

PROGRAM ANNOUNCEMENT



THE DEPARTMENT OF DEFENSE (DoD)

***INSTRUMENTATION PROGRAM FOR
TRIBAL COLLEGES AND UNIVERSITIES (TCUs)
FISCAL YEAR 2004***

Broad Agency Announcement No. W911NF-04-R-0003



**Issued by Army Research Office (ARO) on behalf of the
Office of the Director of Defense Research and Engineering
(Laboratories and Basic Sciences)**

**Issued: March 2004
Proposals Due: April 30, 2004**

I. General Information

The Department of Defense (DoD) announces the fiscal year 2004 Instrumentation Program for Tribal Colleges and Universities (TCUs). The program is executed under policy and guidance of the Office of the Director of Defense Research and Engineering (ODDR&E) and administered through the Army Research Office (ARO). The program aims to enhance science, mathematics, and/or engineering education programs and/or research capabilities through the acquisition of equipment and/or instrumentation that will augment existing facilities, enhance curricula, or develop new laboratories, programs and capabilities in these areas. This includes basic equipment for laboratory and classroom use as well as sophisticated instruments and computers (including software) for advanced studies and research important to the DoD.

Approximately \$2.36 million is expected to be available for new awards. Instrumentation grants will range from \$50,000 to \$400,000 for a 12-month period. Awards will be based on merit competition following evaluations by a panel of Army scientists and engineers (see evaluation criteria in Section V). The Army Research Office will make the grant awards.

These program enhancements are expected to increase the number of students, including underrepresented minority students, obtaining undergraduate and graduate degrees in these fields. Please note that recruitment and selection procedures for students affected by an award under this solicitation must comply with Section 2000d of Title 42, United States Code, which provides: *No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.*

1. Program Title – *Fiscal Year 2004 Department of Defense Instrumentation Program for Tribal Colleges and Universities (TCUs)*

2. Program Number - *ARO Broad Agency Announcement W911NF-04-R-0003*

3. Award Type – Awards will be made by project grants.

4. Agency Contacts:

Questions regarding program policy and guidance should be directed to the Office of the Director of Defense Research & Engineering:

Evelyn Kent, 703-696-0368

Evelyn.Kent@osd.mil

Questions regarding program execution and administration should be directed to the Army Research Office:

Jenny W. Haire, 919-549-4205

OR

LTC David Camps, 919-549-4200

Jenny.W.Haire@us.army.mil

David.Camps@us.army.mil

5. Catalog of Federal Domestic Assistance (CFDA) Number – 12.431

6. CFDA Title – Basic, Applied, and Advanced Research in Science and Engineering

II. Eligibility

This competition is open only to Tribal Colleges and Universities named in the U.S. Department of Education Accredited Postsecondary Minority Institutions list (See <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>). The list is compiled by the Office for Civil Rights, U.S. Department of Education, using enrollment data reported by postsecondary institutions to the National Center for Integrated Statistics and the Office for Civil Rights in the Integrated Postsecondary Education Data System (IPEDS) Fall enrollment survey, formerly called the Higher Education General Information Survey (HEGIS).

Questions concerning the list must be directed to the IPEDS Inquiry Line (202-205-9567) in the Office for Civil Rights, U.S. Department of Education, not to the Department of Defense.

Proposing schools need not be research institutions, but they should have accredited science, mathematics and/or engineering programs and a history of graduating students in one or more of these fields. Community colleges or junior colleges responding to this announcement must demonstrate or establish a program in which their graduates will continue science, mathematics, or engineering studies toward the baccalaureate degree. The institution that awards the baccalaureate degree does not have to be a tribal institution, but must formally agree to participate and support the community/junior college graduates toward completion of the baccalaureate degree.

III. Program Description

Eligible institutions (see Section II above) are encouraged to submit a proposal to acquire instrumentation and/or equipment that would strengthen programs in science, mathematics, and/or engineering and increase the number of graduates in these fields. Proposals must address the impact of the proposed equipment on the institution's ability to attract students to these fields of study and encourage them to pursue undergraduate and graduate degrees, particularly in areas of scientific interest to ARO. These areas may be found at:

<http://www.aro.army.mil>

(Select: "Funding Opportunities", then select: U.S. Army Research Laboratory BAA # DAAD19-03-R-0017, Part I.B., Research Areas 7 – 15)

Please note: *Use this web site only to identify areas of scientific interest to the Army Research Office. Disregard instructions regarding proposal structure and submission and instead, follow the instructions in this solicitation.*

One proposal per institution will be accepted. If more than one proposal is received from a given institution, that institution will be required to withdraw all but one.

Proposals may request funding for more than one instrument or piece of equipment if the requested pieces complement or replace existing instruments, interface with existing instruments or each other, or otherwise expand the education and/or research capabilities of one or more departments.

The proposed equipment may be incorporated into other assistance programs that enhance science, mathematics, and/or engineering education or research. For example, if assistance from other schools, industry, or other institutions exists or is contemplated, it should be discussed. Moreover, if assistance programs supported by other agencies (e.g., National Science Foundation) are in place or planned, explain their relationship to your proposal.

Pay careful attention to Section IV and V below and be sure to address all of these factors in the proposal. Failure to do so will result in a low score and will probably make the proposal noncompetitive.

IV. Proposal Submission Information

1. Content and Form of Proposal: All proposals must be complete and self-contained to qualify for review. All proposals require the signed original and three (3) photocopies. The original should have the word "ORIGINAL" printed or stamped in the upper right corner.

Each proposal should be typed using 12-point font with 1" margins on 8½ x 11-inch white paper, one-sided, single-spaced, and NO LONGER THAN 25 PAGES. The required cover page (Attachment A) is not included in the 25-page limit. All other pages, beginning with the first page after the cover, should be numbered consecutively. Pages exceeding the 25-page limit will not be considered. The original and each copy must be stapled securely in the upper left corner. Plastic covers or binders should not be used. Separate items, such as institutional brochures, will not be accepted.

The proposal must include the following components arranged in the order listed:

Proposal Cover Use the two-page form provided at Attachment A. Be sure to complete each item and sign the form where indicated.

Proposal Abstract Provide a one-page summary of the proposed project.

Technical Description and Supporting Information Describe how the proposed instrument/equipment will:

a. Enhance the quality of academic programs in science, mathematics and/or engineering.

b. Indicate the educational departments and other groups within or outside the institution that will use the instrument/equipment, as well as any other programs that will benefit from its use.

c. Describe how the proposed instrument/equipment will interface with existing facilities or upgrade other equipment currently available.

d. Describe any special circumstances regarding the acquisition or installation of the new instrument/equipment. For example, will installation require facility renovation such as plumbing or electrical upgrades? If so, this should be budgeted.

e. Indicate the estimated useful life of the instrument/equipment and describe the plan to service and maintain it, including source(s) of funds. The cost for continued operation and maintenance must be met by normal support mechanisms and are not to be part of the budget.

f. Indicate if faculty members will require training for optimum use of proposed instrument/equipment. If so, this should be budgeted. Funds for extramural technical assistance may also be requested.

Additionally, the proposal should describe how students and faculty would utilize the new instrument/equipment, for example:

a. Beyond regular coursework, will students use the instrument/equipment for research projects? Will faculty use it for research or other applications beyond the classroom?

b. Will there be workshops to acquaint local high school teachers with the new instruments/equipment?

c. Will there be outreach initiatives within the local school community that may encourage younger students to become better acquainted with the college and possibly attracted to studies in science or mathematics?

Any existing or planned mentoring programs or other after-hours educational activities should be discussed.

Curriculum Vitae Provide curriculum vitae for the Principal Investigator and for other key personnel.

Budget Provide a budget that identifies:

a. Equipment to be purchased, cost per item and total cost. Indicate the proposed source of each item. Include name and phone number of a contact at the source(s) or a web site address listing the equipment and price.

b. Installation cost of the instrument/equipment. This may include facility upgrades necessary for the new item(s) to function properly.

c. Technical support and training. For example, a representative of the vendor may spend time on campus training faculty to use and maintain the equipment, or the principal investigator could travel to the vendor's site for training. In either instance, a period not exceeding two weeks should be adequate.

The cost of continued operation and maintenance must be met by normal support mechanisms and are not part of the equipment budget.

Salaries and overhead are not appropriate for an equipment proposal.

2. Submission Date and Time. Proposals must be received no later than 4:00 p.m. Eastern Time, Friday, April 30, 2004.

The offeror is responsible for submitting the proposal to reach the Army Research Office no later than the stated date and time. Any proposal arriving after the deadline is "late" and will not be considered for an award, except for the following:

a. There is acceptable evidence that the properly addressed proposal was delivered to the Army Research Office by the deadline; or

b. The properly addressed proposal was sent by U.S. Postal Service Express Mail prior to April 28, 2004.

In case the operation of the Army Research Office is interrupted and the office is unable to receive the proposal, the deadline is extended to the same time of the first day when the office is in operation.

Please note that proposals delivered by commercial carriers are considered "hand carried" and no exceptions can be made to allow such proposals to be considered if, for any reason, they are received after the deadline. Offerors are advised that some proposals responding to past announcements that were sent via commercial carriers were delayed during shipment and arrived after the deadline. To decrease the probability that proposals delivered by commercial carriers will arrive after the deadline and thus be ineligible to compete, offers are encouraged to schedule delivery to occur before the deadline date.

All proposals must be sent to the Army Research Office. Point of contact at delivery site is Jenny Haire, 919-549-4205. Please note the following special instructions:

For delivery by US Postal Service, use the PO Box address below:

Army Research Office
ATTN: AMSRD-ARL-RO-R (TCU 2004)
P.O. Box 12211
Research Triangle Park, NC 27709-2211

For delivery by commercial carrier (e.g., Federal Express, DHL, etc.) use the address below:

Army Research Office
ATTN: AMSRD-ARL-RO-R (TCU 2004)
4300 South Miami Boulevard
Durham, NC 27703-9142

To obtain acknowledgment that your proposal was received at ARO, enclose the form at Attachment B along with a self-addressed, stamped envelope.

Proposals submitted in whole or in part by electronic media (computer disk or tape, facsimile machine, electronic mail, etc.) will not be accepted.

3. Other Submission Requirements: All awards require certifications of compliance with national policy requirements. Statutes and government-wide regulations require some certifications to be submitted at the time of proposal submission. These include Appendix A to 32 CFR Part 25 regarding debarment, suspension, and other matters; Appendix C to 32 CFR Part 25 regarding drug-free workplace; and Appendix A to 32 CFR Part 28 regarding lobbying. Full text of these certifications is available at <http://www.aro.army.mil/forms/form95.htm>

Please note: Proposers are certifying compliance with these regulations by signing the Proposal Cover (Attachment A, sections 3 and 4). It is not necessary to include the certification text with your proposal.

If unable to access this site, copies of the certifications will be provided upon request.

V. Proposal Review and Selection

1. Evaluation Criteria: Proposals will be evaluated on the following criteria of equal importance:

a. Impact of requested instrumentation/equipment on science, mathematics and/or engineering programs of the institution;

b. Impact on students and the number of students who will use the instrumentation/equipment or will benefit from its use in the science, mathematics and/or engineering curricula;

c. Degree to which the requested instrumentation/equipment will interface with or upgrade other programs and instruments and the impact relative to current capabilities;

d. Qualifications of the faculty to carry out the program, including the use and maintenance awareness of the instrumentation/equipment proposed for purchase;

e. Realism and reasonableness of cost.

2. Evaluation Process: Army scientists and engineers will evaluate proposals according to the above criteria. The most meritorious proposals will be recommended for award. Approval of the recommended selections is the authority of the Deputy Director of Defense Research and Engineering (Laboratories and Basic Sciences).

3. Selection Announcement and Award Dates: An announcement of the selections will be made by the DoD Public Affairs Office via a News Release that will be posted at <http://www.defenselink.mil/releases> in mid to late June 2004 (search for title containing "DoD Awards to Tribal Colleges and Universities"). Grant awards are expected to be in place by August 16, 2004. This date should be cited as the start date for the proposal (see Proposal Cover) and the budget.

VI. Award Administration Information

1. Award Notices: When the DoD News Release is posted, ARO will send written notification to all principal investigators. Those selected for an award are authorized to incur pre-agreement costs 90 days prior to award. Please note that all pre-agreement costs are incurred at the recipient's risk (i.e., the Government is under no obligation to reimburse such costs if, for any reason, the recipient does not receive an award or if the amount of the agreement is less than anticipated and inadequate to cover such costs).

Approximately four weeks after notification of award, the Army procurement office will contact the college/university business office to initiate award processes. Initial contact will be made with the individual whose name and number is provided in section 4 of the Proposal Cover (Attachment A).

2. Payment by Electronic Fund Transfer – Central Contractor Registration Database (CCR): All payments by the Government under an award resulting from this solicitation shall be made by electronic funds transfer (EFT). PLEASE NOTE: Before an award can be made, the awardee (i.e., the college or university) must be registered in the DoD CCR database. Proposers should verify with their business office that this has been done. To register in the DoD CCR database, go to <http://www.ccr.gov/> or call (800) 227-2423 for assistance.

3. Reporting: An equipment grant requires a report 90 days after the end of the performance period defined in the award agreement. The report should indicate fulfillment of the proposed objectives through the acquisition and use of requested equipment. Detailed instructions for report preparation will be provided at time of award.

4. Other: In compliance with the provisions of 32 U.S.C. 6306 and with the intent of this program to increase university capabilities in science, mathematics, and engineering education and/or research capabilities, title to equipment will be vested with the university without further obligation to the government.

Attachment A. PROPOSAL COVER

**THIS PROPOSAL IS SUBMITTED TO ARMY RESEARCH OFFICE for consideration under
ARO Broad Agency Announcement No. W911NF-04-R-0003, dated March 2004
Title: FY 2004 DoD Instrumentation Program for Tribal Colleges and Universities (TCUs)**

Proposal Number _____
(to be completed by DoD)

1. THE PRINCIPAL INVESTIGATOR (If there are co-PIs, please name one as primary.)

(Title) (First Name) (MI) (Last Name) (Signature of PI)

(Phone number, including Area Code) (Fax Number) (E-mail address for PI)

(Organization)

(Department/Division)

(Street/ P.O. Box)

(City)

(State)

(Zip Code)

IS PI A CURRENT DoD CONTRACTOR OR GRANTEE: YES _____ NO _____
If yes, give Agency Name, Contract/Grant Number, Point of Contact, and Phone Number:

2. THE PROPOSAL

TITLE OF PROPOSAL *(Be brief and descriptive; use key words suitable for indexing and retrieval; avoid acronyms and mathematical or scientific notation.)*

Total Funds Requested from DoD

Proposed Start Date
(Month/Day/Year)

3. CERTIFICATIONS:

By signing below and submitting this proposal, the proposer is certifying compliance with Appendix A to 32 CFR (Code of Federal Regulations) Part 25 regarding debarment, suspension, and other matters; Appendix C to 32 CFR Part 25 regarding drug-free workplace; and Appendix A to 32 CFR Part 28 regarding lobbying. (See Section IV.3. for a link to review the text of these certifications.)

4. THE INSTITUTION:

NAME AND ADDRESS OF UNIVERSITY OFFICIAL AUTHORIZED TO OBLIGATE CONTRACTUALLY

(Note: Negotiation and award processes usually can be completed more quickly if the individual named below is a financial officer of the institution.)

(Title) (First Name) (MI) (Last Name) (Phone Number)

Name of Grantee (College or University) (Fax Number)

Street Address (P.O. Box Numbers Cannot Be Accepted) (E-mail Address)

(City) (State) (Zip Code)

DUNS + 4 No.¹ _____

Signature of Authorized University Official

¹ The institution's number in the data university numbering system or DUNS + 4 is a unique 13-character identification number for organizations and subsidiaries. Dun & Bradstreet Corporation assigns these numbers. You can receive a DUNS + 4 number by calling Dun & Bradstreet at 1-800-333-0505 or go to the Dun & Bradstreet web site at <http://www.dnb.com/>. To facilitate payment under any award, the institution must be registered in the Central Contract Registry (CCR). CCR uses the DUNS + 4 as a unique identifier for each organization. Information on registering in the CCR may be found at <http://www.ccr.gov/> or 1-888-227-2423. **Note: All institutions must have a DUNS number, but not all will have the "+ 4" extension that identifies specific bank accounts at institutions or subsidiaries of organizations.**

Attachment B: ACKNOWLEDGMENT RECEIPT

Date:

Dear Proposer:

The proposal that you submitted to the Army Research Office for the Fiscal Year 2004 Department of Defense Program for Tribal Colleges and Universities (BAA #W911NF-04-R-0003) has been received.

____ Your proposal has been assigned Control No. _____ for the purpose of evaluation and tracking. Please reference this number when inquiring about your proposal.

____ Your proposal will not be evaluated for the following reason(s):

Announcement of selections is expected in mid to late June 2004 via DoD News Release posted at <http://www.defenselink.mil/releases/> after which ARO will notify each principal investigator by letter.