

# ATTACHMENT A

## DoD IASP Proposal Preparation Instructions

### Proposals Returned without Review:

Proposals that do not conform to the requirements stated in this document may ***not be*** considered for the DoD IASP Academic Solicitation year 2013-2014. Requirements include such things as page limits, formatting instructions, use of required and current forms, and meeting deadlines.

### Format of the Proposal:

The proposal must be clear, readily legible, and conform to the following requirements:

- a. Use one of the following typefaces identified below:
  - Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger
  - Times New Roman at a font size of 11 points or larger
  - Computer Modern family of fonts at a font size of 11 points or larger
  - **NOTE:** A font size of less than 10 points may be used for mathematical formulas or equations, figure, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. PIs are cautioned, however, that the text must still be readable;
- b. No more than 6 lines of text within a vertical space of 1 inch; and
- c. Margins, in all direction, must be at least an inch.

### Proposal Requirements:

Proposals should contain the following:

#### 1) Proposal Cover page (see template) (one page)

- a) Title of proposal submitted in response to the Department of Defense Information Assurance Scholarship Program Grant Solicitation
- b) Name, Title, Contact Information and Signature (**use blue ink**) of the Principal Investigator (PI) or Project Director (PD):
- c) Name and Title of the University Official authorized to obligate contractually and with whom business negotiations should be conducted:
- d) If a current DoD Contractor or Grantee, identify the Agency, Point of Contact, and Phone Number

#### 2) Proposal Summary: (continuation of the Proposal Cover Page Template) (one page)

- a) Funds Requested:
  - i) Basic Technical Proposal for the Current Year
  - ii) IRMC/NDU Partnership Annex 1 - Funds Requested for Current Year
  - iii) Capacity Building Annex 2 - Funds Requested for Current Year
  - iv) Total funds requested from DoD
- b) Required Grant Start Date and Fall Semester Start Date
- c) Indicate proposed partnership with another institution, and if the proposed partner is a minority institution. The U. S. Department of Education reference for minority institutions is located at: <http://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst-list-tab.html> and the United States code 20 U.S.C. 1067k refers to the term "minority institution" as an institution of higher education whose enrollment of a single minority or a combination of minorities include: American Indian, Alaskan Native, Black (not of Hispanic origin), Hispanic (including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin), or Pacific Islander.

- d) **Mandatory Required Codes / Registrations:**
- i) **Provide a response for each:**
    - (1) Taxpayer Identification Number (TIN)<sup>1</sup>
    - (2) Data universal numbering system (DUNS)<sup>2</sup> Number
    - (3) Central Contractor Registration (CCR) <http://www.ccr.gov/> (printed copy of registration is acceptable)
    - (4) Acquisition Resource Center Registration (ARC) <http://www.nsaarc.net/Index> (printed copy of registration is acceptable)
  - ii) **Provide one or both:**
    - (1) Federal Interagency Committee on Education Code (FICE)
    - (2) Integrated Postsecondary Education System Code (IPEDS).
- e) Signature of the Authorized University Official (use blue ink) and the Date
- 3) Executive Summary (see template) (one page)**
- 4) Table of Contents (see example) (one page)**
- 5) Sign and attach** “Certifications Regarding Debarment, Suspension and Other Responsibility Matters; Restrictions on Lobbying; and Drug-Free Workplace Requirements” (Attachment B)
- 6) Technical Proposal (see templates for each section)**
- a) Basic (Recruitment) **(5 page limit)**
  - b) Annex I (Retention) **(2 page limit, plus the current MOU)**
  - c) Annex II (Capacity Building) **(5 page limit for each project)**
    - i) CAE wishing to propose a capacity building activity should respond to ANNEX II of this solicitation. Awards, if any, for capacity building support for Outreach to Academia and/or Outreach to the DoD will be limited.
    - ii) The ***maximum amount of capacity building award per CAE is \$100,000.***
- 7) Cost Proposal**
- a) Offerors will submit a separate written cost proposal for the Basic technical (scholarship program) and the ANNEXES if applicable
    - i) Basic (Recruitment) **(2 page limit)**
    - ii) Annex I (Retention) **(2 page limit)**
    - iii) Annex II (Capacity) **(2 page limit per project)**
    - iv) Excel Spreadsheet Cost and Student Endorsement Rank Form **(Attachment E)**
- 8) Student Applications**
- a) CAEs that propose to participate in the scholarship program are required to receive and retain all applications submitted in response to the announcement and to evaluate the applicants as described in Section VII of the Solicitation
    - i) **Requirements:** CAEs will transmit all original applications and application materials from all (eligible and ineligible) candidates to the DoD Point of Contact identified below and in the DoD IASP announcement.
    - ii) **Cover Letter:** CAEs will provide a transmission cover letter and Attachment E – Cost and Student Endorsement/Ranking Worksheet that indicates the following (a copy of this should be provided on the CD submission as well):
      - (a) the number of returning/renewal students reapplying for scholarships;
      - (b) the intent of the CAE to submit a proposal in response to this solicitation;

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<sup>1</sup> The DoD is required by 31 U.S.C. 7701 to obtain each recipient's Tax Identification Number (TIN) (usually the Employer Identification Number) for purposes of collecting and reporting on any delinquent amounts that may arise out of the recipient's relationship with the Government.

<sup>2</sup> The institution's number in the data universal numbering system (DUNS) is a unique nine digit (all numeric) identification number for organizations. Dun & Bradstreet Corporation assigns it. You can receive a DUNS number by calling Dun & Bradstreet at 1(800) 333-0505 or go to the Dun & Bradstreet Web site at [https://eupdate.dnb.com/requestoptions.html?cm\\_re=Homepage\\*Resources\\*DUNSNumberLink](https://eupdate.dnb.com/requestoptions.html?cm_re=Homepage*Resources*DUNSNumberLink)

- (c) the number of applications received;
- (d) the number of applicants endorsed for scholarship; and
- (e) Written CAE Student Review Board Recommendations: The DoD will conduct its own review and evaluation of scholarship applicants, which may include telephone and personal interviews. Describe process and determination for each student applicant, with a brief narrative of the ranking received

## 9) Cost and Student Endorsement Rank Form (Attachment E)

**Submission Format:** All sections above will be submitted in the following manner:

- a) **Paper Copy:**
  - i) University Proposal:
    - (1) 1 original containing ink signatures and 2 copies
  - ii) Student Applications:
    - (1) 1 original ink signature (NO COPIES REQUIRED)
- b) **2 CDs containing the following documents and file formats:**
  - i) Proposal Cover and Summary (PDF Format)
  - ii) Technical Proposals (PDF Format)
    - (1) Basic
    - (2) Annex I
    - (3) Annex II
  - iii) Cost Proposals (PDF Format)
    - (1) Basic
    - (2) Annex I
    - (3) Annex II
  - iv) Excel Spreadsheet (**Excel Format**) (**Attachment E**)
  - v) Student Application Cover letter (see #8 above)
  - vi) Student Applications (PDF Format)
    - (1) 1 PDF File for each student, not one continuous file of all students.
    - (2) Save file as: *Last Name\_First Name\_University*

### **Deadlines**

Institutionally approved, signed, completed proposals which include all items listed above and all student applications must be **postmarked on/before Thursday, February 28, 2013**. The entire proposal, containing all items listed above are to be mailed to:

DoD IASP  
National Security Agency  
Attn: I084, NIETP, Suite 6744  
9800 Savage Road  
Fort George G. Meade, MD 20755-6744

If you are having the package sent via commercial courier (FedEx, UPS, DHL, etc.), the package shall be delivered to the following address (**DO NOT HAND DELIVER** TO THIS ADDRESS OR TO 9800 SAVAGE ROAD!):

NSA  
1472 Dorsey Road, Door 1, 2 or 3  
Hanover, MD 21076-6744  
Attn: DoD IASP, I084 Suite 6744  
Phone: (410) 854-6206

**LATE SUBMISSIONS**

The CAE is responsible for submitting the proposal and student materials to the DoD IASP Program Office at the National Security Agency by the date and time specified.

Proposals or student materials that are postmarked after the deadline of 28 February 2013, are “late” and will not be considered for an award or scholarship.

**INCOMPLETE SUBMISSION**

Proposals or student materials submitted in the wrong format, using wrong forms, or missing items will be deemed incomplete and will not be considered for an award of scholarship program selection.