

Documents Checklist for General DOD Proposal Submission

**** Note:** We strongly encourage you to please refer to this checklist for guidelines along with carefully reading the pertinent Program Announcement (PA). This checklist provides general proposal preparation guidelines, and does not replace the PA. The proposal preparation instructions provided in the PA may deviate due to special, specific instructions and will supersede the guidance outlined in this general application checklist.

Proposal Number:	
Program Solicitation:	
Title:	
Application Form Instructions:	https://ebrap.org/eBRAP/public/Program.htm

Pre-Application	<ul style="list-style-type: none"> • Applying for funding from DOD is a two-stage process. • A Pre-Application must be submitted through eBRAP before submitting a full application. <ul style="list-style-type: none"> ◦ The authorized official for a Pre-Application must be Christine To’alepai.
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Application

Helpful Hints	<ul style="list-style-type: none"> • The eBRAP log number assigned during Pre-Application submission must be entered in the Sponsor Proposal ID field on the Sponsor & Program Information tab. If it is a partnering application, 1P should be added at the end of it. • For specific instructions regarding content and page limits of the Project Narrative, Supporting Documentation, and all other attachments, refer to the Program Announcement/Funding Opportunity.
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	Documents Required	Required File Name	NOTES
1	Project Narrative	Named “ProjectNarrative.pdf”	
2	Supporting Documentation	Named “Support.pdf”	<ul style="list-style-type: none"> • Only include supporting documentation as indicated in the Program Announcement/Funding Opportunity • Refer to the Program Announcement/Funding Opportunity for a list and description of required supporting documents
3	Technical Abstract	Named “TechAbs.pdf”	
4	Lay Abstract	Named “LayAbs.pdf”	
5	Statement of Work (SOW)	Named “SOW.pdf”	<ul style="list-style-type: none"> • PIs are strongly encouraged to use the suggested SOW format

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			indicated in the Program Announcement/Funding Opportunity
6	Additional Documents (as applicable)		<ul style="list-style-type: none"> • Attach each as a separate PDF file, named as specified in the Program Announcement/Funding Opportunity
7	Biosketches	Named “Biosketch_LastName.pdf”	<ul style="list-style-type: none"> • The suggested biographical sketch format is available on eBRAP (DOD’s submission portal). • The NIH Biographical Sketch may also be used
8	Previous/Current/Pending Support	Named “Support_LastName.pdf”	<ul style="list-style-type: none"> • List all previous (award period of performance ending within the past 5 years), current, and pending research support • If applicable, identify where the proposed project overlaps with other existing and pending research projects. Clearly state if there is no overlap • If there is no previous, current, or pending support, enter “None.”
9	Budget		<ul style="list-style-type: none"> • Suggested DOD Budget Format is available on eBRAP
10	Budget Justification		<ul style="list-style-type: none"> • Detailed & categorical, for each item in the budget

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Attachments Form

- eBRAP requires specific attachments be inserted into specific slots on the Attachment form
- The attachments must be uploaded in the order specified in the Program Announcement/Funding Opportunity
- The attachments must not be fillable PDF forms, (A fillable/editable form will display a blue line at the top). Fillable forms will not be submitted correctly, and therefore must be converted into regular PDFs.
- Proposers are required to insert placeholders for attachments that are not applicable to the application
 - For placeholders, upload attachments stating within each that they are “Not Applicable”
- Be certain to follow the solicitation instructions for file name requirements

DOD Formatting Guidelines

- **Font Size:** Must be 12 point
- **Font Type:** Times New Roman
- **Spacing:** Single space or no more than six lines per vertical inch
- **Page Size:** No larger than standard letter size (8 ½" x 11")
- **Margins:** At least one-half (0.5) inch margins – in all directions, for all pages
- **Headers & Footers:** Should not be used – pre-existing headers and footers on required forms are allowed
- **Page Numbering:** Should not be used