

*checklist does not replace the solicitation. Please review program specific solicitation for compliance and complete accuracy.

DUE DATE AND AWARD INFORMATION	
Executive Summary deadline	September 18, 2019
Grant submission deadline	November 19, 2019
Solicitation	DARPA-RA-19-01
FAQs	DARPA YFA FAQs
Period of Performance	Three years to include a 24 month base period (not to exceed \$250,000 per year) and a 12 month option period (maximum budget \$500,000)
Budget limitations	Total budget request is for \$1 Million, but broken out as \$250,000/year for first 24 months & \$500,000 for last 12 month option
Start Date	July 2020
Eligibility Information for Project Personnel	<ul style="list-style-type: none"> • Current Tenure-Track Assistant/Associate Professors; or • Current Tenured faculty within 3 years of their Tenure date • Previous YFA recipients are not eligible
FORMATTING INSTRUCTIONS	
Document format	Required to use templates provided as Attachments A, B, C, D, and E Templates provided by searching this solicitation at www.fbo.gov
Document Types	Document files may be in PDF, PowerPoint, Word, or Excel formats
Submission Types	The elements of a complete submission (Executive Summary or Full Proposal) must be provided as a single .zip file containing either one document file, or a single .zip continuing multiple, separate document files
Font Size	Font size must be no smaller than 12 point Font sizes of 8 or 10 point may be used for figures, tables, and charts
Page size	8.5 x 11
Margins	1.0" all sides
Page Numbers	Add page numbers to all documents
EXECUTIVE SUMMARY (PRE-APPLICATION)	
Overview	<ul style="list-style-type: none"> • Executive Summary is not required but is <i>strongly encouraged</i> by DARPA • Submitted via DARPA website • PIs are limited to one executive summary

	<ul style="list-style-type: none"> • Applicants can expect a response within 30 calendar days of submission
Format	Required to submit using Attachment A template
Page Limits	1 page, excluding cover sheet Items A-F must not exceed 1 page
Cover Sheet	Can be up to 2 or more pages to accommodate all information
FULL PROPOSAL	
Overview	<p>PIs are limited to one full proposal to only one topic</p> <p>Full Proposal Contents: Technical and Management Volume, Cost Breakdown Template, Administrative and National Policy Requirements, Summary Slide, Cost Volume 2 (Optional), SF424 R&R Budget</p>
Proposal Template (Attachment B)	<ul style="list-style-type: none"> • Length: Limited to 8 pages (does not include official transmittal letter, cover sheet, table of contents, summary slide, or bibliography) • Must address full 36 month program (base and option period) • Format: Word • Contains: <ul style="list-style-type: none"> ○ Cover Sheet ○ Official Transmittal Letter (signed by ORA) ○ Summary Slide ○ Executive Summary ○ Goals and Impact ○ Technical Plan ○ Management Plan ○ Personnel, Qualifications, and Commitments ○ Capabilities ○ Statement of Work ○ Schedule and Milestones ○ Bibliography
Proposal Cost Breakdown Template (Attachment C)	<ul style="list-style-type: none"> • Format: Excel • Provide total effort cost broken down by major cost items, including: labor, materials, travel, consultants, subcontracts, other direct charges, indirect costs, fringe, etc • Costs must be broken down by Contractor Fiscal Year
Proposal Template – Administrative and National Policy Requirements Template	<ul style="list-style-type: none"> • Length: No page limit • Format: Word • Contains:

(Attachment D)	<ul style="list-style-type: none"> ○ Cover Sheet ○ Table of Contents ○ Team Member Identification ○ Requirements for Teams ○ Organizational Conflict of Interest ○ Intellectual Property ○ Human Subjects ○ Animal Use ○ Representations
Proposal Template Summary Slide (Attachment E)	<ul style="list-style-type: none"> ● Length: 1 page ● Format: PowerPoint ● Content: High Level Vision, Project Impact and Application, Technical Approach and Risks
Cost Volume Template, Optional (Attachment F)	<ul style="list-style-type: none"> ● Length: None ● Format: Word ● Contains: <ul style="list-style-type: none"> ○ Cover Sheet ○ Table of Contents ○ Cost Summaries by Year, Task AND Month ○ Cost Details ● Should include an excel spreadsheet file that addresses all requested costs including formula traceability
Budget	<p>Note: Costs must be allowable, allocable, and reasonable</p> <ul style="list-style-type: none"> ● Costs proposed are for base and option period, total of 36 months <ul style="list-style-type: none"> ○ Base Period is 24 months, each year limited to \$250,000 ○ Option Period is 12 months, limited to \$500,000 ● Up to 30% of budget can go to team members ● DARPA may fund part, but not all, of your project; be sure to build your approach into your budget
Budget Justification	<ul style="list-style-type: none"> ● Length: None ● Required for upload on SF424 R&R Budget form ● Similar to Cost Details section of Cost Volume Template