

Proposal Checklist for Contracts, Grants, Cooperative Agreements and Other Transactions

ATTACH THIS PAGE TO THE FIRST PAGE OF YOUR PROPOSAL

In accordance with the BAA, the following has been provided. Place a check by the appropriate items or “N/A” if not applicable. Please note that not all items will apply to grant proposal submissions.

___ Technical Proposal in accordance with Section IV. Application and Submission Information, paragraph 2 “Content and Format of White Papers/Full Proposals”, subparagraph b “Full Proposals”.

___ Severable, self-standing Statement of Work (SOW), without any proprietary Restrictions (Not applicable for grant proposals)

___ Assertion of Data Rights or statement that no assertion is being made (Not applicable for grant proposals)

___ Deliverables and/or Reports

___ Cost Proposal or Budget in accordance with Section IV. Application and Submission Information, paragraph 2 “Content and Format of White Papers/Full Proposals”, subparagraph b “Full Proposals” Instructions.

___ Part 1

___ Part 2

___ Start date is no earlier than six months for a new contract, cooperative agreement or other transaction and three months for a grant from the date the cost proposal is submitted

___ Base and Option periods are priced separately

___ Subcontracting Plan for proposals over \$550,000 from other than small businesses in accordance with FAR 52.219-9 (Not applicable for grant proposals)

___ Animal and Human Use Documentation in accordance with paragraph 3 of Section VII. Other Information

___ Recombinant DNA Documentation in accordance with paragraph 4 of Section VII. Other Information

___ Central Contractor Registry (CCR) – Registered and Active

Certifications:

___ Completed the Online Representations and Certifications Application (ORCA) (Not applicable for grant proposals)

___ Completed and submitted the ONR-contract specific representations and certifications (signed, current) (Not applicable to grant proposals) available for contract proposals at: <http://www.onr.navy.mil/en/Contracts-Grants/submit-proposal/contracts-proposal.aspx>

___ Certification regarding Lobbying Activities (Applicable to grant proposals only). For grants.gov submissions, complete Block 17 of the SF 424 R&R. For grant proposals not submitted through grant.gov, the certification is available at:

<http://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal.aspx>