

**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.

\_\_\_ 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

\_\_\_ Assertion of Data Rights or statement that no assertion is being made

\_\_\_ Deliverables/Reports

\_\_\_ Cost Proposal 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, three months for grants) after the date the cost proposal is submitted

\_\_\_ Base and Option periods are priced separately

\_\_\_ Subcontracting Plan (signed, specific to the proposal submitted)

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

\_\_\_ Central Contractor Registry (CCR) – Registered and Active

**Certifications:**

\_\_\_ Completed the Online Representations and Certifications Application (ORCA)

\_\_\_ Completed and submitted the ONR’s Contract Specific Representations and Certifications (signed, current) \_\_\_\_\_

\_\_\_ Certification Regarding Lobbying Activities (found in BAA or SF 424 R&R).

\* NOTE: Not all items will apply to Grants (i.e., Statement of Work, Data Rights Assertion). These items should be marked as N/A if not required.