

Young Investigator Program (YIP)
Office of Naval Research FOA Announcement #N00014-19-S-F008

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 3 – Date Received by State	Leave Blank	
	Field 4a – Federal Identifier	Enter “N00014”	
	Field 4b – Agency Routing Number	Enter the three (3) digit Program Office Code and the Program Officer’s name, last name first, in brackets (e.g., 351 [Doe, John]).	<i>Applicants who fail to provide an Agency Routing Number may receive a notice that their proposal is rejected.</i>
	Field 4c – Previous Grants.gov Tracking ID		Only for changed/corrected applications
	Field 7 – Type of Applicant	Complete as indicated.	If a Minority Serving Institution, select “Other” and specify (MSI).
	Field 9 – Name of Federal Agency	Pre-populated field in Grants.gov.	
	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
Project Abstract Form OMB Number: 4040-0010		Project Summary Abstracts shall contain the following information: 1) Identify the research problem, technical approaches, anticipated outcome of the research, if successful, and impact on DoD capabilities; 2) Identify the Principal Investigator and the University involved in the YIP; 3) Identify the proposal title; and 4) Identify the total funds requested from ONR for the performance period.	Mandatory Form
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.	Navy instructions/regulations provide for a categorical exclusion for basic and applied

		scientific research usually confined to the laboratory
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R&R Form: Other Project Information OMB Number: 4040-0001	Field 7 – Project Abstract	Leave Blank	Complete Form SF424, Project Abstract
	Field 8 – Project Narrative	Describe clearly the project, including the objective and approach to be performed, keeping in mind the evaluation criteria. Attach the entire proposal narrative to R&R Other Project Information form in Field 8. Technical Proposal must include the following: <ul style="list-style-type: none"> • Cover Page • Table of Contents • Technical Approach • Future Naval Relevance • Reports • Management Approach • References • Current and Pending Project and Proposal Submissions • Curriculum Vitae • Letter(s) of Support • Facilities and Equipment 	Attach the entire proposal narrative to R&R Other Project Information form in Field 8. (Save the file as “Technical Proposal,” as typing in the box is prohibited). No more than 20 pages single-sided. *See solicitation for specific details and requirements.
R&R Form: Research and	Information Requested in Form The itemized budget should include the following: <ul style="list-style-type: none"> • Direct Labor • Administrative and Clerical Labor • Fringe Benefits and Indirect Costs • Travel • Subaward/Subcontracts • Consultants • Materials and Supplies 		Submission is required. <u>Budget:</u> Start date for budget purposes should be 01 December. <u>Budget Justification:</u> Attach as a separate PDF under section K of this form.

Related Budgets <u>OMB Number: 4040-0001</u>	<ul style="list-style-type: none"> • Recipient Acquired Equipment or Facilities • Other Direct Costs • Fee/Profit 	
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Research and Related Senior/Key Person Profile (Expanded) <u>OMB Number: 4040-0001</u>	<p>Information Requested in Standard Form Attachments must include:</p> <ul style="list-style-type: none"> • A list of all current projects the individual is working on, in addition to any future support the individual has applied to receive, regardless of the source. • Title and objectives of the other research projects. • The percentage per year to be devoted to the other projects. • The total amount of support the individual is receiving in connection to each of the other research projects or will receive if other proposals are awarded. • Name and address of the agencies and/or other parties supporting the other research projects. • Period of performance for the other research projects. 	Submission is required.
Research and Related Personal Data <u>OMB Number: 4040-0001</u>	<p>Information is provided for the Project Director/Principal Investigator and all other persons identified as Co-Project Director(s)/Co-Principal Investigator(s).</p> <p>Applicants who do not wish to provide some or all the information should check or select the “Do not wish to provide” option.</p>	Submission is required. Provision of the demographic information in the form is voluntary.