**DARPA Proposal Development Checklist**

Proposals sent in response to DARPA Announcements should be submitted through T-FIMS. See <https://www.tfims.darpa.mil/baa/> for more information on how to request an account, upload proposals, and use the T-FIMS tool. Because proposers using T-FIMS may encounter heavy traffic on the web server and T-FIMS requires a registration and certificate installation for all proposers, proposers should not wait until the day the proposal is due to create an account in T-FIMS and submit the proposal. All proposers using T-FIMS must also encrypt the proposal, as per the instructions below.

All proposals submitted electronically to T-FIMS must be encrypted using WinZip or PKZip with 256-bit AES encryption. Only one zipped/encrypted file will be accepted per proposal and proposals not zipped/encrypted will be rejected by DARPA. An encryption password form must be completed and emailed to DARPA (refer to the BAA for this email address) at the time of proposal submission. See the [encryption password form.](https://www.tfims.darpa.mil/baa/)

DARPA Proposals are typically are submitted in the following format, together as one document:

Volume I (Technical and Management Proposal)

Volume II (Cost Proposal)

Please read the BAA to confirm the submission format.

**Volume I Technical Proposal**

Note the numbering of the Sections II, III and IV and information required in each section is dependent upon the requirements of the DARPA Announcement.

Cover sheet to include:

(1) RA number (for example, DARPA-RA-21-03 for [Young Faculty Award](https://sam.gov/opp/4802b783624c40f680abe74edca959a9/view))

(2) Technical area

(3) Organization submitting proposal

(4) Type of business, selected among the following categories, e.g., “EDUCATIONAL”

(5) Contractor’s reference number (if any)

(6) Proposal title

(7) Proposal date

(8) Technical point of contact to include salutation, last name, first name, street address, city, state, zip code, telephone, fax, electronic mail

(9) Administrative point of contact to include salutation, last name, first name, street address, city, state, zip code, telephone, fax, electronic mail

(10) Total proposed cost separated by basic award and option(s) (if any)

+ Official Signed Transmittal Letter.

**Summary of Proposal
Sections II**

The requirements of this section are specific to the DARPA Announcement you are proposing to. The specific may include information like:

 Technical Rationale of Proposal

 Description of Deliverables/Milestones

 Description of Team

 Current Pending support attachment must include the following:

* 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.
* Title and objectives of the other research projects.
* 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 research projects of will receive if other proposals are awarded
* Name and address of the agencies and/or parties supporting the other research projects.
* Period of performance for each other research project

 Biosketches - All academic, professional, or institutional appointments. Include the following:

* Any titled academic, professional, institutional position regardless if remuneration is received
* All full-time, part-time, or voluntary positions
* All adjunct, visiting or honorary appointments
* Participation in any Foreign Government Talent Recruitment Programs

 Statement of Work

**Detailed Proposal Information
Section III**

The requirements of this section are specific to the DARPA Announcement you are proposing to. In addition to the information above in Section II Summary of Proposal The specific may include:

* Program Plan and Risk Assessment
* Capabilities
* Technology Transitions Plans

**Additional Information
Section IV**

The requirements are specific to the DARPA Announcement you are proposing to. This section may include the following information:

* Bibliographies
* Publications

**Volume 2: Cost Proposal**

Cover Page to include:

(1) RA number (for example, DARPA-RA-21-03 for [Young Faculty Award](https://sam.gov/opp/4802b783624c40f680abe74edca959a9/view))

(2) Technical area

(3) Lead Organization submitting proposal

(4) Type of business, selected among listed categories, for example, “EDUCATIONAL”, OR “OTHER NONPROFIT”

(5) Contractor’s reference number (if any)

(6) Other team members (if applicable) and type of business for each

(7) Proposal title

(8) Technical point of contact to include salutation, last name, first name, street address, city, state, zip code, telephone, fax (if available), electronic mail (if available)

(9) Administrative point of contact to include salutation, last name, first name, street address, city, state, zip code, telephone, fax (if available), and electronic mail (if available)

(10) Award instrument requested: cost-plus-fixed-free (CPFF), cost-contract—no fee, cost sharing contract – no fee, or other type of procurement contract (specify), grant, cooperative agreement, or other transaction

(11) Place(s) and period(s) of performance

(12) Total proposed cost separated by basic award and option(s) (if any)

(13) Name, address, and telephone number of the proposer’s cognizant Defense Contract Management Agency (DCMA) administration office (if known)

(14) Name, address, and telephone number of the proposer’s cognizant Defense Contract Audit Agency (DCAA) audit office (if known)

(15) Date proposal was prepared

(16) DUNS number

(17) TIN number:

(18) Cage Code:

(19) Subcontractor Information

(20) Proposal validity period.

**Budget / Cost Detail**

The typical cost detail information that DARPA requires in their cost proposal section is outlined below. PLEASE SEE ANNOUCEMENT TO DETERMINE THE REQUIRED COST BREAKDOWN

 The proposers cost volume shall provide detailed budget (cost) information in sufficient detail to substantiate the program price proposed (e.g., realism and reasonableness).

 The proposer shall provide a detailed cost breakdown by phase, task, and month. The breakdown shall include, at a minimum, the following major cost items:

 direct labor (labor categories and effort per category)

 subcontracts (by subcontractor)

 material/equipment

 other direct costs (travel, computer usage fees, etc.)

 indirect charges (rates and factors such as Fringe Benefits, F&A, etc.)

## Resources

[Terms and Conditions](https://www.darpa.mil/attachments/ExhibitGrantsandCooperativeAgreements03-29-21v2.pdf)

[DARPA Standard Cost Proposal Spreadsheet - Multiple TAs](https://www.darpa.mil/attachments/DARPAStandardCostProposalSpreadsheetMultipleTAs-11-2021.xlsx)

[DARPA Standard Cost Proposal Spreadsheet - Single TA](https://www.darpa.mil/attachments/DARPA%20StandardCostProposalSpreadsheetSingleTA-11-2021.xlsx)

[Example Milestones for Embedded Entrepreneur Initiative](https://www.darpa.mil/attachments/EEIMilestoneExamples_20210901.docx)

**Reporting Requirements.** The number and types of reports will be specified in the award document but will include at a minimum monthly financial status reports, monthly technical status reports, annual reports, and an end-of-phase report. The reports must be prepared and submitted in accordance with the procedures contained in the award document, which is mutually agreed upon before award. Please review all award-specific reporting requirements, which may include updates to any disclosures required at the proposal stage. This checklist will be updated as more specific guidance and information are available.

**DARPA Solicitations** [DARPA Opportunities [website]](https://www.darpa.mil/work-with-us/opportunities) [Fed Biz Ops [website]](https://beta.sam.gov/) [Grants.Gov [website]](http://grants.gov/)

**DARPA Contract Management** <https://www.darpa.mil/work-with-us/contract-management>

**Grants & Cooperative Agreements for** non-profit and educational institutions will be subject to the [DoD Research and Development General Terms and Conditions](http://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal/grants-terms-conditions.aspx) and [DARPA Agency-specific Terms and Conditions](https://www.darpa.mil/attachments/ExhibitGrantsandCooperativeAgreements03-29-21v2.pdf) will apply

[DARPA “Senior/Key Personnel Foreign Influence Risk Rubric”](https://www.darpa.mil/attachments/092021DARPACFIPRubric.pdf), December 2021.

[Countering Foreign Influence Program (CFIP) Frequently Asked Questions (FAQ)](https://www.darpa.mil/attachments/CFIPFAQFinalDistributionA.pdf), December 2021