

## Documents Checklist for General DARPA Proposal Submission

**NOTE:** We strongly encourage you to please refer to this checklist for guidelines along with carefully reading the pertinent Program Announcement. This checklist does not replace the Program Announcement, as some Program Announcements have special directions that supersede this standard checklist.

<b>Proposal Number:</b>	
<b>Program Solicitation:</b>	
<b>Title:</b>	
<b>DARPA Application Form Instructions:</b>	<p>DARPA Proposals are typically submitted in the following format, submitted together as one document:</p> <ul style="list-style-type: none"> <li>• Volume I (Technical and Management Proposal)</li> <li>• Volume II (Cost Proposal)</li> </ul>

	Documents Required	NOTES
	<p>The requirements of the following sections are specific to the DARPA Announcement you are proposing to. You must read the announcement to determine the requirements of all sections below.</p>	
<b>Volume I Technical Proposal</b>		
1	<b>Section I Cover Page</b>	Cover Page is to include: <ul style="list-style-type: none"> <li>• RA number</li> <li>• Technical area</li> <li>• Organization submitting the proposal</li> <li>• Type of business</li> <li>• Proposal title</li> <li>• Proposal date</li> <li>• Technical point of contact</li> <li>• Administrative point of contact</li> <li>• Total proposed cost</li> </ul>
2	<b>Section II Summary of Proposal</b>	Section specifics may include: <ul style="list-style-type: none"> <li>• Technical Rationale of Proposal</li> <li>• Description of Deliverables/Milestones</li> <li>• Description of Team</li> <li>• Current Pending</li> <li>• Biosketches</li> <li>• Statement of Work</li> </ul>
3	<b>Section III Detailed Proposal Information</b>	Section specifics may include: <ul style="list-style-type: none"> <li>• Program Plan and Risk Assessment</li> <li>• Capabilities</li> <li>• Technology Transitions Plans</li> </ul>
4	<b>Section IV Additional Information</b>	Section specifics may include: <ul style="list-style-type: none"> <li>• Bibliographies</li> <li>• Publications</li> <li>• Current &amp; Pending</li> </ul>

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<b>Volume II Cost Proposal</b>		
1	<b>Cover Page</b>	<p>Cover Page is to include:</p> <ul style="list-style-type: none"><li>• RA number</li><li>• Technical Area</li><li>• Lead Organization submitting the proposal</li><li>• Type of business</li><li>• Proposal title</li><li>• Technical point of contact</li><li>• Administrative point of contact</li><li>• Award Instrument requested</li><li>• Place(s) and period(s) of performance</li><li>• Total proposed cost</li><li>• Name, address, and telephone number of the proposer's cognizant Defense Contract Management Agency (DCMA)</li><li>• Name, address, and telephone number of the proposer's cognizant Defense Contract Audit Agency (DCAA)</li><li>• Date proposal was prepared</li><li>• DUNS number</li><li>• TIN number</li><li>• Cage Code</li><li>• Subcontractor information</li><li>• Proposal validity period</li></ul>
2	<b>Budget Part/Cost Detail</b>	<p>The standard cost detail specifics that DARPA requires in their cost proposal section is as outlined:</p> <ul style="list-style-type: none"><li>• Detailed budget/cost information in sufficient detail</li><li>• Detailed cost breakdown by phase, task, and month. The breakdown should include the major cost items as follows:<ul style="list-style-type: none"><li>○ Direct labor (labor categories and effort)</li><li>○ Subcontracts (itemized)</li><li>○ Material/equipment</li><li>○ Other direct costs (travel, usage fees, etc.)</li><li>○ Indirect charges (rates of Fringe Benefits, F&amp;A, etc.)</li></ul></li></ul>

### **DARPA Formatting - Paper Size and Font**

- All pages shall be printable on single-spaced, letter size (8 1/2" x 11")
- Font type not smaller than 12-point font. Smaller font may be used for figures, tables and charts.