Young Investigator Program (YIP)
Air Force Office of Scientific Research FOA-AFRL-AFOSR-2019-0003

Submission Requirements Checklist

Form #	Items to be Contained in Form		Notes
SF 424 (R&R) OMB Number: 4040-0001	**Complete All Fields**	See special field instructions, below.	
	Field 2 – Application Identifier	Leave Blank	
	Field 3 – Date Received by State	Leave Blank	
	Field 9 – Name of Federal Agency	Pre-populated field in Grants.gov.	If not, list "Air Force Office of Scientific Research"
	Field 16	Choose "No" Check "Program is not Covered by Executive Order 12372"	
	Field 17 - Certification	Check "I agree"	Attach necessary document in **Field 18**
R&R Form: Other Project Information OMB Number: 4040-0001	**Field 1 and 1a – Human Subject Use**	Complete as indicated.	
	Fields 2 and 2a – Vertebrae Animal Use	Complete as indicated.	
	Fields 4a-4d – Environmental Compliance	Complete as indicated.	
	Field 7 – Project Abstract	You must provide a concise abstract of 300 words or less with your proposal. You must mark this abstract publicly releasable.	Your abstract header should include the Program Officer's name and office symbol.
	Field 8 – Project Narrative	Your project narrative should include the following: 1. Statement of Objectives 2. Research Effort 3. PI and Senior Personnel Times 4. Your Facilities 5. High Performance Computing Requirements 6. Support of Permanent Resident Status for Foreign National PIs	**Must not exceed 20 pages**
	Field 9 – Bibliography and References Cited	Must be included	
	Field 10 – Facilities and other Resources	Attach a description document here if you need to supplement that section in the Project Narrative	

Form #	Items to be Contained in Form		Notes
R&R Form: Other Project Information OMB Number: 4040-0001	**Field 11 – Budget Justification**	Budget Justification can be supplemented with an Equipment Justification if attached here	Do not duplicate information
	Field 12 – Data Management Plan	If applicable	
Research and Related Senior/Key Person Profile (Expanded) OMB Number: 4040-0001	You must attach a short biographical sketch and list of significant publications (vitae) for each Senior / Key Person. You must also attach a list of current and pending support as discussed in Principal Investigator (PI) and Senior Personnel Time.		
R&R Form: Research and Related Budgets OMB Number: 4040-0001	You must provide all information requested. You must provide a detailed budget justification for each year that clearly explains the need for each item: 1. Itemize Travel 2. Itemized Materials, Supplies and Equipment 3. Describe how sub award costs were determined 4. Attach a copy of IDC government rate agreement		Submission is required. You must categorize funds by year and provide separate annual budgets for projects lasting more than one year. **A budget justification must be attached to Field K.**

Form #	Items to be Contained in Form	Notes
R&R Project/Performance Site Location (s) OMB Number: 4040-0010	Complete all fields.	You must include the ZIP+4 for each performance location you list.
Research and Related Personal Data OMB Number: 4040-0001	Optional	

Data Management Plan	Optional
	Must discuss the following:
	  a) The types of data, software, and other materials to be produced in the course of the project, and include a notation marking items that are publicly releasable
	  b) How the data will be acquired FOA-AFRL-AFOSR-2019-0003 Initial Announcement Page 18 of 30
	  c) Time and location of data acquisition if they are scientifically pertinent
	  d) How the data will be processed
	  e) The file formats and the naming conventions that will be used
	  f) A description of the quality assurance and quality control measures during collection, analysis, and processing
	  g) If existing data are to be used, a description of their origins
	  h) A description of the standards to be used for data and metadata format and content
	  i) Plans and justifications for archiving the data
	  j) The timeframe for preservation
	  k) If for legitimate reasons the data cannot be preserved, the plan must include a justification citing such reasons
		Must be 2 pages or less