

DOD Toolkit

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DOD Tips

Building Relationships

Talk to colleagues with DOD funding to learn more about the process and gain their insights and advice.

Building relationships with Program Officers is important with most sponsors, this relationship arguably plays an outsized role in success in obtaining DOD funding. Presenting one's ideas to Program Officers can open additional doors to funding opportunities beyond responding to open solicitations.

It is important to familiarize yourself with programmatic areas that are most relevant to your research and identify the Program Officer(s) that would be likely to support your research. Before you begin formally applying for funding, reach out to this individual with a brief summary of your ideas and goals. Present your idea clearly and succinctly. Where is the mutual benefit? How will your work advance the Program Officer's goals and portfolio? Clearly state your "ask" – make it easy for the Program Officer to review and respond.

White Papers

Program Officers may invite, or some solicitations may require submission of a white paper. Some white papers must be submitted using a specific template. Be sure to consult the guidelines for the specific opportunity to which you are applying. For example, the AFRL Minority Leaders-Research Collaboration Program's white paper guidelines and mandatory template is posted here:

<https://mlrcp.afresearchlab.com/resources/white-paper-template>

Elements you may wish to address in your white paper include responses to typical who, what, when, where, why, and how questions:

- What is the core problem/issue your research seeks to address?
- Why is this problem relevant to DOD and its goals?
- How will you approach the problem? How much will your plans cost?
- Who are you/your team? What makes you/your team well qualified to take on this work?
- When will you complete the work (project timeline)?

Volunteer to Review

One way to gain valuable insight into DOD processes is to volunteer to serve as reviewer. You can express your interest in serving as a reviewer to your Program Officer.

Application Process and Guidance

As an external organization, Rutgers researchers must submit pre-applications to eBRAP

<https://ebrap.org> and full applications via RAPSS.

PIs must be registered to eBRAP and request to affiliate to Rutgers. FAQs on registering and utilizing eBRAP are available here: <https://ebrap.org/eBRAP/public/FAQ.htm>

Questions can be directed to the eBRAP Help Desk at 301-682-5507 or help@eBRAP.org

When creating a pre-application within eBRAP, PIs should select their grant specialist from the list of Business Officials registered with eBRAP. If you are unsure who your grant specialist is, search for your department [here](#).

Formatting Guidance

- Attachments should be uploaded as PDF files
- Font: Times New Roman 12 point

- Spacing: Single space/no more than six lines of type per vertical inch
- Page size: No larger than 8.5x11"
- Margins: At least .5" on all sides
- URLs are not allowed in the applications except for links to publications referenced
- Headers, footers, page numbers should not be used

Core Application Attachments

Project Narrative

Attach as a PDF named "ProjectNarrative.pdf". This attachment is the main body of the application. Follow page limit instruction provided in the specific funding opportunity announcement. Inclusion of URLs that provide additional information to expand beyond the page limit is prohibited and may result in administrative withdrawal of the application.

Supporting Documentation

Combine files and attach as a single PDF named "Support.pdf". Refer to the program announcement for a list and description of supporting documents. Include only supporting documentation as indicated in the program announcement. Additional materials will be removed or may result in the application being administratively withdrawn.

Technical Abstract

Attach as a PDF named "TechAbs.pdf". Do not include proprietary or confidential information. Abstracts of funded projects will be posted publicly. Typically one page in length, this document should describe the background behind the proposed work, challenges, objective, specific aims, study design, and impact. Confirm page length and content requirements via program announcement.

Lay Abstract

Attach as a PDF named "LayAbs.pdf". Do not include proprietary or confidential information. Abstracts of funded projects will be posted publicly. Typically one page in length, this document should not duplicate the technical abstract. This abstract should describe the rationale, objective, and aims of the application in a way that can be readily understood by a general audience. Confirm page length and content requirements via program announcement.

Statement of Work

Attach as a PDF named "SOW.pdf". The SOW is an outline of specific aims of the proposed research project that establishes the project milestones during the performance period of the award. The SOW should contain sufficient detail to be informative as a stand-alone document. There is no limit to the number of specific aims, tasks, or subtasks that are described within the SOW page limit.

PIs are strongly encouraged to use the suggested SOW format stated in the program announcement. Templates for SOW formats are available on the eBRAP "Program Announcement & Forms" page (<https://ebrap.org/eBRAP/public/Program.htm>). The SOW must be in PDF format prior to attaching.

Biographical Sketch

The file must be named as "Biosketch_LastName.pdf". The suggested biographical sketch format is available in a Microsoft Word document on the "Funding Opportunities & Forms" web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. Use of this document is optional. The NIH

Biographical Sketch may also be used. Each biographical sketch must be in PDF format prior to attachment. Page limitations will be specified in the program announcement.

Previous/Current/Pending Support

The file must be named as “Support_LastName.pdf”.

For all previous (award period of performance ending within the past 5 years), current, and pending (includes period of time awaiting funding status and/or period of time awaiting start date) research support, include the title, time commitments, supporting agency, name and address of the funding agency’s procuring Contracting/Grants Officer, performance period, level of funding, brief description of the project’s goals, and list of the specific aims. If applicable, identify where the proposed project overlaps with other existing and pending research projects. Clearly state if there is no overlap.

List all positions and scientific appointments, both domestic and foreign, held by senior/key personnel that are relevant to an application, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

Report all resources and other support for all individuals designated in an application as senior/key personnel – including for the PI and for other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they request salaries or compensation. Information must be provided about all current support for ongoing projects, whether such support is provided through the applicant organization, through another domestic or foreign organization, or is directly provided to an individual who supports the senior/key personnel’s research efforts.

Report all current projects and activities that involve senior/key personnel, even if the support received is only in-kind (e.g., office/laboratory space, equipment, supplies, employees). All research resources including, but not limited to, foreign financial support, research or laboratory personnel, lab space, scientific materials, selection to a foreign “talents” or similar-type program, or other foreign or domestic support must be reported. Provide the total award amount for the entire award period covered (including facilities and administrative costs), as well as the number of person-months (or partial person months) per year to be devoted to the project by the senior/key personnel involved. If there is no previous, current, or pending support, enter “None.” An updated previous, current, and pending support document will be required if an award is recommended for funding.

The PI, partnering PIs, and all key personnel must certify that the current and pending support is current, accurate, and complete.

Budget & Budget Justification

For limits on funding amounts, types of costs, and period of performance, refer to the program announcement. The budget and budget justification should include sufficient detail for the government to determine whether the proposed costs are allowable, allocable, and reasonable for the proposed research.

The budget justification for the entire period of performance must be uploaded to the Research & Related Budget after completion of the budget for Period 1.

Conditionally Required Attachments

Examples of conditionally-required documents are presented below. This list is not exhaustive, be sure to consult the specific program announcement for details on all required documents.

Impact Statement

Upload as “Impact.pdf”. An articulation of the project’s impact on stakeholders and/or technical challenge. Consult program announcement for page/word limit.

Innovation Statement

Upload as “Innovation.pdf”. Consult program announcement for page/word limits and content requirements. This may include a one-page description of how the proposed research is innovative and will investigate a novel idea or research question that introduces a new paradigm or challenges existing paradigms.

Transition Plan

Upload as “Transition.pdf”. Consult program announcement for page/word limits and content requirements. This may include a one-page description of methods and strategies to move the project’s findings to the next phase of development, clinical trials, and/or delivery to the commercial market after successful completion of the award.

Checklist

Core Required Attachments

- Project Narrative
- Supporting Documentation
- Technical Abstract
- Lay Abstract
- Statement of Work
- Biographical Sketch
- Previous/Current/Pending Support

Conditionally Required Attachments

- Confirm via solicitation any additional attachments required (see above for examples)