



Funding Opportunity Announcement for Navy and Marine Corps Science, Technology, Engineering & Mathematics Education, Outreach and Workforce Program

INTRODUCTION:

This publication constitutes a Funding Opportunity Announcement (FOA) as contemplated the Department of Defense Grants and Agreements regulations (DoDGARS) 22.315(a). Additional information regarding this announcement will not be issued.

The Office of Naval Research (ONR) will not issue paper copies of this announcement. The ONR reserves the right to select for award all, some, or none of the proposals in response to this announcement. ONR provides no funding for direct reimbursement of proposal development costs. Technical and cost proposals (or any other material) submitted in response to this FOA will not be returned. It is the policy of ONR to treat all proposals as sensitive competitive information and to disclose their contents only for the purposes of evaluation.

This FOA is intended for proposals related to the Department of the Navy (DoN) education, outreach and workforce projects in Science, Technology, Engineering, and Mathematics (STEM) program. Proposals that do not meet the criteria specified by this document will not be reviewed.

For Research and Development proposals related to basic research, applied research, or advanced technology development, refer to the Long Range N00014-16-R-BA01, which can be found at ONR Broad Agency Announcement (BAA) Webpage- <http://www.onr.navy.mil/Contracts-Grants/Funding-Opportunities/Broad-Agency-Announcement.aspx>.

The following items are highlighted:

- Offerors shall include responses to *Representation Regarding an Unpaid Delinquent Liability or a Felony Criminal Conviction under Any Federal Law – DoD Appropriations, Prohibition on Contracting with Entities that Required Certain Internal Confidentiality Agreements*. Refer to Section VII, ‘Award Administration Information’ entitled “Certifications” for further information.
- Offeror’s acknowledge Section VII, F *Representation Regarding the Prohibition on*

Using FY15 Funds with Entities that Require Certain Internal Confidentiality Agreements as described.

- Project Summary Abstracts are required in the submission of the proposal and must be publically releasable. Details regarding content of Project Summary Abstracts can be found in section IV, D “Submission of Grant Proposals through Grants.gov”.

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I. GENERAL INFORMATION**A. Agency Name –**

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

B. Funding Opportunity Title –

Funding Opportunity Announcement for the Navy and Marine Corps Science, Technology, Engineering & Mathematics Education, Outreach, and Workforce Program

C. Program Name –

ONR STEM Program

D. Funding Opportunity Number –

N00014-16-R-FO03

E. Response Date –

This announcement will remain open until 31 December, 2016 or until replaced by a successor FOA or BAA, whichever occurs first. Priority will be given to white paper pre-proposals that are submitted by 31 January, 2016. All submissions will be considered on a rolling basis. White papers submitted after the deadline will be considered based on funding availability through the duration of the FOA. Proposals are considered as they arrive and successful applications are funded on a rolling basis. Therefore, Offerors are encouraged to submit early in the cycle as there is no guarantee of available program funding. Full proposals must be considered under the same FOA as submitted white papers, and therefore, invited full proposals based on white papers may be accepted until the close of this announcement.

It is strongly encouraged that Offerors contact the ONR STEM program in advance of white papers submission for the latest information on deadlines and the availability of funds.

F. Funding Opportunity Description –

The ONR seeks proposals for developing existing or innovative solutions that directly support the development and maintenance of a robust STEM workforce. The goal of any proposed effort should be to provide solutions that will establish and maintain a diverse pipeline of U.S. citizens who are interested in uniformed or civilian DoN (or Navy and Marine Corps) STEM related workforce opportunities.

While this announcement is relevant for any stage of the STEM pipeline, funding efforts will be targeted primarily towards the future DoN (naval) STEM workforce in High Schools, all

categories of Post-Secondary institutions, the STEM research enterprise, and efforts that enhance the current naval STEM workforce and its mission readiness. Efforts may encompass a spectrum of project sizes from exploratory pilots to large-scale regional or national initiatives. The technical content of any idea must establish naval relevance within the broad scope of key engineering and scientific areas as outlined in the Naval S&T Strategic Plan, or such as our National Naval Responsibilities (see ONR website), or any identified gaps in workforce needs.

Specific audience priority areas may include, but not be limited to, military dependent children, education systems integral to the naval science and technology enterprise, and veteran initiatives that improve education outcomes and connections to naval STEM careers.

While not a formal requirement or program focus of this FOA, applicants are strongly encouraged to consider under-represented populations including women and minorities in project plans.

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.

Successful white papers and proposals will clearly demonstrate that they:

- Will invest in either the development of nationally scalable innovative capabilities and educational tools OR in significantly scale proven models and approaches.
- Will create meaningful content and participant experiences that meet Naval STEM education and workforce priorities, and that will expose participants to elements such as Navy and Marine Corps STEM skills, content, careers, facilities and personnel (uniformed, civilian, active duty or retired).
- Will collect a set of program-specific measures of performance and measures of effectiveness appropriate to the goals of the project.
- Will contain a strategy for self-sufficiency, such that following the completion of ONR's investment, the effort will have a clear financial sustainability path and leave enduring organizational capability.
- Will be distinct from those types of efforts requested by ONR's Long Range BAA.

Additionally, all funded programs will be required to provide an evaluation plan and, as appropriate, to provide DoN-specified output measures that demonstrate whether the program is operating successfully according to its intended purpose. All programs will also be required to collect and provide a set of DoN-specified impact measures designed to show whether and how these programs are achieving their intended goals and changing the behavior of program participants if requested. Grantees will be required to work with existing metrics efforts and to provide data on an ongoing and timely basis.

Specific proposal evaluation criteria for this FOA are included in Section V. Efforts are discouraged from applying to this FOA if they focus solely (or primarily) on

localized instructional, educational or physical infrastructure improvement and single special outreach events including conferences and workshops. Efforts that continue existing work (either the Offeror's own or those currently or previously supported by ONR) are discouraged from applying. Efforts are also discouraged if they primarily purchase supplies and materials, cover the cost of student tuition, stipends, labor, internship costs, or provide salary and/or travel support.

G. Point(s) of Contact (POC) –

White paper submission is via email ONLY to onr_stem@navy.mil following the detailed instructions below.

Questions of a technical nature should be submitted to:

Dr. Michael Simpson
 Director of Education and Workforce
 Office of Naval Research
 875 North Randolph Street
 Arlington VA 22203-1995
onr_stem@navy.mil

Questions of a business nature, and suggestions for improvement should be submitted to:

Ms. Elizabeth Ford
 Grants Officer
 Code BD0255
 Office of Naval Research
 875 North Randolph Street
 Arlington VA 22203-1995
Elizabeth.Ford@navy.mil

Comments or questions should be concise and to the point, eliminating any unnecessary verbiage. In addition, the relevant part and paragraph of the FOA should be referenced. All questions shall be submitted in writing by email.

Amendments will be posted to one or more of the following webpages:

- Grants.gov Webpage - <http://www.grants.gov/>
- ONR Broad Agency Announcement (BAA) Webpage - <http://www.onr.navy.mil/en/Contracts-Grants/Funding-Opportunities/Broad-Agency-Announcements.aspx>.

H. Instrument Type(s) –

Awards will take the form of Grants.

Any assistance instrument awarded under this announcement will be governed by the award

terms and conditions that conform to DoD's implementation of OMB circulars applicable to financial assistance. Terms and conditions of new awards and funding increments to existing awards made after December 26, 2014, may include revisions to reflect DoD implementation of new OMB guidance in CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

I. Catalog of Federal Domestic Assistance (CFDA) Numbers –

12.330

J. Catalog of Federal Domestic Assistance (CFDA) Titles –

ONR Science, Technology, Engineering & Mathematics (STEM) Program

II. AWARD INFORMATION

The amount and period of performance of each selected proposal may vary depending on the research area and the technical approach to be pursued by the selected Offeror. The ONR plans to make multiple awards under this FOA, selecting those that represent the greatest overall value to the Government in accordance with the evaluation criteria contained in Section V, Evaluation Criteria of N00014-16-R-FO03.

Offerors are encouraged to be creative in the selection of the technical and management processes and approaches to address the areas of interest described above. The programs should take into consideration the greatest and broadest impact possible.

The period of performance of the awards will typically range from twelve (12) months to thirty-six (36) months. ONR typically funds individual awards up to \$250,000 per year. Cost proposals for larger amounts will be considered on a case by case basis.

Due to the time required for reviewing and commenting on the white paper and subsequently invited full proposal, and taking into account the time required for funding an award, performers selected for award should anticipate that funds may not be available until well into FY16.

III. ELIGIBILITY INFORMATION

All responsible sources from academia, the nonprofit sector, and industry may submit proposals under this FOA.

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 bidders are allowed so long as they are permitted under the sponsoring agreement between the Government and the specific FFRDC.

DoN laboratories and warfare centers as well as other Department of Defense and civilian agency laboratories are also not eligible to receive awards under this FOA and should not directly submit either white papers or full proposals in response to this FOA. If any such organization is interested in the program described herein, the organization should contact ONR STEM Program Office, onr_stem@navy.mil, to discuss potential projects. As with FFRDCs, these types of Federal organizations may team with other responsible sources from academia, non-profits, and industry that are submitting proposals under this FOA.

University Affiliated Research Centers (UARC) are eligible to submit proposals under this FOA unless precluded from doing so by their Department of Defense UARC contracts.

IV. APPLICATION AND SUBMISSION INFORMATION

A. White Paper Application and Submission Process –

Initial submissions must be a white paper. White papers are to be submitted only as a PDF or Microsoft Word 2007 compatible file via email to the submission contact listed in Section I.G, above. If an Offeror does not submit a white paper, it is not eligible to participate in the remaining Full Proposal submission process and is not eligible for funding. Each white paper should state that it is submitted in response to this FOA. A separate white paper is required for submission for each idea.

The applicable dates and deadlines for this announcement are given in Section I.E, above.

B. Content, Format, and Submission of White Papers/Full Proposals –

1. General Instructions –

White Papers and Full Proposals submitted under this FOA are to be unclassified.

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

Titles given to the White Papers/Full Proposals should be descriptive of the work they cover and not be merely a copy of the title of this solicitation.

2. White Papers –

a. White Paper Format –

Submit White Papers according to the following format:

- **Paper Size** – 8.5 x 11 inch paper
- **Margins** – 1 inch
- **Spacing** – Single spaced
- **Font** - Times New Roman, 12 point

b. White Paper Content –

White Papers must address the following sections:

- **Cover Page** – The Cover Page shall be labeled "WHITE PAPER", and shall include N00014-16-R-FO03, proposed title, Offeror's administrative and technical points of contact, telephone numbers, facsimile numbers, and email addresses.
- **Summary** – A one paragraph Summary of the proposed effort.

- **Technical Concept (2 Page Maximum)** – A description of the proposed effort and how it advances the ONR's STEM Education and Workforce mission. The project idea, technical rationale, and approach should identify a problem(s), arguments to substantiate the claims made, and proposed approach to address the issue. The Offeror's capacities should be discussed as they relate to the achieving success in the project. The project should address the funding announcement criteria stated in Section I.F.
- **Rough Order of Magnitude Cost (One-half Page Maximum)** – White Paper submissions shall include a rough order of magnitude cost showing requested funding per year, total cost, and suggests spending priorities to satisfy Section I.F.
- **Naval Relevance (One-half Page Maximum)** – A description of potential STEM Education and Naval STEM relevance and contributions of the effort to the agency's specific mission.

c. White Paper Submission –

Electronic (email) submissions should be sent to the attention of the POC at: onr_stem@navy.mil. The subject line of the email shall read "N00014-16-R-FO03 White Paper Submission". The white paper must be a Microsoft Word 2007 compatible, or PDF format attachment to the email. There is an email size limit of 5MB per email.

NOTE: Do not send:

- hardcopies of White Papers (including Facsimiles)
- .ZIP files
- password protected files

In order to provide traceability and evidence of submission, Offerors may wish to use the "Delivery Receipt" option available from Microsoft Outlook and other email programs that will automatically generate a response when the subject email is delivered to the recipient's email system. Consult the User's Manual for your email software for further details on this feature.

3. Proposals –

a. Full Proposal Format –

Submit Full Proposals using the following format:

- **Paper Size** – 8.5 x 11 inch paper
- **Margins** – 1 inch
- **Spacing** – Single-spaced
- **Font** – Times New Roman, 12 point
- **Number of Pages** – Full Proposals exceeding the page limit may not be evaluated.
 - The cover page, table of contents, resumes, curricula vitae, and current and pending project and proposal submissions information are excluded from the page limitations.

- Volume (Vol.) 1 (Technical Proposal) is limited to no more than **20 pages**. Limitations within sections of the proposal, if any, are indicated in the individual descriptions shown below.
- Volume (Vol.) 2 (Cost Proposal) has no page limitations.

b. Full Proposal Content –

Full Proposals must address the following sections:

(1) Volume 1 – Technical Proposal –

- **Cover Page** – This should include the words “Technical Proposal” and the following:
 - N00014-16-R-FO03
 - Title of Proposal
 - Identity of prime Offeror and complete list of subawards, if applicable
 - Technical contact (name, address, phone/fax, electronic mail address)
 - Administrative/business contact (name, address, phone/fax, electronic mail address)
 - Proposed period of performance (identify both the base period and any options, if included)
- **Table of Contents** – An alphabetical/numerical listing of the sections within the proposal, including corresponding page numbers.
- **Technical Approach and Justification** – The proposal should consist of a clear description of the technical approach being proposed and its potential Naval relevance and contribution to the agency’s specific education and science and engineering workforce. 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 pipeline 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 impact of the initiatives toward improving science and engineering education in the United States. Discuss potential and extent to which the proposed program engages Naval laboratories as active participants in program execution. Limit the number of pages for this section to 13.
- **Project Schedule and Milestones** – A summary of the schedule of events and milestones. Limit the number of pages for this section to 2.
- **Reports** – The following are sample reports that are typically required under an ONR funded STEM effort:
 - Quarterly Technical and Financial Progress Reports – Including information on current expenses and invoices for the time period, programmatic developments, and major successes or major problems that warrant ONR attention.
 - Annual Reports – Including a year-long assessment of what was technically accomplished, collected programmatic data and evaluation results, and how the program goals are being met.
 - Annual Naval STEM Program Data Forms – Completion of form.

- Final Reports – Detailing the full programmatic accomplishments summarized from prior reports and including unreported activities to the close of financial activities, and a forecast for ongoing program sustainability and contribution to Naval education and workforce need as the funding ends. Include, as feasible, examples of educational materials produced, links to digital materials, and other resultant material from the award.
- **Metrics and Evaluation** – Data are expected to be part of the report contents at the earliest annual report as available or quarterly report if desired. Metrics and evaluation components should include but not be limited to:
 - Logic models and program operating guidelines.
 - Collected data and resulting analysis.
 - Data instruments as feasible
- **Management Approach** – A discussion of the overall approach to the management of this effort, including brief discussions of the total organization, project/function/subcontractor/subrecipient relationships, government research interfaces, and planning, scheduling and control practice. Identify which personnel and subcontractors/subrecipients (if any) will be involved. Limit the number of pages for this section to 4.
- **Current and Pending Project and Proposal Submissions** – Offerors are required to provide information on all current and pending support for ongoing projects and proposals, including subsequent funding in the case of continuing contracts, grants, and other assistance agreements. Offerors shall provide the following information for any related previous or concurrent proposal submissions to whatever sources (e.g., ONR, Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations). The information must be provided for all proposals already submitted or submitted concurrently to other possible sponsors, including ONR. Concurrent submission of a proposal to other organizations will not prejudice its review by ONR:
 - Title of Proposal and Summary
 - Source and amount of funding (annual direct costs; provide contract and/or grant numbers for current contracts/grants)
 - Percentage effort devoted to each project
 - Identity of prime Offeror and complete list of subawards, if applicable
 - Technical contact (name, address, phone/fax, electronic mail address)
 - Administrative/business contact (name, address, phone/fax, electronic mail address)
 - Duration of effort (differentiate basic effort)
 - The proposed project and all other projects or activities requiring a portion of time of the Principal Investigator and other senior personnel must be included, even if they receive no salary support from the project(s)
 - The total award amount for the entire award period covered (including indirect costs) must be shown as well as the number of person-months or labor hours per year to be devoted to the project, regardless of source of support
 - State how projects are related to the proposed effort and indicate degree of overlap
- **Qualifications** – A discussion of the qualifications of the proposed Principal Investigator

and any other key personnel. Include resumes for the Principal Investigator and other key personnel and full curricula vitae for Principal Investigators and consultants. Limit the number of pages for this section to 2 pages per person.

- **Letter(s) of support** – There is no specified format or content required for the letter(s) of support other than being authored by the appropriate representative and supporting commitment the applicant and his or her project. Commitment may include (but is not limited to) funding, related materials and/or computer investments, technical advisement, and organizational or infrastructure support. The letter(s) can include any and all commitments and investments made by the representative towards the applicant and the overall statement about the relevance of the project to naval science and technology goals.

(2) Volume 2 - Cost Proposal –

(a) Part 1 –

The offer shall provide a detailed cost breakdown of all costs, by cost category and by federal government fiscal year. Assume start dates, for budget purposes, will be no earlier than 4 months from the proposal submission date. Thus, as noted below, the proposed budget for three years may have up to four budget periods for a three year proposal.

- Budget Period 1: 4 months from submission date through 30 September 2016
- Twelve months (01 October 2016 through 30 September 2017)
- Twelve months (01 October 2017 through 30 September 2018)
- X Months (12 – number of months in Budget Period 1) (01 October 2018 through X)

The annual itemized budget must include the following:

- **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** – (i.e., 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 rates have not been approved/negotiated, provide sufficient detail to enable a determination of allowability, allocability and reasonableness of the allocation bases, and how the rates are calculated. Additional information may be requested, if needed. If composite rates are used, provide the calculations used in deriving the composite rates.
- **Travel** – The proposed travel cost should 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 principals.

- **Subawards** – Provide a description of the work to be performed by the subrecipients. For each subaward, a detailed cost proposal is required to be submitted by the subrecipient(s). The proposed subawardee's or subrecipient'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 Offeror and that the attached proposal is for either a subcontract or a sub-agreement. A proposal and supporting documentation must be received and reviewed before the Government can complete its cost analysis of the proposal.
- **Consultants** – Provide a breakdown of the consultant's hours, the hourly rate proposed, 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 contractor'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). Allowable items normally would be limited to research equipment not already available for the project. General purpose equipment (i.e., equipment not used exclusively for research, scientific or other technical activities, such as personal computers, laptops, office equipment) should not be requested unless they will be used primarily or exclusively for the project.
- **Other Direct Costs** – Provide an itemized list of all other proposed other direct costs such as report and publication costs, licensing and certification fees of education materials, necessary items not covered above, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).
- **Fee/Profit** – Fee/profit is unallowable under grants at either the prime or subaward level but may be permitted on any subcontracts issued by the prime awardee.

(b) Part 2 –

Cost breakdown by Government fiscal year and task/sub-task corresponding to the same task breakdown in the proposed Statement of Work. When options are contemplated, options must be separately identified and priced by task/subtask.

C. Significant Dates and Times –

The applicable dates and deadlines for this announcement are given in Section I.E, above.

D. Submission of Grant Proposals through Grants.gov –

1. Submission Process –

Detailed instructions entitled "Grants.Gov Electronic Application and Submission Information" on how to submit a Grant proposal through Grants.gov are under the Submit Proposals section of the website at <http://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal/grants-gov.aspx>.

White Papers must be submitted through the Grants.gov Apply process. White paper submissions should be e-mailed directly to the ONR STEM Program Office. White paper format requirements are found in Section IV, B, above.

The Offeror must use the Grants.gov forms from the application package template associated with the FOA on the Grants.Gov website 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. Assume that performance will start no earlier than four months after the date the cost proposal is submitted. A separate Adobe PDF document should be included in the application that provides appropriate justification and/or supporting documentation for each element of cost proposed.

For electronic submission of grant full proposals, there are several one-time actions that must be completed in order to submit an application through Grants.gov. These include obtaining a Dun and Bradstreet Data Universal Numbering System (DUNS) number, registering with the System for Award Management (SAM), registering with the credential provider, and registering with Grants.gov. See <http://www.grants.gov>.

Use the Grants.gov Organization Registration Checklist at <http://www.grants.gov/web/grants/applicants/organization-registration.html> which will provide guidance through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called 'MPIN' are important steps in the SAM registration process. Applicants who are not registered with CCR and Grants.gov should allow at least 21 days to complete these requirements. The process should be started as soon as possible. Any questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 (1-606-545-5035 for foreign applicants) or support@grants.gov.

Special Notices Relative to Grant Applications to be submitted through Grants.gov:

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

The following information must be completed as follows in the SF 424 to ensure that the application is directed to the correct individual for review: Block 4a, Federal Identifier: Enter the previous ONR award number, or N00014 if the application is not a renewal or expansion of an existing award; Block 4b, Agency Routing Number: Enter the three (3) digit Program Office Code [03R] and the Program Officer's name, last name first, in brackets [Simpson, Michael]. Applicants who fail to provide a Department code identifier may receive a notice that their proposal will be rejected.

Please note that Volume 1, Technical Proposal should be submitted as an attachment to the SF 424 rather than being inserted into Block 8, Project Narrative. Block 8 should be completed with a statement that *Volume 1 is attached*.

To attach the Technical Proposal in Grants.gov, download the application package:

- Click on "Research and Related Other Project Information."
- Click on "Move form to Submission List."
- Click on "Open Form."

You will see a new PDF document titled "Research & Related Other Project Information." Block 7 is the Project Summary/Abstract. The project summary abstract shall be included in the submission of the proposal and will be publicly releasable.

Click on "Add attachment" and attach the project summary/abstract. (You will not be able to type in the box; therefore, save the file you want to attach as Project Summary or Abstract).

The project summaries of all awarded proposals will be placed on DoD websites open to the public and shall not contain restrictive markings.

Project Summary Abstracts shall contain the following information:

- Identify the research problem, technical approaches, anticipated outcome of the research, if successful, and impact on DoD capabilities;
- Identify the Principal Investigator and the University involved in the proposal;
- Identify the proposal title; Identify the total funds requested from ONR for the performance period,

Project Summary Abstracts shall be prepared by using standard 8.5" by 11" paper with 1" margins (top, bottom, left and right) with font Times New Roman 12 point. The project summary must not exceed 1 page when printed. Graphics are not allowed.

Block 8 is the Project Narrative. Click on Add attachment and attach the technical proposal.

(Save the file as Volume I- Technical Proposal since you will not be able to type in the box).

2. Proposal Receipt Notices –

After a full proposal is submitted through Grants.gov, the Authorized Organization Representative (AOR) will receive a series of three e-mails. You will know that your proposal has reached ONR when the AOR receives e-mail Number 3. You will need the Submission Receipt Number (e-mail Number 1) to track a submission. The three e-mails are:

- Number 1 – The applicant will receive a confirmation page upon completing the submission to Grants.gov. This confirmation page is a record of the time and date stamp that is used to determine whether the proposal was submitted.
- Number 2 – The applicant will receive an e-mail indicating that the proposal has been validated by Grants.gov within two days of submission (this means that all of the required fields have been completed). After an institution submits an application, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the Application has been successfully delivered to the Grants.gov system. Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated." If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the institution, and the institution must resubmit the application package. Applicants can track the status of their application by logging in to Grants.gov.
- Number 3 – The third notice is an acknowledgement of receipt in e-mail form from ONR within ten days from the proposal due date, if applicable. The e-mail is sent to the authorized representative for the institution. The e-mail for proposals notes that the proposal has been received and provides the assigned tracking number.

V. EVALUATION INFORMATION

A. Evaluation Criteria –

Awards under this FOA will be made to proposers on the basis of the evaluation criteria listed below, and program balance including existing efforts, in order to provide overall value to the Government. The Government reserves the right to request any additional, necessary documentation. The Government reserves the right to remove proposers from award consideration should the parties fail to reach agreement on award terms, conditions, and cost/price within a reasonable time, or the proposer fails to timely provide requested additional information. Proposal evaluations will be conducted using all of the following evaluation criteria:

- Degree of innovation and novelty presented by the proposed effort.
- Naval relevance, impact and contributions of the effort to ONR's mission to advance STEM education and outreach and to improve the future Naval STEM workforce.
- The Offeror's capabilities, related experience including key personnel, facilities, techniques or unique combinations of these which are integral factors for achieving the proposal objectives.
- Contribution to overall Naval STEM portfolio and STEM priorities, with opportunities to increase the STEM pipeline and expand nationally.
- Cost effectiveness and capacity to achieve self-sufficiency and the degree to which proposed costs align with the proposed efforts.

The ultimate recommendation for award of proposals is made by ONR's scientific/technical/STEM community. Recommended proposals will be forwarded to the ONR grants department in accordance with proposal evaluations and funding availability. Any notification received from ONR indicating that the Offeror'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 above and has been sent to the grants department to conduct cost analysis, determine the offeror's responsibility, and to take other relevant steps necessary prior to award of a new grant.

ONR encourages partnering among industry, academia, nonprofits, and with Government when partnerships may enhance the incorporation of STEM education advances into educational settings, increase the scale and impact, improve the sustainability of projects, and increase Naval relevance.

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 the period of performance.

C. Evaluation Panel –

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 employee having access to technical and cost proposals submitted in response to this FOA is required to sign a non-disclosure agreement.

VI. AWARD ADMINISTRATION INFORMATION

A. System for Award Management (SAM) –

All Offerors submitting proposals or applications must:

- Be registered in the SAM prior to submission;
- 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 any agency; and
- Provide its DUNS number in each application or proposal it submits to the agency.

The System for Award Management (SAM) is a FREE WEBSITE that consolidates the capabilities you used to find in CCR/FedReg, ORCA, and EPLS.

SAM may be accessed at <https://www.sam.gov/portal/public/SAM/>

B. Access to your Grant Award –

Office of Naval Research (ONR) award/modification documents are only available via the Department of Defense (DoD) Electronic Document Access System (EDA) within the WideArea WorkFlow e-Business Suite (<https://wawf.eb.mil/>).

Unless otherwise specified by the offeror, notifications for the posting of award and modification documents to EDA will be directed to both the Technical Point of Contact and the Business Point of Contact identified in the offeror's proposal.

EDA is a Web-based system that provides secure online access, storage and retrieval of awards and modifications to DoD employees and vendors.

If you do not currently have access to EDA, you may complete a self-registration request as a "Vendor" via <https://wawf.eb.mil/> following the steps below:

1. Click "Accept"
2. Click "Register" (top right)
3. Click "Agree"
4. In the "What type of user are you?" drop down, select "Vendor"
5. Select the systems you would like to access (iRAPT at a minimum)
6. Complete the User Profile and follow the site instructions

Allow five business days for your registration to be processed. EDA will notify you by email when your account is approved.

To access awards after your registration has been approved, log into <https://wawf.eb.mil/>, select "EDA", select either EDA location, select "Contracts", select your search preference, enter the Grant Number in the Contract Number field, and select "View".

Registration questions may be directed to the EDA help desk toll free at 866-618-5988, commercial at 801-605-7095, or via email at disa.ogden.esd.mbx.cscassig@mail.mil (Subject: EDA Assistance).

VII. OTHER INFORMATION

A. 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, 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 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. Refer to 2 CFR Part 170, including Appendix A, for a detailed explanation of the requirements, exceptions, and exemptions.

B. Military Recruiting On Campus –

This applies to domestic U. S. colleges and universities. Appropriate language from 32CFR22.520, Campus access for military recruiting and Reserve Officer Training Corps (ROTC) will be incorporated in all university grant awards.

C. Certification regarding Restrictions on Lobbying –

Grant and Cooperative Agreement awards greater than \$100,000, as well as OTAs not under Section 845, 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 Grants.gov (complete Block 17). The following certification applies likewise to each cooperating agreement and normal OTA applicant seeking federal assistance funds exceeding \$100,000:

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.

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.

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 Section 1352, title 31, U.S.C. 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.

D. Use of Animals and Human Subjects in Research –

If animals are to be utilized in the research effort proposed, the Offeror must submit prior to award a Full Appendix or Abbreviated Appendix with supporting documentation (copies of IACUC Approval, IACUC Approved Protocol, and most recent USDA Inspection Report) prior to award. For assistance with submission of animal research related documentation, contact the ONR Animal Use Administrator at (703) 696-4046. Guidance:

<http://www.onr.navy.mil/en/About-ONR/compliance-protections/Research-Protections/Animal-Recombinant-DNA.aspx>

Use of Human Subjects in Research:

Similarly, for any proposal for research involving human subjects, the Offeror must submit prior to award: documentation of approval from an Institutional Review Board (IRB); IRB-approved research protocol; IRB- approved informed consent form; proof of completed human research training (e.g., training certificate or institutional verification of training); an application for a DoD- Navy Addendum to the Offeror's DHHS-issued Federal wide Assurance (FWA) or the Offeror's DoD-Navy Addendum. In the event that an exemption criterion under 32 CFR 219 101(b) is claimed, provide documentation of the determination by the Institutional Review Board (IRB) Chair, IRB vice Chair, designated IRB administrator or official of the human research protection program including the category of exemption and short rationale statement. Determinations that the activity is not research involving human subjects must also be provided. This documentation must be submitted to the ONR Human Research Protection Official (HRPO), by way of the ONR Program Officer. Information about assurance applications and forms can be obtained by contacting ONR_343_contact@navy.mil. If the research is determined by the IRB to be greater than minimal risk, the Offeror also must provide the name and contact information for the independent medical monitor. For assistance with submission of human subject research related documentation, contact the ONR Human Research Protection Official at (703) 696-4046.

Guidance: <http://www.onr.navy.mil/About-ONR/compliance-protections/Research-Protections/Human-Subject-Research.aspx>

E. Representation Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction Under any Federal Law - DoD Appropriations –

All grant applicants are required to complete the "Representation on Tax Delinquency and Felony Conviction" found at <http://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal.aspx> by checking the "I agree" box in block 17 and attaching the representation to block 18. of the SF424 (R&R) as part of the electronic proposal submitted via Grants.gov. The representation reads as follows:

- The applicant represents that it is ___ is not___ a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- The applicant represents that it is__ is not __a corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.
- NOTE: If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the agency suspension and debarment official (SDO) has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore should provide information about its tax liability or conviction to the agency's SDO as soon as it can do so, to facilitate completion of the required consideration before award decisions are made.

F. Representation Regarding the Prohibition on Using FY15 Funds with Entities that Require Certain Internal Confidentiality Agreements –

Agreement with the representation below will be affirmed by checking the "I agree" box in block 17 of the SF424 (R&R) as part of the electronic proposal submitted via Grants.gov. The representation 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.

Note that: (1) the basis for this representation is a prohibition in section 743 of the Financial Services and General Government Appropriations Act, 2015, Pub. L. 113-235) on provision of funds through grants and cooperative agreements to entities with certain internal confidentiality agreements or statements; and 92) section 743 states that it does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.