areas and targeted level of STEM education.
  
- II. Scientific and Technical merit:
  - a. Applicant's awareness of the state of the art and understanding of the scope of the problem;
  - b. Technical focus area;
  - c. Anticipated impact on participants; and
  - d. The degree of innovation and significance of the technical approach
  
- III. Program viability during and after the period of performance:
  - a. Applicant's capabilities, related experience, facilities, and techniques, including qualification of key personnel;
  - b. Expected number of participants;
  - c. Management approach;
  - d. Overall cost of the program;
  - e. Metrics and measures of effectiveness; and
  - f. Sustainment plans after period of performance.
  
- IV. Diversity-equity-inclusion of program:
  - a. Outreach to underrepresented communities; and
  - b. Inclusion of underrepresented individuals.

Criteria 1, 2, 3, and 4 are equally important.

NOTE: Per NDAA FY 2021 Section 1062, beginning October 1, 2024, DoD may not fund institutions of higher education (as defined by 20 USC § 1002) that host a Confucius Institute, other than amounts provided directly to students as education assistance, unless a waiver is provided. A Confucius Institute is defined as a cultural institute directly or indirectly funded by the Government of the People's Republic of China.

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

### **a. Evaluation**

White papers and proposals will not be evaluated against each other since they are not submitted in accordance with a common work statement. ONR's intent is to review all proposals received as soon as possible after they arrive; however, proposals may be reviewed periodically for administrative reasons.

The ultimate recommendation for award of proposals is made by ONR's technical community. Recommended proposals will then be forwarded to the ONR Contracts and Grant Awards Management office. Any notification received from ONR that indicates that the Applicant's full proposal has been recommended does not ultimately guarantee an award will be made. This notice indicates that the proposal has been selected in accordance with the evaluation criteria stated above and has been sent to the Grant's Department to conduct cost analysis, determine the Applicant's responsibility, to confirm whether funds are available, and to take other relevant steps necessary prior to making an award.

### **b. Options**

The Government will evaluate options for award purposes by adding the total cost for all options to the total cost for the basic requirement. Evaluation of options will not obligate the Government to exercise the options during contract or grant performance. The Government reserves the right to exercise options at time of award.

### **c. Evaluation Panel**

This section will address who will be evaluating the White Papers, if applicable, and the Full Proposals. Furthermore, if support contractors will be used in the evaluation process, this section will address the signing of non-disclosure agreements.

Technical and cost proposals submitted under this FOA will be protected from unauthorized disclosure. The cognizant Program Officer and other Government experts will perform the evaluation of technical proposals. Restrictive notices notwithstanding, one or more support contractors may be utilized as subject-matter-expert technical consultants. However, proposal selection and award decisions are solely the responsibility of Government personnel. Each support contractor's employee having access to technical and cost proposals submitted in response to this FOA will be required to sign the ONR Non-Disclosure Agreement (NDA) for Contractor Support prior to receipt of any proposal submissions. This NDA includes third-party beneficiary language giving the submitter of proprietary information a right of direct action against the contractor employee and/or his/her employer in the event that the NDA is violated.

### **3. Recipient Qualifications**

#### **a. Recipient Qualifications**

The Grants Officer is responsible for determining a recipient's qualification prior to award. In general, a Grants Officer will award grant and cooperative agreements only to qualified recipients that meet the standards at 32 CFR 22.415. To be qualified, a potential recipient must:

- i. Have the management capability and adequate financial and technical resources, given those that would be made available through the grant or cooperative agreement, to execute the program of activities envisioned under the grant or cooperative agreement;
- ii. Have a satisfactory record of executing such programs or activities (if a prior recipient of an award);
- iii. Have a satisfactory record of integrity and business ethics; and
- iv. Be otherwise qualified and eligible to receive a grant or cooperative agreement under applicable laws and regulations. Applicants are requested to provide information with proposal submissions to assist the Grants Officer's evaluation of recipient qualification.

#### **b. FAPIIS**

In accordance with Office of Management and Budget (OMB) guidance in parts 180 and 200 of Title 2, CFR, it is DoD policy that DoD Components must report and use integrity and performance information in the Responsibility/Qualifications section of SAM.gov, or any successor system designated by OMB, concerning grants and cooperative agreements as follows:

If the total Federal share will be greater than the simplified acquisition threshold on and Federal award under a notice of funding opportunity (see 2 CFR 200.88 Simplified Acquisition Threshold):

- i. The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, will review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (see 41 U.S.C. 2313);
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR 200.205 Federal awarding agency review of risk posed by applicants.

### **F. Federal Award Administration Information**

## 1. Federal Award Notices

### a) *Email*

All applicants will receive a notification email advising if their proposal has been selected or not selected for recommendation for award.

Applicants whose proposals are recommended for award may be contacted by a Grant Specialist to discuss additional information required for award. This may include representations and certifications, revised budgets or budget explanations, and/or other information as applicable to the proposed award.

***The notification e-mail must not be regarded as an authorization to commit or expend funds. The Government is not obligated to provide any funding until a Government Grants Officer or Agreements Officer, as applicable, signs the award document.***

The award document signed by the Grants Officer or Agreements Officer is the official and authorizing award instrument.

### b) *Electronic Document Access (EDA)*

Office of Naval Research (ONR) award/modification documents are only available via the Department of Defense (DoD) Electronic Document Access System (EDA) within the Procurement Integrated Enterprise Environment (PIEE) (<https://piee.eb.mil/piee-landing/>).

## 2. Administrative and National Policy Requirements

### a) *Export Control*

Applicants are responsible for ensuring compliance with all U.S. export control laws and regulations, including the International Traffic in Arms Regulation (ITAR)(22 CFR Parts 120 - 130) and Export Administration Regulation (EAR) (15 CFR Parts 730 – 774), as applicable. In some cases, developmental items funded by the Department of Defense are now included on the United States Munition List (USML) (22 CFR Part 121) and are therefore subject to ITAR jurisdiction. In other cases, items that were previously included on the USML have been moved to the EAR Commerce Control List (CCL). Applicants should address in their proposals whether ITAR or EAR restrictions apply to the work they are proposing to perform for ONR. The ITAR and EAR are available online at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>. Additional information regarding the President's Export Control Reform Initiative can be found at <https://www.export.gov/article2?id=Export-Control-Reform-ECR>.

Applicants must comply with all U.S. export control laws and regulations, including the ITAR and EAR, in the performance of any award or agreement resulting from this FOA. Applicants shall be responsible for obtaining any required licenses or other approvals, or license exemptions or exceptions if applicable, for exports of hardware, technical data, and software (including deemed exports), or for the provision of technical assistance.

**b) Requirements Concerning Live Organisms:**

**i. Use of Animals:**

The DoD policies and requirements for the use of animals in DoD-supported research are described in the current version of DoD Instruction 3216.01, Use of Animals in DoD Conducted and Supported Research and Training and its implementing instruction, DHA-MSR 6025.02, “The Care And Use Of Animals In DoD Research, Development, Test, And Evaluation (RDT&E) Or Training Programs,” the version of which is current at the time of award. If animals are to be utilized in the research effort proposed, the Applicant must submit a Full Appendix or Abbreviated Appendix (see Guidance link below) with supporting documentation (such as copies of Institutional Animal Care and Use Committee (IACUC) Approval, IACUC Approved Protocol, and most recent United States Department of Agriculture (USDA) Inspection Report) prior to award. For assistance with submission of animal research related documentation, contact the ONR Animal Use Administrator at (703) 696-4318 or [suzanne.b.may.civ@us.navy.mil](mailto:suzanne.b.may.civ@us.navy.mil). Guidance: <https://www.nre.navy.mil/work-with-us/how-to-apply/compliance-and-protections/research-protections/animal-use>

**ii. Use of Human Subjects in Research:**

1. Applicants must protect the rights and welfare of individuals who participate as human subjects in research awarded pursuant to this FOA and must comply with the requirements of the Common Rule at 32 CFR part 219 (the DOD implementation of 45 CFR part 46) and applicable provisions of DoD Instruction 3216.02, Protection of Human Subjects and Adherence to Ethical Standards in DoD-Conducted and -Supported Research (Change 1, (June 29, 2022), the DON implementation of the human research protection program contained in SECNAVINST 3900.39E Change 1, (or its replacement), 10 USC 980 “Limitation on Use of Humans as Experimental Subjects,” and when applicable, Food and Drug Administration (FDA) and other federal and state law and regulations.
2. For proposals containing activities that include or may include “research involving human subjects” as defined in DoDI 3216.02, prior to award, the Applicant must submit documentation of:
  - a. Approval from an Institutional Review Board (IRB) (IRB-approved research protocol, IRB-approved informed consent document, documentation showing the IRB considered the scientific merit of the research and other material considered by the IRB); proof of completed human research training (e.g., training certificate for the principal investigator, and institutional verification that the principal investigator, co-investigators, and research support personnel have received appropriate training to be considered qualified to execute the research); and the Applicant’s Department of Health and Human Services (DHHS)-issued Federal Wide Assurance (FWA#), including notifications of any FWA suspensions or terminations.
  - b. Any claimed exemption under 32 CFR 219.104), including the category of exemption, supporting documentation considered by the Applicant’s institution in making the determination (e.g., protocol, data collection tools, advertisements, etc.). The documentation shall include a short rationale supporting the exemption determination. This documentation should be signed by the IRB Chair or IRB vice Chair, designated IRB administrator or official of the Applicant’s human research protection program.

- c. Any determinations that the proposal does not contain activities that constitute research involving human subjects or contains only activities that are deemed not to be research under 32 CFR 219.102(1), including supporting documentation considered by the Applicant's institution in making the determination. This documentation should be issued by the IRB Chair or IRB vice Chair, designated IRB administrator or official of the Applicant's human research protection program.
- d. Documentation must be submitted to the ONR Human Research Protection Official (HRPO), by way of the ONR Program Officer. The HRPO retains final judgment on whether the documentation satisfies the use of human subjects in research requirements. For assistance with submission of human subject research related documentation, contact the ONR Human Research Protection Official (HRPO) at (703) 696-4318 or [suzanee.b.may.civ@us.navy.mil](mailto:suzanee.b.may.civ@us.navy.mil).
- e. Grant awards and any subawards or modifications will include a statement indicating successful completion of the HRPO review. Research involving human subjects must not be commenced under any contract award or modification or any subcontract or grant subaward or modification until awardee receives notification from the Contracting or Grants Officer that the HRPO has approved the assurance as appropriate for the research under the award or modification and that the HRPO has reviewed the protocol and accepted the IRB approval or determination for compliance with Federal, DoD and DON research protection requirements. The Government will not reimburse or otherwise pay for work performed in violation of this requirement. Guidance: <http://www.nre.navy.mil/work-with-us/how-to-apply/compliance-and-protections/research-protections/human-subject-research>

**c) *Biosafety and Biosecurity Requirements:***

Applicants must comply with applicable provisions of the current version of DODM 6055.18, Safety Standards for Microbiological and Biomedical Laboratories, including ensuring compliance with standards meeting at least the minimum applicable requirements of the current edition of Centers for Disease Control and Prevention, "Biosafety in Microbiological and Biomedical Laboratories (BMBL)," and National Institutes of Health, "The NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines)" and any applicable FDA requirements.

**d) *Research Involving Recombinant (rDNA) or Synthetic Nucleic Acid Molecules:***

Applicants must not begin performance of research within the scope of "The NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines)" until receiving notice from the Contracting or Grants Officer that ONR has reviewed and accepted the Applicant's documentation. In order for ONR to accomplish that review, an applicant must provide the Contracting or Grants Officer, generally as part of an original proposal prior to award, sufficient documentation to enable the review, including:

- (1) A written statement that the Applicant is in compliance with NIH Guidelines or applicable FDA requirements. This statement should be made by an official of the institution other than the Principal Investigator and should be on university or company letterhead.
- (2) Evidence demonstrating that the proposed research protocol has been approved (or determined exempt from the NIH Guidelines) by an Institutional Biosafety Committee (IBC); and a copy of the Department of Health and Human Services (DHHS) Letter of Approval of the IBC, or the most recent letter from DHHS stating the IBC is in compliance with the NIH Guidelines. For assistance with requirements involving countries outside the



United States, please contact the ONR HRPO at (703) 696-4318 or [suzanee.b.may.civ@us.navy.mil](mailto:suzanee.b.may.civ@us.navy.mil).

**e) *Institutional Dual Use Research of Concern:***

As of September 24, 2015, all institutions and United States Government (USG) funding agencies subject to [the United States Government Policy for Institutional Oversight of Life Sciences Dual Use Research of Concern](#) must comply with all the requirements listed therein. If your research proposal directly involves certain biological agents or toxins, contact the cognizant Technical Point of Contact. U.S. Government Science, Safety, Security (S3) guidance may be found at <http://www.phe.gov/s3/dualuse/pages/default.aspx>.

**f) *Department of Defense High Performance Computing Program:***

The DoD High Performance Computing Program (HPCMP) furnishes the DoD S&T and RDT&E communities with use-access to very powerful high performance computing systems. Awardees of ONR grants and other assistance instruments may be eligible to use HPCMP assets in support of their funded activities if ONR Program Officer Approval is obtained and if security/screening requirements are favorably completed. Additional information and an application may be found at <https://www.hpc.mil/>.

**g) *Project Review Meetings and Program Review Meetings:***

Individual Project Review Meetings between the ONR sponsor and the performer may be held as necessary. Project Review Meetings typically last approximately one day. Typically, there are 2 in-person Project Review Meetings each year. Additional Project Review Meetings are likely, but these will be accomplished by video telephone conferences, telephone conferences, or web-based collaboration tools.

In addition to Project Review Meetings, Program Review Meetings may be held to provide a forum for reviews of the latest results from individual project experiments and any other incremental project progress towards major demonstrations. Program Review Meetings are generally held once per year and last two to three days.

For cost estimating purposes, applicants should assume all review meetings will be at or near ONR, Arlington VA..

The Government sometimes finds it advantageous to hold Program Review Meetings at a performer's facility. Applicants interested in hosting such meetings should include an estimated cost and the following language in their proposals, which become part of any award (note: if a contract is awarded, use of the facility will be included as an option):

[Name of entity] offers the use of its facilities for an ONR Program Review Meeting to discuss the status of programs related to the subject of this proposal. Such meetings may include attendees representing multiple program efforts and DON STEM personnel. No fee will be charged for Program Review Meeting attendees. [name of entity] understands it will not be asked to host a Performance Review Meeting more than once per year, if at all.

Applicants are not required to include the foregoing term in their proposals, and whether they do or not, will not affect their selection for award.

***h) Federal Funding Accountability and Transparency Act of 2006:***

The Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by Section 6202 of Public Law 110-252 and expanded by the Digital Accountability and Transparency Act of 2014 (Public Law 113-101), requires that all agencies establish requirements for recipients reporting information on subawards and executive total compensation as codified in 2 CFR Part 170. Any company, non-profit agency or university that applies for financial assistance (either grants or cooperative agreements) as either a prime or sub-recipient under this FOA must provide information in its proposal that describes the necessary processes and systems in place to comply with the reporting requirements identified in 2 CFR Part 170 Appendix A. Entities are required to meet reporting requirements unless an exception or exemption applies. Please refer to 2 CFR Part 170, including Appendix A, for a detailed explanation of the requirements, exceptions, and exemptions.

***i) Financial Assistance Certification:***

The Federal Assistance Certifications Report is an attestation that the entity will abide by the requirements of the various laws and regulations and the supplemental at Section F.2.iv above. Therefore, as applicable, you are still required to submit any documentation, including the SF LLL Disclosure of Lobby Activities (if applicable), and disclosure of any unpaid delinquent tax liability or a felony conviction under any Federal law.

***j) Certifications Regarding Restrictions on Lobbying:***

Grant awards greater than \$100,000 require a certification of compliance with a national policy mandate concerning lobbying. Grant applicants shall provide this certification by electronic submission of SF424 (R&R) as a part of the electronic proposal submitted via <https://www.grants.gov/>(complete Block 17). The following certification applies likewise to each grant seeking federal assistance funds exceeding \$100,000:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the applicant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or

entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

***k) Certifications Regarding the Prohibition on Using Funds with Entities that Require Certain Internal Confidentiality Agreements (Grant Information Circular (GIC) 19-02 November 2019) (Supplement to SF424 (R&R), block 17, Financial Assistance Certifications and Representations)***

By checking “I Agree” on the SF 424 (R&R) block 17 you agree to abide by the following statement: “By signing this application, I certify (1) to the statements contained in the list certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. code, Title 18, Section 1001).

The certification reads as follows:

By submission of its proposal or application, the applicant represents that it does not require any of its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting those employees, contractors, subrecipients from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

***l) Certification Regarding Disclosure of Funding Sources (Supplement to SF424, block 17, Financial Assistance Certifications and Representations)***

By checking “I Agree” on the SF 424 (R&R) block 17 you agree to abide by the following statement: “By signing this application, I certify the proposing entity is in compliance with Section 223(a) of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021 which requires that: (a) the PI and other key personnel certify that the current and pending support provided on the proposal is current, accurate and complete; (b) agree to update such disclosure at the request of the agency prior to the award of support and at any subsequent time the agency determines appropriate during the term of the award; and (c) the PI and other key personnel have been made aware of the requirements under Section 223(a)(1) of this Act. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. code, Title 18, Section 1001).

***m) Conflict of Interest***

Applicants for assistance are required to comply with 2 CFR 200.318(c), Codes of Conduct, to prevent real or apparent conflicts of interest in the award and administration of any contracts by which a recipient or subrecipient purchases property or services, supported by federal funds.

(1) General Requirement for Disclosure

You and your organization must disclose any potential or actual conflict of interest(s) to us. You must also disclose any potential or actual conflict(s) of interest for any identified sub recipient you include in your application. We may have to ask you more questions if we need more information.

At our discretion, we may ask you for a conflict of interest mitigation plan after you submit your application. Your plan is subject to our approval.

(2) Conflict of Interest

Collaborations on research and development projects are generally the result of close collaboration prior to the submission of applications for support. Accordingly, these collaborations should be considered when considering potential conflicts of interest. Therefore, you must include in your list of current and pending support all collaborators, even if they did not formally provide support.

*n) Code of Conduct*

Applicants for assistance are required to comply with 2 CFR 200.318(c), Codes of Conduct, to prevent real or apparent conflicts of interest in the award and administration of any contracts supported by federal funds. This provision will be incorporated into all assistance instruments awarded under this FOA.

*o) Requirements for Operation and Procurement of Commercial Off the Shelf Unmanned Aircraft Systems*

- (1) Commercial Off-The-Shelf Unmanned Aircraft Systems (COTS UAS) may not be purchased pursuant to this grant or assistance agreement or contract or other transaction agreement for prototype until a Cyber Exception to Policy (ETP) is obtained by the cognizant ONR Program Officer.
- (2) Exception. A Cyber ETP is not required when the research is supported via a grant award AND it is unclassified and funded with either basic research funds (i.e., 6.1) or applied research funds (i.e., 6.2) and performed on campus by a university. For all other grants and assistance agreements, a Cyber ETP must be obtained prior to purchase and/or flight operations.
- (3) Notwithstanding (2) above, a Cyber ETP is required for all efforts (regardless of award or funding type) that involve interactions with military personnel, DoD property, or DoD facilities; work conducted by US Government laboratories, UARCs, or FFRDCs; or are Public Aircraft Operation (PAO), classified, or explore specific military utility. For these efforts, and depending on the UAS platform and Cyber Operating Environment, a Cyber ETP, FAA issued Certificate of Airworthiness or a NAVAIR Airworks Authority to Operate (ATO) must be obtained.
- (4) Prospective or current performers are required to notify the cognizant ONR Program Officer of any anticipated COTS UAS purchase that may be subject to exception at time of white paper, proposal submission or award changes. Performers shall provide documentation specifying the details including the type of drone, effort, location, etc.

- (5) Performers will agree to cooperate and provide additional information as requested to support the cyber vulnerability assessment and other requirements identified above in (3).
- (6) Notwithstanding, procedures and requirements identified above, restrictions identified in Section 848 of the National Defense Authorization Act for Fiscal Year 2023, Pub. L. No. 116-92, 10 U.S.C 4871 note, as amended, continue to apply. Performers are notified that effective October 1, 2024 additional restrictions will apply to new awards, extensions or renewals of existing contracts

### 3. Reporting

- a. If the Federal share of any Federal award may include more than \$500,000 over the period of performance, the post award reporting requirements, Award Term and Condition for Recipient Integrity and Performance Matters (2 CFR Part 200 Appendix XII), is applicable as follows:
  - i. Reporting of Matters Related to Recipient Integrity and Performance
    - a) General Reporting Requirement. If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under 41 U.S.C. 2313. All information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.
  - ii. Proceedings about Which You Must Report. Submit the information required about each proceeding that:
    - a) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
    - b) Reached its final disposition during the most recent five-year period; and
    - c) Is one of the following:
      - 1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
      - 2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
      - 3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
      - 4) Any other criminal, civil, or administrative proceeding if:
        - a. It could have led to an outcome described in paragraph 2.c. (1), (2), or (3) of this award term and condition;

- b. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
  - c. The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.
- iii. Reporting Procedures. Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.
- iv. Reporting Frequency. During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.
- v. Definitions. For purposes of this award term and condition:
  - a) Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
  - b) Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
  - c) Total value of currently active grants, cooperative agreements, and procurement contracts includes—
    - 1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
    - 2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

**b. Post Award Reporting Requirements**

The post award reporting requirements can be found under the relevant ONR Addendum to the DoD R&D General Terms and Conditions and ONR Programmatic Requirements located at the following link: <https://www.nre.navy.mil/work-with-us/manage-your-award/manage-grant-award/grants-terms-conditions>.

**G. Federal Awarding Agency Contacts**

All UNCLASSIFIED communications shall be submitted via e-mail to the Technical Point of

Contract (POC) with a copy to the designated Business POC, as designated below.

Comments or questions submitted should be concise and to the point, eliminating any unnecessary verbiage. In addition, the relevant part and paragraph of the Funding Opportunity Announcement (FOA) should be referenced. Questions submitted within 2 weeks prior to a deadline may not be answered, and the due date for submission of the white paper and/or full proposal will not be extended.

**NOTE: DO NOT SUBMIT QUESTIONS VIA THE FEDCONNECT MESSAGE CENTER.**

1. **Questions of a technical nature** should be submitted to:

Point of Contact Name: Dr. Michael Simpson  
Point of Contact Occupation Title: Director of Education and Workforce  
Division Title: Mathematics, Computer and Information Sciences (MCIS)  
Division Code: 311  
Address: 875 N. Randolph Street, Arlington, VA 22203-1995  
Email Address: usn.pentagon.cnr-arlington-va.mbx.don-stem-grants@us.navy.mil

2. **Questions regarding Grants proposal submissions** should be submitted to:

Sarah Jaeschke, Grants Officer  
Office of Naval Research  
ONR Code 253  
One Liberty Center  
875 N. Randolph Street  
Arlington, VA 22203-1995  
Email Address: sarah.m.jaeschke.civ@us.navy.mil