



Defense Intelligence Agency (DIA)

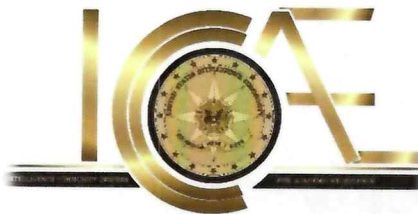
FUNDING OPPORTUNITY ANNOUNCEMENT

FOR

INTELLIGENCE COMMUNITY

CENTERS FOR ACADEMIC EXCELLENCE

Critical Technology Studies Program



HHM402-18-FOA-399-A

3 July 2018

ISSUED BY:

Virginia Contracting Activity

200 MacDill Blvd.

Washington, D.C. 20340

**FY 2018 Intelligence Community
Centers for Academic Excellence (IC CAE)
Critical Technology Studies Program**

2018 FUNDING OPPORTUNITY ANNOUNCEMENT (FOA) # HHM402-18-FOA-399-A

I. SUMMARY INFORMATION

- 1. Federal Awarding Agency Name:**
Defense Intelligence Agency (DIA)

Issuing Acquisition Office:
Virginia Contracting Activity (VACA)
- 2. Funding Opportunity Title:**
FY 2018 Intelligence Community Centers for Academic Excellence (IC CAE) Critical Technology Studies Program
- 3. Announcement Type:**
Modified Announcement
- 4. Funding Opportunity Number:**
HHM402-18-FOA-399-A
- 5. Catalog of Federal Domestic Assistance (CFDA) Number and Title:** 12.598
- 6. Key Dates:**
 - a. Applications Due:** Friday, August 3, 2018 by 11:59PM Eastern Standard Time
 - b. Estimated Award Date:** Saturday, September 28, 2018

II. FULL TEXT OF FUNDING OPPORTUNITY ANNOUNCEMENT

A. Program Description

Office of the Director of National Intelligence (ODNI): The Office of the Director of National Intelligence (ODNI) serves as the head of the U.S. Intelligence Community, overseeing and directing the implementation of the National Intelligence Program and acting as the principal advisor to the president, the National Security Council, and the Homeland Security Council for intelligence matters related to national security.

ODNI's Office of the Assistant Director of National Intelligence for Human Capital (ADNI/HC) is responsible for conducting oversight of the IC CAE program and serves as the primary interface with the DIA on matters relating to the Intelligence Community Centers for Academic Excellence (IC CAE).

Defense Intelligence Agency (DIA): The DIA is the Service of Common Concern (SOCC) for the IC CAE program. DIA's role as the SOCC includes developing and distributing this FOA, managing the proposal review process, awarding the competitive grants using DIA's grant authority, and providing post-award grants administration.

The design of the IC CAE program was authorized, formulated and executed in accordance with

- 50 U.S.C., 3224 ("Intelligence Officer Training Program");
- 50 U.S.C., 3024(n)(4) ("Acquisition and Other Authorities");
- Executive Order 13355 (Strengthened Management of the Intelligence Community) and;
- The Intelligence Authorization Act for Fiscal Year 2010.

The IC CAE program is a congressionally mandated program and designed to promote the acquisition of diverse talent in concert with the U.S. Intelligence Community's Human Capital Vision 2020. While all accredited four-year colleges and universities in the United States are eligible, the legislation that established the program emphasized increasing the gender and ethnic diversity of the IC workforce. Therefore, the IC CAE program is especially interested in institutions with diverse populations of talent and geographic diversity. Such institutions include, but are not exclusive of, Historically Black Colleges and Universities (HBCUs), Hispanic-Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs) and Asian-American and Pacific Islander-Serving Institutions (AAPI-SIs). Also included are those majority institutions with significant populations of minorities and/or women that possess credentials in disciplines and specializations that meet IC core mission requirements and Director of National Intelligence (DNI) Directives.

The IC CAE program's purpose is to develop a diverse cadre of qualified intelligence professionals to carry out America's long-term national security initiatives by creating a competitive, knowledgeable and diverse workforce through the provision of multi-year grants to colleges and universities. The IC CAE Critical Technology Studies Program (CTSP) encourages eligible institutions of higher education to submit applications that expand capacity, capability, research, and training in the data science of machine learning, artificial intelligence, computer vision and computationally efficient modeling techniques for U.S. students in areas of interest to the Intelligence Community. To implement the IC CAE CTSP, this FOA offers opportunities for colleges and universities to compete for IC CAE discretionary grants.

The IC CAE CTSPs goal is to increase the number of IC CAE scholars who learn critical technology skills in support of the U.S. foreign policy goals of increasing national security and promoting economic competitiveness. Data Science skills are essential in the role of problem solving, vision, and language in understanding human intelligence from a computational perspective.

Goals of the IC CAE Critical Technology Studies Program:

- To develop a cadre of IC CAE scholars with advanced technology skills and related understanding, who are able to advance international dialogue, bolster national security and contribute to U.S. economic prosperity.
- To increase the pool of eligible applicants in core skills areas, specifically targeting women and racial/ethnic minorities with varied cultural backgrounds, regional and geographical expertise, multidisciplinary, data sciences proficiency and related competencies.
- To strategically meet the nation's demand for a diverse cadre of skilled professionals to carry out America's National Security imperatives during the 21st Century.

In order to achieve these goals, the Intelligence Community supports programs for U.S. undergraduate and graduate students to gain and improve technological proficiency and related skills in the following top five (5) critical technologies of interest to the IC: data sciences, machine learning, artificial intelligence, computer vision, and computationally efficient modeling techniques.

DIA reserves the right to make changes in eligible technologies based on reprioritization, availability of funding, or other factors.

Expected Program Outcomes:

- 1) IC CAE scholars will demonstrate an essential, measurable increase in critical technology proficiency, as verified through course quizzes and examinations. Therefore, the university must establish, as part of their proposal, a major, minor or certificate program in the critical technologies of interest to the IC.
- 2) IC CAE scholars will continue their enhancement of the critical technology learning, apply their scientific skills in their academic, career, and volunteer activities, and/or participate in other exchanges and educational activities to further their critical technologies learning.

- 3) Ethnically diverse IC CAE scholars will become eligible and competitive for internships and careers across IC agencies and components.

Potential applicants are encouraged to obtain and become familiar with the information on the IC CAE program by accessing the DIA website at <http://www.dia.mil/training/ICCAE/>.

NOTE: Applicants are advised to read this entire announcement carefully, as it explains the program needs, eligibility, and submission requirements as well as the terms, conditions, and the process for this competition. Carefully read all instructions below before beginning your application.

B. Federal Award Information

Type of Award: Discretionary Grant.

Fiscal Year Funds: 2018 – three (3) years (base plus two continuous years)

Approximate Total Funding Amount: \$10,000,000.00.

Anticipated Number of Awards: five (5)

Amount of funding per federal award: \$2,000,000.00

Anticipated Award Date: September 28, 2018

Anticipated Period of Performance: September 28, 2018 thru September 27, 2021

Additional Information: The Government reserves the right to make zero, one, or several awards based on the available funding and proposal ratings, as determined by the evaluation board for those submitted in response to this announcement.

Institutions who currently hold an IC CAE grant may apply and institutions who previously received an IC CAE grant may apply as well.

Discretionary assistance agreements (grants) will be awarded for a base year period of 12 months (one-year) with two (2) multiple years.

The following is a brief description of the ‘grant’ assistance instrument to be awarded:

Grant: A legal instrument, that, consistent with 31 U.S.C. 6304, is used to enter into a relationship in which-

- a. The principal purpose is to transfer a thing of value to the recipient to carry out a public purpose of support or stimulation authorized by a law or the United States, rather than to acquire property or services for the federal government's direct benefit or use.
- b. Substantial involvement is not expected between the Defense Intelligence Agency and the recipient when carrying out the activity contemplated by the grant.
- c. No fee or profit is allowed.
- d. The Uniform Guidance, Title 2 Code of Federal Regulation, and Part 200 govern grants for Institutions of Higher Education.

C. Eligibility Information

1. Eligible Applicants

- a. **Who can apply:** Applications are sought from Institutions of Higher Education (IHE) for workforce development in critical data technology studies in areas specified in Section E, Objective 1, and page 16 of this FOA. The applicant institution (i.e., the lead institution, which will be the prime awardee for purposes of award execution) must be a regionally accredited college, university, or other four-year degree-granting institution in the U.S., its territories or possessions, that provides post-secondary school courses of study.
- b. **Consortiums:** The applicant Institutions must be part of a consortium, specifically to enhance collaboration with resources from other schools in the university's geographic area.
- c. **Under-Resourced Institutions:** The following types of under-resourced IHE's are encouraged to apply for IC CAE support as Public or Private Institutions of Higher Education:
 - i. American Indian Tribally Controlled Colleges and Universities
 - ii. Alaska Native and Native American Serving Institutions
 - iii. Asian American Native American Pacific Islander Serving Institutions (AANAPISIs)
 - iv. Hispanic-Serving Institutions (HSIs)
 - v. Historically Black Colleges and Universities (HBCUs)
 - vi. Rural Schools
 - vii. Predominantly Black Institutions

d. Under-resourced Institutions – As defined:

American Indian Tribally Controlled Colleges and Universities

The term ‘American Indian Tribally Controlled Colleges and Universities - serving institution’ has the meaning given that term in section 1059c of Title 20.

Asian Americans and Pacific Islanders

The term ‘Asian American and Native American Pacific Islander-serving institution’ has the meaning given that term in section 1059g (b) (2) of Title 20.

Hispanic-Serving Institution

The term ‘Hispanic-serving institution’ has the meaning given that term in section 1101a (a) (5) of Title 20.

Historically Black Colleges and Universities

The term “historically black college and university” has the meaning given the term “part B institution” in section 1061 of Title 20.

- e. Community College:** A community college can participate if it is partnered with a four-year regionally accredited institution as a consortium member of the four-year regionally accredited institution, which grants at least baccalaureate degrees and which will serve as the prime awardee recipient. The Council for Higher Education Accreditation (CHEA) is the body responsible for regional accreditation; its website is www.chea.org.

2. Cost Sharing or Matching:

There is no required cost sharing, matching, or cost participation to be eligible under this FOA and cost sharing, matching or cost participation is not an evaluation factor used under this FOA.

3. Other Eligibility Criteria

Eligible institutions include:

- a. Applicants that demonstrate having current academic programs, which serve as a foundation for a Critical Technology Studies Program.
- b. The applicant must have a Principal Investigator (PI) named as the single point of contact. This PI must:
 - i. Be a U.S. citizen;

- ii. Be an employee of the applicant institution and;
 - iii. Be on the faculty of the applicant institution.
 - iv. Have a co-PI following the same guidelines as the PI.
- c. The applicant must be able to commit university/college resources to support the infrastructure needed for the institution's IC CAE Critical Technology Studies Program initiative. Institutions are expected to possess the necessary facilities needed to host an IC CAE CTSP.
- d. Applicants must submit an application received by the date specified with a proposal response that is accurate, complete and verifiable.

D. Application and Submission Information Format

1. Address to Request Application Package

- a. **Website to View Funding Opportunity Announcement:** This FOA is only accessible from the following website: Grants.gov – <http://www.grants.gov>.
- b. Amendments, if any, to this FOA, will be posted to the Grants.gov website when they occur. It is the responsibility of applicants and interested parties are encouraged to check the website for updates and amendments.

2. Content and Form of Application Submission

- a. **Completeness of Information:** Applications must include all of the information specified in this FOA to prevent delays in evaluation. Be sure to specify the
- Commercial and Government Entity (CAGE) Code,
 - Data Universal Number System (DUNS) Number, and
 - Taxpayer Identification Number (TIN) with your submission.
- Current, as well as, updated Representations and Certifications and registration with the System for Award Management (SAM) are prerequisites in order to receive an award. Outdated and incomplete registration will eliminate candidates from award. It is the responsibility of the applicant to ensure current and up to date information within SAM. Lack of current or up to date or available information within SAM will exclude applicant from receiving award without prior government notification of findings.
- b. **Application Process Overview:** The IC CAE program, through DIA as the service of common concern, intends to issue five (5) competitive awards with a period of performance of 36 months. For consideration and evaluation, the full

application must be received by the government via Grants.gov (www.grants.gov) on or before **11:59 PM Eastern Standard Time on August 3, 2018**. It is the applicant's responsibility to ensure applications are up-loaded and accepted prior to suspense date and time. The Virginia Contracting Activity (VACA) will not accept applications after the time and date specified in this announcement. The IC CAE Program Office will use the process and criteria described in the Merit Evaluation, Appendix A to evaluate each application submitted under the terms and conditions of this FOA. Applicants are encouraged to plan application submissions well before the FOA deadline to avoid missing an opportunity to submit an application. The estimated grant award date on or before **September 28, 2018**, should be used for application submission and budgeting purposes.

- c. **Application Preparation Instructions:** The application shall be clear, concise and include sufficient detail for meaningful evaluation. Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired.
- d. **Applications shall be separated into Three (3) distinct Volumes:** Each volume will be a separate file with Applicant's School Name and Volume Number as the file name. At the applicant's discretion, all three volumes can be compressed using a zip compression tool resulting in a single transport file. The single zipped file should be named **HHM402-18-FOA-399-A V1-2-3 YourschoolnameMASTER.zip**. It is not the Government's responsibility to ensure files can be expanded and/or data content readability of the expanded files. In the event any file is unable to be expanded and/or read, the applicant's submission will be deemed unreadable, unacceptable and disqualified for evaluation. No requests for alternate proposal submission will be discussed or allowed. **SAMPLE FILE NAMES:**
 - **FILE ONE** name is "Volume I PROGRAM APPROACH – Yourschoolname.docx";
 - **FILE TWO** name is "Volume II RESUMES – Yourschoolname.docx";
 - **FILE THREE** name is "Volume III BUDGET_PRICING – Yourschoolname.docx."
- e. **Format for Attachments:** Applications shall be complete and stand-alone to qualify for review. Documents should be typed, single-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides. Use a clear font that is highly readable. Recommend using 12-point Times New Roman font.

- f. Separate attachments, such as institutional brochures or reprints, shall not be evaluated.
- g. Embedded links to external websites within any volume will not be activated or reviewed. Proposal information submitted shall be complete, concise and self-contained within each respective volume.
- h. No documents submitted shall be locked or password protected.
- i. All electronic files shall have names that represent the individual volume number.
- j. The Government will retain copies of all electronic applications.

3. Unique Entity Identifier and System for Award Management (SAM)

Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR 25.110 (b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

a. Be registered in the System for Award Management (SAM) before submitting its application:

- **System for Award Management** – Applicants must complete and maintain an active SAM registration, which requires renewal at least annually. The renewal process may require as much time as the initial registration. SAM registration includes the assignment of a Commercial and Government Entity (CAGE) Code for domestic organizations, which have not been assigned a CAGE Code.
- Additional information about registration procedures may be found at the SAM website (<https://www.sam.gov>).

b. Provide a valid unique entity identifier in its application:

- **Dun and Bradstreet Universal Numbering System (DUNS)** - All applicants are required to have a DUNS number. The DUNS number will be used to verify status within the System for Award Management registrations. The same DUNS number must be used for all registrations, as well as on the grant application.
- DUNS number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B), to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 855-358-1417), email govt@dnb.com or the Internet (currently at <http://fedgov.dnb.com/webform>).

- c. **Continue to maintain an active SAM registration** with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

VACA-Virginia Contracting Activity, as the Federal awarding agency, may not make a Federal award to an applicant, if an applicant has not fully complied with the registration requirements. VACA may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to the next successful offeror.

Registration can take 6 weeks or more, therefore, applicants should begin the registration process as soon as possible. The VACA Policy on Late Submission of Grant Applications states that failure to complete registrations in advance of a due date is not a valid reason for a late submission. Proposal submission shall only be via the Grants.gov website. No other submission medium is permitted. **Applicants must have an active DUNS number and SAM registration in order to complete the Grants.gov registration.**

4. Submission Dates and Times

- a. **Deadline:** All submissions must be received on or before **11:59 PM Eastern Standard Time August 3, 2018**. The Grants.gov website *will not accept* applications after the deadline.
- b. **Deadline Definition:** The deadline is the date and time by which VACA must receive the application.
- c. **Effect of Missing the Deadline:** Late applications are neither reviewed nor considered.
- d. **Acknowledgement and Proof of Timely Submission:** Proof of timely submission is automatically recorded by Grants.gov. An electronic time-stamp is generated within the system when the application is successfully received. When an applicant has successfully transmitted an application, the applicant will receive an electronic receipt and tracking number from Grants.gov. The applicant should print the receipt and save it as proof of timely submission. Furthermore, when DIA successfully retrieves the application from Grants.gov, the website will provide an electronic acknowledgement of receipt to the e-mail address of the applicant institution's Alternate Organizational Representative.

Applicants using dial-up connections should be aware that their transmission could take longer before Grants.gov receives it. In all cases, Grants.gov will provide either an error or a successfully received transmission message. In the

event of errors, please contact the Grants.gov Support Center on the www.grants.gov homepage. Email support@grants.gov or visit <http://www.grants.gov/web/grants/support.html>. Please be patient and give the website time to process the submission. Uploading and transmitting multiple files with associated HTML schemas may take a while.

5. Intergovernmental Review

This FOA is NOT subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

6. Funding Restrictions

- a. The proposed budget shall be no greater than \$2,000,000.00 per grant.
- b. The grant will not provide reimbursement for pre-award costs.
- c. The Government anticipates current funding to provide for 12-month award with multiyear two 12 months, a total award period of performance for 36 months (known as 3 years).
- d. **Costs of entertainment, amusement, diversion, and social activities and any costs directly associated with such activities are not allowed.** It is expected that the costs of travel, materials/equipment, and other direct costs (ODC) be necessary and reasonable for the benefit of the program and comply with the Cost Principles contained in the Uniform Guidance.
- e. **Meals. Charging meals to a federal grant is only allowable under certain circumstances.** Meals for people in travel status associated with grant business are allowable. **The cost of meals/refreshments during a Conference / Seminar / Meeting with a formal agenda and participants from different locations are allowable.** All other meals must receive prior approval by the Federal awarding agency to ensure necessity and reasonableness for the benefit of the program related goal/aim. It is the Principal Investigator's (PI) or his/her designee's responsibility to ensure that all meals charged to a federal award comply with federal policies. The university's Sponsored Programs Office should review meals submitted via check request, purchase order, interdepartmental invoice, travel report, etc. for compliance and should disallow any meals that do not appear to be reasonable and allowable.

The daily rate for meals per person shall not exceed the published per diem rates for the Continental United States (CONUS) and Overseas Continental United States (OCONUS), unless prior approval is given by the awarding agency. You may find the published per diem rates at www.gsa.gov/perdiem.

- f. **For further information on allowable, allocable and reasonable costs, see Title 2 Code of Federal Regulation, Part 200, and Subpart E Cost Principles.**

7. Other Submission Requirements

Submission Process

- a. The Grants.gov Applicants feature includes a simple, unified application process that makes it possible for applicants to apply online. Grants.gov have comprehensive instructions on how to apply for the FY 18 IC CAE Critical Technology Studies Program grant on its website at www.grants.gov/apply-for-grants; applicants are referred to those instructions to carry out the application process. The site also contains registration checklists, FAQs and videos to help applicants through the registration process. Applicants are recommended to download the checklists and prepare the information requested before beginning the registration process.
- b. All applicants shall follow the directions for submitting an application response under the Intelligence Community Centers for Academic Excellence Funding Opportunity Announcement #HHM402-18-FOA-399-A tab on the Grants.gov site. **(Applications submitted by any applicant via the “Submit Unsolicited” link on the site, as well as by email, fax or other means, will not be accepted and determined as nonresponsive resulting in disqualification for evaluation).** Grants.gov will acknowledge Government receipt of the proposal. Applications can be submitted as one or multiple files, but if multiple files are submitted, they shall be combined into one compressed folder (.zip) and submitted as one .zip file. If an applicant fails to follow this requirement and submits multiple files individually (i.e., not zipped) for a proposal, the Government may elect to not review all the individual files in the interest of efficiency while downloading and reviewing responses. Allowable file formats are MS Word (.doc or .docx MS Word 2016 or earlier version), Adobe Acrobat (.pdf) searchable file with copy permission granted, and MS Excel (.xls or .xlsx 2016 or earlier version). The single or zipped (.zip) file shall be less than 3.0 MB in size.

- c. In the event of system problems when submitting a proposal, contact Grants.gov Applicant Support listed under the "Support" Tab on the www.grants.gov homepage. These Applicant Support personnel are available to assist 24/7 (except federal holidays).
- d. **Failure to follow the submission instructions shall result in the applicant's proposal being determined as non-responsive and disqualified for evaluation. Applicants are strongly encouraged to submit applications well before the submission deadline as applications submitted the day of the deadline may be deemed late applications and not accepted if they cannot be tallied and time stamped as submitted due to applicant, website or Government technical problems. Submission missing complete, readable and responsive Volumes I, II and III will not be evaluated and submission will be disqualified for review as well as award. It is the applicants' responsibility to ensure all submitted files contain completed, readable and responsive Volumes I, II and III. The government will not accept, evaluate or request for incomplete or missing Volumes.**
- e. **Inquiries from Applicant:** Users need to register with Grants.gov to utilize the system as an applicant. To safeguard the security of your application information, Grants.gov requires all users to create an account in the Grants.gov system. The user must verify they are able to obtain a username and password. This process confirms the identity of the organization applicant. Before you can create your Grants.gov organization applicant username and password, your SAM registration must be complete and active.

Once registered and logged into the website, an applicant can click the "Current Efforts" tab and select the "Intelligence Community Centers for Academic Excellence Funding Opportunity Announcement # HHM402-18-FOA-399-A" page under the list. Applicants shall use the "Q&A" link on that page to submit questions or comments, and to view the responses to all other questions and comments, including those submitted by other organizations.

Answers will be posted as they are developed. Applicants are encouraged to review all previous questions and answers prior to posting a question to avoid duplication of questions. **Questions/comments submitted via email or phone will not receive a response. Cut-off date for questions is July 11, 2018, 11:59 PM Eastern Standard Time. Send to ~FOA399@dodiis.mil.**

- f. **Program Updates:** It is the applicants' responsibility to check Grants.gov for updates, revisions and responses to questions/comments from other applicants, which may include additional guidance regarding this program. All

amendments/announcements referencing this grant (to include Questions and Answers) will be posted only on www.grants.gov.

E. Application Review Information

1. Criteria

A. VOLUME I: PROGRAM INTENT

Volume I shall have no reference to financial/budget information. This volume is exclusively for non-budget focused proposal information detailing the approach and intent in addressing objective components 1 through 6 herein. Inclusion of budget information or reference to budget figures imbedded in this volume shall be reason for a determination of non-responsiveness and result in proposal disqualification. It is the applicant's responsibility to edit and quality check all volumes prior to up loading for transmission/submission on Grants.gov website.

Item 1 and 2 along with objectives 1-6 shall include all of the following items with a page limitation of no more than twenty (20) pages:

Item 1 - Provide a Program Overview:

- a. The FY 18 FOA number (HHM402-18-FOA-399-A);
- b. The proposal title;
- c. The legal name of the applicant institution;
- d. The names of both the Principal Investigator and an appropriate Authorized Organizational Representative (AOR) in the university's administrative/grants/contracting office, along with contact information including, at least:
 - i. full, legal name;
 - ii. CAGE Number
 - iii. DUNS Number
 - iv. academic/functional title;
 - v. telephone number;
 - vi. fax number;
 - vii. postal mailing address and;
 - viii. Electronic-mail address.

- e. The Program Mission Statement;
- f. Measurable, time-bound, and attainable objectives that reflect a reasonable and thoughtful build of a sustainable program, which will continue to sustain program objectives past the grant period.
- g. The Program Overview shall not exceed **one (1) page**.
- h. Alternate contact information should also be included in the overview. If proposal clarifications are required during the receipt, evaluation, or negotiation process, the Government will make every effort to contact the listed PI or AOR based on the information provided by the applicant within the proposal. If those efforts fail, however, the Government will be forced to terminate the evaluation or award process for that proposal. Therefore, the Principal Investigator should provide alternate contact information—alternate telephone numbers and, if possible, the names of other persons and their telephone numbers—to ensure the Government's ability to contact the PI and AOR whenever needed.
- i. **Additional data:** School ranking, percentage of male and female students, percentage of Alaska Native, Native American, Asian, African-American, Hispanic, Pacific Islander and multi-racial students.

Item 2 - Provide a Program Narrative:

Program Context: The IC CAE program encourages applicants to submit applications with innovative ideas of establishing/enhancing the IC CAE Critical Technology Studies Program in order to create, attract, and sustain a robust and knowledgeable talent pool in multi-disciplinary areas of interest relevant to the Intelligence Community. Provide a program narrative that details the applicant understands the IC mission, goals and objectives when constructing their applications.

The Program Narrative should include:

- Student Recruitment, Screening and Selection Criteria to be used,
- Program Monitoring and Evaluation,
- Diversity,
- Partner organizations and/or sub award organizations, including their roles and unique contributions to the program,
- Work plan/Time-frame

Objectives 1 through 7 are Program Components: In the FY 18 FOA, the IC CAE Critical Technology Studies Program has seven (7) objective components upon which applications shall be evaluated:

OBJECTIVE – 1. Curriculum Development – Critical Technology Studies Program Curricula:

A key objective of the IC CAE program is to strengthen academic programs in critical technology studies in historically rural and under-resourced population schools. Proposers shall explain how they plan to expand capacity, capability, research, and training in the areas of machine learning, artificial intelligence, computer vision, and computationally efficient modeling techniques for undergraduate or graduate course offerings to better prepare graduates to perform work in the Data Sciences. The program is to be called an “IC Centers for Academic Excellence.” Critical Technology Studies Program courses include:

- a. Critical Technology History & The Intelligence Community
- b. Artificial Intelligence
- c. Machine Learning
- d. Data Visualization
- e. Computational Statistics / Algorithm Design
- f. Computer Science Analytic Writing and Briefing

A minimum of five (5) courses from the above list shall be required for students who participate in the IC CAE Critical Technology Studies Program.

OBJECTIVE – 2. Adherence to CAE mission Ethic and Cultural Diversity:

As the Intelligence Officers Training Program (50 U.S.C. 3224) states, that ethnic and cultural diversity are an intent of this grant program, institutions with diversity will receive credit for same.

OBJECTIVE - 3. Consortium:

Institutions must be part of a consortium to specifically enhance collaboration with under-resourced schools in their area.

OBJECTIVE - 4. Faculty Research and Professional Development in Support of Teaching a Critical Technology Curriculum of interest to the Intelligence Community:

Faculty research and professional development shall include participation in intelligence, national security classes, data science conferences, seminars, and similar activities. It should support or enhance the faculty member's ability to develop and present critical technology curriculum, relevant to national security.

Any papers or deliverables resulting from faculty research shall be submitted to the IC CAE Program Office within two weeks of publication.

OBJECTIVE - 5. In Collaboration with Rural and Under-Resourced Regional Colleges and Universities, Host an Annual Colloquium or Speaker Series on Critical Technology Topics of interest to the Intelligence Community:

Each prime awardee school shall hold an annual colloquium or speaker series on critical technology topics, inviting **rural and under-resourced regional colleges and universities**, government speakers and industry partners with a primary goal of maximizing relationships/outreach. A colloquium should be at least one day in length; a speaker series may include shorter presentations scheduled over weeks or months, which meet the intent to bring together a wider audience, and speakers on the data sciences, intelligence and national security and total at least a similar number of hours as that of a daylong colloquium. Opportunities for display of student papers and/or presentations must be included as part of the event.

OBJECTIVE - 6. Facilitate Student Participation In On-Campus Academic Programs, and Professional Development Activities:

IC CAE students shall be involved in the program and aware of the numerous benefits it provides. There shall be on-campus workshops, seminars and other activities that encourage their engagement as well as support for off-campus activities in critical technologies such as artificial intelligence demonstrations, conferences, seminars, workshops, or simulations.

OBJECTIVE - 7. Establish and Maintain Program Management, Marketing and Sustainment Action Plan:

Each school shall propose a Program Management, Marketing and Sustainment Action Plan.

1. **The Program Management Plan** shall detail the responsibilities of personnel to attain explicitly stated, measureable and achievable program objectives. The Principal Investigator's expertise and experience will be evaluated relative to their ability to manage an Intelligence related program.

The Program Management Plan will detail how the program staff will capture the program milestones to include:

- a. comparison of actual results to expected results,
 - b. accomplishments,
 - c. status of progress made,
 - d. upcoming activities,
 - e. lessons learned and
 - f. **cumulative quantitative data** on:
 - i. Number, duration, and type of immersive training experiences,
 - ii. Number and type of exchanges with the IC,
 - iii. Number of students participating in the overall IC CAE program, (identify gender, ethnicity, race),
 - iv. Number of IC Internships, (identify gender, ethnicity, race),
 - v. Number of IC Conditional Job Offers, (identify gender, ethnicity, race),
 - vi. Number of Students Hired Into the IC (identify gender, ethnicity, race)
2. **The Marketing Plan** will provide a comprehensive plan to publicize and recruit a strong pool of qualified candidates from U.S. colleges and universities. Propose ideas to ensure that applicants represent the diversity of the United States. The definition of diversity includes, but is not limited to, ethnicity, race, gender, disabilities, religion, socio-economic status, geographic location, and educational institution. To the fullest extent possible, the proposal should address and encourage the participation of traditionally underserved audiences and those who may not otherwise have the opportunity to study critical data technology. Special attention should be paid to the recruitment and support through the application

process of eligible students from under-resourced Institutions and community colleges (as noted in Section II C, page 6 – 7).

The proposal shall describe how the IC CAE CTSP will be publicized on college and university campuses, using media outlets, including print, online, and broadcast, to reach the widest possible audience of qualified students. The proposed marketing plan should include print and online promotional materials; mail and email notifications; campus visits and presentations; conference participation (presentations and exhibits) and other in-person or online recruitment activities. The Government may request that the award recipient collaborate with other programs on some outreach activities, including but not limited to, conference participation, campus visits, and advisor workshops.

3. **The Sustainment Action Plan** shall detail what the school will do during the grant period to build sustainability of the IC CAE Critical Technology Studies Program at that institution after the grant has expired and the funding by the Government has ended.

TOP FIVE BENEFITS TO CREATE AND EXECUTE A SUSTAINABILITY ACTION PLAN:

- a. Maintain designation as an IC CAE school post-grant.
- b. Continued IC association post-grant.
- c. Recruitment fairs facilitated by IC agencies at your university.
- d. Student participation in the 2-week federally funded and sponsored National Security Analysis and Intelligence Summer Seminar (NSAISS).
- e. University faculty/staff participation in the Annual 3-day Faculty Professional Development Workshops facilitated by the IC CAE program Office.

The IC CAE PMO recognize the essentials of creating a sustainability action plan as including strategic planning, partnership and communication.

- **Strategic planning** is the glue that holds sustainability efforts together. Without a strategic direction and long-term goals, programs find themselves only reacting to day-to-day demands. Strategic planning leads to an outcome-oriented plan.
- **Partnership** is cultivating connections between your program and its stakeholders.

Partners play an important role in sustainability in several ways:

- i. Partners can be connectors to greater resources or expertise;

- ii. Partners can take over providing services if your program has to cut back; or
- iii. Partners can advocate on behalf of your cause.

Building awareness and capacity for sustainability requires a strategic approach and partnerships across sectors, including alliances between private and public organizations.

- **Communication Counts.** People need to know what your program does and why it is important. Communicating externally about your program's effectiveness helps the program gain greater visibility and builds support from stakeholders. Internally, evidence that a program works builds faculty/staff buy-in and support from institutional leaders. The more people know and care about your program and mission, the more likely they are to support your efforts in the long term. **Establishing and maintaining a robust, informative and easy to locate webpage, advertising your IC CAE Critical Technology Studies Program, is an important communication method in marketing your program.**

B. VOLUME II: Curriculum Vitae of Principal Investigator & Co-Investigator

The Principal Investigator is designated as a Key Personnel. The resume of the Principal Investigator shall be submitted as his/her qualifications for this role. It shall be no more than **four (4)** pages and shall demonstrate why the individual is qualified to manage the proposed program. The qualifications of Principal and Co-Investigators will be reviewed relative to their ability to manage an effective intelligence related program; all initial and replacement personnel must be approved by the federal awarding agency.

Resumes shall also be submitted for any Principal Co-Investigators or Alternate Investigators as well as sub-recipient Principal Investigators, Co-Investigators or Alternate Principal Investigators.

C. VOLUME III: Budget

1. Program Budget and Cost

This volume shall be entitled VOLUME III – Budget and costs, represents the financial portion of the proposal and shall contain budget, as well as, cost estimates in sufficient detail, including budget/cost details for proposed sub-awards and/or consortium members in a narrative form. A sample budget format is provided in order to develop identifiable budget/cost elements and show proposed allocations to budget/cost specific group or

groups that can be analyzed in order to determine reasonableness and allow for specific discussions, clarification and negotiations as required. There is no page limit for Volume III. An overall summary page will have the proposed base year budget amount and option year (if applicable) amounts with a total proposed budget amount using the following format:

SUMMARY BUDGET/COST TABLE

Budget/Cost Table for Base Year 12-month and 12-month Continuing year 1 and 12-month Continuing Year 2, shall be incorporated in Volume III on individual pages and after the Summary Budget/Cost Table page.

BASE YEAR.....\$
CONTINUING YEAR 1.....\$
CONTINUING YEAR 2.....\$
TOTAL PROPOSED BUDGET.....\$ (Summary of All 36 Months (3 Years))

In Volume III the applicant will provide a written detailed budget/cost narrative that supports budget/cost allocations represented in budget/cost tables. The narrative will identify and describe budget/cost elements in relationship to specific paragraph/section proposal reference(s) in Volume I. It is the responsibility of the applicant to describe in detail and with clarity the relationship between proposed Volume III budget/costs and proposed Volume I approach/intent.

2. Budget and Cost Tables Templates

Applicant is required to complete and incorporate in Volume III a summary representation of budget and costs in the format shown herein. Applicant shall also provide in Volume III, on a separate page, detailed Budget/Cost Tables using the format as shown on the next page:

The proposed Three-Year Budget shall not exceed the maximum award amount (no greater than \$2,000,000.00).

The budget proposal narrative shall include the total estimated cost of the program. This section shall include complete statements regarding the basis of estimates for all proposed costs. Descriptions shall reflect movement from initial program development, through program operations, to program sustainment.

Cost elements shall include, but are not limited to, the following:

a. Personnel and Fringe Benefits. The person(s) (i.e., the Principal Investigator, other faculty and institutional staff, and graduate and undergraduate students) whose time will be charged to the program and commensurate salaries and fringe benefits.

b. Travel. Costs and personnel time for travel and the relevance of the travel to stated program objectives must be included. **Individuals receiving IC CAE funding for travel must be U.S. citizens.** Travel estimates shall include a breakdown of the number of travelers, location(s), duration(s), and estimated costs for transportation, rental cars and per-diem.

c. Equipment. Equipment costs shall be minimal and appropriate for the proposed effort and shall be properly justified. These costs shall be broken out by unit prices.

d. Other Direct Costs. Materials and supplies, publication, documentation and dissemination expenses; consultant services; computer services; communication costs not included in overhead; and other (identify). In addition, **provide backup data for the source of costs, i.e., receipts, quotes, historical data, etc.**

e. Sub-Awards. Costs and types of sub-awards (the portion of work to be sub-awarded) and associated rationale for the sub-awards. Note that the sub-award of funds among all university and non-university performers responding as one consortium shall be described completely in both the text and cost sections.

f. Indirect Costs (IDC) / Facilities and Administrative (F&A) Costs. Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived. F&A costs are synonymous with "Indirect Costs" and shall be proposed in accordance with the university's **most recent Negotiated Indirect Cost Rate Agreement.**

Applicant shall include a copy of the Health and Human Services (HHS) approved F&A Rate Certification within Volume III as an attachment.

SUMMARY BUDGET FOR FY 2018 THROUGH FY2020

DIA-IC-CAE Summary Budget – FY 2018 through FY 2020							
	Cumulative Budget FY18-FY20	Base Year FY18	Proposal Section Reference	Continuing Year 1 FY19	Proposal Section Reference	Continuing Year 2 FY20	Proposal Section Reference
A. Proposed Direct Personnel							
Principle Investigator	\$0.00	\$0.00	A1	\$0.00	A1	\$0.00	A1
Co/Vice Investigator	\$0.00	\$0.00	A2	\$0.00	A2	\$0.00	A2
B. Support Staff							
Other Direct Labor	\$0.00	\$0.00	B	\$0.00	B	\$0.00	B
C. Fringe Benefit (x% of salaries and wages)							
	\$0.00	\$0.00	C	\$0.00	C	\$0.00	C
D. Travel to Annual Meeting & Faculty Development Workshop							
	\$0.00	\$0.00	D	\$0.00	D	\$0.00	D
E. Equipment							
	\$0.00	\$0.00	E	\$0.00	E	\$0.00	E
F. Participation Support							
Proposed Student Travel (x students/yr.)	\$0.00	\$0.00	F1	\$0.00	F1	\$0.00	F1
IC Assistantship Stipends	\$0.00	\$0.00	F2	\$0.00	F2	\$0.00	F2
Incidental Costs for Student Programs	\$0.00	\$0.00	F3	\$0.00	F3	\$0.00	F3
G. Other Direct Costs							
IC CAE Colloquium	\$0.00	\$0.00	G1	\$0.00	G1	\$0.00	G1
Materials & Supplies	\$0.00	\$0.00	G2	\$0.00	G2	\$0.00	G2
H. Sub-awards to Consortium Members							
Sample Sub-Awardee 1 Proposed Pricing	\$0.00	\$0.00	H1	\$0.00	H1	\$0.00	H1
Sample Sub-Awardee 2 Proposed Pricing	\$0.00	\$0.00	H2	\$0.00	H2	\$0.00	H2
Sample Sub-Awardee 3 Proposed Pricing	\$0.00	\$0.00	H3	\$0.00	H3	\$0.00	H3
I. Total Direct Cost							
	\$0.00	\$0.00	I	\$0.00	I	\$0.00	I
J. Indirect (F&A) Costs x% on Direct Cost (MTDC excludes 1st \$25K of Sub-award, Equipment, Participants Support)							
	\$0.00	\$0.00	J	\$0.00	J	\$0.00	J
K. Proposed Total							
	\$0.00	\$0.00	K	\$0.00	K	\$0.00	K

Sample format for Base Year 1 – 12 Months Budget/Cost Table page shall be as shown below:

DIA IC CAE Budget/Cost – FY 2018 – (PERIOD OF PERFORMANCE: 09-28-2018 to 09-27-2019)		
	Base Year	Proposal Section Reference
A. Proposed Direct Personnel		
Principle Investigator	\$0.00	
Co/Vice Investigator	\$0.00	
B. Support Staff		
Other Direct Labor	\$0.00	
C. Fringe Benefit (X% of salaries and wages if applicable)	\$0.00	
D. Travel to Annual Meeting & Faculty Development Workshop	\$0.00	
E. Equipment	\$0.00	
F. Participant Support		
Proposed Student Travel (x students/yr.)	\$0.00	
IC Scholars Stipends	\$0.00	
Incidental Costs for Students Programs	\$0.00	
G. Other Direct Costs		
Material & Supplies	\$0.00	
H. Sub-awards to Consortium Members		
SAMPLE SUBAWARDEE 1 PROPOSED PRICING	\$0.00	
SAMPLE SUBAWARDEE 2 PROPOSED PRICING	\$0.00	
SAMPLE SUBAWARDEE 3 PROPOSED PRICING	\$0.00	
I. Total Direct Cost	\$0.00	
J. Indirect (F&A) Costs x% on Direct Cost (MTDC excludes 1st \$25K of Sub-award, Equipment, Participants Support)	\$0.00	
PROPOSED COST	\$0.00	
Notes:		

Sample format for Multiple Year 2 – 12 Months Budget/Cost Table page shall be as shown below:

DIA IC CAE Budget/Cost – FY 2019 (PERIOD OF PERFORMANCE: 09-28-2019 to 09-27-2020)		
	Base Year	Proposal Section Reference
A. Proposed Direct Personnel		
Principle Investigator	\$0.00	
Co/Vice Investigator	\$0.00	
B. Support Staff		
Other Direct Labor	\$0.00	
C. Fringe Benefit (X% of salaries and wages if applicable)	\$0.00	
D. Travel to Annual Meeting & Faculty Development Workshop	\$0.00	
E. Equipment	\$0.00	
F. Participant Support		
Proposed Student Travel (x students/yr.)	\$0.00	
IC Scholars Stipends	\$0.00	
Incidental Costs for Students Programs	\$0.00	
G. Other Direct Costs		
Material & Supplies	\$0.00	
H. Sub-awards to Consortium Members		
SAMPLE SUBAWARDEE 1 PROPOSED PRICING	\$0.00	
SAMPLE SUBAWARDEE 2 PROPOSED PRICING	\$0.00	
SAMPLE SUBAWARDEE 3 PROPOSED PRICING	\$0.00	
I. Total Direct Cost	\$0.00	
J. Indirect (F&A) Costs x% on Direct Cost (MTDC excludes 1st \$25K of Sub-award, Equipment, Participants Support)	\$0.00	
PROPOSED COST	\$0.00	
Notes:		

Sample format for Multiple Year 3 – 12 Months Budget/Cost Table page shall be as shown below:

DIA IC CAE Budget/Cost – FY 2020 (PERIOD OF PERFORMANCE: 09-28-2020 to 09-27-2021)		
	Base Year	Proposal Section Reference
A. Proposed Direct Personnel		
Principle Investigator	\$0.00	
Co/Vice Investigator	\$0.00	
B. Support Staff		
Other Direct Labor	\$0.00	
C. Fringe Benefit (X% of salaries and wages if applicable)	\$0.00	
D. Travel to Annual Meeting & Faculty Development Workshop	\$0.00	
E. Equipment	\$0.00	
F. Participant Support		
Proposed Student Travel (x students/yr.)	\$0.00	
IC Scholars Stipends	\$0.00	
Incidental Costs for Students Programs	\$0.00	
G. Other Direct Costs		
Material & Supplies	\$0.00	
H. Sub-awards to Consortium Members		
SAMPLE SUBAWARDEE 1 PROPOSED PRICING	\$0.00	
SAMPLE SUBAWARDEE 2 PROPOSED PRICING	\$0.00	
SAMPLE SUBAWARDEE 3 PROPOSED PRICING	\$0.00	
I. Total Direct Cost	\$0.00	
J. Indirect (F&A) Costs x% on Direct Cost (MTDC excludes 1st \$25K of Sub-award, Equipment, Participants Support)	\$0.00	
PROPOSED COST	\$0.00	
Notes:		

2. Review And Selection Process

Applications received on time will be evaluated in accordance with the process and criteria stated in this section. To qualify for an award, a proposal shall meet requirements, including:

- I. The **eligibility** of the applicant institution as specified in Section C, Item 1 and 3, page 6 - 8 of this FOA;
- II. The **format** of the proposal as specified in Section D, Item 2, on page 8 - 10;
- III. The **completeness** of the content in terms of having the parts as specified in Section D, Item 2, page 8 - 9 and;
- IV. The completeness of the **Program Overview** page as specified in Section E, Page 15.

If a submitted proposal fails to meet requirement (#1), no further award evaluation shall occur.

A. Evaluation Panels:

The Evaluation Panels will be composed of Intelligence Community Officers representing the IC elements.

B. Proposal Selection

After the evaluation of each proposal, individual scores will be ranked and forwarded to the Source Selection Evaluation Board (SSEB) Chair.

The list of selected applications will be transmitted to the DIA Grants Officer as the Source Selection Authority for eligibility verification, clarifications and or negotiations as determined, as well as, coordination of legal reviews and award actions. The awards to be made are based not only on the quality of the applications, but those meeting all established criteria of the FOA as well as the amount of funding available to the program.

3. Federal Share Greater than the Simplified Acquisition Threshold

- a. The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (SEE 41 U.S.C. 2313);

- b. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- c. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR 200.205 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates

The following table provides the key dates that apply to this announcement. The Estimated Award Date given here shall be used for planning and budgeting purposes. All applications shall be valid for 365 days to allow time for the evaluation, selection and award process.

Action	Due Date
Applications Due	Friday, 3 August 2018
Estimated Award Date	On or Before 28 September 2018

F. Federal Award Administration Information

1. Federal Award Notices

After evaluations, a notification letter for award will be sent to the Principal Investigator and to the Authorized Organizational Representative.

Successful applicants will receive a letter of congratulations for award signed by the authorized DIA Grants Officer.

Unsuccessful applicants will receive a letter of unsuccessful notification with instructions to request a debriefing.

It is the responsibility of applicants and all interested parties to stay apprised of amendments pertaining to this Funding Opportunity Announcement including revision information, posting of questions and answers, as well as, all notifications by checking www.grants.gov.

Upon completing Volume I proposal evaluations, the Government shall issue Notification of Government intent to enter into Volume III discussions and negotiations. After completion of Volume III discussions and negotiations and agreement is reached with the applicant, the Government will issue a Successful intent to award letter. In the event Volume III discussions and negotiations result in non-agreement, the applicant will receive an unsuccessful letter and instructions for submitting a debriefing request.

For each proposal, notification will be sent to the institution's Authorized Organizational Representative (AOR) and/or, if possible, to the Principal Investigator (PI). The Government anticipates that the award date and the start date may be different.

The Government is not obligated to provide any funding until the grant award document is bilaterally signed by the Government Grants Officer and the institutions' authorized signer.

2. Administrative and National Policy Requirements

Required Certifications

- a. Disclosure of Lobbying Activities (OMB 4040-0013).
- b. Assurances for Non-Construction Programs (SF424B) (OMB 4040-0007).

These certifications are found on www.grants.gov under the "FORMS" tab and then under "R&R Family" listing.

3. Reporting

I. Report Submission

Mandatory Quarterly, End-of-Semester and Annual Performance Progress and Financial Reports will be required under this program in accordance with the award document.

The reports shall be prepared and submitted in accordance with the procedures contained in the bilaterally signed award document.

Copies of reports and all referenced documents will be submitted in softcopy to the DIA Grants Officer and the DIA Grants Officer's Representative (GOR).

II. Interim Performance Progress Reporting

Institutions are required to submit end-of-semester (i.e., end of grading period) reports outlining IC CAE Critical Technology Studies Program milestones to include:

- a. comparison of actual results to expected results,
- b. accomplishments,
- c. status of progress made,
- d. upcoming activities,
- e. lessons learned and
- f. **cumulative quantitative data** on:
 - i. Number, duration, and type of immersive training experiences,
 - ii. Number and type of exchanges with the IC,
 - iii. Number of students participating in the overall IC CAE program, (identify gender, ethnicity, race),
 - iv. Number of IC Internships, (identify gender, ethnicity, race),
 - v. Number of IC Conditional Job Offers, (identify gender, ethnicity, race),
 - vi. Number of Students Hired Into the IC (identify gender, ethnicity, race)

Recipients are required to report deviations from budget or program scope or objective, and request prior approvals from DIA for budget and program plan revisions.

III. Interim Financial Reporting

- a. Financial reports shall be submitted no less than quarterly and no more frequently than monthly, as per OMB requirements. The Standard Form 425 Federal Financial Report (FFR) will be used for general financial reporting. **DIA requires SF 425 reporting on a quarterly basis.**
- b. In addition to general financial reporting, invoicing for reimbursement of allowable expended funds shall occur no less than quarterly. Invoices should:
 - i. Mirror approved budget lines from their applications,
 - ii. Be certified by the appropriate fiscal personnel as true and accurate, and
 - iii. Should include sufficient detail (receipts, expense reports, vouchers) to allow the Government to verify and validate the expense to approved grant expenditures.

- c. The invoices must be submitted through the National Security Agency (NSA), Maryland Procurement Office (MPO) electronic invoicing secure website at <http://m.nsa.gov/business/programs/electronic-invoicing.shtml>.
- d. A Department of Defense (DOD) External Certification Authority (ECA) Public Key Infrastructure (PKI) Certificate is required to access the website. PKI certificates are used to identify web clients and to encrypt user sessions and emails so that private business stays private. EC complies with the DOD mandate that all private industry collaborates, contractors, allied partners, and other federal and DOD Agencies employ DOD certificates for all electronic communications. Instructions are included in the grant award.
- e. A final invoice for the grant period shall be submitted no later than 90 days after the conclusion of the period of performance unless extenuating circumstances occur. In that circumstance, the recipient should immediately notify the IC CAE program Office of the circumstance and the anticipated final invoice submission date.

IV. Final Reports

Performance Report: A comprehensive final program performance report is required no later than 90 days after the conclusion of the period of performance. The report should address the accomplishments for the entire grant period, provide a listing of all key activities, accomplishments, publications, presentations, workshops, and other program related artifacts and work products arising from the program.

Standard Form 425, Federal Financial Report (FFR): The SF 425 shall be completed in its entirety. The SF425 requires cumulative reporting of obligations and expenditures. Cumulative reporting provides a sum of obligations and expenditures for the life of the grant.

V. Reporting Sub-Award and Executive Compensation

a. Reporting of first-tier sub-awards. The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act), includes a requirement for awardees of U.S. grants to report information about first-tier sub-awards and executive

compensation under Federal assistance awards issued in FY2011 or later. All awardees of applicable DIA IC CAE grants are required to report to the Federal Sub-Award Reporting System (FSRS) on all sub-awards over \$25,000.

b. Where and when to report. The recipient shall report each obligating action to Federal Funding Accountability and Transparency Act Sub-award System (FSRS) <http://www.fsrs.gov>. Sub-award information shall be reported no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2014, the obligation shall be reported no later than December 31, 2014.)

c. What to report. The recipient shall report the information about each obligating action in accordance with the submission instructions posted at <http://www.fsrs.gov>.

d. Exemptions

If, in the previous tax year, the recipient had gross income, from all sources, under \$300,000.00, you are exempt from the requirements to report:

- i. Sub-awards, and
- ii. The total compensation of the five most highly compensated executives of any sub-recipient.

G. Federal Awarding Agency Contact:

Mr. Stephen E. Lee, Contracting / Grants Officer
Defense Intelligence Agency
Phone: 202-231-2645
Send All Questions to: ~FOA399@dodiis.mil

H. Other Information

Notice:

The Government reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards will be subject to periodic reporting and evaluation requirements per Section F, Item 3, reporting requirements listed above.

APPENDIX A

MERIT EVALUATION

I. MERIT EVALUATION CRITERIA

Applications will be evaluated on a merit basis and in accordance with the Merit Evaluation Table.

- Objective 1. The institution has demonstrated the ability to develop, modify, and integrate coursework in the identified critical technology program areas into an undergraduate or graduate certificate, major or minor degree program to be called the IC CAE Critical Technology Studies Program. This terminology can be used as a 'tag line' along with a university's name for the program.
- Objective 2. The institution has demonstrated compliance with the mission of the IC CAE program, as reflected in the Intelligence Officers Training Program (50 U.S.C. 3224), that is, ethnic and cultural diversity.
- Objective 3. The institution has demonstrated compliance with the FY 2016 Intelligence Authorization Act (HPSCI), which states participating institutions, must be part of a consortium to specifically enhance collaboration with under-resourced schools in their area in a manner that promotes diversity.
- Objective 4. The institution has proposed faculty research and professional development in support of teaching an intelligence focused critical technologies curriculum.
- Objective 5. The institution has proposed an opportunity for substantive exchange with and for gaining familiarity with the Intelligence Community through annual colloquia, or a speaker series, in collaboration with rural and under-resourced regional colleges and universities, local and federal government and industry partners on critical technology studies topics, relative to Intelligence and National Security.
- Objective 6. The institution has proposed to facilitate student participation in on-campus academic programs and off-campus professional development activities in artificial intelligence, machine learning, intelligence or national security.
- Objective 7. The institution has demonstrated the presence of program management, marketing and sustainment action plans.

II. MERIT EVALUATION TABLE

The scores of all evaluation criteria will be converted to numeric scores per the table below.

- a. For example, the numeric score is arrived at by multiplying the merit weight point in the 'Merit Definition & Weight Points' column by the 'Evaluation Rating' choice of either Excellent (5), Good (4), Fair (3) or Poor (2). Top proposal merit score possible is 425 points. Submissions receiving under 255 merit points will not be considered for funding.
- b. Sample formula for evaluation. The evaluation rating of Excellent to Poor will be multiplied by the merit rating in the respective Evaluation Criteria.
- c. In the event of an overall *Excellent* evaluation rating for a total weight score of 425, the Merit Weight points in 1 through 7 shall each be multiplied by the *Excellent* Evaluation Rating of 5. All points added together will equal 425 *points*.
- d. In the event of an overall *Good* evaluation rating for a total weight score of 340, the Merit Weight points in 1 through 7 shall each be multiplied by the *Good* Evaluation Rating of 4. All points added together will equal 340 *points*.
- e. In the event of an overall *Fair* evaluation rating for a total weight score of 255, the Merit Weight points in 1 through 7 shall each be multiplied by the *Fair* Evaluation Rating of 3. All points added together will equal 255 *points*.
- f. In the event of an overall *Poor* evaluation rating for a total weight score of 170, the Merit Weight points in 1 through 7 shall each be multiplied by the *Poor* Evaluation Rating of 2. All points added together will *equal 170 points*

Merit Definition & Weight Points (<i>Constant</i>)	Evaluation Rating (<i>Variable</i>)			
	Excellent (5)	Good (4)	Fair (3)	Poor (2)
1. Curriculum development for courses available in critical technology studies: Plan to develop, modify, & integrate critical technology courses into an undergraduate or graduate critical technologies certificate, major or minor degree program to be called an IC CAE CTSP. (Merit weight: 15 points)	Proposal includes a major, minor, and certificate program containing at least five courses in the critical technology studies area.	Proposal includes a minor containing at least five courses in the critical technology studies area.	Proposal includes a certificate program containing at least five courses in the critical technology studies area.	Proposal includes fewer than five courses in in the critical technology studies area.
SCORE:	75	60	45	30
2. Adherence to IC CAE mission ethnic and cultural diversity, which are traditionally under-resourced populations. NOTE: Schools designated as Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (HSI), Asian American Native American Pacific Islander Serving Institutions (AANAPISIs), Predominately Black Institutions, Alaska Native and Native American Serving Institutions, American Indian Tribally Controlled Colleges and Universities will be graded Excellent. (Merit weight: 15 points)	Consortium members have a greater than 75% diverse student population.	Consortium members have a greater than 50% diverse student population.	Consortium members have a greater than 25% diverse student population.	Consortium members have a less than 25% diverse student population.
SCORE:	75	60	45	30

Merit Definition & Weight Points <i>(Constant)</i>	Evaluation Rating <i>(Variable)</i>			
	Excellent (5)	Good (4)	Fair (3)	Poor (2)
3. Consortium. Institutions must be part of a consortium to specifically enhance collaboration with under-resourced schools in their area in a manner that promotes diversity. (Merit weight: 15 points)	Plan to form a consortium consisting of three (3) or more under-resourced schools.	Plan to form a consortium consisting of two (2) under-resourced schools.	Plan to form a consortium consisting of one (1) under-resourced schools.	Plan to form a consortium consisting of zero (0) under-resourced school.
SCORE:	75	60	45	30
4. Faculty research and professional development in support of a critical technologies curriculum, relevant to the IC. (Merit weight: 10 points)	Proposal includes specific, knowledge-based plan to support and fund faculty research and professional development including critical technology conference attendance, workshop and seminar attendance, or other methods.	Proposal includes plan to support and fund faculty research and professional development including attendance at workshops and critical technology seminars.	Proposal includes general statement of support for faculty development.	Proposal does not plan or budget for faculty research or professional development.
SCORE:	50	40	30	20
5. Provide opportunity for substantive exchange and for gaining familiarity with the Intelligence Community through annual colloquia, or a speaker series, in collaboration with rural and under-resourced regional colleges and universities, local and federal government and industry	Plan to hold annual colloquium or speaker series with at least 12 university, government or industry partners.	Plan to hold annual colloquium or speaker series with at least 6 university, government or industry partners.	Plan to hold annual colloquium or speaker series with at least 3 university, government or industry partners.	Plan to hold annual colloquium or 1-2 speaker events; no details on partners given.

Merit Definition & Weight Points <i>(Constant)</i>	Evaluation Rating <i>(Variable)</i>			
	Excellent (5)	Good (4)	Fair (3)	Poor (2)
partners on critical technology studies topics, relative to Intelligence and National Security (Merit weight: 10 points)				
SCORE:	50	40	30	20
6. Facilitate student participation in on-campus academic programs, and professional development activities. (Merit weight: 10 points)	Plan to hold quarterly or more frequent developmental events on data science and send students to multiple conferences.	Plan to hold semi-annual developmental events on data science and a data sciences conference.	Plan to hold semi-annual development events.	Plan to hold an annual colloquium only.
SCORE:	50	40	30	20
7. Establish and maintain program management, marketing and sustainment action plans. (Merit weight: 10 points)	Proposal includes specifics on how the program will be managed now, marketed and sustained once federal funding has ended.	Proposal contains general management plan and speaks to some marketing and sustainment.	Proposal contains general plans for management, marketing and sustainment.	Proposal refers to program management plan, marketing and sustainment without any specifics.
SCORE:	50	40	30	20
TOTAL POINTS:	425	340	255	170

APPENDIX B

Definitions

(U) **Artificial Intelligence (AI):** (U) AI is a collective term for computer systems that can sense their environment and learn, think, and adapt in response to change in order to achieve their objectives.

(U) Technologies and research areas generally considered sub-domains to AI:

- Automated Planning and Scheduling
- Computer Vision
- Decision Support, Predictive Analytics, and Analytic Discovery
- Distributed Artificial Intelligence/Agent-based Systems
- Human Language Technologies
- Identity Intelligence
- Machine Learning
- Process Modeling
- Robotics/Autonomous Systems

(U) **Computer Vision:** A field of study that aims to analyze, extract, and understand objects and relationships from within single or multiple images. Computer vision is the ability to interpret, make sense of, and understand visual sensor inputs such as picture processing or scene analysis.

(U) **Computationally Efficient Modeling:** Techniques used to enable the modeling and simulation of increasingly complex systems while minimizing the necessary computational resources.

(U) **Data Science:** The development of repeatable means to draw key analytic insights and signals from available data, to include the development of data architectures, data cleaning and transformation, data analysis, and related tasks.

(U) **Machine Learning:** The field of study interested in building computational systems that can improve their own performance of some task. ML is a computer system's ability to learn and adapt to a changing environment through algorithms, improving its own performance. In short, machine-learning systems can detect patterns or regularities in the data and optimize its performance to achieve its objective without further human coding of software routines.