



NAVIGATE
UNIVERSITY OF MICHIGAN

Department of Defense Sponsored Projects: Common Terms & Definitions



Funding Announcements / Solicitations

Broad Agency Announcement (BAA)

Used to obtain proposals for basic and applied research ideas from investigators from a list of broad topic areas

- No defined budget or timeline - investigator proposes the budget and timeline they deem appropriate
- DoD notifies the investigator if money is or is not available to fund the research
- Typically posted on [Grants.gov](https://www.grants.gov)

Program Announcement (PA)

Similar to an NIH Funding Opportunity Announcement

- Have defined budgets and timelines
- Typically results in a grant or cooperative agreement
- May be for military-focused research or public-purpose research
- Sometimes issued before the DoD agency is exactly sure what they want
- Published on [Grants.gov](https://www.grants.gov)



Funding Announcements / Solicitations

Request for Proposal (RFP)

Used to communicate government requirements to prospective contractors and to solicit proposals.

- Result in a contract governed by the Federal Acquisition Regulation (FAR) (*defined later in the course*)
- Typically look for more specific outcome(s)
- Usually leads to a prototype or physical deliverable

Pre-Application

Some DoD programs require a two-step process:

- First, submission of a pre-application through the [Electronic Biomedical Research Application Portal \(eBRAP\)](#), and
- Second, submission of a full application through Grants.gov

Sometimes referred to as:

- White paper
- Letter of intent
- Pre-proposal
- Concept paper



Funding Announcements / Solicitations

White Paper

Provides the DoD agency with a concise overview of an applicant's proposed research.

Includes a statement of the technical problem, possible military benefit, proposed solution approach, and a brief statement of costs.

Letter of Intent

A brief (e.g., one page) description of the research project to be conducted.



Funding Announcements / Solicitations

Electronic Biomedical Research Application Portal ([eBRAP](#))

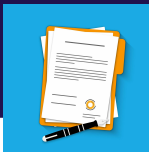
System used to submit pre-applications to the following DoD agencies:

- Department of Defense
- Defense Health Agency (DHA)
- U.S. Army
- U.S. Army Medical Research and Materiel Command (USAMRMC)
- Congressionally Directed Medical Research Programs (CDMRP)

eBRAP (continued)

In eBRAP, PIs can:

- View, edit, and submit pre-applications
- View and edit full applications
- Submit required post-award information and reports



Award Mechanisms

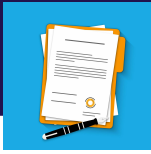
Assistance Awards

Assistance Awards (also referred to as Assistance Instruments or Assistance Mechanisms) are business arrangements when the goal of the program is to transfer a thing of value to accomplish a public purpose of support or stimulation as authorized by law.

Grants and Cooperative Agreements

Grants and Cooperative Agreements are two types of assistance awards.

- Grants are used when the government provides assistance to a recipient (e.g. U-M) for basic, applied or advanced research, and there is no substantial government involvement.
- Cooperative agreements are used when there will be substantial involvement between the government and the recipient to perform basic research, applied research, and advanced technology development.



Award Mechanisms

Federal Contract

A federal contract is a procurement mechanism used to purchase property or services for the direct benefit or use of the U.S. Government.

Contracts involve a high level of responsibility to the sponsor for the conduct of the project and production of results.

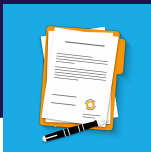
Federal Acquisition Regulation (FAR)

The primary regulation used by federal executive agencies in their acquisition of supplies and services with appropriated funds.

The FAR also contains standard solicitation provisions and contract clauses.

The DoD, the U.S. General Services Administration (GSA), and the National Aeronautics and Space Administration (NASA) jointly issue the FAR.

See: [Federal Acquisition Regulation](#)



Award Mechanisms

Contract Base Period

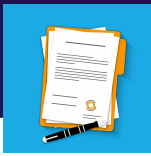
A federal contract may include option year(s), which provides for a *base period* of performance and then allows the government to exercise one or more *options* to extend the contract term.

Example: a contract provides for a 3-year base period of performance and 2 one-year options (potential 5-year contract).

Contract Option

A unilateral right in a contract by which, for a specified time, the government may elect to purchase additional supplies or services called for by the contract, or may elect to extend the term of the contract.

The government is not required to exercise options, and the recipient is not required to accept an option.



Award Mechanisms

Other Transaction Agreement (OTA)

Used to streamline research and development, prototype development, and other projects with nonprofit research institutions.

Can take many forms and generally are not required to comply with federal laws and regulations that apply to procurement contracts, grants, and/or cooperative agreements.

Can provide a faster and more flexible way to develop and acquire new technologies and capabilities, but they may also be subject to greater scrutiny and oversight due to the unique nature of the agreements.



Personnel Terminology

Applicant / Performer / Proposer / Offeror / Contractor

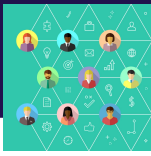
Various terms for the institution or entity seeking funding from the DoD.

Initiating and Partnering PIs

Some DoD solicitations include an option structured to accommodate multiple PIs.

- One PI is identified as the Initiating PI and is responsible for the majority of the administrative tasks associated with application submission.
- The other PIs are identified as Partnering PIs.

Each PI is expected to bring distinct contributions to the application and to devote similar and appropriate levels of effort to the conduct of the project.



Personnel Terminology

Program Manager (PM) and Program Officer (PO)

Terms used for the DoD individual responsible for overseeing a Science and Technology acquisition or assistance project.

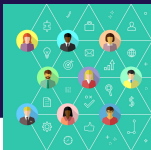
They have broad autonomy in awarding research dollars, and are typically the first reviewer of proposals and white papers.

Point of Contact (POC)

Points of contact for both contracting and technical matters are typically included in funding announcements.

PIs are encouraged to make contact with the listed individuals for any assistance required.

See [FAR 15.604 Agency points of contact](#).



Personnel Terminology

Grants Officer (GO)

Has the authority to enter into, administer, and/or terminate grants and cooperative agreements (other than technology agreements).

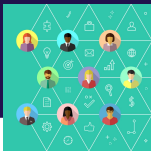
The Grants Officer overrides the Program Officer when it comes to contract details.

Grants Officer Representative (GOR)

Appointed by the Grants Officer to provide scientific and administrative monitoring of the award.

Acts as a liaison between the recipient and the Grants Officer, and as an advisor to the Grants Officer.

The Grants Officer Representative does not have the authority to issue or approve changes or enter into any agreements, award modifications, or any other matter affecting the cost or terms and conditions of the award.



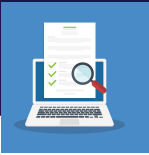
Personnel Terminology

Contracting Officer (CO)

Has the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

Contracting Officer's Representative (COR)

An individual, including a Contracting Officer's Technical Representative (COTR), designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions.



Other Terms You Might Encounter

Pre-Award Information Request (PAIR)

The DoD version of the NIH *Just-in-Time* request.

Request for information is sent to the recipient institution's sponsored programs office (e.g., ORSP) as part of pre-award negotiations.

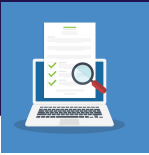
Note: at this point, the sponsor only wants to correspond with their ORSP contact, so work directly with your listed ORSP Project Representative.

Topic / Focus Area / Technology Area

The terms Topic, Focus Area, and Technology Area can be thought of as a subset of a solicitation.

The overarching instructions are found in the BAA / solicitation but there may be special information / instructions for a particular Topic / Focus Area / Technology Area.

Sometimes the information/instructions are included in the BAA / solicitation and other times they are in a supplemental document.



Other Terms You Might Encounter

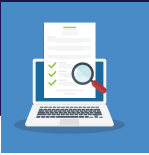
E-Verify

The university is required to use the federal government's [E-Verify system](#) to confirm the identity and work eligibility of faculty and staff (including temporary staff members) working on federal contracts (including DoD awards) that contain the [FAR E-Verify clause](#).

All individuals assigned to the contract are required to be E-Verified:

- The university is not required to E-Verify an employee again if they were previously E-Verified.
- This is a required flow down clause to all subcontractors.

RAs should check with their manager or HR representative about the E-Verify process in their unit.

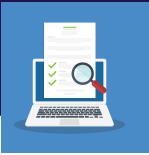


Other Terms You Might Encounter

Controlled Unclassified Information (CUI)

CUI is federal non-classified information the U.S. Government creates or possesses, or that a non-federal entity (such as U-M) receives, possesses, or creates for, or on behalf of, the U.S Government, that requires information and information system security controls as identified in a law, regulation, or government-wide policy.

The federal CUI Program is a government-wide approach to creating a uniform set of requirements and information security controls directed at securing sensitive government information.

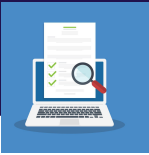


Other Terms You Might Encounter

Controlled Technical Information (CTI)

Technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination.

Examples of technical information include research and engineering data, engineering drawings, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software code. Note that such technical information may or may not be controlled (i.e., CTI), depending on whether it has military or space application.

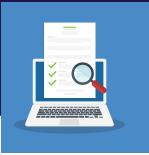


Other Terms You Might Encounter

Multidisciplinary University Research Initiative (MURI)

Multidisciplinary University Research Initiative efforts involve teams of researchers investigating high priority topics and opportunities that intersect more than one traditional technical discipline.

Proposals to these mechanisms may be submitted only by U.S. institutions of higher education with degree granting programs in science or engineering, or by consortia of such institutions.



Other Terms You Might Encounter

Federally Funded Research and Development Center (FFRDC)

DoD-supported Federally Funded Research and Development Centers (FFRDCs) are independent, not-for-profit, private-sector organizations that are established and funded to meet special long-term engineering, research, development, or other analytic needs that cannot be met as effectively by government or other private-sector resources.

FFRDCs are operated, managed, and/or administered by universities, or privately organized not-for-profit corporations, through long-term government contracts.